



African Gender and Media Initiative Trust
P.O BOX 50429-00200, Upperhill Gardens, 3rd Ngong Avenue
Mobile: 0739-803545 || 0702-112670

Supplier's questionnaire form

About African Gender and Media Initiative Trust

I. Background

The African Gender and Media Initiative Trust (GEM) is a research organization that works to advance gender equality through research and action on women's human rights. GEM Trust began as a research arm and a reservoir of knowledge and information for the African women and child feature service (AWCFS) media content development but has since grown to a fully-fledged registered organization. Gem Trust brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, economic empowerment, media advocacy and research. The advocates came together in response to the need for evidence-based programming in women's human rights work in Kenya and Africa.

GEM Trust mission is to Advance Gender Equality through Research and Action on Women's Human Rights.

GEM Trust is guided by the principles of equality and respect for human rights, our priority issues are sexual reproductive health and rights of women and girls, violence against women and girls, economic justice and new media.

GEM Trust now wishes to prequalify suitable vendors to supply selected goods and services for a period of **3 year starting from 1st**

April 2024 to 31st December 2026

Supplier's pre-qualification questionnaire

The purpose of this document is to assist GEM Trust in the process of identification and evaluation of potential suppliers who will subsequently be invited to tender or provide quotation for the supply of good and services within the respective procurement categories. Selected vendor shall be retained by GEM Trust to supply good and services for a period of Three year from **1st April 2024 to 31st December 2026.**



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If you are interested and have the capabilities, we do invite you to make your application for supplier pre-qualification by filling in this questionnaire and sending it via email procurement@gem.or.ke by **25th of March 2024**.

Please note that any false or misleading information automatically leads to disqualification from the process and any future engagements with GEM Trust

Application process

Completed pre-qualification documents clearly marked **GEM Trust prequalification** indicating the **category number** and **name of the category** applied for should be sent to procurement@gem.or.ke.

Suppliers can submit separate application for a maximum of 3 categories. Only suppliers with 70% and above will be added to the list of the prequalified suppliers.

Prequalification advert will run for 14 days. Tender committee will accept enquiries for clarification within the first 7 days of the advert at the following address procurement@gem.or.ke and any conversing will lead to automatic disqualification.

The closing date of the submission of the tenders will be **25th of March 2024 at 5.00pm**. Only successful suppliers will be notified after shortlisting. GEM Trust reserves the right to accept or reject any application.



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CATEGORIES OF GOODS AND SERVICES

Category no	Category description	Description
GEM/2024/001	Design and printing	Supply of IEC materials including design work, printing of jackets, caps, t-shirts, bags, booklets, banners, fliers, brochures etc.
GEM/2024/002	Office and ICT equipment	Provision of office and ICT equipment e.g. Printers/photocopying machines and consumables, scanners, software, projectors dispensers, ups, cameras, phones, tablets and related accessories, computers servers and laptops
GEM/2024/003	Servicing repair and maintenance of ICT and office equipment	Service, repair and maintenance of computer items, hardware and software e.g. Printers, laptops, photocopy machines, spare parts and networking, cabling
GEM2024/004	Stationery	Supply of pens pencils, printing papers, pins, markers etc.
GEM/2024/005	Taxis and car hires	Provision of taxi services and car hire services
GEM/2024/006	Flights	Provision of flight bookings and reservations
GEM/2024/007	Audit and tax	Institutional and project audits, tax training and advisory services including liaising with KRA



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PREQUALIFICATION CRITERIA

INFORMATION		SCORES		AWARDED	
	Description	Points	Total	Points	Total
A	LEGAL VALIDITY		20		
	<ul style="list-style-type: none"> Certificate of incorporation-legal registration documents 	4			
	<ul style="list-style-type: none"> Registration with AGPO 	4			
	<ul style="list-style-type: none"> Current business/professional permit, licence 	4			
	<ul style="list-style-type: none"> Pin certificate registered under I-Tax platforms 	4			
	<ul style="list-style-type: none"> Tax compliance certificate 	4			
	<ul style="list-style-type: none"> CR 12 	4			

INFORMATION		SCORES		AWARDED	
	Description	Points	Total	Points	Total
B	COMPANY PROFILES DETAILS		10		
	Complete the suppliers' general business details and provide all information. Fully filled -10 marks Partially filled – 5marks Not filled - 0marks				



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C	TECHNICAL CAPACITY		50		
	<ul style="list-style-type: none"> Technical capacity <ul style="list-style-type: none"> I. Physical existence of the organization. II. Curriculum vitae of the person running the business III. Experience of at least two of the staff in the category applied (attach CV). IV. Business license <p>License -5 marks Owners CV- 5marks CV for the two staff- 5 marks each</p>	20			
	<ul style="list-style-type: none"> Past experience, trade references and recommendations in the categories applied <p>Provide documented evidence of 3 strong and credible clients relevant to the categories applied, showing volume of business.</p> <ul style="list-style-type: none"> I. Evidence is relevant to the business activities and is adequate(10 marks per evidence) II. Evidence raises concern on relevance of activities (5 marks per evidence) III. Evidence is irrelevant to the business activities(0 marks) 	30			



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	N/B : document evidence could be inform of LPOs LSOs, agreements, contracts and reference letters from clients				
D	FINANCIAL AND ECONIMIC CAPACITY		15		
	<ul style="list-style-type: none"> Assessment of audited financial statement(at least 2 years audited financial statements) (5 marks for each attached)	10			
	<ul style="list-style-type: none"> Credit terms <ul style="list-style-type: none"> I. Provide evidence on credit period allowed At least 30days – 5 marks Below 30days – 0 marks	5			
E	DECLATION STATEMENTS SIGNED	5	5		
	TOTAL	100	100		

N/B: FOR THE APPLICANT TO QUALIFY THEY MUST SCORE AT LEAST 70 POINTS



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APPLICATION FORM

Section I – Supplier’s general business details

I. General information

REF N0:(for official use)		Company name:	
Contact person name:	Email:	Phone:	Website:
Principle address:	Official address:		
Company/business registration no:		KRA PIN:	
		VAT NO:	
Year of registration:		Annual turnover:	

2. Please provide detail of the type of organization

3. Please provide details of the primary product/service of your organization you seek to provide



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4. Please provide information regarding the owner and at least 2 employees who will be directly or indirectly be involved with GEM Trust.

Name	Job Tittle	Role	Direct Telephone No	Email Address

5. Please provide details of at least 3 reputable client references that GEM Trust may contact

Client Organization	Contact	Phone No	Email Address	Details Of Contract



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6. What are your payment terms?

Section 2 – confirmation of suppliers’ compliance

Kindly attach the following documents:

- Company/entity profile
- Legal and other documents
 - Certificate of incorporation
 - KRA pin certificate with VAT obligation if applicable
 - Valid tax compliance certificate
 - CR 12
 - Air travel firms must be registered with IATA
 - All professional service providers should include their latest practicing licenses from their respective professional bodies as well as certificate of good conduct for an in charge partner/manager



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Declaration/Proclamation/Consent/ Sworn Statement

I/we the undersigned declare that to the best of my/our knowledge the answers submitted in this prequalification questionnaire (and any supporting documentation together with the details in the attached company profile) is correct. I/We understand that any misrepresentation will render my/our organization ineligible to participate in any future business activities with GEM Trust.

I/We give GEM Trust tender committee authority to seek any references it may deem carrying out their evaluation.

Name:

Job title:

Company:

Sign: Date:

Email:

Telephone: