



CONSTITUTION AND REFORM EDUCATION CONSORTIUM (CRECO)
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**CALL FOR PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE
PERIOD 2024-2026**

Brief on Constitution and Reform Education Consortium (CRECO)

CRECO is a consortium of governance focused Civil Society actors working in Kenya. Founded in 1998, the consortium works in the areas of Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. Our organizational philosophy is anchored on the foundation that everyone is entitled to a dignified life, and impartial access to rights, resources, and opportunities: we consider effective governance as a pre-condition to this status.

CRECO distinguishes itself as a voice for constitutionalism and pro-people governance in Kenya.. The consortium's work mainly entails the provision of non-partisan information and skills to empower citizens, especially disadvantaged groups, and youth to enable them participate effectively in all governance processes. CRECO envisions a country where constitutionalism and pro-people governance is safeguarded.

Introduction

To deliver on its mandate, CRECO seeks the services of qualified and credible providers of goods and services. The purpose of this call is to invite interested parties to provide the necessary information by responding to this tender to express their interest to be considered for the provision of goods and services for the period 2024 -2026 to CRECO.

Tender Name: PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2024-2026

CATEGORY A: SUPPLY OF GENERAL GOODS AND SERVICES

| No | Reference No: | Description |
|----|-----------------------------|---|
| 1 | Tender No: CRECO/A1/2024-26 | Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, photocopier toners and computer consumables etc. |
| 2 | Tender No: CRECO/A2/2024-26 | Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, caps, calendars, banners, carrier bags, logos, brochures, research reports, business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc |
| 3 | Tender No: CRECO/A3/2024-26 | Supply, Delivery, and Installation of Office Equipment e.g., Office Furniture and fittings, computers, laptops, computer software and licenses, printers, photocopiers, scanners, UPS, telephone and other related ICT hardware and accessories etc. |

CATEGORY A: PROVISION OF SERVICES/WORKS/REPAIRS

| | | |
|----|--------------------------------|--|
| 4 | Tender No: CRECO/A4/2024-26 | Provision of Hotel (Meals & Accommodation) And Conference Facilities Country Wide and Water Refil. |
| 5 | Tender No: CRECO/A5/2024-26 | Provision of Transport, Car Hire and Taxi Services |
| 6 | Tender No: CRECO/A6/2024-26 | Provision of Maintenance services for Servers, Computer, Printers, IT Security Solutions and General office Repairs. |
| 7 | Tender No: CRECO/A7/2024-26 | Provision of Air Travel Agency Services. |
| 8 | Tender No: CRECO/A8/2024-26 | Supply, Installation, Commissioning, Repair and Maintenance of, Fire Extinguishers, Smoke Detectors, First Aid Kits, and Related Accessories |
| 9 | Tender No: CRECO/A9/2024-2026 | Provision of Bulk SMS Services |
| 10 | Tender No: CRECO/A10/2024-2026 | Provision of cleaning and sanitation services |
| 12 | Tender No: CRECO/A11/2024-2026 | Provision of general and medical insurance services |

ZSLCATEGORY B: PROVISION OF CONSULTANCY SERVICES

| | | |
|---|-----------------------------|---|
| 1 | Tender No: CRECO/B1/2024-26 | Event Moderation / Professional Events MC Consultants/ Facilitation of Workshops |
|---|-----------------------------|---|

