



Servicing New Frontiers

**REGISTRATION OF SUPPLIERS FOR GOODS
AND SERVICES
2019-2021**

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1.0 PREQUALIFICATION INSTRUCTION

1.1 Invitation for pre-qualification

- a) Hass Petroleum (K) Ltd wishes to invite sealed applications from competent firms for pre-qualification for supply of goods and services for the period 2019 to 2021. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods and/or services they wish to supply/provide.
- b) Prospective bidders shall download the tender documents from Hass Petroleum website www.hassspetroleum.com
- c) Applications for pre-qualification must be submitted in plain sealed envelopes clearly labelled.

"CATEGORY & REFERENCE NUMBER....."

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

AND must be dropped in the Tender Box at Hass Plaza 5th Floor, Lower Hill Road, Upperhill, Nairobi on or before **21ST August 2019 at 16.30 Hrs** (clearly labelled as above) addressed to:

**Procurement Manager,
Hass Petroleum (K) Ltd
Hass Plaza, Lower Hill Road
P.O. Box 76337-00508, Nairobi,
Kenya.**

- d) Late submissions will not be accepted. Hass Petroleum reserves the right to accept or reject any application.
- e) For each category Hass will prepare a list of pre-qualified suppliers not exceeding 15 suppliers per category or as will be decided by Hass. The bidders shall be ranked as per score marks stipulated in the evaluation criteria.
- f) The result of prequalification will be uploaded on the Hass Petroleum Group website_ www.hasspetroleum.com.

No letters of notification of individual bidders will be posted. Current Hass suppliers and service providers should re-apply as required in this paper.

- g) For each category a separate application for prequalification should be made. Applicants who use same application for different categories will be automatically disqualified. A category name and number should be indicated on the cover paper of the bidders' submission as shown in the cover's page in this tender document.
- h) All applications must be clearly marked as follows:

**“TENDER NO HPK/2019/001-REFERENCE NO
PREQUALIFICATIONS OF SUPPLIERS FOR 2019 - 2021”**

- i) Pre-qualification categories

CATEGORY REF	CATEGORY DESCRIPTION
	SUPPLY OF GOODS
HPK/01/2019	Supply of Printed Stationery, Rubber Stamps, calendars, diaries, Business cards and general branded stationery items
HPK/02/2019	Supply of Non-Printed Stationery- General office supplies
HPK/03/2019	Supply of Branded Promotional Materials (Brochures, Banners, Mail Bags, Branded T-Shirts, Branding of motor vehicles ETC)
HPK/04/2019	Supply, Installation & Maintenance of Signage & Branding
HPK/05/2019	Supply of Furniture, Fittings and Furnishings
HPK/06/2019	Supply of Drinking Water & Water Dispensers
HPK/07/2019	Supply of Computers, Laptops, UPSs, Printers, Projectors, accessories and consumables
HPK/08/2019	Supply of Networking, Telecommunication equipment and accessories
HPK/09/2019	Supply of CCTV equipment, Access Control Systems, and accessories
HPK/10/2019	Supply of computer software and software licenses
HPK/11/2019	Supply and Maintenance of Firefighting Equipment & Suppression Systems, PPE's and first aid kits
HPK/12/2019	Supply & Maintenance of Generators/ air receivers (Compressors, Air gauge, water separator)
HPK/13/2019	Supply of Tamperproof Security Seals
HPK/14/2019	Supply of LPG Accessories- Burners, pipes, Grills, Regulators, shrink wrap seals, plastic seals

