



**Kenya Airways**

*The Pride of Africa*



**PRE-QUALIFICATION OF  
CONTRACTORS AND  
SUBCONTRACTORS FOR GOODS  
AND SERVICES FOR THE YEAR  
2010/2011**

**PRE-QUALIFICATION  
DOCUMENT**

|  |
|--|
| CATEGORY NO.....                             |
| CATEGORY DESCRIPTION.....                    |
| RECEIPT NO..... <i>(attach receipt copy)</i> |

# APRIL 2010

## CONTENTS

|   |    |
|---|----|
| 1. Introduction .....   | 3  |
| 2. Invitation to tender.....                                    | 4  |
| 3. Important Notes for suppliers.....                           | 5  |
| 4. Mandatory Requirements.....                                  | 6  |
| 5. Prequalification Questionnaire.....                          | 7  |
| Part A- Commitment to Safety, Health and Environment.....       | 7  |
| Part B- General Information .....                               | 7  |
| Part C- Financial Information .....                             | 9  |
| Part D- Trade References .....                                  | 10 |
| Part E- Personnel Responsibilities.....                         | 11 |
| Part F- Verification of Business Sustainability.....            | 12 |
| Part G-Construction Industry Suppliers Special Information..... | 12 |
| Part H-Certification .....                                      | 15 |

## **INTRODUCTION**

Kenya Airways is the Pride of Africa! A world-class network airline that has been voted Africa's Best Airline, year after year, by Africa's leading travel and aviation magazines. Kenya Airways wishes to pre-qualify suppliers in order to maintain its market position while getting shareholders' value for money by procuring goods and services from competent suppliers at most competitive prices.

The pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in specified category. One application form can ONLY be used to apply for ONE category of goods/services (please note that failure to indicate the category no. and item description will lead to DISQUALIFICATION.)

Please read through this document carefully and provide the requested information together with ALL required supporting documents.

## INVITATION TO TENDER

Kenya Airways Ltd invites applications for pre qualification from competent contractors and subcontractors based in Nairobi, Mombasa and Kisumu in the under listed categories for the financial year **2010/2011**

KQ/P001/10 Building and Civil Contractors  
KQ/P002/10 Electrical Contractors  
KQ/P003/10 Plumbing and Drainage Contractors  
KQ/P004/10 Air Conditioning Contractors  
KQ/P005/10 Fire Fighting Contractors  
KQ/P005/10 Furniture Contractors and Suppliers  
KQ/C006/10 Interior Designer Consultants  
KQ/C007/10 Architects  
KQ/C008/10 Structural Engineers  
KQ/C009/10 Quantity Surveyor  
KQ/C010/10 Electrical & Mechanical Engineers

Prequalification documents can be obtained from the Supply Chain Centre, situated at Kenya Airways Head Office Embakasi during normal working hours or by downloading from [www.kenya-airways.com](http://www.kenya-airways.com). Receipt showing proof of payments of a non refundable fee of Kshs 3000 should be attached to the prequalification documents at the point of return. Payment shall be made in cash or by Bankers Cheque at KQ Cash Office, Block A, Ground Floor, or deposited to the following account:

**Bank: Citibank NA – Nairobi**  
**Account Name: Kenya Airways Limited**  
**KES Account No.: 100597039**  
**SWIFT Code: CITIKENA;**  
**Branch Code: 16000**

Completed documents in plain sealed envelop, clearly marked prequalification of contractors and subcontractors, category tender no. and addressed to

**THE HEAD OF SUPPLY CHAIN,  
Kenya Airways Ltd,  
P.O Box 19002,  
NAIROBI KENYA.**

should be dropped in the tender box situated at the Main Gate Reception on or before **Thursday 16th June 2010, at 12.00 noon local time.**

Kenya Airways Ltd reserves the right to accept or reject any application partially or in whole without giving any reasons.

