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PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES 2024 - 2025

Closing Date: 31st May 2024 at 1700hours EAT



NAKURU BOX
YOUR PARTNERS IN GROWTH

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Nakuru Box is a premier Co-Working space in Nakuru Town that provides a serene, sophisticated and upmarket premise where entrepreneurs, freelancers, and startups can share a collaborative environment to drive success in their businesses. We offer access to incubation training to upcoming startups, mentorship, funding and access to the large network of entrepreneurs in Nakuru Town.

Nakuru Box invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods and services period 2024-2025.

The pre-qualification process will therefore be conducted electronically on Nakuru Box Website Portal. www.nakurubox.co.ke/suppliers. The categories for the supply of various goods and services are listed on Nakuru Box Suppliers Web page.

Nakuru Box reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision. Canvassing will lead to automatic disqualification.

Procurement Manager



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SECTION II - INSTRUCTIONS TO APPLICANTS 1

Nakuru Box Ventures Ltd herein referred to as “the organization’ or ‘Nakuru Box”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.

1. This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
2. The Supplier registration process shall be completed online via Nakuru Box Suppliers Portal (www.nakurubox.co.ke/suppliers).
3. The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
4. Bidders may request clarification in relation to the prequalification by submitting a written request using the number (0794 829 081) until 30th May 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
5. Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
6. The successful applicants will be registered in the organisation’s suppliers list for a one-year period and the organization will only deal with the firms that are registered.
7. Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
8. The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
9. The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization.
10. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
11. Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
12. The application of this call closes on 31st May 2024 at 1700hours.
13. Nakuru Box will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.



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SECTION III. EVALUATION CRITERIA 1

1. Nakuru Box will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact Nakuru Box on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence Nakuru Box in the evaluation shall result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and Nakuru Box reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. Nakuru Box reserves the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
 - Preliminary Evaluation.
 - Qualification Evaluation.

1. Preliminary Evaluation - Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.
 - All the applications shall be sorted out according to the various categories contained in the application for registration form.
 - Pre-screening shall be done for all the applications in each category to determine responsiveness by providing certified copies of:
 - (a) Certificate of Incorporation/Business Registration Certificate.
 - (b) Current Tax Compliance Certificates
 - (c) PIN Certificate/VAT.
 - (d) Current Business Permit.
 - (e) Self - Declaration form.
 - (f) Confidential Business Questionnaire (Electronic).
- Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.
- A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.
- Qualification Evaluation Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.
- The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- A detailed assessment of each applicant will be made in the course of evaluating the application.
- Applications will be evaluated against the criteria in the table below



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No	Pre-qualification Statutory requirements	Max Score	Score Attained
1	Certificate of Incorporation/Business Registration CR12	5	
2	Current Tax Compliance Certificates	0	
3	PIN/VAT Certificate	0	
4	Current Trade License / Business Permit	0	
5	Duly filled Confidential Business Questionnaire (electronic)	0	
6	Experience of Company/major clients (5 marks each) a) Age of Company 0 to 2 years – zero marks 2 to 5 years – 3 marks Over 5 years – 5 marks b) 3 Letters of recommendation from current clients – Total 15 Marks c) At least five copies of LPOs or Contracts for the last 3 years – Total 15 Marks	35	
7	Evidence of physical address and premises supported by (tenancy agreement, lease, title)	15	
8	Audited financial statements for the last 2 years (Not older than year 2020) – 15 Marks Signed Accounts by auditors– 15 Marks Attach letters of reference from the Bankers to support bank relations = 5 marks	35	
9	Manpower and staffing Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks CVs of Key Management and supervisory team – 5CVs 1 marks each	10	
10	Total	100	



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PRE-QUALIFICATION NOTICE 2024 - 2025

Nakuru Box Ventures Ltd invites applications for the pre-qualification of supplies of goods and services for the Financial Year (FY) 2024-2025

REFERENCE NO:	CATEGORIES:
NB/P/1/2024-25	Provision of Website Design and Hosting Services, Bulk SMS, Digital Marketing and Paid advertisement Consultancy Services.
NB/P/2/2024-25	Provision of Catering Services.
NB/P/3/2024-25	Provision of Event management services (tents & chairs, decorations, and audio-visual equipment).
NB/P/4/2024-25	Provision of Media Production (Photography and Videography).
NB/P/5/2024-25	Provision of Hotel, accommodation, conferencing and catering Services in Nakuru, Nyandarua, Narok, Laikipia, Kericho and Baringo Counties
NB/P/6/2024-25	Provision of Graphic Design Services
NB/P/7/2024-25	Provision of Legal consultancy services
NB/P/8/2024-25	Provision of HR consultancy services
NB/P/9/2024-25	Provision of Business Development consultancy Services
NB/P/10/2024-25	Provision of Monitoring and Evaluation training Services
NB/P/11/2024-25	Provision of Project Management training services
NB/P/12/2024-25	Provision of Strategic plan development consultancy services
NB/P/13/2024-25	Provision of Financial and tax consultancy services
NB/P/14/2024-25	Supply, Delivery, Installation, Testing, Training, Commissioning, and Support Services for ERP System
NB/P/15/2024-25	Supply, Delivery, Installation, Testing, Training, Commissioning and Support Services for Learning Management Systems
NB/P/16/2024-25	Production Of backdrop banner, roll up banners, teardrops ,Polo T-shirts, Branded Hoodies, Pens, Notebooks & nametags
NB/P/17/2024-25	Supply of Laptops and Printers
NB/P/18/2024-25	Supply of Projectors and Boardroom Screen
NB/P/19/2024-25	Supply of DSLR Camera, lenses and accessories
NB/P/20/2024-25	Supply of General office stationery

Interested suppliers should access more information about the prequalification exercise and application process on our website <https://www.nakurubox.co.ke/suppliers>. All existing suppliers are required to participate alongside prospective suppliers in order to be evaluated and considered. The tender closes on 31st May 2024, at 5pm EAT. Interested bidders are required to submit completed pre-qualification tender documents via the website portal or in a plain sealed envelope clearly marked "PRE-QUALIFICATION OF SUPPLIERS 2024/5" indicating the name and reference number of the category being applied for addressed to: The Chief Executive Officer Nakuru Box Ventures Ltd, Nakuru - Kenya. Completed tender documents should be delivered at the reception at Nakuru Box, 6th floor - D&D House, Nakuru on or before 31st May 2024.

Nakuru Box Ventures Ltd reserves the right to accept or reject any bid in whole or in part at its discretion. All participants who duly complete the tender process online will be notified of the outcome.