HPK/15/2019	Supply of Fuel Dispensers and Pumps Spare Parts
	PROVISION OF SERVICES
HPK/16/2019	Provision of Consultancy Services in Building & Construction (Quantity Surveyor)
HPK/17/2019	Provision of Office Cleaning & Sanitary Services
HPK/18/2019	Provision Air Travel Agency Services (IATA Registered)
HPK/19/2019	Provision of Property Valuation Services
HPK/20/2019	Provision of Car Hire Services including Taxis, Buses & Mini buses
HPK/21/2019	Provision of Courier Services including Local (Same Day and Overnight) and/or International
HPK/22/2019	Provision of Security Guard Services
HPK/23/2019	Provision of Cash-in-Transit Services
HPK/24/2019	Repair and Maintenance of Computers, Laptops, UPS, Printers, Projectors and other computing equipment
HPK/25/2019	Maintenance of CCTV equipment, cloud backup, Access Control Systems, and accessories
HPK/26/2019	Provision of Internet, Networking and Telecommunication services
HPK/27/2019	Provision of I.T Consultancy Services, Programming and DBA Services
HPK/28/2019	Provision of Garage for Repair and Maintenance of Motor Vehicles
HPK/29/2019	Provision of Fumigation and Pest Control Services
HPK/30/2019	Provision of Strategy Services / Consultancy Services including Recruitment Services
HPK/31/2019	Provision of Car Tracking Services
HPK/32/2019	Provision of Environmental, Energy, fire and Occupational health and Safety Audit Services
HPK/33/2019	Provision of Hotel Accommodation Services
HPK/34/2019	Provision of Digital Marketing & Advertising Services
HPK/35/2019	Provision of Cleaning and maintenance of interceptors
HPK/36/2019	Provision of Advertising, Creative and Production services
HPK/37/2019	Provision of Events/Exhibition/Launch Management Services
HPK/38/2019	Provision of Roadshow/experientials services
HPK/39/2019	Provision of Digital advertising services
HPK/40/2019	Provision of Research consultancy services (e.g. Market, customer satisfaction, perception survey, media monitoring, national& international brand audit, employee satisfaction
HPK/41/2019	Provision of Photography services
HPK/42/2019	Provision of Media buying services
HPK/43/2019	Provision of Protocol & etiquette training services
HPK/44/2019	Provision of Insurance services
HPK/45/2019	Provision for Clearing and Forwarding Services
HPK/46/2019	Provision of calibration of product meters, tanks, Loading/Offloading Equipment services
HPK/47/2019	Provision of service maintenance and repair of truck loading/offloading equipment
HPK/48/2019	Provision of services, maintenance, repairs and calibration of service station pumps
HPK/49/2019	Provision of services, maintenance, and repair of water pumps
HPK/50/2019	Provision of Legal Services (e.g. Conveyancing Law & Practice, Commercial Law & Practice, Litigation & Dispute Resolution, Securitization of documents and General Legal work)

Interested Bidders may download upon payment of **KShs. 2000.00** (Non-refundable) the tender documents from our company website on page 3 of this document. Payment should be deposited to Barclays Bank of Kenya, Account name **HASS PETROLEUM (K) LTD**, Account no. **0775001739** Barclays Plaza branch. Deposit slip must be attached to the duly completed prequalification document. Current Hass suppliers must re-apply for prequalification. Completed prequalification documents in plain sealed envelope clearly indicating prequalification number and category being applied for should be deposited in the tender box at our Head Office at Hass Plaza, Lower Hill Road, 5th Floor by **21ST August 2019** addressed to

**Procurement Manager,
Hass Petroleum (K)
Ltd, Hass Paza, Lower
Hill Road,
P.O. Box 76337-0508
NAIROBI,**

For any queries kindly email procurementke@hasspetroleum.com

2 PREQUALIFICATION DATA INSTRUCTIONS

2.0 Pre-qualification data forms

- a) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 are to be completed by prospective suppliers/contractors who wish to be registered as suppliers in the specified categories as necessary.
- b) Prequalification application forms must be duly filled; incomplete application will lead to automatic disqualification.

2.1 Qualification

- a) It is understood and agreed that the prequalification data on the prospective bidders shall be used **by HASS PETROLEUM (K) LTD** in judgment, evaluation and qualification of prospective bidders to supply/perform the items/service required in the respective category.
- b) Prospective bidders will not be considered qualified unless the bidders are evaluated and accordingly enumerated as a bidder by Hass Petroleum. Bidders should have the capability, experience, qualified personnel available and suitability of net current asset or working capital enough to satisfactorily execute the contract of supply of goods and/or provision of services as qualified by Hass.

2.2 Essential criteria for pre-qualification.

- a) Experience: prospective bidder shall have experience in the supply of goods or service and allied items. Potential supplier should show competence, willingness and capacity to service the contract.
- b) Prospective supplier should possess the following statutory documents and certifications;
 - 1. Certificate of registration
 - 2. Valid Tax certificates; PIN, VAT, Compliance certificates
 - 3. Audited Financial Statements for the last 2 years
 - 4. Valid Licensing/certification by relevant professional

bodies Etc.