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## IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist Kenya Airways Limited in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods or services within the specified category.
- b) The questionnaire is to be fully and comprehensively completed in all respects.
- c) All documents must be submitted in English Language
- d) Provide certified copies of all supporting documents requested under the questionnaire
- e) You may be asked to clarify your answers or provide more details.
- f) Kenya Airways Ltd will examine the documents to determine completeness, general orderlies and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are **legally binding** and should need arise, may be used as evidence in any court of law, which has jurisdiction. Further Kenya Airways reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein
- h) Any information given and found incorrect shall lead to disqualification of the Applicant.
- i) Information given by the applicant shall be treated in strict confidence.
- j) Applicants to kindly note that this does not amount to any contractual obligation on the part of Kenya Airways, and that Kenya Airways is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
- k) Where insufficient space has been provided on the questionnaire, additional answers may be provided as supplementary on separate sheets.
- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the Document
- m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- n) Applicants will meet all cost associated with preparation and submission of their applications.
- o) Canvassing will lead to automatic disqualification of the applicant.
- p) Submission is as per instruction given in Invitation to Tender.
- q) Late submission will not be acceptable. Any application(s) received after the date and time of closure will not be considered.

## MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable.

- i. **Duly filled Kenya Airways Safety, Health & Environmental Questionnaire**
- ii. Certification of Incorporation/Partnership deed
- iii. Trading Certificate where applicable
- iv. PIN Certificate
- v. Certificate from relevant authorities where applicable
- vi. VAT certificate
- vii. Tax Compliance Certificate
- viii. List of Directors, telephone numbers and their postal addresses
- ix. Audited Financial Statements for the past 2 years
- x. Organogram
- xi. CVs of Senior Staff as reflected in the Organogram and Other staff as may have been requested.
- xii. List of items or service for which you wish to be considered (attach separate sheet)

## PREQUALIFICATION QUESTIONNAIRE

### PART A: COMMITMENT TO SAFETY, HEALTH & ENVIRONMENT.

1. *Attach duly filled Safety, Health & Environmental Questionnaire and all necessary evidences in support of the responses given.*
2. *Only those Firms that demonstrate an acceptable Safety, Health & Management system shall be considered for further evaluation.*
3. *Where a Tenderer has not implemented an auditable the Safety, Health & Environmental Management system or process, such a Firm may provide a detailed write up along the lines indicated in the Kenya Airways Safety, Health & Environmental Questionnaire what and how it intends to put in place such a system/process.*

### PART B: GENERAL INFORMATION

|   |  |  |
|---|--|--|
| 1 | Name of Organization   |  |
| 2 | Postal Address   | P.O Box.....Code.....  |
| 3 | Principal Contact Person   | Name: .....<br>Position: .....                                 |
| 4 | Contacts:  | Telephone:.....<br>Fax No. ....<br>Email: .....                |
| 5 | Physical Location of Business Premises<br>( Note that a visit to your office may be made to confirm information provided as part of the tender evaluation) | Town .....<br>Street.....<br>Building Name .....<br>Floor..... |

|     |  |   |   |   |
|-----|--|---|---|---|
| 6   | Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc) | <div style="border: 1px solid black; padding: 5px; text-align: center;">           Limited Liability Company<br/>(1)         </div> | <div style="border: 1px solid black; padding: 5px; text-align: center;">           Partnership<br/>(2)         </div> | <div style="border: 1px solid black; padding: 5px; text-align: center;">           Sole Proprietor<br/>(3)         </div> |
| 7   | Names of the Proprietor, Directors or Partners   | 1. ....<br>2. ....<br>3. ....<br>4. ....  |   |   |
| 8   | Geographical area of Operations  |   |   |   |
| 9   | Business Operations  | Year established.....<br>Duration of Business Operation.....  |   |   |
| 10  | Company Registration No. ( <i>Attach Copy</i> ) Tick one                                   | Number.....   |   |   |
| 11  | VAT Registration No. ( <i>Attach copy</i> )<br><br>PIN                                     | Number<br>.....   | Attached copy?<br>YES <input type="checkbox"/>  | NO <input type="checkbox"/><br><br>YES <input type="checkbox"/>   |
| 12. | Valid Tax Compliance Certificate (attach copy)   | Attached copy?<br>..... YES <input type="checkbox"/> NO   |   |   |
| 13. | Provide a brief description of goods or Services that you offer                            |   |   |   |

