



KENYAN PREMIER LEAGUE
For the good of our Sport and Nation

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

THIS QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES OR WORKS TO THE KENYAN PREMIER LEAGUE LIMITED

THE INFORMATION GIVEN IS STRICTLY CONFIDENTIAL AND SOLELY FOR USE BY KENYAN PREMIER LEAGUE LIMITED

Category Applied For _____

FOR THE PERIOD APRIL 1, 2014 TO DECEMBER 31, 2015

GENERAL INSTRUCTIONS

Background information

Kenyan Premier League Limited (KPL) is a private company incorporated in October 2003 under the Companies Act of Kenya. The KPL is fully owned and managed by the sixteen Premier League clubs. The KPL is affiliated to the Football Kenya Limited (FKF), which is also a KPL Special Shareholder and voting member of the KPL Board of Directors.

In order for us to assess the suitability of your organization, below are the general instructions for completing the pre-qualification questionnaire. Carefully read the instructions before completing the questionnaire.

1. Participants to kindly note that this does not amount to any contractual obligation on the part of Kenyan Premier League Limited, and the company is not obliged to invite tenders/quotations from any of all who express interest by respond to this invitation.
2. Responses to the pre-qualification questionnaire must be submitted as per the requirements stipulated in the entire document. Kenyan Premier League Limited reserves the right to authenticate information provided herein without reverting to the participant.
3. Interested suppliers must respond in full and as concisely as possible to all questions relevant to the category for which they wish to be pre-qualified. Participant should also indicate clearly the areas(s) of specialization as per the attached products/services category.
4. In line with improving the delivery of service to the stakeholders, Kenyan Premier League Limited would like to deal with reputable firms/companies who are manufacturers, registered service providers or appointed agents/resellers.
5. The document should be signed and dated by a duly authorized representative of the organization and submitted with relevant supporting documents/information.
6. Agents and/or retailers of specific types/makes of projects should ask their principals (Manufacturer) to complete the section on manufacturers' information on their behalf.
7. It is a condition that participants must have complied with all statutory requirement concerning registration and remission of Taxes. To this end all suppliers shall be required to provide evidence of such compliance.
8. Kindly fill in the provided checklist of documentary proof and extra information requested for in the entire document.

INVITATION TO APPLY FOR PRE-QUALIFICATION

1. Kenyan Premier League Limited invites competent firms to apply for prequalification in categories listed below:

CATEGORY – KPL/01 SUPPLY OF OFFICE SECURITY SERVICES.

KPL has an office at the KPL Headquarters on Brooke side Groove in Westlands. The services will include the following:

- a. The provision of both night and day guards
- b. A complete alarm and backup system.
- c. A postage and delivery of parcels

CATEGORY – KPL/02 - SUPPLY OF STADIUM STEWARD SERVICES

The services will include:

Provision of match marshals /stewards to facilitate for safety, order and security during the KPL League and other Competitions matches and other events.

CATEGORY – KPL/03 TRANSPORTATION OF BRANDING MATERIAL TO VARIOUS STADIA

The services will include:

- a. Provision of 20feet or 40feet lorry
- b. Transportation of branding material 6m by 1 m frames to various stadia n Kenya namely: Thika, Meru, Mombasa, Naivasha, Nakuru, Kisumu, Kakamega, Mumias, Awendo and Nairobi and its environs
- c. Transport to the above areas in a one-day fixture or two-day fixture

CATEGORY – KPL/04 TAXI AND CAR HIRE SERVICES

The services will include:

- a. Provision taxi services to staff around Nairobi and its environs
- b. Provisions of car hire services.

CATEGORY – KPL/05 HOTEL SERVICES

The services will include:

- a. Provision Conference for meetings and Group Retreat services area for meetings
- b. Provisions of hotel services for a cocktail cereemony i.e for year players awards a maximum of 500 Pax.
- c. Provision of accommodation services various major towns in Kenya namely Thika, Meru, Mombasa, Naivasha, Nakuru, Kisumu, Kakamega, Mumias, Awendo and Nairobi and its environs

CATEGORY – KPL/06 AUDIT SERVICES

The services will include:

- a. Provision for auditing services for the company books of accounts.
- b. Provision of opinion in regards to the audit services.