| | | |
|----|------------------------------|---|
| 2 | Tender No: CRECO/B2/2024-26 | Consultancy for development of organization Monitoring, Evaluation, Learning and Reporting Strategy |
| 3 | Tenders No: CRECO/B3/2024-26 | Consultancy for carrying out project/ organisation Monitoring, Evaluation and Learning (MEAL) |
| 4 | Tender No: CRECO/B4/2024-26 | Provision of Facilitation on Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 5 | Tender No: CRECO /B5/2024-26 | Provision of Rapporteur services for Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 6 | Tender CRECO /B6/2024-2026 | Provision of Consultancy services for Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 7 | Tender CRECO /B7/2024-2026 | Conducting of Baseline Survey on for Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 8 | Tender CRECO /B8/2024-2026 | Conducting of Research for Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 9 | Tender CRECO /B9/2024-2026 | Consultancy for the development of resource Material development |
| 10 | Tender CRECO /B10/2024-2026 | Provision for Kenya Sign Language Interpretation services |
| 11 | Tender CRECO /B11/2024-2026 | Provision of Entertainment Poetry and Live Performance Services |
| 12 | Tender CRECO /B12/2024-2026 | Consultancy for Cloud Back up System and Maintenance |
| 13 | Tender CRECO /B13/2024-2026 | 2026 Consultancy to develop the Organization Strategic Plan |
| 14 | Tender CRECO /B14/2024-2026 | Consultancy for training of Citizens on Constitutionalism and pro-people governance |
| 15 | Tender CRECO /B15/2024-2026 | Consultancy on Staff wellness and Team Building |
| 16 | Tender CRECO /B16/2024-2026 | Consultancy on Internet services and Maintenance |
| 17 | Tender CRECO /B17/2024-2026 | Consultancy on website maintenance and development |
| 18 | Tender CRECO B18/2024-2026 | Provision of Event Coordination Services |

| | | |
|----|--------------------------------|---|
| 19 | Tender CRECO / B19/2024-2026 | Consultancy on translation of IEC materials to brail |
| 20 | Tender CRECO r / B20/2024-2026 | Consultancy on translation of IEC materials and policy documents to Swahili Language |
| 21 | Tender CRECO / B21/2024-2026 | Consultancy on publication and Media Mobilisers |
| 22 | Tender CRECO / B22/2024-2026 | Consultancy on documentation, data collection and Report writing |
| 23 | Tender CRECO / B23/2024-2026 | Consultancy on Development of Visual Illustrations of Publications |
| 24 | Tender CRECO / B24/2024-2026 | Consultancy on development of Educative Animations |
| 25 | Tender CRECO / B25/2024-2026 | Consultancy on development of documentary and Videography Services |
| 26 | Tenders CRECO / B26/2024-2026 | Provision of Livestreaming Services |
| 27 | Tender CRECO / B27/2024-2026 | Provision of Entertainment (Live bands, Photo Booths, Choirs, Camera 360 etc) |
| 28 | Tender CRECO/B28/2024-2026 | Provision of consultancy services on review of institutional strategic plan 2023-2027 |
| 29 | Tender CRECO/B29/2024-2026 | Provision of consultancy services on formulation of Policy Briefs on advocacy issues around Democracy, Citizen Participation and Demand and Governance Sector CSOs' Coordination and Strengthening. |
| 30 | Tender CRECO/B29/2024-2026 | Provision of consultancy services on institutional resource mobilization and fundraising strategy |

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority
4. Copy of Current Trade License.
5. Company profile
6. Valid AGPO Certificate for the youth, women and persons with disability firms.
7. Duly Completed Confidential Business Questionnaire
8. For provision of Ticketing Services prospective service providers **MUST** be registered

with the Kenya Civil Aviation Authority (KCAA)

9. Attach CR 12/ Directorship of the company.
10. For all applicants applying for the various consultancies and services kindly attach Expression of Interest (EOI), which should include the following.
 - Capability Statement
 - Financial proposal
 - CV of the lead consultants

11. All Applicants applying for various consultancies should indicate which thematic areas they are applying for on the EOI.

12. All Applicants applying for various consultancies should have at least 2 years' experience for degree holders and 5 years for Diploma.

Additionally, suppliers will be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities, and proof of membership to a professional body where relevant should be attached.

In case of any clarification on the direction to the office, contact **Tel: +254-722209779**

SECTION 2: INSTRUCTIONS TO SUPPLIERS

2.1 Introduction

CRECO would like to invite interested suppliers who must qualify by meeting the set criteria as provided by CRECO for the contract of provision of goods, services and works to CRECO.

2.2. Format and Signing of Applications

The applicant shall prepare one original document comprising the registration document, as described in Instructions to Suppliers, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL. In addition, the applicant shall submit one copy of the same registration document clearly marked COPY. In the event of discrepancy between them, the original shall prevail.

