



# EAST AFRICAN TEA TRADE ASSOCIATION

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## GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS

**TENDER NO. EATTA/PQ/2019-2020**

**EAST AFRICAN TEA TRADE ASSOCIATION  
TEA TRADE CENTRE  
P.O.BOX 85174 - 80100  
MOMBASA.**

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**Directors:**

*A. Otochi (Chairman), G. Mugo (Vice Chairman) E.K. Mudibo (Managing Director), N. Kariuki, S. Gikanga, J. Majyalibu, B. Gitonga, J. K. Kahiu, J. Bigirimana, J. Bett, H. S. Grewal, N. Leakey, S.K Bett, R. Mwatha,*

**SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE**

**THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO EAST AFRICAN TEA TRADE ASSOCIATION**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF EATTA**

Company Name.....

POSTAL ADDRESS.....

Tel/Fax.....

E-mail.....

All applicants must indicate the details below:

Category applied for.....

Item code .....

Item description.....

Ref: **EATTA/FIN/PQ/2019-20**

.....

.....

**SUBJECT: PRE-QUALIFICATION OF SUPPLIERS**

1. The East African Tea Trade Association invites you to submit sealed applications for **Pre-Qualification of suppliers for the financial year 2019-2020**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the offices of East African Tea Trade Association.
3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:
  - a. A copy of certificate of business registration/incorporation
  - b. A declaration or certificate that the candidates have fulfilled the obligation to pay taxes- copy of Tax Compliance certificate
  - c. A copy of VAT/PIN Registration certificate.
4. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the **Managing Director, East African Tea Trade Association, P.O BOX 85174 - 80100 Mombasa, and be deposited into the Tender Box at the EATTA Office by 12.00 pm on the date indicated on the advert.**
5. The Tender closes on **the date indicated on the advert** and will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at the offices of **East African Tea Trade Association.**
6. Pre-qualification documents can be downloaded from the EATTA website [www.eatta.co.ke](http://www.eatta.co.ke) for free.
7. This pre-qualification does not amount to any contractual obligation on the part of EATTA, and EATTA is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
8. **East African Tea Trade Association** has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with its Finance and Procurement regulations.
9. EATTA reserves the right to authenticate information provided herein without reverting to the participant.
10. **East African Tea Trade Association** reserves the right to accept or reject any tender without assigning any reasons for the decision.

Yours faithfully

**East African Tea Trade Association**



**Edward K. Mudibo**  
**Managing Director**

## GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labelled with the **Item category, the item code** and the **item description** as applied for.
5. In selection of suppliers, EATTA will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, consultants, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wishes to be considered for.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

**GENERAL AND COMPANY INFORMATION**

**(A) COMPANY PROFILE**

- 1. Company Name.....
- 2. Legal status (partnership/sole proprietor/ Ltd. Company) .....
- 3. Trading Name (if different from above) .....
- 4. Company registration certificate No..... (attach copy).
- 5. Nature of business licensed to operate.....
- 6. Current trade license No ..... Expiring Date..... (attach copy)
- 7. (a)VAT No..... (Attach copy)  
(b) Tax compliance certificate (attach copy)
- 8. Contact Person:  
Name.....  
Title.....  
Tel. No.....
- 9. Postal Address: .....
- Tel No: .....
- Fax: .....
- Physical location: .....
- 10. E-mail address..... Website.....
- 11. Names of Directors and their nationality:

	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
1				
2				
3				
4				
5				

12. Name of Bank.....Branch.....

13. Insurers.....

**(B) ELIGIBILITY**

14. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?..... If yes, when..... (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

15. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? .....

16. 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.....

17. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or has any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

**(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

18. What products/services do you want to be considered to supply..... (indicate relevant category and product code).

19. How many employees do you have?..... How many are permanent? .....How many are temporary? .....

20. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper).

21. Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)

22. Who are your major corporate clients for the past two years. State clients name, product or service provided, value of goods, works or service and contact person.

	Name of organization	Value of business per Month	Contact person	Tel. No.
1.				
2.				
3.				

23. (a) To what extent is your firm e-enabled with your suppliers and clients and how do you intend to carry out business with EATTA:
- i. What is your average response time to a request for/RFP.....?
  - ii. What is your average response to delivery of goods /services after issuance of LPO?.....
24. What is the maximum value of business, which you can handle at any one time? Ksh. ....
25. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by EATTA?  
Yes..... No.....

**(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

- a) Is this firm or its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for pre- qualification or any or any other tender in East Africa Tea Trade Association? If yes, please provide the name(s) of those firm(s), their address, and their nature of business and indicate the relationship with the company making this application. (Attach details)
- b) Is the firm making this application currently or in previous periods been contracted to supply goods or services to East Africa Tea Trade Association? Yes .....No..... If yes indicate hereunder the financial year, the goods or services that you supplied and their value.
- c) Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action?.....
- d) Have you at any one time been issued with a purchase order by EATTA and failed to deliver the goods or services without assigning and reason for your action?.....
- e) If you are a current or previous period supplier of goods and services to EATTA, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

**DECLARATION**

**Declaration of Business relationship (Company Owner/Management)**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any EATTA employee.

Are you a relative or do you have a relationship with any EATTA employee that would cause any real or perceived conflict of interest?

Yes/No..... (Specify).....

**Information submitted by:**

**Name:** .....

**Title:** .....

**Signature:** .....

**Official Stamp:**