CATEGORY – KPL/07 TAX CONSULTING SERVICES

The services will include:

- a. Provision for tax consultancy services on a retainer basis.

CATEGORY – KPL/08 DESIGN AND PRINTING SERVICES

The services will include:

- a. Provision of printing of players cards
- b. Provision of design and printing the Company Financial Annual Reports
- c. Provision of design and printing the Company Annual Magazine
- d. Provision of pitch side advertising boards

CATEGORY – KPL/09 MODELS

The services will include:

- a. Provision of models during the Company events

CATEGORY – KPL/10 HOSPITALITY AT STADIA

The services will include:

- a. Provision of hospitality services i.e. refreshments at the stadia 100 pax
- b. Provision of hospitality services at special meetings

CATEGORY – KPL/11 ICT AND RELATED SERVICES

This will include the provision of the goods and services mentioned below:

- a. IT Related Hardware Supply and maintenance: Network switches, Access points and cabling, printing and copier machines, projectors, cameras, TVs, and other related ICT equipment.
- b. Mobile handsets (smart/android phones, I pads/Tablets, Thuraya, VHF, other handsets)
- c. Desktop and laptop computers
- d. Database development and maintenance (database system, development and maintenance of dynamic websites, CMS and GIS system provision and support) Web site development
- e. Software supply and support (Official License supplier for the known used brands (Microsoft, Cisco, ESET, Kaspersky and Symantec license” and Provision of technical support for the “Dell, HP, Microsoft, Cisco and Cyberoam)
- f. Security equipment and services (Network security camera, X-Ray machine, CCTV cameras and etc.)
- g. Any other ICT and security related goods & services

CATEGORY – KPL/12 KPL AWARDS & MERCHANDISE

The services will include:

- a. Provision of Supply of medal and trophies for KPL Awards
- b. Provision of Supply of merchandise
(Evidence of past suppliers will be required, i.e Local Purchase Order)
- c. Provision of Sound & Lighting during the KPL Awards and Events

CATEGORY – KPL/13 CLEARING AND FORWARDING

- a. Provision of clearing and forwarding cargo of match officials uniform
- b. Provision of clearing and forwarding sports equipment

CATEGORY – KPL/14 AIR TRAVEL & TOURS AGENT

- a. Provision of booking of Air travel tickets
- b. Provision of visa application

CATEGORY – KPL/15 PUBLIC ADDRESS SYSTEM

Provision of Public Address System for the KPL events.

Completed pre-qualification documents are to be enclosed in plain sealed envelopes clearly marked with category name and number, and be deposited in the Tender Box at the KPL Offices, Brookside Groove, Westlands or mailed to the address below so as to be received on or before March 27, 2014 at 4:00pm.

The Chief Executive Office,
Kenyan Premier League Company Ltd
P.O Box 5350-00506,
Nairobi, Kenya

2. The successful firms will be registered in our suppliers list for the period April 1, 2014 to December 31, 2015, and Kenyan Premier League will only deal with the prequalified firms.

QUALIFICATION FORM FOR SUPPLY OF GOOD AND SERVICES

(Please note that information given in this form will be treated as confidential and will not be released to any third party.)

1.0 PRE-QUALIFICATION FOR _____

1.1 LEGAL STATUS OF SUPPLIER

(Copies of Certificate of Incorporation, Personal Identification Number (PIN) and Value Added Tax (VAT) & Valid Tax Compliance Certificate. Registration certificates must be attached) & Audited Accounts for the last 2 years and Registration of Returns

Business Name: _____

Current Trade Licence No: _____

Location Of Business: Country/Town: _____

Plot No: _____

Street/Road: _____

Postal Address: _____

Telephone No: _____

Fax No: _____

E-Mail No: _____

Contact Person: _____

SOLE PROPRIETOR

Your Name In Full: _____

Age: _____

Nationality: _____

PARTNERSHIP/JOINT VENTURE

Give details of partners as follows:

Name	Nationality
1. _____	_____
2. _____	_____
3. _____	_____

REGISTERED COMPANY

Private or public: _____

Give details of all the directors as follows

Names in full	Nationality	Address	Other directorship in Kenya
1.			
2.			
3.			
4.			

