Malteser International (MI) is an international Non-Governmental Organization based in Cologne, Germany, providing humanitarian aid worldwide. In Kenya, current projects are implemented in Nairobi, Arid and Semi-Arid Lands (ASAL) areas like Marsabit &Turkana. MI is engaged in health system strengthening, drought resilience, emergency aid, livelihood support, food and nutrition support, WASH, and multi stakeholder partnerships and coordination.

To support our activities we invite suppliers and service providers registered under the Law of Kenya to participate in a preselection process for registering into MI internal database of suppliers and service providers for below listed categories. Applications for entire categories, for combined categories or for single category will be accepted. Please note that a participation in the preselection process does not impose any obligation on MI to request bids from suppliers or service providers.

CATEGORY A: SUPPLY OF GOODS
CATEGORY B: PROVISION OF SERVICES AND WORKS
CATEGORY C: ICT EQUIPMENT AND SERVICES
CATEGORY D: HIGH VALUE SUPPLIES & SERVICES
CATEGORY E: CONSULTANCY
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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS

MALTESER INTERNATIONAL (MI) invites applications for prequalification from interested vendors (including current suppliers) for the supply of goods, works and services to the organisation for the period January 1, 2022 to December 31, 2023.

CATEGORY A: SUPPLY OF GOODS

<table>
<thead>
<tr>
<th>CATEGORY NO.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBO-G/001/2022-23</td>
<td>Supply of general stationery</td>
</tr>
<tr>
<td>NBO-G/002/2022-23</td>
<td>Supply of small office equipment (shredder, clock, safe etc.), office furniture and fittings</td>
</tr>
<tr>
<td>NBO-G/003/2022-23</td>
<td>Supply of electronic appliances e.g. TVs, radios, fridges, water dispensers, toaster, blender, cooker, etc.</td>
</tr>
<tr>
<td>NBO-G/004/2022-23</td>
<td>Supply of electronic hardware e.g. sockets, florescent fittings etc.</td>
</tr>
<tr>
<td>NBO-G/005/2022-23</td>
<td>Supply of hardware related items, e.g. tubes, WC pans, PVC pipes etc.</td>
</tr>
<tr>
<td>NBO-G/006/2022-23</td>
<td>Supply of cleaning materials and sundries e.g. soaps, mops, tissues, detergents, bleaching agents etc.</td>
</tr>
<tr>
<td>NBO-G/007/2022-23</td>
<td>Supply of foodstuffs (tea, sugar, milk, bottled water, snacks, cereals, dry foods etc.)</td>
</tr>
<tr>
<td>NBO-G/008/2022-23</td>
<td>Supply of 20ft and 40ft storage containers</td>
</tr>
<tr>
<td>NBO-G/009/2022-23</td>
<td>Supply of solar panels and accessories</td>
</tr>
<tr>
<td>NBO-G/010/2022-23</td>
<td>Supply of tents</td>
</tr>
</tbody>
</table>