**PART C: FINANCIAL INFORMATION**

|  |                              |    |    |                        |                           |    |     |
|--|------------------------------|----|----|------------------------|---------------------------|----|-----|
| Banker   | Name of banker               |    |    |                        |                           |    |     |
|  | Address of banker            |    |    |                        |                           |    |     |
|  | Telephone                    |    |    | Contact name and title |                           |    |     |
|  | Fax                          |    |    | E mail                 |                           |    |     |
| Financial information in Kshs.   | Actual : previous five years |    |    |                        | Projected: next two years |    |     |
|  | 1.                           | 2. | 3. | 4.                     | 5.                        | 1. | 2.. |
| 1. Total assets  |                              |    |    |                        |                           |    |     |
| 2. Current assets  |                              |    |    |                        |                           |    |     |
| 3. Total liabilities   |                              |    |    |                        |                           |    |     |
| 4. Current liabilities   |                              |    |    |                        |                           |    |     |
| 5. Profits before taxes  |                              |    |    |                        |                           |    |     |
| 6. Profits after taxes   |                              |    |    |                        |                           |    |     |
| Major Sources of finance as a percentage of total financial requirements(e.g. loans, share capital, e.t.c) | Percentage (%)               |    |    |                        |                           |    |     |
| 1.   |                              |    |    |                        |                           |    |     |
| 2.   |                              |    |    |                        |                           |    |     |
| 3.   |                              |    |    |                        |                           |    |     |
| 4.   |                              |    |    |                        |                           |    |     |

|  |  |
|--|--|
|  |  |
|--|--|

**PART D: TRADE REFERENCES**

Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you.

|    |  |                              |                             |  |                            |
|----|--|------------------------------|-----------------------------|--|----------------------------|
|    | How many references are you indicating? (Tick one)   | 0 <input type="checkbox"/>   | 1 <input type="checkbox"/>  | 2 <input type="checkbox"/>   | 3 <input type="checkbox"/> |
| A  | Have supplied any goods or services to KQ before? Tick one   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Describe the goods or service offered.....<br>When.....and for how long..... |                            |
| B  | <b>Others</b>  | ORIGINAL                     |                             |  |                            |
| 1. | Organization Name<br>.....<br>Contact Name and Position<br>.....<br>Telephone No.<br>.....<br>E-Mail Address<br>.....<br>Service provided<br>..... |                              |                             |  |                            |
| 2. | Organization Name<br>.....<br>Contact Name and Position<br>.....<br>Telephone No.<br>.....<br>E-Mail Address<br>.....<br>Service provided<br>..... |                              |                             |  |                            |
| 3. | Organization Name<br>.....<br>Contact Name and Position<br>.....<br>Telephone No.<br>.....<br>E-Mail Address<br>.....<br>Service provided<br>..... |                              |                             |  |                            |

In addition to the above, you are required to attach copies of Lops, Letters of Award, or any other approved document from each of the above showing works done and values.

**PART E: PERSONNEL CAPABILITIES**

1) List key proposed management positions

|    |   |
|----|---|
| 1. | Title of position<br>Name of prime candidate<br>Name of alternate candidate |
| 2. | Title of position<br>Name of prime candidate<br>Name of alternate candidate |
| 3. | Title of position<br>Name of prime candidate<br>Name of alternate candidate |
| 4. | Title of position<br>Name of prime candidate<br>Name of alternate candidate |

2) Please attach at least two CVs of potential candidates that you will propose to KQ for each of the categories specified in the Terms of Reference.

**PART F: VERIFICATION OF BUSINESS SUSTAINABILITY**

| <p>Can the applicant supply certified audited financial statements for the last two financial years? The supply of these financial statements will be mandatory for your tender to be considered responsive.</p>  |                          |     |
|---|--------------------------|-----|
| <p>Are you currently involved in any litigation or arbitration (or any other legal process which may result in legal or financial liability)?</p> <p>If yes what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated?</p> <p>If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial or other exposure materially prejudice the bidder's financial position or its ability to successfully and timely implement any contract which may be awarded to it pursuant to this tender?</p> |                          |     |
| <p>Have you ever:</p>   |                          |     |
| Question  | Response ( <i>tick</i> ) |     |
|   | Yes:                     | No: |
| Forfeited any payment on a contract?  |                          |     |
| Been declared in default of a contract?   |                          |     |
| Negotiated the premature termination of a contract?   |                          |     |
| Had an uncompleted contract assigned to another contractor?   |                          |     |

