



CHRM College

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CHRM/PQ/2024-2026 Prequalification of Suppliers for the Period 2024-2026

1. INTRODUCTION

The College of Human Resource Management (CHRM College) is a leading middle-level academic and professional training institution based in Nairobi, Kenya. It is committed to human capital development for excellence at the workplace.

The College understands the strategic value presented by a vibrant and efficient supply base in achieving its objectives. To this end, we are looking to establish a committed supplier data base to be engaged for the period 2024-2026 in the supply of various goods and services as detailed under the prequalification notice.

Interested and eligible suppliers are hereby invited to apply for prequalification under the various categories outlined in the prequalification notice.

2. INVITATION TO PREQUALIFICATION

The purpose of this pre-qualification document is to enable interested bidders to submit sufficient information as requested herein for evaluation and assessment by the College on their suitability and capability for engagements within the institutions structure.

3. NOTE FOR COMPLETION OF THIS FORM

1. Please complete in English. Can be hand-written or typed.
2. Continue on separate sheets if the space in the document is insufficient. (Attach and submit with the main document).
3. Please do not use abbreviations.
4. Please include, where appropriate, any supporting documents. (All information you give will be treated with the required confidentiality).
5. Please return 1 signed, dated and sealed hard copies of the completed questionnaire and all supporting information by dates stipulated on the prequalification notice.

4. INSTRUCTIONS TO APPLICANTS

4.1. Scope of Application

In connection with the Invitation for Prequalification, CHRМ issues this Prequalification Form (PQF) to applicants interested in bidding for the supply of general goods and services as detailed in the prequalification notice.

4.2. Fraud and corruption

CHRМ requires that all applicants, bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during any engagement with the College. In pursuit of the college procurement policy, the College of Human Resource Management will reject any bid or award if it determines that the bidder submitting a bid or recommended prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices during the execution of the process.

4.3. Eligible Applicants

- i. An applicant shall be a private, public or government-owned legal entity, or any combination of them in the form of association or joint venture with the formal intent of running a business. In the case of a joint venture, unless otherwise specified, all parties shall be jointly and severally liable and shall appoint a representative who shall have the authority to conduct all business for and on behalf of any of the partners of the joint venture during the prequalification and bidding process and also during contract execution.
- ii. An Applicant may be of any nationality trading under a registered legal entity; Applicants shall not have a conflict of interest and shall be obligated to disclose any situation of actual or potential conflict that may impact their capacity to serve to the best interest of the College. Failure to disclose the said situations may lead to rejection of the application, bid, or even eventual termination of any awarded contract.

4.4. Eligible Goods and Related Services

All goods and services described in the notice of invitation shall be deemed eligible.

4.5. Amendment to Pre-qualification document

At any time before the deadline for submission of applications, the institution may amend the Prequalification Form by issuing an addendum. Any addendum issued shall be part of the Prequalification Document and shall be communicated through a print advert of enough wide circulation.

4.6. Cost of Applications

The applicant shall bear all costs associated with the preparation and submission of its application. College of Human Resource Management-CHRМ College will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process. Any person/company applying for prequalification shall pay a non-refundable fee of **KES 3,000**. All bids must have a payment confirmation slip of the said

amount paid through the details contained herein.

4.7. Mandatory Documents

The application shall comprise the following:

- a. Application Submission Letter (forwarding letter) in duplicate and correctly completed Prequalification Form.
- b. Documentary evidence establishing the Applicant's eligibility to prequalify.
- c. Documentary evidence establishing the Applicant's qualifications.
- d. Any other document required as specified herein.

4.8. The signing of the application and number of copies

The applicant shall prepare one (1) set of documents as described in this document, and a submission letter (forwarding letter), in duplicate, for acknowledgement by the college. The application shall be typed or written in ink and shall be signed by a person duly authorized to sign on behalf of the applicant.

4.9. Sealing and Identification of Applications

The applicant shall enclose the application documents in a sealed envelope that shall:

- a. Bear the name and address of the applicant;
- b. Be addressed to THE PRINCIPAL, COLLEGE OF HUMAN RESOURCE MANAGEMENT (CHRM College) as detailed under the pre-qualification notice.
- a. Bear the specific category identification of this prequalification process. (Refer to the prequalification notice)

4.10. Deadline for Submission of Applications

Applicants shall submit their applications by hand or courier services as specified in the invitation notice. Applications shall be received by the institution at the stated address on or before the deadline indicated in the notice. The institution may, at its discretion, extend the deadline for the submission of applications by amending the prequalification document in which case all rights and obligations of the institution and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. A print advert to this effect will be done before the initial deadline.