CATEGORY B: PROVISION OF SERVICES AND WORKS

<table>
<thead>
<tr>
<th>CATEGORY NO.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBO-SW/001/2022-23</td>
<td>Provision of air ticketing services</td>
</tr>
<tr>
<td>NBO-SW/002/2022-23</td>
<td>Repair and maintenance of office furniture, fixtures and fittings, incl. floors, windows, etc.</td>
</tr>
<tr>
<td>NBO-SW/003/2022-23</td>
<td>Provision of taxi services</td>
</tr>
<tr>
<td>CATEGORY NO.</td>
<td>ITEM DESCRIPTION</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NBO-SW/004/2022-23</td>
<td>Provision of clearing and forwarding services</td>
</tr>
<tr>
<td>NBO-SW/005/2022-23</td>
<td>Provision of professional mover services e.g. moving household items</td>
</tr>
<tr>
<td>NBO-SW/006/2022-23</td>
<td>Hire of tents, tables, chairs and accessories (e.g. decor)</td>
</tr>
<tr>
<td>NBO-SW/007/2022-23</td>
<td>Fumigation and pest control services</td>
</tr>
<tr>
<td>NBO-SW/008/2022-23</td>
<td>Hire of public address systems, audio visual equipment and related services</td>
</tr>
<tr>
<td>NBO-SW/009/2022-23</td>
<td>Supply and maintenance of generators, water pumps</td>
</tr>
<tr>
<td>NBO-SW/010/2022-23</td>
<td>Borehole rehabilitation services</td>
</tr>
<tr>
<td>NBO-SW/011/2022-23</td>
<td>Provision of catering services</td>
</tr>
<tr>
<td>NBO-SW/012/2022-23</td>
<td>Provision of immigration advisory services</td>
</tr>
<tr>
<td>NBO-SW/013/2022-23</td>
<td>Provision of security and related services e.g. alarm response, guard dogs, access control systems</td>
</tr>
<tr>
<td>NBO-SW/014/2022-23</td>
<td>Supply, installation and maintenance of CCTV system and related accessories</td>
</tr>
<tr>
<td>NBO-SW/015/2022-23</td>
<td>Provision and collection of sanitary bins</td>
</tr>
<tr>
<td>NBO-SW/016/2022-23</td>
<td>Provision of medical insurance services</td>
</tr>
<tr>
<td>NBO-SW/017/2022-23</td>
<td>Provision of general insurance services e.g. vehicle, equipment, household, office assets, etc.</td>
</tr>
<tr>
<td>NBO-SW/018/2022-23</td>
<td>Transport and logistics services e.g. haulage</td>
</tr>
<tr>
<td>NBO-SW/019/2022-23</td>
<td>Supply, installation and maintenance of fire appliances/fire hydrants, training and safety services</td>
</tr>
<tr>
<td>NBO-SW/020/2022-23</td>
<td>Provision of electrical maintenance services</td>
</tr>
<tr>
<td>NBO-SW/021/2022-23</td>
<td>Supply of petroleum products e.g. fuel, oils etc</td>
</tr>
<tr>
<td>NBO-SW/022/2022-23</td>
<td>Provision of occupational health and first aid training services</td>
</tr>
<tr>
<td>NBO-SW/023/2022-23</td>
<td>Translation services for conferences (English – French)</td>
</tr>
<tr>
<td>NBO-SW/024/2022-23</td>
<td>Printing of medical tools (e.g. registers, protocols, guidelines, SOPs)</td>
</tr>
<tr>
<td>NBO-SW/025/2022-23</td>
<td>Supply of training venue and accommodation, e.g. hotels, guests, B&amp;B, non- &amp; resident conference, etc.</td>
</tr>
</tbody>
</table>

### CATEGORY C: ICT EQUIPMENT AND SERVICES

<table>
<thead>
<tr>
<th>CATEGORY NO.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBO-ICT/001/2022-23</td>
<td>Supply and maintenance of computer equipment e.g. laptops, servers, routers, printers and scanners</td>
</tr>
<tr>
<td>NBO-ICT/002/2022-23</td>
<td>Provision of power and battery backup systems</td>
</tr>
<tr>
<td>NBO-ICT/003/2022-23</td>
<td>Provision of voice, data communication services (internet provision) and computer networks/video conference – purchase or hire</td>
</tr>
<tr>
<td>NBO-ICT/004/2022-23</td>
<td>Provision of software solutions, website development, mobile apps development, hosting and licensing, incl. cloud services</td>
</tr>
</tbody>
</table>

