

PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE PERIOD 2023 TO 2025



Category: _____

Category Ref. No: _____

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1 INVITATION TO PREQUALIFICATION

Dear Sir / Madam

You are invited to participate in the pre-qualification for the provision of good and services. This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

Your reply should be submitted in the format requested. Your sealed prequalification document should be dropped in the tender box at Riley Falcon Security Services Limited at Riley House 26 Masaba Road on or before **21st July 2023 at 12 Noon.**

All the Pre-qualification to be addressed to:

**Financial Controller
Riley Falcon Security Services Ltd
Riley House, 26 Masaba Road
P. O Box 56152 – 00200
NAIROBI**

For any clarification, kindly send email to info@rileyfalcon.co.ke

Successful applicants will be notified in writing.

Riley Falcon Security Services Ltd reserves the right to accept or reject any application and is not bound to give any reason for its rejection.

Yours faithfully,

Riley Falcon Security Services Ltd

2 ABOUT RILEY FALCON SECURITY SERVICES

2.1 COMPANY BACKGROUND

Riley Falcon Security Services Limited is one of the largest and well-established security companies in Kenya. We have been in the security industry in Kenya since 1987. We pride our self in delivering customer solutions. Our products are custom made and are synonymous with quality and value. We are on a mission to exceed your expectations and form a long-term, mutually beneficial relationship with you.

2.1.1 Mission

Deliver superior products, and excellent services, ensure rewarding careers for employees, enhance shareholder value and contribute positively to the community.

2.1.2 Vision

To be the leading security service provider in Kenya.

2.1.3 Objective

The main objective of pre-qualification of suppliers is for firms/contractors to demonstrate their capacity and competence to supply and deliver assorted goods and services under relevant tenders/quotations to the Scheme as and when required during the two-year period beginning 1st August 2023 and ending 30th July 2025.

2.2 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

- **Experience** – prospective suppliers of goods and services should demonstrate ability and experience to organize supply and deliver any of the categories of goods and services listed in the tender notice.
- **Financial capability** – the supplier’s capability will be determined by examination of latest 2 years audited financial statements submitted with pre-qualification documents as well as letters of references from the bankers regarding credit/ financial position.
- **Past performance for relevant category** – the past performance of suppliers shall be given due consideration in the pre- qualification exercise. Letters of reference from the past and present clients should be included.
- **Capacity of the firm-** prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

Riley Falcon Security Services limited invites suitable qualified bidders to submit sealed bids for pre-qualification for the provision of goods and services for the period 2023 and 2025 detailed below:

Ref. No	Description	Category
GOODS		
RFSL/001/PQ/2023	Supply of Office Stationery e.g. Printing papers, pens, counter books, spring files, envelopes, box files, paper clips, etc.	Women, Youth & persons with disability
RFSL/002/PQ/2023	Supply of computers and related accessories	General
RFSL/003/PQ/2023	Provision of cash boxes (CIT)	General
RFSL/004/PQ/2023	Provision of branded items e.g. T shirts, polo shirts, caps, umbrellas, diaries, notebooks, banners, calendars, pens etc.	Women, Youth & persons with disability
RFSL/005/PQ/2023	Provision of security seals (CIT)	General
RFSL/006/PQ/2023	Provision of seal bags (CIT)	General
RFSL/007/PQ/2023	Supply and delivery of dog feeds and dog handling equipment's	General
RFSL/008/PQ/2023	Supply and delivery of tailored staff uniforms e.g. ladies suit, men suit, sweaters, pilot shirts, belts, trousers, caps, riding suits, lanyards, overalls, dustcoats, reflective jackets etc.	General
RFSL/009/PQ/2023	Supply and delivery of security personal protective equipment e.g. helmets, safety glasses, goggles, security whistles, gumboots, buttons, riding gloves, safety boots etc.	General
RFSL/010/PQ/2023	Supply and delivery of foot wear e.g. security boots, boots with metal toe, official shoes etc	General
RFSL/011/PQ/2023	Supply of fuels and lubricants	General
RFSL/012/PQ/2023	Provision of toners and cartridges	General
RFSL/013/PQ/2023	Supply and delivery of office cleaning materials, detergents and disinfectants	Women, Youth & persons with disability
RFSL/014/PQ/2023	Supply of motor vehicle spare parts	General
RFSL/015/PQ/2023	Supply and delivery of office drinking water	General
RFSL/016/PQ/2023	Supply and delivery of newspapers	Women, Youth & persons

