



**PRE- QUALIFICATION OF SUPPLIERS
FOR GOODS & SERVICES
FOR YEAR 2014**

EABC/002/2014

CLOSING DATE: 10, MARCH 2014

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INTRODUCTION

The East African Business Council (EABC) is the umbrella organisation of the Private Sector in East Africa. Established in 1997, EABC is at the forefront of facilitating private sector participation in the integration process of the East African Community (EAC). The Council invites interested and competent suppliers to submit bids for prequalification for the supply/ provision of goods and services to its offices in **Arusha, TANZANIA**.

SECTION I - INVITATION FOR PRE-QUALIFICATION

EABC (hereinafter referred as “Procuring Entity”) intends to prequalify applicants for the provision of the following goods and services:-

Category No.	Description
001	Supply of General Office Stationery and Computer Stationery
002	Supply and Maintenance of Computer Hardware & Software
003	Supply of General Office Supplies
004	Supply of Promotional Materials, such as banners, bags, T-Shirts, Caps
005	Supply and Maintenance of Office Furniture & Equipment
006	Supply and Maintenance of Fire Fighting Equipment
007	Supply of Newspapers, Magazines and Periodicals.
008	Provision of Courier services(Local and International)
009	Provision of Outside Catering Services
010	Provision of Property Valuation Services
011	Provision of Staff ID Printing services
012	Provision of Office Repair works-Electrical/Plumbing/Carpentry
013	Provision of Meeting and Conferencing Facilities in Entebbe, Kampala, Nairobi, Mombasa, Kigali, Bujumbura, Arusha, Moshi and Dar es salaam
014	Provision of Sign Writing and Engraving Services
015	Provision of Advertising Services
016	Provision of Cleaning and Fumigation Services
017	Provision of Security Services
018	Provision of Insurance Brokerage Services
019	Provision of Printing Services (such as Complimentary Slips, booklets and Business Cards)
020	Provision of Asset Labelling Services
021	Provision of Event Management Services
022	Provision of Fundraising Services
023	Provision of Travel, Air Ticketing Services and Travel Insurance Services (IATA registered firms)
024	General Consultancy in areas such as Management, Trade, Tax, Non-Tariff Barriers, Business Climate Index

PREQUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES

Prequalification documents with detailed information can be obtained from the EABC reception desk during working days Monday to Friday **between 9.00a.m and 4.00p.m** or downloaded from the EABC website: **<http://eabc.info/>**

Completed pre-qualification documents in plain sealed envelopes marked **“REF: EABC/002/2014/....** (Category number) should be addressed to:

The Executive Director
East Africa Business Council
Olorien House, Kijenge
P.O. Box 2617
Arusha,

or, deposited at the EABC offices **on or before 10th March 2014, 3.30pm**. Any document received after the deadline time and date shall be rejected. The Applicant shall bear all costs associated with the preparation and submission of its application and East African Business Council and will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.

EACB reserves the right to accept or reject any application and is not bound to give reasons for its decision.

SECTION II - INSTRUCTIONS TO APPLICANTS

2.1 Scope of Tender

2.1.1 To prequalify suppliers for the supply of the goods and services detailed in the invitation for prequalification. It is expected that prequalification applications will be submitted to be received by EABC **on or before 10th March 2014, 3.30pm.**

2.1.2. Prequalification is open on equal terms to natural persons, companies or firms or public or semi-public agencies , cooperative societies, joint ventures or groupings of companies or firms and other legal persons governed by public or private law.

2.2. Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited at the following address or posted to:

**The Executive Director
East Africa Business Council
Olorien House, Kijenge
P.O. Box 2617, Arusha, Tanzania**

The closing date for applications is **10th March 2014, 3.30pm.** EABC reserves the right to accept or reject any application and is not bound to give reasons for its decision.

2.2.2 All the information requested for pre-qualification shall be provided in the **English Language.**

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Applicants

2.3.1 This invitation for bids is open to all suppliers **from East African countries** except as provided hereinafter;

2.3.2 Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices.