4.11. Evaluation of Applications

The institution shall use the established evaluation criteria as guided by the procurement policy to objectively and independently evaluate all bidders.

4.12. Right to accept or reject applications

The institution reserves the right to accept or reject any application and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

4.13. Prequalification of Applicants

All bidders whose applications have met or exceeded ("passed") all the specified threshold requirements will, to the exclusion of all others, be prequalified by the College of Human Resource Management-CHRM College.

4.14. Notification of Prequalification

All bidders shall within 2 weeks after completion of the evaluation process be notified of the outcome.

This document includes questionnaires to be completed and submitted as required herein. Supporting documents as required herein shall still form part of the prequalification document.

5. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Duly completed pre-qualification and other supporting documents should be addressed to:

The Principal,

College of Human Resource Management-CHRM College

Hazina Trade Centre, 13th Floor-Moktar Daddah Street, Nairobi, Kenya

Address: P.O Box 4322-00200. Nairobi, Kenya.

Email: info@chrn.or.ke or college@chrn.or.ke

Mobile: 0727-792122/0718-781513

And deposited in the tender box situated at the reception of College of Human Resource Management-CHRM College–Hazina Trade Centre, 13th Floor, during normal working hours to be received on or before dates specified in the prequalification notice. Any prequalification documents delivered after the stated timeline shall be deemed unresponsive.

6. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

The College of Human Resource Management shall evaluate all bidders based on the following key parameters.

6.1. Preliminary

Prospective bidders shall in all respect, as requested herein, submit all required information in the manner described in this document.

6.2. Experience

Prospective suppliers of goods and services should demonstrate the ability and experience to organize, supply and deliver goods and services captured under categories detailed in the prequalification notice.

6.3. Financial Capability

The bidders shall be expected to demonstrate financial capability for the provision of goods, services, works or consultancy specified under their category. Attach last audited financial statements of the company, in absence, to provide last three months certified bank statements.

6.4. Past Performance

The past performance of bidders shall be given due consideration in the prequalification

exercise. Letters of reference, LPO'S and contracts from past and present clients should be included.

6.5. Organization structure

The bidders shall demonstrate the suitability of their organization structure to efficiently meet the requirements of the College. The CVs of technical staff where necessary shall be submitted as well. Registration with relevant professional /regulatory bodies where necessary shall be examined accordingly.

6.6. Verification

The College shall have the right to visit the suppliers' premises or carry out any other due diligence exercise as it deems fit to verify the information provided in the submitted document and ascertain as part of the prequalification process, that the bidder indeed can supply the stated goods and or services.

A. COMPANY'S INFORMATION

Company/Business Name:

B. CONTACT DETAILS

Contact Person:
Position in the organization:
Telephone number:
Email address:

C. COMPANY REGISTRATION DETAILS (ATTACH COPIES)

Company Registration no. (Attach Registration Certificate)
Company Profile (Attach)
Registered address and location (Indicate)
KRA PIN Certificate : (attach)
Company Directorship or CR12 (Attach)

Business Permit: (Attach)

D. IS THERE ANY PENDING COURT CASE AGAINST THE COMPANY, IF YES, GIVE THE DETAILS

E. THE CREDIT LIMIT (AMOUNT AND PERIOD)

F. PREVIOUS EXPERIENCE (AT LEAST 2 REFERENCE LETTERS AND DETAILS OF THE CLIENTS)

Assignment (Work done)	Contact details of the Client
Assignment (Work done)	Contact details of the Client

7. CHECKLIST.

Please check that you have enclosed the following details with your completed Pre-Qualification Questionnaire.

- a. Company registration certificate
- b. Set of most recent audited accounts(2022 or 2023) or last 3 month certified bank statements
- c. Registration with the relevant regulatory body if applicable
- d. LPO/contracts relating to works performed in the last one year.
- e. KRA PIN Certificate
- f. Company profile.

- g. CVs of technical persons and directors (in case of consultancy service provision and technical works)
- h. A copy of the local authority license (Business Permit)
- i. Completed prequalification form
- j. Bank deposit slip/ MPESA payment confirmation text-A non-refundable prequalification fee of **KES 3,000**

BANK PAYMENT DETAILS

Bank: KCB Bank Kenya Ltd

A/C Number: 1180194667

A/C Name: College of Human Resource Management

Branch: Biashara Street

Swift Code: KCBLKENX

Bank/Branch Code:01263

MPESA PAYMENT (PAYBILL)

Business Number: 522123

AccountNumber:80295KTENDER



CHRP Margaret K. Kinyanjui
PRINCIPAL – CHRM