

**MT. KENYA INNOVATIONS COMMUNITY HUB**

(M-Hub)

PRE-QUALIFICATION SUPPLIERS REGISTRATION  
QUESTIONNAIRE



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## **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

Mount Kenya Innovations Community Hub is a registered non-profit organization that has over the last eight years engaged in environmental, social & economic transformation projects in Kenya and beyond.

It's core activities include incubation & acceleration, research, project management, fund management, co-working space, and consultancies. By availing a free and fully serviced co-working space, we uniquely provide MSMEs and farmer organizations with space to incubate, grow, co-create, and share peer learning. The space also pulls together experts with diverse skills for co-creation and collaboration on specific projects and assignments. We pride ourselves in having incubated and graduated hundreds of MSMEs and farmer organizations.

Mt. Kenya Hub seeks to invite interested and eligible organizations to submit applications for the pre-qualification of suppliers.

### **DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION**

#### **DOCUMENTS**

The pre-qualification documents must be enclosed in an online Zip folder named "*Pre-Qualification of Suppliers 2024*", indicating clearly the appropriate **reference number(s)** and **category name (s)** being applied for and emailed to [tenders@mtkenyahub.com](mailto:tenders@mtkenyahub.com) or [procurement@mtkenyahub.com](mailto:procurement@mtkenyahub.com).

**Deadline for submission:** 11.10.2024 @ 1700hrs (East African time). Failure to address correctly will lead to automatic disqualification.

**CATEGORIES FOR SUPPLY OF GOODS AND SERVICES**

<b>Reference number</b>	<b>CATEGORY A: GENERAL SUPPLIES</b>
M-Hub/1/2024	Supply of heavy-duty gum boots (assorted)
M-Hub/2/2024	Supply of protective goggles
M-Hub/3/2024	Supply of protective leather gloves
M-Hub/4/2024	Supply of overcoats and overalls
M-Hub/5/2024	Supply of wheelbarrows
M-Hub/6/2024	Supply of protective rubber or plastic overall
M-Hub/7/2024	Installation of solar power (assorted capacities)
M-Hub/8/2024	Supply of digital weighing scales – 10kgs, 50kgs and 250kgs
M-Hub/9/2024	Plastic water storage tanks – 5000 Ltrs & 10,000Ltrs
M-Hub/10/2024	Supply of food grade containers (10 ltrs, 50 ltrs, 100 Ltrs)
<b>Reference Number</b>	<b>CATEGORY B: CAMEL MILK VALUE CHAIN ITEMS</b>
M-Hub/11/2024	Supply of 500, 1000 & 5000 ltrs Cooler tanks
M-Hub/12/2024	Supply of 2000 & 3000 ltrs Pasteurizers
M-Hub/13/2024	Supply of 5, 10 & 20 ltrs Standard stainless steel milk cans
M-Hub/14/2024	Supply of deep freezers/refrigerators (200 ltrs, 500 ltrs)
M-Hub/15/2024	Supply of sealing machines
M-Hub/16/2024	Supply of milk laboratory equipment (portable & in-house)
M-Hub/17/2024	Supply of automatic commercial cooking machine for biscuits
M-Hub/18/2024	Supply of medium-sized candy (sweet) -making machine
M-Hub/19/2024	Supply of chocolate-making machine
M-Hub/20/2024	Supply of milk packaging machine
M-Hub/21/2024	Supply of solar powered refrigerators/ coolers
	<b>CATEGORY C: FODDER/GRASS SEEDS/ MEAT VALUE CHAIN ITEMS</b>
M-Hub/22/2024	Provision of training and KEPHIS grass seed production certification
M-Hub/23/2024	Provision of consultancy services for net-zero strategy development - assessment and baseline
M-Hub/24/2024	Construction of hay barn with capacity to hold 5000 bales
M-Hub/25/2024	Supply of brush cutters (handled electric grass mower)
M-Hub/26/2024	Supply of manual hay baler
M-Hub/27/2024	Supply of grass seed
M-Hub/28/2024	Supply of grass chopper complete with petrol engine (5.5hp)

M-Hub Supplier Pre-Qualification Questionnaire 2024

M-Hub/29/2024	Slaughterhouse effluent system - kiln-dried Mud Bricks (soil-based)
M-Hub/30/2024	Supply of portable silage making machine
	<b>CATEGORY D: HONEY VALUE CHAIN ITEMS</b>
M-Hub/31/2024	Supply of Langstroth hives and Kenya top bee hives
M-Hub/32/2024	Supply of airtight stainless steel settling tank- 20lts, 35ltr & 75lts
M-Hub/33/2024	Supply of honey warmer 100kgs
M-Hub/34/2024	Supply of beehive propolis trap collector
M-Hub/35/2024	Supply of solar wax melter
M-Hub/36/2024	Supply of bee suits
M-Hub/37/2024	Supply of refractometer
M-Hub/38/2024	Supply of double sieve
M-Hub/39/2024	Supply of hive tool, bee brush, bee Smokers, uncapping tray and crate, decapping Fork
M-Hub/40/2024	Supply of stainless-steel honey presser
M-Hub/41/2024	Supply of frame centrifuge honey extractor
M-Hub/42/2024	Supply of conical honey strainer
M-Hub/43/2024	Supply of wax foundation machine
M-Hub/44/2024	Supply of honey packaging materials
M-Hub/45/2024	Supply of honey bottling machine
M-Hub/46/2024	Supply of wax presser
M-Hub/47/2024	Supply of beeswax candle making moulds
	<b>CATEGORY E: RESINS &amp; GUMS VALUE CHAIN ITEMS</b>
M-Hub/48/2024	Construction of store partitioned with space for delivery unit, sorting and grading unit, processing unit, packing, and packaging unit
M-Hub/49/2024	Supply and installation of 440 Volts essential oils Distillation unit - 100kgs/ batch
M-Hub/50/2024	Supply of grinding machine
M-Hub/51/2024	Supply of graded 50 kgs bags
M-Hub/52/2024	Supply of large-sized sieving tables
M-Hub/53/2024	Supply of waterproof paper
M-Hub/54/2024	Supply of collection buckets
M-Hub/55/2024	Supply of 25 kgs packaging bags (HDPPBs) with linen inside
M-Hub/56/2024	Essential oils storage barrels – 20 and 30 liters
	<b>CATEGORY F: PROVISION OF CAR HIRE &amp; TRANSPORTATION SERVICES</b>
M-Hub/57/2024	Provision of car hire and taxi services.
M-Hub/58/2024	Provision of transportation services (Truck up to 3Tonnes)
	<b>CATEGORY G: PROVISION OF SERVICES</b>
M-Hub/59/2024	Provision of Website Development Services

