

PRE- QUALIFICATION OF SUPPLIERS

FOR

HOME AFRIKA LIMITED

2018 – 2020

TABLE OF CONTENTS

INTRODUCTION.....	3
SUBMISSION INSTRUCTIONS.....	3
IMPORTANT NOTES TO THE SUPPLIER.....	4
MANDATORY REQUIREMENTS.....	5
INFORMATION QUESTIONNAIRE.....	6
PART A – GENERAL INFORMATION.....	6
PART B – ELIGIBILITY.....	8
PART C: FINANCIAL INFORMATION.....	9
PART D: TRADE REFERENCES.....	11
PART E: SAFETY QUESTIONNAIRE.....	12
PART F: INDUSTRY INFORMATION.....	14
PART G: CERTIFICATION.....	16

INTRODUCTION

Home Afrika is a leading and only listed property development company incorporated in 2008, and was founded on key principals of “homes for all” and “economic empowerment”

It seeks to create communities around Africa by providing quality, sustainable and affordable housing. Home Afrika seeks to make a significant contribution to meeting the demand for housing in Kenya and the rest of Africa. The Company is currently involved in several notable projects such as; Migaa- a 774 acre integrated golf estate, Mitini Scapes- a premier housing development within Migaa in Kiambu County.

Home Afrika Limited is in the process of reviewing its base (including current) of suppliers for goods, works and services for the 2018 - 2020 period. Interested and eligible firms are invited to apply for pre-qualification of the following categories of goods, works and services. Firms will be shortlisted for participation based on their demonstration of technical and financial capability in response to this request.

In addition to the information requested in the questionnaire in Part A of this document, interested firms must provide an updated copy of their company profile with a works catalogue demonstrating their experience in similar assignments along with the names of at least three (3) referees with contact information (physical address, e-mail address and telephone).

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

SUBMISSION INSTRUCTIONS

This pre-qualification document can be downloaded from www.homeafrika.com on the download page at the footer menu. A non-refundable fee of **Kshs 2,000** is payable by banker’s cheque or direct deposit to the account below.

ALL PAYMENTS SHOULD BE MADE TO:

BANK:	Kenya Commercial Bank Limited
BRANCH:	Sarit Centre
A/C NAME:	Home Afrika Limited
ACCOUNT NO:	1114804681
SWIFT CODE:	KCBLKENX

The original receipt or bank slip showing proof of payment should be attached to the prequalification documents at the point of return. The application should indicate on the cover the category of goods/services and the reference No being applied for e.g

PRE QUALIFICATION TO SUPPLY (state goods or services) (HAL/xxx) FOR HOME AFRIKA LIMITED.

And should be addressed to:-

THE PROCUREMENT COMMITTEE

P.O BOX 6254-00100

NAIROBI, KENYA

and should be dropped at the reception of Home Afrika Limited at Ngong Road not later than ***Friday 9nd March 2018 at 5:00 pm***

Home Afrika Limited reserves the right to accept or reject applications made pursuant to this request at its own discretion without assigning any reason thereof.

IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist Home Afrika Limited in the identification pre-qualification of suppliers or firms who may subsequently be invited to tender or give designs and quotations for the said provision of goods and services.
- b) The questionnaire is to be fully and comprehensively completed in all respects. Any unfilled fields in the form will result in a zero mark during the bid evaluation exercise. Additional information can be provided in separate attachments.
- c) All documents must be submitted in English Language.
- d) Provide supporting documents requested for in the questionnaire.
- e) You may also be asked to clarify your answers or provide more details.
- f) Home Afrika Ltd will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete any part of this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Home Afrika reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) Any information given and later found to be 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 Home Afrika, and that Home Afrika is not obliged to invite tenders/quotation from any or all who express interest by responding to this Pre-qualification process.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers 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 applicant. 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 the Pre-qualification of Suppliers
- q) Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.

MANDATORY REQUIREMENTS

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

- i. Original official receipt or bank slip as proof of payment for the Pre-qualification document.
- ii. Certificate of Incorporation, Partnership or Business registration
- iii. Trading Certificate
- iv. Certificate of registration with relevant regulatory authorities
- v. List of Directors, telephone, postal and email address
- vi. CVs of Senior Staff and Others as it may have been requested.