### CATEGORY D: HIGH VALUE SUPPLIES & SERVICES

<table>
<thead>
<tr>
<th>CATEGORY NO.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBO-HVS/001/2022-23</td>
<td>Supply of building materials (iron sheets, timber, nails, cement, sand, etc.) and hardware materials (tools for constructions) across Malteser International areas of operation</td>
</tr>
<tr>
<td>NBO-HVS/002/2022-23</td>
<td>Supply of agricultural items, e.g. seeds, seedlings, tools, etc.</td>
</tr>
<tr>
<td>NBO-HVS/003/2022-23</td>
<td>Food and Nutrition Security, e.g. salt, flour, plumpy nut, rice, beans, oil, drinking water</td>
</tr>
<tr>
<td>NBO-HVS/004/2022-23</td>
<td>Supply of WASH material, e.g. latrine construction and rehabilitation, drilling of boreholes (incl. water tests)</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>A: CONSUMABLES</strong></td>
<td>consumables, water dams, plastic water tanks, water treatment/purification tablets, hygiene kits incl. menstrual, hand washing facilities (jerry cans and stands), etc</td>
</tr>
<tr>
<td><strong>B: MEDICAL EQUIPMENT</strong></td>
<td>Supply of medical/surgical/laboratory equipment and skills lab equipment and supplies</td>
</tr>
<tr>
<td><strong>C: MEDICAL CONSUMABLES</strong></td>
<td>Supply of drugs, medicines, medical consumables and laboratory consumables</td>
</tr>
<tr>
<td><strong>D: RELIEF NON-FOOD ITEMS</strong></td>
<td>Supply of relief non-food items e.g. blankets, jerry cans, mosquito nets, kitchen sets, buckets and basins, tarpaulins, dignity kits etc.</td>
</tr>
<tr>
<td><strong>E: PROMOTIONAL MATERIALS</strong></td>
<td>Supply of promotional materials e.g. t-shirts, banners, caps, bags, balls and design and printing of calendars, diaries, Christmas cards, brochures, etc.</td>
</tr>
<tr>
<td><strong>F: MOTOR VEHICLES</strong></td>
<td>Supply of motor vehicles and motorbikes</td>
</tr>
<tr>
<td><strong>G: SERVICE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES</strong></td>
<td>Service, maintenance and repair of motor vehicles and -bikes</td>
</tr>
<tr>
<td><strong>H: CONSTRUCTION, RENOVATION, REPAIR AND MAINTENANCE OF BUILDINGS</strong></td>
<td>Construction, Renovation, repair and maintenance of buildings</td>
</tr>
</tbody>
</table>

**CATEGORY E: CONSULTANCY**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A: EVALUATION OF PRE-QUALIFICATION BIDS</strong></td>
</tr>
<tr>
<td><strong>B: BUILDING AND CONSTRUCTION SERVICES</strong></td>
</tr>
<tr>
<td><strong>C: AUDIT SERVICES</strong></td>
</tr>
<tr>
<td><strong>D: PROJECT EVALUATIONS</strong></td>
</tr>
<tr>
<td><strong>E: LEGAL SERVICES</strong></td>
</tr>
</tbody>
</table>

**NOTE:** DEALERS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY
Interested candidates may download Pre-qualification/Registration of supplier’s documents from the provided link and MI website (www.malteser-international.org) and pay a non-refundable fee of Kshs 3,000 or 5,000 per category as specified below:

1. Category A - Kshs 3,000
2. Category B - Kshs 3,000
3. Category C - Kshs 3,000
4. Category D - Kshs 5,000
5. Category E - Kshs 3,000

Payments should be made through our bank account, details are as below:

Stanbic bank: Kenyatta avenue branch
Account name: Malteser
Acc. number: 010000647197
Sort code: 31000
Swift code: SBICKENX
Currency: Kes

Candidates will then submit bank counterfoils to the Finance Department at the MI offices situated at Off Wood Avenue, Kilimani during the following times: 09:00hrs to 16:00hrs, on Wednesdays and Thursdays only and obtain official receipt(s)

The company profile, Mandatory principles of humanitarian Aid procurement, Whistle blowing guidelines, Dossier for preselection, and completed pre-qualification documents clearly indicating tender number and category should be signed and stamped before being sent in sealed envelopes. Each category MUST be submitted in a separate envelope and the envelope clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2022/2023:

CATEGORY DESCRIPTION… (e.g. Category A and NO……(e.g. NBO-G/001/2022-23) and addressed to:

The Tender Committee,
Malteser International,
P. O. BOX 66587-00800
Nairobi

To be deposited in the BIG TENDER BOX at MI office situated at Off Wood Avenue, Kilimani, so as to be received on or before December 16th, 2021 at 12.00 Noon.