M-Hub reserves the right to accept or reject any application either in whole or in part and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**Only successful organizations will be contacted.**

**Please complete the form below and submit with the requested attachments.**

### **PRE-QUALIFICATION INSTRUCTIONS**

1. M-Hub herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and provide services under the relevant tenders/quotations to M-Hub on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of Kenya are invited to submit their pre-qualification documents to M-Hub so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. POTENTIAL suppliers must have been registered for at least 2 years prior to the application and must have physical and online presence.
6. Potential suppliers based in rural areas where Mt. Kenya Hub operates as well as women and youth owned enterprises are particularly encouraged to apply.
7. This invitation of application for pre-qualification is open to potential applicants who can demonstrate proven technical, financial, and managerial capacity to supply the listed goods and services.

8. This document includes questionnaire forms and documents required of prospective suppliers.
9. The successful applicants will be registered on M-Hub suppliers list for the period **1<sup>st</sup> October 2024 – 31<sup>st</sup> December 2027** and the organization will only deal with the firms that are registered.
10. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A.'
11. M-Hub reserves the right to request the 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.
12. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
13. 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.
14. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

## **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

### **Experience**

- a. Prospective Bidders shall have at least two (2) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. M-Hub reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

### **Financial Capability**

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers'/contractors' credit position.

- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

**Personnel**

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment where applicable.

**Past Performance**

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers can be attached.

**Premise**

The Firm must have a **registered** and business premise in Kenya and must be registered as per Kenyan law. Registration certificates should be attached.

**PRE-QUALIFICATION EVALUATION CRITERIA**

**TECHNICAL EVALUATION**

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g., Certificate of Incorporation, Valid Tax Compliance Certificate and PIN/Value Added Tax (VAT)	25
2.	Evidence of physical and online presence	20
3.	Other certification	10
4.	Manpower/Staffing	5
6.	Past Performance & Experience e.g., provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	<b>TOTAL</b>	<b>100</b>
	<b>PASS MARK</b>	<b>75</b>



**PART I. SUPPLIER REGISTRATION QUESTIONNAIRE**

**1. Business Name**

.....  
.....  
.....

**KRA PIN No.** ..... **VAT Reg. No.** .....

**(Attach Copy Registration Certificate)**

**2. Category applied for.....**

**Item Description:** .....

**3. Experience:**

a) State the number of years the company has been in similar business.

.....  
.....

State names of five major clients, references and contact persons.  
**(Attach list and evidence e.g., Purchase Orders, Contract Agreements Invoices, etc.)**

.....

List ongoing contracts/projects (goods & services) and values of contract/orders.....

**4. a) Have you previously dealt with M-Hub? If yes, state nature of business.**

.....

b) State whether you have, at any one time, been blacklisted by M-Hub. If yes, give reasons.....

.....  
.....  
.....

**6. Delivery & Logistics**

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....  
.....
- ii. Street/Road.....  
.....
- iii. City/Town.....  
.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

.....  
.....  
.....  
.....  
.....

**7. State whether your company is a:**

- a) Manufacturer.....  
.....
- b) Authorized agent  
.....
- c) Stockist.....  
.....  
.....  
.....
- d) Other (Please specify) .....  
.....  
.....  
.....

**8.** Specify the amount of business you can handle at any one time

.....  
.....

**9.** Give any other information that you feel is relevant for purpose of Pre-qualification as a supplier.....

.....

**APPENDIX “A” DECLARATION FORM**

I/We..... hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give M-Hub, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

**APPENDIX “B” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM**

M-Hub Procurement guidelines stipulate that M-Hub should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

**Code of Ethics**

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of M-Hub are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers includes the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment, or any promise of future employment to employees of M-Hub who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

**Conflict of Interest**

Please give details of any conflict of interest that may exist between yourself, and employee(s) of the M-Hub as indicated below and confirm that you have read the code of ethics and agrees with it.

Has any employee of M-Hub been your employee in the past one year?

If yes, please give details

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.....

.....

Do you have any family ties with any M-Hub employee(s) through spouse or immediate family?

If so, please explain:

.....  
.....  
.....

Have you had past business dealings with any employee of M-Hub?

If yes, please give details:

.....  
.....  
.....

Do you have other social or political relationships with an employee of M-HUB in procurement, which may impede his/her independence or objectivity?

.....  
.....  
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....