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TENDER NO: NKCC/PR/037/2024-25

PREQUALIFICATION FOR PROVISION OF CREATIVE DESIGNERS' SERVICES

INVITATION DATE: 24th January 2025.

CLOSING/OPENING DATE: 10th February 2025 at 10AM.

INVITATION FOR PREQUALIFICATION

Date.....

TENDER NAME: PREQUALIFICATION FOR PROVISION OF CREATIVE DESIGNERS' SERVICES.

The New Kenya Co-operative Creameries Ltd (NKCC) is a State Corporation and one of the largest dairy processors and market leader in Kenya. Its renowned for its top of the range, quality brands, which include KCC Finest Butter, KCC Superfine Ghee, Gold Crown Milk, KCC Fresh Milk, Safariland Milk Powder, KCC Mala & La Yoghurt among others.

NKCC intends to prequalify eligible Candidates for the PREQUALIFICATION FOR PROVISION OF CREATIVE DESIGNERS' SERVICES

Applicants must submit ONE (1) **Original** PREQUALIFICATION document.

Qualified and interested eligible Candidates may obtain further information and inspect the Tender Document during office hours [0800 to 1700 hours] at the address given below

A complete set of tender documents may be viewed and downloaded for free from the PPIP portal [PPIP Home \(tenders.go.ke\)](http://tenders.go.ke) and New KCC Website (www.newkcc.co.ke).

Completed tender documents in plain sealed envelope clearly marked with **Tender Number** and **Description** should be addressed to:

The Managing Director
New KCC Ltd
P.O. Box 30131-00100
Nairobi

All submitted Documents may be verified from the issuing agencies, NKCC Reserves the right to verify all submitted documents.

All interested bidders are required to continually check the NKCC Website: www.newkcc.co.ke and Public Procurement Information Portal (PPIP) for any other tender addenda or clarifications that may arise before the submission date.

MANAGING DIRECTOR

INSTRUCTIONS TO CANDIDATES

Applicants shall submit only one (1) **Original** PREQUALIFICATION document per category.

The evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

The pointers given under each of the evaluation criteria are:		<u>Yes /No</u>
Company History	<ol style="list-style-type: none">1. Provide Incorporation certificate2. Provide Valid tax compliance3. Provide Valid Business permit4. Provide CR 125. Minimum 3 years' experience of the firm in offering digital marketing services and promoting brands across various marketing channels. List at least 3 projects with LPO/Contract/Letter of Award/LSO attached.6. Provide CVs of the key technical personnel and their relevant experience. Attach at least 2 CVs7. List at least 3 FMCG clients and any other 2 worked with details of assignments engaged in and their contacts for reference	
Financial Score	<ol style="list-style-type: none">8. Provide 2 years of audited financial accounts OR 6months bank statement.	

Bidders must meet all the above mandatory requirements to qualify to be enlisted in the list of suppliers.

B: TECHNICAL EVALUATION (MANDATORY) OTHER REQUIREMENTS

S/No	Requirements	Score	Yes/No
1	Duly filled PREQUALIFICATION Data (Form PQ-2)	Mandatory	
2	State Credit period (minimum proposed is 60 days).	Mandatory	
3	State Price Validity of Bids (minimum proposed is 90	Mandatory	
4	State Duly filled and signed Confidential Business Questionnaire	Mandatory	
5	State Proposed delivery period upon receipt of PO (Minimum is 7 days for Standard goods and 14 days for non- standard Goods/Services)	Mandatory	

Applicants must meet all the above requirements to qualify for PREQUALIFICATION.

FORM PQ-2 -PREQUALIFICATION DATA

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

I/ We..... hereby apply for
PREQUALIFICATION as Supplier (s)
(Name of Company/Firm)

of

.....
(Tender reference)

.....
(Description)

Post Office Address

.....
Town

.....
Street

.....
Name of building

Room/Office No.

Floor No.

Direct Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs.....

6. Bank reference and address

.....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

10. Indicate terms of trade/sale

.....

FORM PQ-3 TECHNICAL PERSONNEL (fill for each staff separately)

Name

Age

Academic Qualification

Diploma.....

Certificate

High School.....

Professional Qualification

Work Experience

- (1) State Credit period (minimum proposed is 60 days) _____

- (2) State Price Validity of Bids (minimum proposed is 90 days) _____

- (3) State Proposed delivery period upon receipt of PO (Minimum is 7 days for and 14 days for non-standard Goods/Services) _____

PAST EXPERIENCE

In this section, kindly give details and proof (copies of PO/ Contract/ Completion Certificates) of 3 clients that you have provided motor rewinding services. Greater merit will go to firms that have supplied goods, services or works to reputable clients who are of similar complexity or nature as NEW KCC LTD.

Client 1:

- a) Name of Client.....
- b) Contact Person in Client Organization:.....
- c) Postal Address:.....
- d)Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 2:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 3:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

PREQUALIFICATION FORM

The PREQUALIFICATION of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant

2. Physical Address

3. Postal Address: 4. Postal Code:

5. E-mail: 6. Mobile Phone No.

6. County of Location

7. Are you applying for youth, women or persons with disabilities?

8. Contact Person

9. Overview of the Enterprise

Type of ownership [Sole Proprietor] [Partnership] (please tick one) [Limited Company] [Others Specify]	Sole Proprietor]
	[Partnership]
	[Limited Company]
	[Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable
Name in Full:
Age:
Identity/Passport No:

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs Issued
KShs.....

Directors' Details

NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. PIN Number:

Name & Title:

Signature: Date: