



CALL FOR PRE-QUALIFICATION OF SERVICES FOR 2023-2025

ISSUE DATE: Thursday, 5th MAY 2023

DUE DATE: Friday, 19TH MAY 2023

INTRODUCTION

The Federation of East African Freight Forwarders Associations (FEAFFA) is a private sector apex body of freight forwarders' associations in the Eastern Africa region that was established in 2006. It is registered and domiciled in the United Republic of Tanzania, but its Secretariat is situated in Nairobi, Kenya.

The Federation aims at promoting a professional freight logistics industry for trade facilitation and regional economic growth. FEAFFA strives to address the challenges experienced by its members at the Association and firm levels through the provision of training and other aspects of capacity building. It advocates for the removal of barriers that impede the full implementation of the East African Community (EAC) Customs Union.

Members of the Federation are the National Associations of Customs agents and freight forwarders in Burundi, Kenya, Rwanda, Mainland Tanzania, Uganda, and Zanzibar representing close to 2000 CFA firms and more than 90% of the regional logistics business in the EAC. The Federation has started engaging the industry in South Sudan to join.

Vision: An efficient, professional, and competitive East Africa Freight Logistics Industry

Mission: To promote a professional freight logistics industry for trade facilitation and regional economic growth

FEAFFA's OBJECTIVES

- The mouthpiece of the Freight Forwarding Industry.
- Safeguarding, promoting, and advancing the interests of freight forwarders in the region.
- Promoting professionalism in the sector through training and adoption of professional ethics.
- Enhancing public-private partnerships in the sector at the national and regional levels.
- Facilitating collaboration with relevant national, regional, and international organizations.

FEAFFA works in collaboration with private and public sector stakeholders in the transport and logistics sector in the EAC region including among others the revenue authorities, the EAC and COMESA secretariats, Port authorities, Corridor development authorities, standards and phytosanitary regulators, relevant government ministries and department, transporters, importers, and exporters. The Federation has been supported by several development partners including among others United States Agency for International Development (USAID), TradeMark Africa (TMA), Japan International Cooperation Agency (JICA), The Commonwealth Secretariat (COMSEC), Africa Economic Research Consortium (AERC), and Family Health International (FHI360).

Background

FEAFFA intends to pre-qualify capable firms for Printing services and supply of office stationeries for the period of years 2023 – 2025. Interested and eligible firms are invited to apply for pre-qualification. Existing service providers who wish to be retained must also re-apply and submit the information requested in the pre-qualification document. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

Objective

The main objective of prequalification is to maintain a register of service providers by FEAFFA for the provision of services when required through quotations for the period 2023 - 2025.

FEAFFA - PREQUALIFICATION OF SUPPLIERS 2023-2025

FEAFFA invites eligible and interested bidders to apply for Prequalification/ Registration of suppliers for the year 2023-2025 for the supply of Office stationery and supplies and provision of design and printing services.

PREQUALIFICATION/ REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS	
REFERENCE	ITEMS OR SERVICES DESCRIPTIONS
FEA/PQ1/2023-25	SUPPLY OF STATIONERY AND OFFICE SUPPLIES
FEA/PQ2/2023-25	PROVISION OF DESIGN AND PRINTING SERVICES

ELIGIBILITY CRITERIA

The Bidders must comply with the following requirements;

- This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified

Invitation for Pre-qualification (IFP)

1. Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
2. The bidder must provide copies of the following statutory documents. These documents will be used for preliminary evaluation.
 - i. PIN Certificate
 - ii. VAT Certificate
 - iii. Certificate of Incorporation.
 - iv. Business Permit

The tenderers who do not meet the above criterion shall be declared non responsive and thus disqualified from further analysis.

The following Technical & Financial Evaluation Criteria shall be used in evaluating the responsive tenders.

	Evaluation Criteria	Marks %
1	Years of experience of the firm (Detailed similar previous works/List of assignments and size) for a minimum of last two (2) years	30
2	Qualifications and competence of key staff	
	a) List of the key staff	20
	b) Attached C.V. for the staff	20
3	Financial status	
	a) Audited Financial Accounts for the last 2 years	15
	b) Certified Bank Statements for the last 6 months	15
	TOTAL SCORE	100
	PASS MARK	50

INSTRUCTIONS TO BIDDERS

- a. The Proposals shall be prepared in the English language.
- b. FEAFFA shall reject any application in case of non-compliance with the requirements.
- c. The Bidders must respond to all questions and provide complete information as advised in this document. Failure or shortcomings to provide required and essential information may result in disqualification.
- d. The prequalification or enlistments of Bidders does not constitute or create a retainership.
- e. The Bidders shall bear all costs associated with the preparation and submission of their respective Proposals and FEAFFA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- f. FEAFFA reserves the right to request the submission of additional information from prospective bidders.
- g. FEAFFA requires that Bidders under their contracts observe the highest standard of ethics during the procurement and execution of such contracts.
- h. For clarification on any type of Service in the pre-qualification document, the Bidders may send a written request to the FEAFFA office, up to five (05) days before the proposal's submission date.
- i. All clarifications will be communicated to the Bidders through e-mail (procurement@feaffa.com)
- j. Bidders shall ensure that the documents/information submitted to FEAFFA is true and correct. Misleading information or any forged document (whenever it is noticed) will lead to the termination of service immediately and strict legal action will be taken against the company which may lead to blacklisting.
- k. Bidders are under obligation to read and understand the complete document. FEAFFA shall not be responsible towards the Bidders for any of their claims or complaints which may arise as a result of the non-reading or misreading document by Bidders.
- l. FEAFFA is the originator of a document; any clarification or interpretation communicated by FEAFFA, whether in response to a query or otherwise, shall be deemed final, and conclusive and will remain unquestioned.
- m. Bidders shall not contact FEAFFA on the matter relating to their Pre-Qualification Document from the time of opening till the time the evaluation is finalized, and official communication is sent to them. Any effort by the Bidder to influence FEAFFA in the Prequalification Document evaluation shall result in the rejection of his proposal.
- n. The Bidders must provide their contact details including postal addresses, telephone numbers, email, and website (if applicable) along with contact persons with the proposal.
- o. FEAFFA may reject any or all proposals at any time prior to its acceptance.

The Pre-qualified bidders will be expected to commence the services on receipt of instructions from FEAFFA.

Post-bid submission processes

- i. A panel of Firms will be selected after an open and transparent bidding process and Rules, Regulations, and Guidelines made thereunder.
- ii. The Prequalified Sole Proprietors/Firms/Companies will be issued a Letter of Enlistment for a period of two (2) years, renewable.
- iii. The services will be procured based on "AS AND WHEN REQUIRED".

Submission

Complete pre-qualification documents should be enclosed in plain sealed envelopes, addressed to:

The Executive Director

The Federation of East African Freight Forwarders Associations (FEAFFA)

P.O. Box 22694-00400, Nairobi, Kenya

or delivered by email to procurement@feaffa.com on or before 19th May 2023 at 16.00 hours.