- vii. Organogram
- viii. Evidence of physical registered office (Attach miscellaneous receipt)
- ix. Audited financial reports
- x. Bank statements

INFORMATION QUESTIONNAIRE

PART A – GENERAL INFORMATION

	Name of Organization	
2	Postal Address	
3	Principal Contact Person	Name:
4	Contacts:	Telephone: Email.
5	Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the evaluation)	Town Street.....

6	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc)	
7	Names of the Proprietor, Directors or Partners NOTE: Attach copies of Directors' identity cards / passports	1. 2. 3.
8	Geographical area of Operations	
9	Business Operations	Year established.....
		Duration of Business Operation.....
10	Company Registration No. (Attach Copy)	Number.....
11	State Credit period (minimum proposed is 45 days)	

12	Registration with regulatory relevant bodies	<p>Registration Body</p> <p>Category of registration</p>
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PART B - ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
2. If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
4. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
5. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? YES/NO
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO

PART C: FINANCIAL INFORMATION

Bankers	Name of banker..... Address of banker Telephone..... Contact name and title Email.....			
Financial information in Kshs.	Actual :		Projected:	
	Previous TWO years		Next TWO years	
	1	2	1	2
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				
Source of finance	Amount Kes			



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info@homeafrika.com | www.homeafrika.com

1.	
2.	
3.	
4.	

Attach a copy of the firm’s audited accounts and certified bank statements for the previous two years together with letters of reference from the bankers regarding the firm’s credit position.

PART D: TRADE REFERENCES

Provide contact details for 3 referees for previous/current work that is similar or the same to the one applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract)

1.	<p>Organization Name</p> <p>.....</p> <p>Contact Name and Position</p> <p>.....</p> <p>Office & Mobile Tel No.</p> <p>.....</p>	
2.	<p>Organization Name</p> <p>.....</p> <p>Contact Name and Position</p> <p>.....</p> <p>Office & Mobile Tel No.</p> <p>.....</p>	

3.	<p>Organization Name</p> <p>Contact Name and Position</p> <p>Office & Mobile Tel No.</p>	
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In addition to the above, you are required to attach copies of LPOs, Letters of Award, or any other approved document showing works done and values.

PART E: SAFETY QUESTIONNAIRE

1. Does your organization have a safety policy? YES/NO
 If yes, how often is it reviewed? ----- -(Attach a copy)
2. Does your company have a Safety, Health & Environment Management plan? YES/NO (provide evidence)
3. If yes in (2) above, who in your organization is responsible for the implementation and management of the plan?
4. How does your organization capture and document safety and other related incidences at your work place? (Attach proof)
5. What is the recorded “accident free” period at the time of submission of this application? Days
6. What is longest “accident free” period ever achieved at your work place? Days



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7. Has your organization ever been suspended from undertaking any works for safety, health and environment related issues? YES/NO
8. Have your organization or the principal partner ever been charged for non-compliance or violation of any safety related regulations? YES/NO
9. What is the average number of regular employees stationed at your head office and/or main workshops?
.....
10. Are the organization's head office and/or major workshops registered as work places under OSHA 2007?
YES/NO (if yes attach copy)
11. Are there safety committees at the organization's work places? YES/NO

PART F: INDUSTRY INFORMATION

1. Company Licenses

Provide list of registration certificates with relevant bodies.

2. Project History

a) Completed Projects

List the information on projects completed over the last five (5) years

No	Client	Project Title	Location/Town	Start Date	End Date	Project Cost/Value
1						
2						
3						
4						
5						

On-going Projects

List the information on up to five ongoing projects

No	Client	Project Title & Location	% Complete	Expected completion date	Project Cost/Value	Source of Funding

1						
2						
3						
4						
5						

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

3. Experience (Construction companies)

- a) How many years has your firm been engaged in the construction business?
.....
- b) Describe nature of work performed by your firm.....
.....
- c) How many years of experience have you had in the type of work described in (b) above.....
- d) State the labour force engaged at any one time by your firm
Maximum.....Minimum.....

4. Equipment

Attach a list of all relevant vehicles, equipments and tools detailing ownership status (with proof), Name of Manufacturer, Model, Capacity, year of manufacture and any other relevant information

PART G: CERTIFICATION

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

Full Name:

Designation/Position

Signature:

Date:

Company Stamp