BUSINESS ACTIVITY

Nature of business: _____

Years of experience in your nature of business _____

Maximum value of business, which you can handle at any time Kshs. _____

Are you a stockist, distributor, broker, agent, or manufacturer _____

Give details of the companies/manufacturers you are representing if you are not the manufacturer (Manufacturers/Company/Principals authorization Certificate on their letterhead signed by a competent person must be attached)

1.2 TOTAL ANNUAL VOLUME OF BUSINESS PERFORMED IN THE LAST THREE YEARS

	Year	Volume Value In Kshs.
1 st Year		
2 nd Year		
3 rd Year		

1.3 LIST YOUR MAJOR CUSTOMERS THAT YOU ARE CURRENTLY SUPPLYING AND OBTAIN REFERENCES TO THAT EFFECT. (Reference in customers' letterhead must be attached).

Supplies	Name of Client and Address	Value of Contract	Completion Date

1.4 LIST OF EQUIPMENT AND/OR FACILITIES FOR CARRYING OUT THE WORKS/ CONTRACTS/ SUPPLIES (Where applicable)

- i. _____
- ii. _____
- iii. _____
- iv. _____

1.5 HAVE YOU HAD ANY LITIGATION/ARBITRATION PROCEEDINGS RESULTING FROM EXECUTION OF CONTRACTS OF SIMILAR NATURE IN THE LAST FIVE YEARS? YES/NO

1.6 IF YES, WHAT WAS THE NATURE OF THE LEGAL DISPUTE AND HOW WAS IT RESOLVED? (Indicate the matter in dispute, cause of the dispute & resolution)

1.7 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL PROPOSED FOR ADMINISTRATION AND EXECUTION OF THE CONTRACTS/WORKS/SUPPLIES

Position	Name	Qualification	Years of Experience

1.8 FINANCIAL REPORTS FOR THE LAST THREE YEARS, BALANCE SHEETS, PROFITS AND LOSS STATEMENTS, CASHFLOWS, AUDITOR'S REPORTS, ETC (List below and attach copies)

i. _____

ii. _____

iii. _____

iv. _____

1.9 EVIDENCE OF ACCESS TO FINANCIAL RESOURCES TO MEET THE PRE-QUALIFICATION REQUIREMENTS. (List below and attach copies of supportive documents, e.g. lines of credits)

i. _____

ii. _____

iii. _____

iv. _____

1.10 WHAT ARE YOUR TERMS AND CONDITIONS OF TRADE? (Please specify)

1.11 NAME, POSTAL ADDRESS, TELEPHONE, FACSMILE NUMBERS AND E-MAIL ADDRESS OF BANKS THAT MAY PROVIDE REFERENCE IF CONTACTED:

1.12 STATE THE QUALITY STANDARDS YOU ASCRIBE TO IF ANY (attach evidence)

1.13 ANY OTHER REMARKS: (Please give any further information or supporting documents about your business that may support your application)

1.14 REFEREES

This part is to be filled by the referees themselves

Company Name	
Name of contact person	
Designation	
Nature of Business	
Brief description of goods/services/works provided in the last 2years	

How do you rate this supplier?

	Poor	Good	V. Good
(i) Competitiveness
(ii) Quality (Consistency)
(iii) Delivery

Signature:

Date:

Official Company Stamp

Company Name	
Name of contact person	
Designation	
Nature of Business	
Brief description of goods/services/works provided in the last 2years	

How do you rate this supplier?

	Poor	Good	V. Good
(i) Competitiveness

(ii) Quality (Consistency)
 (iii) Delivery

Signature: Date:

Official Company Stamp

Company Name	
Name of contact person	
Designation	
Nature of Business	
Brief description of goods/services/works provided in the last 2years	

How do you rate this supplier?

	Poor	Good	V. Good
(i) Competitiveness
(ii) Quality (Consistency)
(iii) Delivery

Signature: Date:

Official Company Stamp

1.14 CONFIRMATION

I confirm that the information given in this form is true to the best of my knowledge.

----- Name	----- Position
----- Signature	----- Date

Note: Any false information will result in disqualification.

FOR USE BY KENYAN PREMIER LEAGUE LIMITED