2.2.1 The original and copy of the PQQ document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the PQQ document shall initial all pages of the tender where entries or amendments have been made. The registration document shall be without alterations, omissions, or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

All Submissions for application should be send as a soft copy zipped folder of your expression of interest by close of business on 30th April 2024 to procurement@crecokenya.org/elogprocurement2010@gmail.com/procurement@elog.or.ke and copy crecokenya1998@gmail.com The **subject line** of the email should read **the tender reference number eg. Tender No: CRECO-A1-2024-26**

Youth, Women and Persons living with disability are highly encouraged to apply for the CRECO pre-qualification of Supplies and services.

2.4 Eligible Suppliers

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to CRECO sothat they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Evidence

Suppliers shall provide such evidence of their continued eligibility satisfactory to CRECO upon request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4 are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 Application

The registration 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services, and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not forming part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and CRECO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

FORM RQ-1 - REGISTRATION DATA SUPPLIERS APPLICATION FORM

I/We.....hereby apply for registration (Name of Company/Firm) as suppliers of (Item Description) Category

No..... Other branches and location
.....

Organization & Business Information Management

Personnel Job Title.....

1.

2.

3.

Partnership (if applicable) Names of Partners

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

Indicate terms of trade/ sale /Payment.....

Attach copy of the Company profile

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1- General: Business

Name.....
Plot No.....
Location of Business Premises.....
Street/Road..... Email
address..... Postal
Address..... Tel No..... Nature of
Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can manage at any given Time: Ksh.....
Name of Your Bankers.....Branch.....
Organization Contact Person:

Name.....
Title.....
Tel. No.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....
Nationality.....Country of Origin.....Citizenship
Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

| Name | Nationality | Citizenship | Details Shares |
|-------|-------------|-------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

FORM RQ-3 PAST AND CURRENT PERFORMANCE AND EXPERIENCE

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in CRECO? (YES/NO)_. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to CRECO? Yes/No:___, if yes indicate hereunder the financial year, the goods, or services that you supplied and their value.

| Financial year | Goods or service supplied | Total Value |
|----------------|---------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

4. All applicants applying for various consultancies and services kindly attached samples of past related work products e.g. Reports, Videos etc

FORM RQ-4 - LITIGATION HISTORY, COMPLIANCE, DECLARATION

4.1 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 one year or currently under execution.

| YEAR | AWARD FOR OR AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE DISPUTED | AMOUNT (CURRENT VALUE, KSHS. EQUIVAL |
|------|----------------------|---|--------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

4.2 COMPLIANCE WITH KENYAN PROCUREMENT LEGISLATION

CRECO will disqualify any supplier who:

- (a.) is bankrupt or is being wound up, where his/her affairs are being administered by the court, where he has entered an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.
- (b.) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations.
- (c.) has been convicted by a judgment which has the force of **res judicata** in accordance with the legal provisions of the country of any offence concerning his professional conduct.
- (d.) has committed any act of grave professional misconduct.
- (e.) has not fulfilled obligations relating to the payment of all government statutory payments.
- (f.) has not fulfilled obligations relating to the payment of taxes in accordance with the Legal provisions of Kenya.
- (g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

(h.) has been the subject of a conviction for participation in a criminal organization.

i. has been the subject of a conviction for corruption.

j. has been the subject of a conviction for fraud.

k. has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organization or its directors or any other person who has powers of representation, decision, or control of the organization.

Yes / No _____

Where the answer is affirmative, please provide details.

CRECO may seek evidence later, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. If at any time in the tender procedure CRECO receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

(I.) DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any CRECO employee. Do you have a relationship with any CRECO employee that would cause any real or perceived conflict of interest?

Yes/No _____

(Specify _____ :)

I declare, for and on behalf of
(Company/firm) that all the information furnished to CRECO in connection with this prequalification is true and accurate in all material respect.

H. AUTHORISATION

Form completed by:

Name: _____

Tel No: _____

Signature: _____

Date: _____

Position: _____

Thank you for completing this questionnaire.

The information it contains will be held in confidence by CRECO and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.