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**INVITATION TO TENDER FOR THE SUPPLY OF OFFICE STATIONERY AND PRODUCTION CONSUMABLES**

**TENDER REF HACO/001/2022**

|  |  |
| --- | --- |
| **Project** | **SUPPLY OFFICE STATIONERY,& PRODUCTION CONSUMABLES** |
| **Revision** | **FIRST ISSUE** |
| **Release Date** | **16.11.2021** |
| **Issuer** | **HACO INDUSTRIES KENYA LIMITED** |
| **Type** | **REQUEST FOR QUOTATION** |
| **Document File** | **HACO/001/2022** |
| **Supplier Response Date** | **30TH NOV 2021** |
| **Selection of suppliers for**  **evaluation** | **Presentation to Haco Industries’ evaluation team on the 30TH NOV 2021** |
| **Contract implementation date** | **As required** |

**INTRODUCTION AND RESPONDENT INSTRUCTIONS**

Haco Industries Kenya limited is inviting bids for the supply of office stationery and production consumables. Supplier Prequalification requirements are as shortlisted below. Interested and qualified bidders are required to return an electronic copy of the filled supplier prequalification form attaching all the prerequisite supporting documentation to the following email address [tenders@haco.co.ke](mailto:tenders@haco.co.ke) In your response, please note to quote the **tender reference number (HACO/001/2022)** on the email subject. In addition to this, a soft excel file has been provided for individual item price filling (Under appendix 3). Please utilize the same to complete the pricing section and submit an electronic (soft copy as well)

All qualified bidders are expected to supply all required information, or clearly state the reason for being unable to do so. By submitting a response, you are committing to fully understand the requirement and have sufficiently addressed all aspects of the tender and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by Haco in this tender to date, and any further information supplied during the tender process is subject to strict confidentiality.

**TENDER ASSESSMENTS**

The evaluation criteria will be based upon some or all the following aspects of the Bidders’

proposals in (not in order of significance):

1. **Commercial**
2. Competitive price
3. Price clarity
4. **Service Capability**
   1. Service delivery models (including business continuity)
   2. Quality
5. **Long term roadmap proposals**
6. Innovation and added value
7. Strategic fit
8. **Financial**
9. Financial strength demonstrated across the Bidder’s group structure. Please include your company’s revenue and net results for the last two years with your response.

# APPENDIX 1

**1.1 SUPPLIER PREQUALIFICATION QUESTIONNAIRE**

**COMPANY PROFILE**

# PART ONE

**To be filled by all Bidders**

Business Name:

Location of Business Premises:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Plot Number: | Street/Road: |  |
| Nature of Business: |  |  |
| Telephone: | Fax: |  |
| Current Trade Licence No: | Expiry Date: |  |
| PIN No:    Maximum Value of Business Bidder Can Handle at Any One | VAT No:  Time: | \_\_\_\_\_\_\_\_\_\_\_ |

**Name & Address of Bidder’s Bankers**

1. Name

Branch Address

A/C Number…………………………………………………………………………………………………

Swift Code…………………………………………………….................................................

1. Name

Branch Address

|  |  |
| --- | --- |
| Branch | Address |

A/C Number………………………………………………………………………………………………….

Swift Code……………………………………………………................................................

# PART TWO

LIMITED COMPANY

Indicate Private or Public

Details of All Directors

|  |  |  |
| --- | --- | --- |
| **Name** | **Nationality** | **Total Share**  **Capital** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Contact Person

Position Signature

|  |  |
| --- | --- |
| Company Rubber Stamp |  |
| Date |  |
| Company Registration Number |  |

## PIN Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach the following Documents:

* **PIN / VAT CERTIFICATES**
* **TAX COMPLIANCE CERTIFICATE**
* **BANK DETAILS ON AN OFFICIAL LETTERHEAD**
* **COMPANY POLICIES, EOHS CERTIFICATES & ACCREDITATION CERTIFICATES**
* **COMPANY PROFILE**
* **CERTIFICATE OF REGISTRATION**
* **KEY STAFF MEMBERS’ QUALIFICATIONS**
* **3 REFERRAL TESTIMONIALS**
* **AUDITED FINANCIAL STATEMENTS (last two financial trading periods)**
* **DIRECTOR DETAILS – ID & PIN**

# PART THREE

|  |  |
| --- | --- |
|  | Tick appropriately |
|  |  |
| SOLE PROPRIETOR |  |
|  |  |
| PARTNERSHIP |  |

## 

Name

Location of Premises

L.R No. of Premises

Nature of Business

PIN No.

VAT N

**Name & Address of Bidder’s Bankers: -**

1. Name

Branch Address

A/C Number………………………………………………………………………………………………….

Swift Code……………………………………………………................................................

**2 APPENDIX 2**

## SUPPLIER BUSINESS STATUS & APPLICABLE CREDIT TERMS

**a) Financial Status**

1. Annual Gross Revenue : ----------------------------------------------

1. Asset Base : ----------------------------------------------

1. **Technology Employed**

|  |  |  |
| --- | --- | --- |
| No | Type of Equipment | Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Equipment will be composed of relevant machines, vehicles, tools directly relating to goods or services intended for supply to Haco Industries Ltd.

1. **Payment terms –**

* Applicable payment terms will be a minimum of 60 days post invoice date or any other period agreed between Haco and the supplier.

**APPENDIX 3**

NB: USE ATTACHED EXCEL SHEET TO POPULATE YOUR BID