2.4. Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in the Appendix 1 hereof. A short listing of suppliers will be done taking into account the applicant's general and particular experience, personnel, capability and financial position as demonstrated by the applicant's response in the attached forms.

2.4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on EABC's needs and continuous and satisfactory Performance.

2.5. Additional Requirements

Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers.

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Confidential Business Questionnaire:

(Please note that giving false information under this section will result in your application being disqualified automatically)

GENERAL INFORMATION

1. The questionnaire must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. EABC reserves the right to visit and inspect the business premises of the company/firm that will participate.
4. Any information given under and later found to be incorrect shall lead to disqualification from the prequalification process.
5. The following documents **MUST** be attached:
 - a. Certificate of incorporation;
 - b. Trading certificate;
 - c. Tax payer's registration certificate(s);
 - d. Tax clearance certificate from revenue authority;
 - e. Audited accounts for last 2 years;
 - f. List of Directors;
 - g. Curriculum Vitae(CVs) of senior management staff; and
 - h. Proof of agency/representative status where applicable.

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PART I: CORPORATE INFORMATION

No.:	PARTICULARS	
1.	Full name of organization:	
2.	Category for which prequalification is sought:	
3.	Is your Organization (please tick appropriately)	a. A Public limited company? If yes, please attach copies of the company's memorandum of association and articles including any change of name b. Public listed company? If yes, attach copies as (a) above c. A limited company? If yes, attach copies as (a) above d. A partnership? If yes, attach copy of partnership deed e. A sole trader? If yes, attach business certificate f. Other, (please specify)
4.	Date of Registration:	
5.	Full physical address of principle place of business: Full postal address:	
6.	Name of authorised contact person:	
7.	Telephone No.: Fax No.:	
8.	Email Address:	
9.	Website address (if any):	
10.	Company TIN no.: (please provide a copy) Company VAT no.: (please provide a copy)	
11.	Period in which you have been in the specific business for which	

PREQUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES

No.:	PARTICULARS	
	you wish to be qualified	
12.	Names of the shareholders, Directors and Partners (as in the registration documents):	
13.	Associated company (if any)	
14.	Provide the name(s) of company's : (i) Lawyers (ii) Auditors	

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PART II: FINANCIAL INFORMATION

No.:	PARTICULARS		
1.	What was your turnover in the last two years? For year ended ----/----/----- For year ended ----/----/-----
2.	Has your organization met all its obligations to pay its creditors and staff during the years?		Yes/No
	If "No" please explain why		
3.	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?		
	If so, please give details		
4.	Bankers details: Bank: Branch and address: SWIFT code; Account number: Contact person:		
5.	Provide copies of your audited accounts for the last 2 years.		

PART III: BUSINESS ACTIVITIES

No.:	PARTICULARS
1.	State your organization's main business activities
2.	<p>Please state generally the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by EABC</p> <ul style="list-style-type: none">• Attach your company organogram with emphasis on the job you are bidding for• Attach CV's of your key staff

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PART IV: TRADE REFERENCES

No.;	Customer Organization (Name)	Customer Contact name & Phone no.:	Date contract awarded	Period of contract
1.				
2.				
3.				
4.				
5.				

DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct and authentic. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with EABC

FORM COMPLETED BY:	
Name:	
Title:	
Date:	
Telephone No.:	
Email:	
Signature:	
Company Stamp/Seal	

APPENDIX 1

(i) Preliminary Evaluation (30%)

The following documents shall form part of the evaluation

- *Certificate of incorporation*
- *Trading certificate where applicable*
- *Tax registration certificate(s)*
- *Tax clearance certificate from revenue authority*
- *List of Directors (as in the registration documents)*
- *CV's of senior staff*
- *Company organogram*
- *Completion of questionnaire*

(ii) Technical Specifications: (50%)

*- Well and clearly answered questionnaire
(part I, III,IV)*

(iii) Financial/Commercial Evaluations (20%)

Submission of:

- *Audited accounts for last 2 years*