2.3 Financial Condition

The supplier's financial condition will be determined by the latest certified bank statement submitted with prequalification document as well as letter of reference from their bankers regarding the supplier's credit position. Audited Financial Statements for the last 2 years must be submitted as well.

2.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter from past customers should be included in form PQ-3 and documented evidence of contracts executed where applicable.

2.5 Submission of Prequalification documents.

Cover page indicating name of bidder, category no. and description.

PQ-1 form: Registration documentation

PQ-2 form: Registration data form duly filled

PQ-3 form: Experience; dully filled with necessary evidence.

PQ-4 form: Financials; Bank Statements and Copies of financial statements (Audited).

PQ-5 form: Confidential business questionnaire form dully filled

PQ-6 form: Litigation history

Any other requirement as applicable in the respective categories and application criteria e.g. Current IATA certificate, Certificate from National construction certificate

3.0 FORMS

FORM PQ-1: REGISTRATION DOCUMENTATION

The preliminary registration of statutory documents which shall be provided by all bidders,

- i. Copy of certificate of registration or incorporation
- ii. Copy of valid tax compliance certificate from KRA. The validity will be verified using KRA checker.
- iii. Copy of PIN certificate/VAT registration certificate.
- iv. Physical Address
- v. Provide telephone number and email
- vi. Certificate from affiliate bodies/association where applicable
- vii. Proof of experience from at least three clients (attach letter of recommendation for each reference given).

NB: Failure to submit any of the above MANDATORY requirement will lead to automatic disqualification.

3.1 FORM PQ-2: PREQUALIFICATION DATA

Contractor identification

1. Legal name of firm.

2. Postal Address.....CODE.....CITY.....COUNTY.....

Land Line Telephone Number. (s)

Person to Contact.....

Cell phone Number.....

Designation of the contact person

3. Organization business information.

List of Directors.....

Partnership

- Name of Partners

4. Business founded or incorporated.....
Under present Management since

5. Bank reference and address

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

FORM PQ-3-PAST EXPERIENCE

Name of the applicant's other clients dealt within the past (Bidders must attach a letter of recommendation from each reference given)

3.3.1 Client 1

- i. Name of client (organization)
.....
- ii. AddressTelephone No.....
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization

3.3.2 Client 2

- i. Name of client (organization) ii.
- Address Telephone No: iii.
- Value of contract..... iv.
- Contact Person v.
- Signature.....
- vi. Office stamp of the organization

3.3.3 Client 3

- i. Name of client (organization) ii.
- AddressTelephone No: iii.
- Value of contract..... iv.
- Contact Person v.
- Signature
- vi. Office stamp of the organization
- vii. Others

NB: Provide letter of recommendation from at least three (3) of your major clients listed Current suppliers of Hass Petroleum K Ltd need not to provide letter of recommendation from Hass Petroleum, but can attach copies of Hass LPOs. However, they should provide letters of recommendation for the other references.

The items supplied on the letter of recommendation should be like the category applied for prequalification.

3.4 FORM PQ-4-FINACIAL STATEMENT

Attach a copy firm's bank statement for at least past five months

3.5 FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONARE

You are requested to give the indicated in part 1 and either 2(a), 2 (b) or 2(c) whichever applies in your type of business. You are advised it's a serious offence to give false information this form.

Part 1

- i. Business Name: ii.
- Location of Business..... iii.
- Premises..... iv.
- Plot No:street/Road..... v.
- Postal Address.....Tel No..... vi.
- Nature of Business.....
- vii. Current Trade License No.....Expiring Date.....
- viii. Maximum Value of business which you handle at any one time KE.....
- ix. Name of your bankers.....Branch.....

Part Two 2 (a)-Partnership

- 1. Name.....
- Nationality.....
- Citizenship Details.....
- Shares.....

2. Name.....

Nationality.....

Citizenship Details.....

Shares.....

Part 2 (b) Registered Company

Public or Private.....

State the nominal and share capital issued.....

Nominal Kshs.....

Share capital.....

FORM PQ-6: LITIGATION HISTORY

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

Year	Award for or Against	Name of client Cause of litigation or matter of dispute	Disputed amount (KES)