Bids will be opened immediately thereafter by a panel of MI staff or our appointed agents. Malteser International reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision

NOTE: Only shortlisted suppliers and service providers will be notified.
PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Malteser International referred to as the “NGO” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the MI to perform the contract of supply and delivery or provision of goods and services to the Company.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Malteser International as and when required during the stated period.

2.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to Tender Committee–Malteser International so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

N/B: All the documents should be bound and paginated in an easy to get document folder.

2.6 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Tender Committee,

Not later than Wednesday, 16th December, 2021, at 12 Noon
2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee not later than 8th December 2021

The Tender Committee
Malteser International
P.O. Box 66587-00800
Nairobi
Email: nairobi@malteser-international.org

2.8 Additional information

MI reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by MI at the disclosure of the tender committee after the completion of the pre – qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Tax

MI is not tax exempted unless under a particular donor/project specification.

3.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Logistics Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and validity of quotation.

3.4 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.
4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

4.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

4.2 Qualification

4.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by MI in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

4.2.2 Prospective bidders will not be considered qualified unless in the judgment of MI they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

4.3.1 Experience

Prospective bidders shall have at least 2 years’ experience in the supply of goods, services and allied items. In case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

4.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ-3.

4.3.3 Financial Condition

The Supplier’s financial condition will be determined by latest audited financial statements submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

4.3.4 Other conditions

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.
4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then MI reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

4.6.2 The firm must declare any conflict of interest in relation to any member of staff. MI will not procure goods or services from suppliers where the employees have not declared conflict of interest

4.6.3 MI may carry out a source audit exercise for the shortlisted prequalified suppliers

4.6.4 Any effort by the tenderer to influence MI in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers’ tender.
### 4.7 Prequalification Criteria

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Form Type</th>
<th>Points Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration Documentation</td>
<td>PQ-1</td>
<td>30</td>
</tr>
<tr>
<td>2. Pre-qualification Data</td>
<td>PQ-2</td>
<td>5</td>
</tr>
<tr>
<td>3. Supervisory Personnel</td>
<td>PQ-3</td>
<td>10</td>
</tr>
<tr>
<td>4. Financial Position</td>
<td>PQ-4</td>
<td>20</td>
</tr>
<tr>
<td>5. Confidential Report</td>
<td>PQ-5</td>
<td>15</td>
</tr>
<tr>
<td>6. Past Experience</td>
<td>PQ-6</td>
<td>10</td>
</tr>
<tr>
<td>7. Litigation History</td>
<td>PQ-7</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### 4.8 Qualification score

The qualification score is 70 points and above
FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.

2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.

3. Must submit certified bank statements for the most recent 6 months (from May 2019- April 2019)

4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable

5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council

6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors

7. Copy of Letter of recommendation from 3 previous organizations served with similar works

8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)

9. Copy of Memorandum of Understanding or Articles of Association

10. Transport Hire firms must attach evidence of having taken all the Insurance covers/Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling/Copy of quality assurance certificates if any e.g. ISO 9000/9001

NOTE: A COPY OF THE MI PAYMENT RECEIPT/ORIGINAL BANKING SLIPS MUST BE ATTACHED

(Max 30 points)
FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. We .......................................................... hereby apply for registration as supplier(s)

(Name of Company/Firm)

of ..........................................................

(Item Description)

..........................................................................................

(Category No.) ..........................................................

Post Office Address

..........................................................................................

Town ..........................................................

Street ..........................................................

Name of building ..........................................................

Room /Office No. ................................. Floor No. .............

Telephone Nos. ..........................................................

Email address (MUST)..........................................................

Full Name of applicant ..........................................................

Other branches location ..........................................................

Organization & Business Information

Management Personnel ..........................................................

Chief Executive ..........................................................

Secretary ..........................................................

General Manager ..........................................................

Treasurer ..........................................................

Other ..........................................................
Partnership (if applicable):

Names of Partners

Business founded or incorporated .................................................................