**PART G**

**(To be completed by applicants in the following categories: Building Construction, Electrical and Civil Works Constructors, Architect, Electrical Engineers, Mechanical Engineers, Quantity Surveyors, Structural and Civil Engineers):**

**1. Company Licenses**

Provide list of company licences e.g. Ministry of Road and Public Works, Public Health Registration, CCK, Manufacturers, Product Dealership Licenses, Pest Control Products Board, AAK, IEK etc. (*Specify Classification where applicable e.g. Ministry of Roads & Public Works Class A,B,C,etc*)

**2. Project History**

List the information on public or private projects completed over the last five (5) years or up to ten (10) most recent (5 completed and 5 ongoing)

a) **Completed**

| No | Client | Project Title | Location/Town | Start Date | End Date | Project Cost/Value | Sub Contractors-If Any- up To three |
|----|--------|---------------|---------------|------------|----------|--------------------|-------------------------------------|
| 1  |        |               |               |            |          |                    |                                     |
| 2  |        |               |               |            |          |                    |                                     |
| 3  |        |               |               |            |          |                    |                                     |
| 4  |        |               |               |            |          |                    |                                     |
| 5  |        |               |               |            |          |                    |                                     |

b) **Current/on-going projects**

| No | Client | Project Title & Location | Consultant (s) | Start & End Date | Project Cost/Value | % Complete | Source of Funding |
|----|--------|--------------------------|----------------|------------------|--------------------|------------|-------------------|
| 1  |        |                          |                |                  |                    |            |                   |
| 2  |        |                          |                |                  |                    |            |                   |
| 3  |        |                          |                |                  |                    |            |                   |
| 4  |        |                          |                |                  |                    |            |                   |
| 5  |        |                          |                |                  |                    |            |                   |

You can attach a separate sheet of paper if space provided is not sufficient

**3. Experience**

a) How many years have you been engaged in the contracting business under the present firm name?.....

b) Describe nature of work performed by your firm.....  
 .....

- c) How many years of experience have you had in the type of described in No. 2 above.....
- d) State the labour force engaged at any one time by your firm  
 Maximum.....Minimum.....

4. Major Relevant Construction Equipment

|                       |   |                           |
|-----------------------|---|---------------------------|
| Item of equipment     |   |                           |
| Equipment information | 1. Name of manufacturer   | 2. Model and power rating |
|                       | 3. Capacity   | 4. Year of manufacturer   |
| Current status        | 5. Current location   |                           |
|                       | 6. Details of current commitments<br>.....  |                           |
| Source                | 7. Indicate source of the equipment<br>* Owned * Rented * Leased * Specially manufactured |                           |

(You may use separate sheets of paper for additional information)

Omit the following information for equipment owned by the Applicant or partner

|            |  |                        |
|------------|--|------------------------|
| Owner      | 8. Name  |                        |
|            | 9. Address of owner<br>.....   |                        |
|            | Telephone  | Contact name and title |
|            | Fax  | Email                  |
| Agreements | Details or rental/lease/manufacture agreements specific to the project |                        |

|  |                   |
|--|-------------------|
|  | <hr/> <hr/> <hr/> |
|--|-------------------|

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**PART H: CERTIFICATION**

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp

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## APPENDIX I: SAFETY, HEALTH & ENVIRONMENTAL QUESTIONNAIRE

Notice!

*This questionnaire forms part of Kenya Airways Tender evaluation process and is to be completed by Tenderers and submitted with their tender offer. The objective of the Questionnaire is to provide an overview of the status of the Tenderers Safety, Health, & Environmental Management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.*

|                             |   |                      |
|-----------------------------|---|----------------------|
| <b>TENDOR NO:</b>           | : | <input type="text"/> |
| <b>CONTRACT DESCRIPTION</b> | : | <input type="text"/> |
| <b>RESPONSIBLE PERSON</b>   | : | <input type="text"/> |
| <b>CONTRACTOR</b>           | : | <input type="text"/> |
| <b>DATE</b>                 | : | <input type="text"/> |

