



KENYA PLANT HEALTH INSPECTORATE SERVICE

TENDER NO: K/T/02/2019-20
PRE-QUALIFICATION OF DEBT COLLECTION
SERVICE PROVIDERS.
FOR FINANCIAL YEAR
2019 – 2020

Kenya Plant Health Inspectorate Service (KEPHIS)
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INVITATION FOR PRE-QUALIFICATION OF DEBT COLLECTION SERVICES.

KEPHIS invites sealed applications from eligible candidates for purposes of pre-qualification of debt collection service providers for the financial years 2019-2020.

Tender No.	Item Description
K/T/02//2019-2020	Pre-qualification for debt collection service providers(open national tender)

The following documents are mandatory and must accompany the submissions.

1. Attach firm's/consultant technical proposal
2. Attach financial proposal (Commission based rate inclusive of all taxes.)
3. The prospective firm shall include the following information and documents in their proposals:
 - a. Copies of certificates of registration, licenses, PIN Certificate and Tax Compliance.
 - b. Relevant Experience
 - c. Fill in the confidential questionnaire form (see Annex I below)
4. Any other documentation necessary to prove qualification as per the requirements in 3.0 above.

In addition to the above, where applicable, applicants must be in possession of Electronic Tax Register.

A complete set of pre-qualification documents may be obtained free of charge by interested applicants by downloading them from the Kephis website www.kephis.org.

Complete submissions (Original only) in plain sealed envelopes and clearly labeled **“Tender No.K/T/2/2019-20,provision of debt collection services and clearly marked DO NOT OPEN BEFORE Wednesday 27th November 2019,** should be posted and addressed to the

The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Or be deposited in the Tender Box situated at the head office reception area so as to reach him not later than 12:00 noon of 27th /11/2019. Tenders will be opened immediately thereafter in the presence of tenderers who choose to attend.

KEPHIS reserves the right to accept or reject any application.

MANAGING DIRECTOR

SECTION 1 – INFORMATION TO CANDIDATES

1 INTRODUCTION

- 1.1 KEPHIS will prequalify and enlist prospective bidders for the provision of debt collection services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently in the list of our supplier's data bank should note that they too have to re-apply afresh as all other previous registration shall stand cancelled.
- 1.2 The prequalification Tender document and the Tenderers response thereof shall be the basis for the registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3 KEPHIS does not bind itself to assign provision of this debt collection service but shall endeavor to ensure that tenderers will be treated equitably.
- 1.4 Applicants will be informed in writing of the results of the application, without assigning any reason for KEPHIS decision thereof.
- 1.5 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6 It is KEPHIS policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, KEPHIS:
- a) 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 Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (KEPHIS) of the benefits of free and open competition.
 - b) Will reject a Tender for registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c) Will declare a Tender ineligible, for registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - d) Will have the right to examine financial records relating to the performance of such services to determine capability.

- e) Will have the right to inspect the business premises of the tenderer.
- f) Will declare a Tender ineligible for registration if at any time it determines that Tenderer has no legal capacity to enter into a contract for the procurement.
- g) Will declare a Tender ineligible for registration if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the Process of being wound up and is not the subject of legal proceedings related to the foregoing.
- h) Will declare a Tender ineligible, for registration if at any time KEPHIS determines that Tenderer is related to an employee of the company or a Member of Board or Tender Committee or Procurement Committee of the Company unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for prequalification if at any time, it determines that Tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings, given false information about its actions and has been blacklisted before by another public company.

1.7 Tenderers shall furnish information as described in the prequalification tender document.

1.8 Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006.

2 DOCUMENTS COMPRISING THE REQUEST FOR PREQUALIFICATION.

2.1 Tenderers may request a clarification on the Tender registration document up to 7 (seven) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are required to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3
- 3.4 Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.5 Validity Period

- 3.5.1 The request for registration must remain valid for not less than **90** days from the date of submission.
- 3.5.2 KEPHIS shall endeavor to complete the evaluation and communicate within this period.

4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person(s) who sign(s) the Tender Document.
- 4.2 All pages of the Tender Document must be initialed by an authorized representative of the tenderer.
- 4.3 The Tender should be prepared and submitted in a plain sealed envelope marked:

“PROVISION OF DEBT COLLECTION SERVICES -K/T/02/2019-20. DO NOT OPEN BEFORE, 27/11/2019.”

should be posted to:

The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Or be deposited in the Tender Box situated at the head office reception so as to reach us not later than **27th November 2019**.Tenders will be opened immediately thereafter in the presence of tenderers who choose to attend.