Under present management since .................................................................

Net worth equivalent Kshs.............................................................................

Bank reference and address ...........................................................................

Bonding company reference address.............................................................

Enclose copy of organization chart of the firm indicating the main fields of activities

...........................................................................................................................

State any technological innovations or specific attributes which distinguish you from your competitors

...........................................................................................................................

Indicate terms of trade/sale

(5 Points)
PQ-3 SUPERVISORY PERSONNEL

Name ..................................................................................................................

Age ..............................................................................................................

Academic Qualification ...........................................................................

Under graduate ........................................................................................

Post graduate ...........................................................................................

Diploma ....................................................................................................... 

High School ............................................................................................... 

Professional Qualification .................................................................(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.............................................................................................................

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)
FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

Attach a copy of the most recent two years audited accounts (From 2017) - 7 marks

Attach letters of recommendation from the firm's bankers - 7 marks

State Credit period (minimum proposed is 60 days) – 6 marks

(20 Points)
FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

- If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General

Business Name ..........................................................................................................

Location of business premises..............................................................................

Plot No. .............................................. Street/Road ...........................................

Postal Address ................................................................. Tel. No.........................

Email address (MUST)...........................................................................................

Nature of business................................................................................................

Current Trade License. No......................................................... Expiring date...........

Maximum value of business which you can handle at any one time: Kshs ..............

Name of your bankers........................................................... Branch

Account No.......................................................... Branch.................................

Swift code............................................................. Branch code...........................

Bank Currency.................................

Part 2 (a) Sole Proprietorship

Business Name ..................................................................................................

Location of business premises..........................................................................

Plot No. .............................................. Street/Road ..........................................

Postal Address ................................................................. Tel. No.........................

Email address (MUST)..........................................................................................

Nature of business................................................................................................

Current Trade License. No......................................................... Expiring date...........

Maximum value of business which you can handle at any one time: Kshs ..............
Part 2 (b) Partnership

Given details of partners as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2 (c) – Registered Company:

Private or Public…………………………………………………………………………………

State the nominal and issued capital of company

Nominal Kshs ………………………………

Issued Kshs ………………………………

Given details of all directors as follows:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
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Date …………………………….. Signature of Candidate ………………………………

(15 Points)
FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

Name of Client (organization) ………………………………………………………
Address of Client (organization) …………………………………………………
Name of Contact Person at the client (organization) ……………………………..
Telephone No. of Client ……………………………………………………………
Value of Contract …………………………………………………………………
Duration of Contract (date) …………………………………………………………
(Attach documental evidence of existence of contract)

Name of 2nd Client (organization)

Name of Client (organization) ………………………………………………………
Address of Client (organization) …………………………………………………
Name of Contact Person at the client (organization) ……………………………..
Telephone No. of Client ……………………………………………………………
Value of Contract …………………………………………………………………
Duration of Contract (date) …………………………………………………………
(Attach documental evidence of existence of contract)

Name of 3rd Client (organization)

Name of Client (organization) ………………………………………………………
Address of Client (organization) …………………………………………………
Name of Contact Person at the client (organization) ……………………………..
Telephone No. of Client ……………………………………………………………
Value of Contract …………………………………………………………………
Duration of Contract (date) …………………………………………………………
(Attach documental evidence of existence of contract)

Others ……………………………………………………………………………………………

(10 Points)

Three (3) marks each and an additional point for one other
FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AWARD FOR OR AGAINST</th>
<th>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</th>
<th>DISPUTED AMOUNT CURRENT VALUE, KSHS. EQUIVALENT</th>
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(10 Points)
FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project I/We hereby state:

The information furnished in our application is accurate to the best of our knowledge. I/We understand that submission of false information will lead to disqualification.

That in case of being pre-qualified, I/We acknowledge that this grants the right to participate in submission of a tender or quotation within the specified period on the basis of provisions in the tender or request for quotation documents.

I/We enclose all the required documents and information required for the pre-qualification evaluation.

Date: ........................................................................................................

Applicant’s Name: ..............................................................................