| Tenderer Safety, Health, & Environmental Questionnaire |   | YES | NO |
|--|---|-----|----|
| <b>Qn</b>  | <b>Aspects.</b>   |     |    |
| 1.0  | SHE Policy & Management   |     |    |
| 1.1  | <i>Is there a written company Safety, Health, &amp; Environmental Policy</i>  |     |    |
| 1.2  | If yes provide a copy of this Policy.   |     |    |
| 2.0  | <i>Does the company have a SHE Management system certified by recognized independent authority(e.g. ISO 18001, ISO 14001)</i> |     |    |
| 2.1  | If yes provide details.   |     |    |
| 3.0  | <i>Is there a company SHE Management System manual or plan?</i>   |     |    |
| 3.1  | If yes provide a copy of the content page(s)  |     |    |
| 4.0  | <i>Are Safety, Health &amp; Environmental responsibilities clearly identified for all levels of Management and staff?</i>     |     |    |
| 4.1  | If yes provide details  |     |    |
| 5.0  | <i>Are there documented Safe Work Practices and Procedures for the normal work done by the company?</i>                       |     |    |

|  |   |     |    |
|--|---|-----|----|
| 6.0  | <i>Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?</i>     |     |    |
| 6.1  | If yes provide a summary listing of procedures or instructions  |     |    |
| 7.0  | <i>Is there a register of injury document?</i>  |     |    |
| 7.1  | If yes provide a copy   |     |    |
| Tenderer Safety Health & Environmental Questionnaire |   | YES | NO |
| 8.0  | <i>Is there a documented incident investigation procedure?</i>  |     |    |
| 8.1  | If yes provide a copy of a standard incident report form  |     |    |
| 9.0  | <i>Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?</i> |     |    |
| 9.1  | If yes provide details  |     |    |
| 10.0   | <i>Are there procedures for storing and handling hazardous substances?</i>  |     |    |
| 10.1   | If yes provide details  |     |    |
| 11.0   | <i>Are there procedures for identifying, assessing and controlling risks associated with manual handling?</i>             |     |    |
| 11.1   | If yes provide details  |     |    |
| 12.0   | SHE Training  |     |    |
| 12.1   | Describe how Safety, Health & Environmental training is conducted in your company   |     |    |
| 12.2   | Is a record maintained of all training and induction programs undertaken for employees in your company?                   |     |    |
| 12.3   | If yes provide examples of safety training records  |     |    |
| 13.0   | Safety, Health & Environmental Workplace Inspection   |     |    |
| 13.1   | Are regular Safety, Health & Environmental inspections at worksites undertaken?   |     |    |
| 13.2   | If yes provide details  |     |    |
| 13.3   | Is there a procedure by which employees can report hazards at workplaces?   |     |    |
| 13.4   | If yes provide details  |     |    |
| 14.0   | Safety, Health & Environmental Consultations  |     |    |
| 14.1   | Is there a workplace Safety, Health & Environmental committee?  |     |    |

|   |   |  |  |
|---|---|--|--|
| 14.2  | Are there employees involved in decision making over SHE matters?   |  |  |
| 14.3  | If yes provide details  |  |  |
| 14.4  | Are there employee elected Safety, Health & Environmental representatives?  |  |  |
| 15.0  | SHE Performance Monitoring  |  |  |
| 15.1  | Is there a system of recording and analyzing Safety, Health & Environmental performance statistics including number and type of injuries and incidents? |  |  |
| 15.2  | If yes provide details  |  |  |
| 15.3  | Are employees regularly provided with information on company Safety, Health & Environmental performance?  |  |  |
| 15.4  | If yes provide details  |  |  |
| 15.5  | Has the company ever been convicted of an occupational Safety, Health & Environmental offence?  |  |  |
| 15.6  | If yes provide details  |  |  |
| 16.0  | Company Reference   |  |  |
| 16.1  | Provide the following information for the three (3) most recent contracts completed by the company.   |  |  |
| <b>Other Comments:</b>  |   |  |  |
| <p style="text-align: center;"> </p>                              |   |  |  |
| <b>Signed:</b> _____ <b>Name:</b> _____ <b>Designation:</b> _____ |   |  |  |