

**PRE – QUALIFICATION
AND
REGISTRATION DOCUMENT
2019**

Social Welfare Development Programme (SOWED Kenya)
A Health Driven Gender and Social Justice Organization
Laiser Hill Plaza, Block A, 2nd Floor, Office no. 4, Magadi Road
P. O. Box 51015 - 00200
Nairobi - Kenya
Tel. 020 2000 518
E-mail: finance@sowedkenya.or.ke
www.sowedkenya.or.ke



SOWED Kenya

Receipt No.: _____

**CLOSING DATE 21ST JANUARY 2019
AT 10:30 A.M.**

**SOCIAL WELFARE DEVELOPMENT PROGRAMME (SOWED KENYA)
PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS FOR GOODS AND
SERVICES
FOR THE PERIOD 2019**

Social Welfare Development Programme (SOWED Kenya) invites applications from interested eligible bidders for the prequalification of suppliers for the supply of goods and services as below:

| | |
|-----------|--|
| SOWED/001 | Supply of General Office Stationery |
| SOWED/002 | Print and Supply of Promotional Materials; T- Shirts, Posters, Banners etc. |
| SOWED/003 | Print and Supply of Accounting Documents, Annual Reports & Operational Manuals |
| SOWED/004 | Maintenance and Repair of Furniture & Fixture |
| SOWED/005 | Internet Service Providers |
| SOWED/006 | Supply of General Motor Vehicle Maintenance |
| SOWED/007 | Supply of Bottled Drinking Water |
| SOWED/008 | Supply of Toilet Paper |
| SOWED/009 | Supply of Office Electronic, Machinery and Other Equipment including Computer Hardware, Software, Computer Maintenance & other Storage Devices, Voice Recorders, Fridge, Kettle, Gas Cooker, Microwave, Water Dispenser etc. |
| SOWED/010 | Audit Services |
| SOWED/011 | Consultancy Services |
| SOWED/012 | General Insurance Services including Staff Medical Covers |
| SOWED/013 | Transport, Car Hires & Taxi Services Including Drivers |
| SOWED/014 | Professional Photographers |
| SOWED/015 | Tents/Chairs and Public Address systems |
| SOWED/016 | Supply of Telephone calling cards & Maintenance of Telephone system |
| SOWED/017 | Cleaning Services |
| SOWED/018 | Legal Services |
| SOWED/019 | Website Design, Hosting, Maintenance and Social Media Campaigns |
| SOWED/020 | Conference Facilities including Meals, Accommodation and Tea & Snacks |
| SOWED/021 | Supply of Office Tea and Meals |
| SOWED/022 | Translation Services (Maasai-English and vis a versa); (Kiswahili-English and vis a versa) |
| SOWED/023 | Workshop Trainers and Facilitators |
| SOWED/024 | Supply of Furniture and Fixtures |

Interested eligible candidates may obtain pre – qualification documents during normal working hours from 9.00 am to 4.00 pm upon payment of a non-refundable fee payable at **Social Welfare Development Programme, A/c No. 01285114380000, National Bank of Kenya, Ongata Rongai Branch.**

KES 1,000: SOWED/002; 003; 005; 006; 009; 010; 013; 015; 018; 019; 020; 022 and 024

KES 500: SOWED/001; 004; 007; 008; 011; 014; 016; 017; 021 and 023

Complete document clearly marked PRE – QUALIFICATION DOCUMENTS FOR (indicate Category No. and Item Description) should be addressed to The Chairman Tender Committee, Social Welfare Development Programme (SOWED Kenya), Laiser Hill Plaza, Block A, 2nd Floor, Office No. 4, Magadi Road, P. O. Box 51015 – 00200, Nairobi – Kenya, and be placed in the tender Box located the front office on or before 21st January 2019 at 10.30 am

Prequalification documents will be opened immediately in the presence of candidates or representatives who choose to attend on 21st January 2019 at 10.30 am (EAT). Social Welfare Development Programme (SOWED Kenya) reserves the right to accept or reject in whole or in part pre-qualification documents and does not justify its decision.

Late prequalification documents will be returned UNOPENED

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Preamble

Registered in 2000, Social Welfare Development Programme (SOWED Kenya) is a Non-Governmental Organization which envisions healthy, just and peaceful communities in Kenya.

SOWED Kenya endeavors to excel in empowering communities by use of innovative and sustainable grassroots mobilization actions to foster healthy, just and violence free society for women and children in Kenya.

The organization's core values and principles which are accountability and transparency; gender sensitivity and responsiveness; belief in dialogue, negotiation, consensus building and participatory democracy; honest leadership; moral integrity and professionalism; respect of human rights, cultural rights and freedoms for all persons; non-partisan and non-discriminative on the basis of culture, traditions, clan, ethnicity, nationality, religion, gender, sex, age, dress, health, and marital status and other social divides; commitment to service; objectivity and impartiality

The material produced comes in various sizes in accordance with specifications given. The posters, brochures and leaflets are translated into English, Kiswahili and Maasai as they are primarily used for information to women at grassroots level.

Quality

Quality is of primary importance in bidding for these materials and services and only firms meeting specifications should apply. The quality of the work will be determined by the submission, by each bidder of samples of materials/work that they have produced for other clients, where applicable.

Bid Proposal

1. Firms bidding for the provision of the materials will be pre-qualified, if successful, to supply SOWED Kenya, for a period of one year, but renewable subject to an agreement by both parties.
2. All bids must clearly indicate the unit price and total cost of each item including VAT and any other applicable taxes.
3. All transactions between SOWED Kenya and the supplier will be conducted using a Local Purchase Order or Local Service Order. The conditions stated in the LPO's will apply.
4. SOWED Kenya will sign a contract with successful bidders. Servicing of the above mentioned will be done on and when required basis.
5. Suppliers will be required to declare conflict of interest as per attached form.

Please provide the following: -

- Certificate of Registration/Incorporation
- Company profile including directors and technical personnel
- Proof of experience and past performance on similar services and details of current work on hand and other contractual commitments.
- At least two (2) business referees.
- Evidence of resource capacity, capability and competence in terms of machines, staff and logistics to meet our requirements in a wide coverage of our unique requirements ranging from production of brochures, leaflets, magazines of various sizes and quantities.
- Machines and equipment will be verified

Social Welfare Development Programme (SOWED Kenya)

- Valid physical, postal and telephone contacts
- Explicit terms of payment
- Client profile
- Evidence of relevant past performance through a payment or bank statement
- Copies of:
 - PIN Certificates
 - Certificate of registration
 - Tax compliance certificate
 - Certificate of good conduct for service providers
- Any other relevant information

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Application Form

Official Receipt No. _____

Date _____

Registration of Supplies Application Form

I/We _____ hereby apply for registration as

Supplier/(s) of _____

Postal Address _____

Telephone Numbers _____

Email Address _____

Town _____ Street _____

Building Floor _____ Room/Office _____

Full Name of Applicant _____

Other Branches Locations _____

Date _____

Signature _____

Stamp _____