Represented by: ...................................................................................

Signature: ............................................................................................

(Full name and designation of the person signing and stamp or seal)
Dossier for Preselection

Malteser International has been active in Kenya since year 2000, implementing health, nutrition and WASH projects directly or through partners (Nairobi office). The overall objective of MI Kenya is to create opportunities for people affected by displacement and poverty (both refugees and hosting communities) through emergency response and integrated/innovative recovery and development interventions.

Suppliers and service providers registered under the Laws of Kenya in respective goods and services are invited to submit their preselection dossier to MI so that they may be preselected for submission of quotations.

Interested suppliers and service providers should submit their application in a sealed envelope addressed to: Malteser International Evaluation Committee. On the sealed envelope, the categories applied for have to be clearly indicated.

Applications must contain the following documents:

- a copy of the Bidder’s Trading license or equivalent for 2022;
- a copy of the Bidder’s Certificate of Registration or incorporation.
- a copy of the Bidder’s valid income tax clearance certificate or equivalent;
- a copy of the Bidders VAT registration or equivalent;
- a copy of the bidder’s PPDA certificate.
- Power of Attorney of the signatory(ies) of the bid authorising signature of the bid on behalf of the joint venture;
- Duly signed preselection questionnaire
- Updated Company profile

Applications will be evaluated according to the following evaluation criteria:

- Completeness of documents submitted
- Previous experience with INGOs in similar supplies/works/services. (attach current and previous contracts)
- Availability of products /terms of delivery
- Product quality certified by independent and recognised agency
- Financial Capacity (Bank statements and Audited Financial Reports for the last 2 years)
- Standard terms of payment (cash/EFT/Cheque)
- Relevant staff qualifications
- Standard Price List including validity period

NOTE:

1. As a donor requirement, all bidders will be subjected to sanction screening on both national and international sanction lists.
# Preselection Questionnaire

All requested information will be treated confidentially.

<table>
<thead>
<tr>
<th>Company name</th>
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<tbody>
<tr>
<td><strong>Address</strong></td>
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<tr>
<td>Plot Number number</td>
<td>City / District</td>
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<tr>
<td><strong>Owner(s)</strong></td>
<td></td>
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<tr>
<td>Name</td>
<td>First Name</td>
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<tr>
<td><strong>Tax Identification no. (TIN)</strong></td>
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<tr>
<td>Tax number.</td>
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<td><strong>Legal form of Company</strong></td>
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<td>Ltd., Inc...</td>
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<tr>
<td><strong>Contact person</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Contact information</td>
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<tr>
<td></td>
<td>Phone:</td>
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<td></td>
<td>E-Mail:</td>
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<td><strong>Which goods or services does the company offer?</strong></td>
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<td><strong>Have you already worked with NGOs?</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Annual Turnover for the last 12 months</strong></td>
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<td><strong>Number of employees</strong></td>
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<td><strong>Average delivery time of goods offered</strong></td>
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<tr>
<td><strong>Standard terms of payment (EFT/Cash/ Cheque)</strong></td>
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<td><strong>Do you offer support services for the goods provided?</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Do you give a guarantee for your goods/services?</strong></td>
<td>Yes</td>
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<tr>
<td><strong>How do you ensure the quality of the products/services offered?</strong></td>
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<td></td>
<td>Sample inspection</td>
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<td>Product know-how</td>
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<td>Reference check</td>
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<td><strong>Do you offer a standard price list for your goods/services?</strong></td>
<td>Yes</td>
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<td><strong>Are there ties between you and any employee of Malteser International?</strong></td>
<td>Yes</td>
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<td></td>
<td></td>
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<tr>
<td><strong>If yes, whom and in which relationship:</strong></td>
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</table>
If applicable (otherwise, please leave blank):

| Do you have a license to sell pharmaceuticals? | Yes ☐ No ☐ Not required ☐ |
| How do you ensure the quality of pharmaceutical products? | Comments: |

| Status of the medical supplier | Certificate for Good Distribution Practices (GDP): Certificate database Yes ☐ No ☐ |
| Humanitarian Procurement Center (HPC) | Yes ☐ No ☐ |
| Listed in the database of “Quality Medicines for all” (QUAMED): QUAMED database Yes ☐ No ☐ |

| How are medical products stored? How is a cold chain ensured? | Comments: |

WE DECLARE, that
- the information given above is correct
- our products and/or services are produced without the labor of children below age 15.
- we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- we have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement. [Link](http://dgecho-partners-helpdesk.eu/actions_implementation/procurement_in_humanitarian_aid/procurement_mandatory_principles/start)

