



well told story | karen office park |
lang'ata rd p. o. box 1700 - 00502
|nairobi kenya m +254 (0)719 407512|
pin no. P 051302117 H
www.welltoldstory.com

SUPPLIER PRE - QUALIFICATION DOCUMENT/ QUESTIONNAIRE

PRE-QUALIFICATION NUMBER: WTS/PRE/01/19

CATEGORY (*Please indicate*):

Contents

1. INTRODUCTION.....	2
2. IMPORTANT NOTES FOR SUPPLIERS	2
3. COORPORATE INFORMATION	4
4. FINANCIAL INFORMATION.....	6
5. EXPERIENCE:.....	6
6. PROFESSIONAL CAPACITY	7
7. OTHER IMPORTANT PRE-REQUISITES.....	8
8. EVALUATION.....	8
9. DECLARATION	9

1. INTRODUCTION

Well Told Story Ltd (WTS) creates social and economic value in Africa harnessing the power of research, media and strategic communication to improve the lives of millions of people.

In order for Well Told Story Ltd (WTS) to carry out its work and service effectively, it's undertaking this supplier prequalification program for the selection of potential suppliers. The purpose of the program is to promote supplier partnership and to improve on the quality of products and services whilst achieving the most competitive prices.

The Pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in specified category.

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

2. IMPORTANT NOTES FOR SUPPLIERS

a) The purpose of this document is to assist Well Told Story Ltd (WTS) in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.

b) All documents must be submitted in English Language.

c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.

d) You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you please write **N/A**.

e) Well Told Story Ltd (WTS) will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.

f) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence

in any court of law, which has jurisdiction. Well Told Story Ltd (WTS) reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

g) The information provided in the prequalification document is strictly confidential and solely for use by Well Told Story Ltd (WTS).

h) Participants to kindly note that this does not amount to any contractual obligation on the part of Well Told Story Ltd (WTS) and that Well Told Story Ltd (WTS) is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

j) 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 supplier. Any such corrections must be initialed by the person or persons who sign(s) the Document.

k) 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.

l) Suppliers will meet all costs associated with preparation and submission of their applications.

m) It is Well Told Story Ltd (WTS) policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.

In pursuance of this policy, Well Told Story Ltd (WTS) defines, for the purpose of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of s) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

(iii) Well Told Story Ltd (WTS) will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;

(iv) Well Told Story Ltd (WTS) will have the right to examine all documents relating to the

performance of such services or supply of such goods to determine capability.

(v) Well Told Story Ltd (WTS) will have the right to inspect the business premises of the supplier if need be.

If you have any queries please send to procurement@weltoldstory.com

The Completed questionnaire forms in plain sealed envelopes clearly marked “**REF: WTS/PRE/01/10 PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate).....**” Should be addressed to:

**Procurement Committee
WELL TOLD STORY**

P.O. Box 1700-00502, Nairobi, Kenya. This should be deposited to the Well Told Story Ltd (WTS) Reception desk located at **Karen office Park, Acacia building 1st floor** to be received on **or before 12noon 12th November 2018.**

PRE-QUALIFICATION QUESTIONNAIRE

3. COORPORATE INFORMATION

A. Statutory Requirements and Contacts

1. Business Name: _____

2. Type of Business: _____

3. Certificate of Registration/Incorporation No. _____

4. VAT Registration No. _____

5. Tax Compliance Certificate No. _____

6. Current Business/Practice License No: _____

7. Full physical address of principal place of business: Full postal of the principal place of business: _____

8. Registered address if different from the above: Post Code: _____

9. Telephone number: _____

10. Fax number: _____

11. E-mail address: _____

12. Website address (if any): _____

13. Period in which you have been in the specific business for which you wish to be pre-qualified: _____

B. Company Formation

1) Sole Proprietor (Name/Nationality) _____

2) Partnership

Names and Details of Partners:

1. _____
2. _____
3. _____
4. _____

3) Limited Companies

Names and Details of Directors:

1. _____
2. _____
3. _____
4. _____

Share Capital: Authorized: Kshs. _____ Issued and Paid: Kshs. _____

4. FINANCIAL INFORMATION

i. Total Assets _____

ii. Current Assets _____

iii. Total liabilities _____

iv. Current liabilities _____

v. Terms of Payment (maximum credit period) _____

vi. Name of Banker _____ Address _____
Telephone: _____

vii) Yearly turnover for the last three years:

Year 1: _____

Year 2: _____

Year 3: _____

Contact Person (s) NAME DESIGNATION

- 1. _____
- 2. _____
- 3. _____

5. EXPERIENCE: *(State the organizations to which you have rendered Services having carried out contracts of similar nature)*

a) Name of Organization: _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____

Designation: _____

Post Office _____
Address: _____
Telephone: _____
Fax: _____
Email: _____ Stamp: _____

b) Name of Organization: _____

Type of service offered: _____
Number of months/years of service to client: _____
Name of officer: _____
Designation: _____
Post Office _____
Address: _____
Telephone: _____
Fax: _____
Email: _____ Stamp: _____

c) Name of Organization: _____

Type of service offered: _____
Number of months/years of service to client: _____
Name of officer: _____
Designation: _____
Post Office _____
Address: _____
Telephone: _____
Fax: _____
Email: _____ Stamp: _____

6. PROFESSIONAL CAPACITY *(state the number of employees (both permanent and casual) working in the company with for the last three years with their qualification)*

- 1) Number of permanent employees _____
- 2) Number of casual employees _____

7. OTHER IMPORTANT PRE-REQUISITES

i) State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

ii) Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO _____
If YES, give reason(s) and sources for the contingent liabilities

iii) Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to the procuring entity.

iv) Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years

8. EVALUATION

(a) Mandatory Requirements for Pre-Qualification you shall be required to attach the following mandatory documents where applicable

- I. Certificate of Incorporation/Partnership deed/business registration for sole proprietorship.
- ii. Trading Certificate where applicable
- iii. Tax PIN Certificate
- iv. Certificate from relevant authorities where applicable
- V. VAT Certificate
- vi. Tax Compliance certificate.
- Vii. Copy of Receipt of payment of prequalification document
- Viii. Accounts Information
- ix. CVs of Senior Staff for consultancies
- X. List of items for which you wish to be considered (attach separate sheet)

NB: Attach all the above documents

(b) General Requirements

- i. The returned documents must be bound and clearly marked as per clause
- ii. Well Told Story Ltd (WTS) will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- iii. Suppliers shall not contact Well Told Story Ltd (WTS) on the matter relating to the prequalification process from the time of submission to the official communication of the results. Any attempts by the supplier to influence Well Told Story Ltd (WTS) in the evaluation shall result in disqualification of their application as suppliers.
- iv. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- v. The applicants should have registered offices and Well Told Story Ltd (WTS) reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- vi. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

(c) Additional Requirements

- i. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.
- ii. Kenya Bureau of Standards certifications /or equivalent where applicable.
- iii. Attach catalogues and brochures for the items you wish to supply.

9. DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre- qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Well Told Story Ltd (WTS).

FORM COMPLETED BY	
Name:	

Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

FORM WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	