4.4 Deadline for Submission

The closing date and time for the Registration shall be **27th /11/2019**.All submissions shall be marked **“DO NOT OPEN BEFORE 12:00 noon, 27th /11/2019**.

4.5 Late Tender

Any Tender received after the deadline in clause 4.4 shall be rejected as a late tender and shall not be considered further.

4.6 Tender Opening

4.6.1 A tender opening committee shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 KEPHIS will prepare a record of the Tender opening.

5 TENDER EVALUATION

5.1 KEPHIS will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

5.2 Tenderers shall not contact KEPHIS on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the Tenderer to influence KEPHIS in the tender evaluation shall result in the cancellation of their tender.

5.3 Pre-qualification will be based on meeting the 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.

5.4 The applicants must have registered offices and KEPHIS reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to offer the service.

5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the provision of debt collection services when required.

5.6 KEPHIS reserves the right to accept or reject any or all tenders.

5.7 There shall be three phases of carrying out the evaluation of prequalification applications.

- a) Preliminary Evaluation
- b) Technical Evaluation
- c) Firms Experience/References

5.7.1 Preliminary Evaluation-

- i) Pre-screening shall be done for all the applications to determine responsiveness namely, copies of:(MANDATORY REQUIREMENTS)
- ii) Firms' applications will be evaluated on 'a YES or NO' for preliminary stage.
- iii) If the firm doesn't provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.
- iv) **ANY AGPO FIRM** that applies for this tender is required to fulfill all the requirements.
- v) **MANDATORY DOCUMENTS**

Must submit and fulfill the following:-

Certificate of Incorporation or Registration.

PIN Certificate

Industry/Statutory Licenses/Permits

Valid Tax Compliance Certificate

CR12 of the company

Fully fill the attached Confidential Business Questionnaire.

Letters of recommendation from three (3) major clients

Well bound, serialized and paginated tender document including the attachments.

Membership Certificate(s) of statutory and other affiliation/ bodies/associations (where appropriate).

- vi) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

5.7.2 Detailed Technical Evaluation

The evaluation team shall undertake a thorough and objective analysis of the suppliers contained in the list utilizing the following procedures:

- i) The drawing up of a pro-forma in respect to each application listing the queries contained in the questionnaire attached in the pre-qualified application form and the comments and responses received.
- ii) A detailed assessment of each applicant to be made in the course of studying the application to complete each pro-forma.

- iii) Development of a system to evaluate responses to a number of the more important questions and in particular those relating to:-
- a) Structure and organization of the tenderer
 - b) Financial standing
 - c) Annual Turnover over last two years.
 - d) Experience in relevant field.
 - e) Available resources (Management capability, technical staff and equipment)
 - f) Reputation– references
 - g) Membership certificate(s) of statutory and other affiliation/bodies/associations (where applicable)

Evaluation criteria

To check for technical responsiveness, the evaluation criteria below will be used.

	Evaluation Criteria	WEIGHT
1	Technical capability including listing of defaulters in CRB	60
2	Firms Experience/References	40

The least score for technical responsiveness is 60 points out of 100 as above.

5.8 Disclosure of Evaluation Results

Information relating to preliminary evaluations of all the application, and also those who qualify for registration shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of registration results is made to all applicants.

5.9 Notification of Pre-qualification results

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the Accounting Officer, the Procurement Manager shall notify in writing all those applicants who have been pre-qualified.

6 CONFIDENTIALITY

6.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

1. BACKGROUND

(a) Background information

Kenya Plant Health Inspectorate Service (KEPHIS) was established in 1996 through Legal Notice No. 305 until the enactment of Kenya Plant Health Inspectorate Service Bill, 2011 in December 2012. KEPHIS responsibility is to assure the quality of agricultural inputs and produce to prevent adverse impact on the economy, the environment and human health. The organization is domiciled in Kenya and has branches in Mombasa, Nakuru, Kitale, Embu, Kisumu and Naivasha with the Headquarters in Karen, Nairobi.