WE FURTHER DECLARE our interest to be included into MI database for supplies and services.

________________________  _____________________________
Date   Signature
Annex to the contract:

**Mandatory Principles of Humanitarian Aid Procurement**

Malteser International is obligated to observe and apply the following Procurement Principles. Malteser International also expects its partners and contractors to note these principles and act in accordance with them during the execution of the contracts signed with Malteser International.

The partner or contractor agrees to the adherence of following principles by signing the contract and annexes.

1) **Principle of Ethical Procurement**
   - Avoidance of child labour,
   - Respect of basic social rights and working conditions based on international labour standards,
   - Avoidance of any connection with a party to a conflict, involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2) **Principles of Equal Treatment, Non-Discrimination and Untied Aid**
   - No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

3) **Right of Access**
   - Right of Access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to the Malteser International or to the partner or contractor)
   - Malteser International is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

4) **Principle of Avoiding Conflicts of Interest**
   - Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or familiar or emotional ties).

5) **Principle of Supporting the Local Economy**
   - Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

6) **Principle of Due Diligence**
   - Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.
Whistleblowing Guideline

1. Purpose and scope

Malteser International has a high reputation among beneficiaries, partners, authorities, and donors for its professional work and integrity. In common with all organizations, however, Malteser International faces the risk of activities going wrong, or of unknowingly harboring malpractice. Malteser International is committed to preventing such malpractice, especially in the forms of fraud, corruption and the abuse of power.

Malteser International encourages its staff, partners, beneficiaries, and other stakeholders to report non-compliance with Malteser International's Code of Conduct, and especially any perceived instances of malpractice. This Whistleblowing Guideline has been issued to provide guidance on how to do so.

This policy covers all part or full-time staff working for Malteser International, as well as all volunteers, advisors, or consultants: who for the purpose of this document are all referred to as “staff”. It also covers partners, business partners such as suppliers, service providers etc., other stakeholders like donors, local authorities or beneficiaries, as well as the general public.

2. Definition

“Malpractice” for the purposes of this policy may include but is not limited to: fraud, corruption, criminal offenses, non-disclosure of a conflict of interest, or the abuse of power – including sexual exploitation.

3. Procedure for raising a concern

For Malteser International staff: If you believe that the actions of any staff member, or person(s) having to do with Malteser International could constitute malpractice, you should raise your concerns with your line manager. If you do not feel comfortable speaking to your line manager for any legitimate reason or because you fear negative personal consequences for yourself such as reprisal, victimization, or dismissal, you may contact the line manager's direct superior.

For partners, business partners, beneficiaries and all other stakeholders: You should raise your concerns with Malteser International's local country or program coordinator.

In exceptional circumstances where it would be inappropriate to approach either the Malteser International manager or their supervisor, you may raise the matter directly with the appointed Ombudsperson. Complaints to the Ombudsperson may be raised via email in English, German, French or Spanish.

Please always include full details of the issue raised along with your concern, and any available supporting evidence. Please also state whether you wish your identity to be kept confidential. When
addressing a complaint to the Ombudsperson, please give a brief reason why Malteser International managers cannot deal with the issue.

Malteser International does not encourage anonymous reporting and is only able to process complaints that include the contact details of the complainant.

For other complaints referring to issues that do not constitute malpractice in the above sense, the Malteser International grievance procedures should be followed.

You can find the name of the current Malteser International Ombudsperson and their contact details on Malteser International's website¹ and at the end of this document.