		with disability
RFSL/017/PQ/2023	Supply and delivery of motor vehicle Tyres	General
RFSL/018/PQ/2023	Supply and delivery of note counters (CIT)	General
RFSL/019/PQ/2023	Supply and delivery of motor vehicle batteries	General
RFSL/020/PQ/2023	Supply of electronic related equipment's	General
RFSL/021/PQ/2023	Supply and installation of motor vehicle speed governors, tracking devices etc	General
RFSL/022/PQ/2023	Supply and delivery of office furniture, fixtures and fittings, office binds, curtains etc.	General
<u>SERVICES</u>		
RFSL/023/PQ/2023	Garage services-repair of vehicles and motorbikes	General
RFSL/024/PQ/2023	Hotel Services, Accommodation and conference facilities in East Africa	General
RFSL/025/PQ/2023	Design and Printing Services	Women, Youth & persons with disability
RFSL/026/PQ/2023	Sanitary Services	General
RFSL/027/PQ/2023	Office Repairs and Maintenance	General
RFSL/028/PQ/2023	Electrical Repairs and Maintenance	General
RFSL/029/PQ/2023	Plumbing Works	General
RFSL/030/PQ/2023	Repair and Maintenance of office equipment (telephones, binding machines, PABX, air condition, generator etc.	General
RFSL/031/PQ/2023	Garbage Collection	General
RFSL/032/PQ/2023	Provision of Veterinary services.	General
RFSL/033/PQ/2023	Maintenance of firefighting equipment and fire protection equipment and training	General
RFSL/034/PQ/2023	Provision of travel and air ticketing services	General
RFSL/035/PQ/2023	Supply, installation, repairs and maintenance of photocopier machines	General
RFSL/036/PQ/2023	provision of insurance services e.g. medical insurance, life and general insurance	General
RFSL/037/PQ/2023	Provision of legal services	General

3. MANDATORY REQUIREMENTS

- a) Certificate of Incorporation.
- b) VAT and PIN registration.
- c) A copy of valid tax compliance certificate from Kenya Revenue Authority (KRA).
- d) Copy of recent CR12 Form from the registrar of companies (6 months old).
- e) Copy of business permit from relevant authorities.
- f) Audited accounts for the last 2 years.
- g) AGPO certificate for the special groups i.e. youth, persons with disability and women.

NOTE: Expired documents are deemed NOT ATTACHED

4. PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE PERIOD JULY 2023 TO AUGUST 2025

Provide pertinent information in the space provided. In case the space is inadequate, you may use a separate sheet of paper.

2.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2 (b) or two (c) whichever applies to your type of business. You are advised that it is a serious criminal offence to give false information on this form.

<p>Part 1- General</p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No..... Street/Road.....</p> <p>Postal Address.....Tel.....Email.....</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time Kshs.....</p> <p>.....</p> <p>Name of your Bankers.....Branch.....</p>														
<p>Part 2(a)- Sole Proprietor</p> <p>Your Name in full.....</p> <p>Age.....</p> <p>Nationality.....Country of origin.....</p>														
<p>Part 2(b)- Partnership</p> <p>Give details of partners as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>			Name	Nationality	Shares	1.	2.	3.
Name	Nationality	Shares												
1.												
2.												
3.												

<p>Part 2(c)- Registered Company</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Give details of all directors as follows:-</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>Date.....Signature of Candidate.....</p>

2.4 FINANCIAL POSITION

Attach a certified copy of firm’s latest two years signed audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

2.5 PAST EXPERIENCE - REFERENCES

Name of key clients with whom the applicant has done business in the last two years including the values of contracts/ orders (and provide evidence).

1. 1st organization
 - a) Name of client (organization).....
 - b) Address of client (organization).....
 - c) Name of contact person
 - d) Telephone no. /email of client.....
 - e) Value of contract.....
 - f) Duration of contract (date).....

(Attach documental evidence of existence of contract)

2. 2nd organization

a) Name of client
(organization).....

b) Address of client
(organization).....

c) Name of contact person at the client/
organization.....

d) Telephone no. /email of
client.....

e) Value of
contract.....
.....

f) Duration of contract
(date).....

(Attach documental evidence of existence of contract)

3. 3rd organization

a) Name of client
(organization).....

b) Address of client
(organization).....

c) Name of contact person at the client/
organization.....

d) Telephone no. /email of
client.....

e) Value of
contract.....

f) Duration of contact
(date).....

(Attach documental evidence of existence of contract)

TERMS OF PAYMENT

Clearly state your credit period: _____
(Minimum credit period is 30days)

2.6 HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

Please provide the following and any other evidence of your firm's physical, human, technical and logistical capacity to supply and deliver should you be awarded the tender

1) Physical facilities / Branch Network

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (electricity, water bill, council rates payments etc.)

2) Managerial and key personnel competency

List the key managerial and technical staff of your organization (attach their CVs)

Name of key staff	Position held	Position held from (date)

2.7 PROFESSIONAL AFFILIATION AND OTHER IMPORTANT REQUIREMENTS

Evidence of professional affiliation and other document i.e. KPSA, KAM, UBA etc.

3 DECLARATION

I/We have completed this form(s) accurately at the time of reply and it is agreed that, all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein will be used as ground for removal from the pre-qualification process.

I/ We confirm that, I/We are not insolvent in receivership or bankrupt. Our business activities have not been suspended and we are not the subject of legal proceeding for any of the foregoing.

I/ We certify that the information given is correct.

Name: _____

Signature: _____

Title: _____

Date: _____

Cell Phone No.: _____

Company's Stamp/ Seal: _____

Witness

Name: _____

Signature: _____ Date: _____

Cell Phone No: _____