4. Handling of disclosures

All disclosures will be taken seriously, and processed using the following procedure:

1. In case a disclosure is made to a manager (in most cases the program or country coordinator), and the issue raised falls into his or her area of responsibility, the manager has the duty to acknowledge receipt of the complaint², assess or investigate the matter, provide necessary protection to the person raising the concern, and take appropriate action to end the alleged malpractice. If the manager considers the issue to be outside their area of responsibility, they are required to pass the issue to the country manager or team leader in headquarters or, where appropriate, to the Ombudsperson to deal with.

2. If you have any personal interest in the matter you have raised, you must disclose this at the outset.

3. Any disclosure made under this policy will be acknowledged in writing to confirm that Malteser International will investigate the matter, and will reply to your concerns in due course.

4. The Ombudsperson will deal with and investigate any reported concerns independently, objectively, and confidentially.

5. Assessment, clarification or investigation of the issue raised should begin within two weeks of the disclosure being made. The duration and scope of the assessment or investigation will depend on its subject matter. In most instances, there will be an initial assessment to determine whether there are grounds for a more detailed investigation, or whether the disclosure is, for example, based on erroneous information.

6. Any investigative activity will be carried out without regard to a person's relationship with Malteser International, their position, or length of service.

7. You may be asked to provide further information during the course of the initial assessment of your disclosure, or during the investigation.

8. When an investigation is launched through the Ombudsperson, they will also be responsible for reviewing the investigation report.

² Acknowledgement has to be given by the person to whom the concern is raised. For concerns raised towards Malteser International managers or coordinators. This should take the form of a written confirmation to the person raising the concern with a copy to the corresponding country officer in headquarters.
9. Following investigation, appropriate action will be taken – this could involve initiating a disciplinary process, or informing external authorities if a crime has been committed.

10. If it is found that there is insufficient evidence of malpractice, or the actions of the individual(s) are not serious enough to warrant disciplinary action, it may be more appropriate for Malteser International to take an alternative approach to dealing with the matter.

11. You will receive written notification\(^3\) of the outcome of the assessment or investigation.

5. Protection for whistleblowers

Whistleblowers will be provided protection against retaliation for their disclosure regardless at which level (managers, coordinators, or Ombudsperson) it is made. No member of staff who raises genuinely held concerns in good faith using this procedure will be dismissed or subject to any detriment (e.g. unwarranted disciplinary action or victimization) as a result of their action, even if their concerns turn out to be unfounded.

If whistleblowers believe that they are being placed at a disadvantage within the workplace as a result their use of this procedure, they should inform their line manager or, if this is not appropriate, the line manager’s superior or the HR department immediately. Staff who victimize or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

This assurance is not extended to any individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice.

All efforts will be made to keep the identity of the whistleblower confidential. Due to the nature of the information given or because of a need for formal investigation, e.g. in criminal cases which must be passed to the authorities, the identity of the whistleblower may become known. In these circumstances, the implications for confidentiality will be discussed with the whistleblower ahead of any action being taken. In order not to jeopardize a potential investigation, the whistleblower is asked to keep confidential the fact that he or she has raised a concern, along with the identity of those concerned.

6. False disclosure

Malteser International will treat all disclosures of malpractice seriously, and protect staff who raise concerns in good faith. However, appropriate action will be taken in accordance with disciplinary procedures against staff who are found to have made a disclosure that they know to be untrue.

This Whistleblowing Guideline has been issued by the Secretary General of Malteser International.

Cologne, April 11\(^{\text{th}}\), 2016

Ingo Radtke
Secretary General

\(^3\) The written notification to the person raising the concern must be given by the Malteser International managers or coordinators who received and handled the case.
Annex

Contact details of the current Malteser International Ombudsperson

Information on the person acting as Malteser International Ombudsperson can be found on our website: https://www.malteser-international.org/en/about-us/how-we-work/transparency.html

The following person has been appointed as Malteser International Ombudsperson:

Mr. Sebastian Freiherr von Bechtolsheim, Attorney at Law

For any correspondence please use the below email:
SBE@preubohlig.de