(b) Principal Activities

Vision:

Healthy plants, safe trade and sustainable aggro-environment for a prosperous Kenya.

Mission:

To provide a science based regulatory service by assuring plant health, quality of agricultural inputs and produce for food security, globally competitive agriculture and sustainable development.

Core values

- Customer focus
- Professionalism and Integrity
- Teamwork
- Results oriented
- Innovation and Creativity
- Corporate social sustainability

The principal mandate of KEPHIS is to:

- (a) Regulate matters relating to plant protection, seeds and plant varieties
- (b) Administer and enforce sanitary and phytosanitary measures
- (c) Support the administration and enforcement of food safety measures
- (d) establish service laboratories to monitor the quality and levels of toxic residues in agro-inputs, irrigation water, plants, soils and produce
- (e) Be the principal advisor to the Government on issues relating to seeds and planting material
- (f) Implement plant variety protection in Kenya, administer plant breeders' rights and maintain the Plant Breeders' Rights Register

- (g) Undertake plant variety testing and description, seed certification and plant quarantine control
- (h) Undertake inspection and grading of plants and plant produce at the ports of entry and exit
- (i) In consultation with other relevant agencies, develop and implement standards for seed and plant materials
- (j) Implement and enforce national bio-safety regulations on the introduction and use of genetically or living modified species of plants, insects and micro-organisms, plant products and other related species
- (k) Regulate import and export of plants and plant materials
- (l) In consultation with other relevant agencies, regulate the commercial exploitation of naturally occurring plants and plant-related micro-organisms
- (m) Register and license seed merchants, seed growers, agents and any other person who may be required to be registered under the provisions of this Act or any of the laws specified in the First Schedule
- (n) Enter into association with such other bodies or organizations or authorized persons as the Board may consider desirable or appropriate in furtherance of the purposes for which the Service is established
- (o) Be the liaison office for international conventions relating to plant variety protection, plant protection, seed certification and dealing with endangered species or any other related conventions.

2. OBJECTIVES OF THE SERVICE

The objective of this assignment is to collect debts owed by KEPHIS clients for services rendered.

3. QUALIFICATION REQUIREMENTS

In order to carry out this assignment, The Prospective firm/consultant must demonstrate technical expertise and present the following:

- **Statutory Requirements:** Licenses, Tax Compliance Certificate, PIN Certificate, and Certificate of Incorporation
- **Three References:** The references should attest to successful delivery of debt collection services.
- **Technical capability:** Team of experienced debt collectors that will be assigned.

- **Financial proposal:** The firm is expected to provide a financial proposal for the solution.

4. DELIVERABLE(S) / MAIN OUTCOMES

- Collect debts assigned within 90 days from assignment debt.
- Monthly collection report

5. SCOPE OF WORK

Debts assigned from time to time in writing. The total value of debts assigned in a year may range between KShs. 500,000 to Kshs. 30,000,000.

6. PROPOSAL REQUIREMENTS

- Attach firm's/consultant technical proposal
- Attach financial proposal (Commission based rate inclusive of all taxes.)
- The prospective firm shall include the following information and documents in their proposals:
 - Copies of certificates of registration, licenses, PIN Certificate and Tax Compliance.
 - Relevant Experience
 - Fill in the confidential questionnaire form (see Annex I below)
- Any other documentation necessary to prove qualification as per the requirements in 3.0 above.

7. SELECTION CRITERIA.

The following factors will be considered during the evaluation:

CRITERIA	WEIGHT
1. Technical capability including listing of defaulters in CRB	60%
2. Firms Experience/References	40%

8. ADDITIONAL INFORMATION.

- Nothing in this RFQ mandates the awarding of this contract. KEPHIS may request additional information from bidders or withdraw the RFQ without an award if, in its sole opinion, none of the bids is worthy of a contract award.
- KEPHIS reserves the right to make changes in specifications at any point of the process and to negotiate with the contractor as a result of these changes. KEPHIS may terminate the awarded contract at any point prior to completion of this contract for any reason and be obligated to pay only for services actually rendered.
- Payment by KEPHIS within 30 days of receipt of debt payment in our bank and receipt of invoice for the service.
- Successful bidder shall be contracted for a period of one (1) year renewable subject to performance.

7 TENDER SUBMISSION FORM

To: The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Dear Sir,

We, the undersigned, offer to supply the required goods/services/works in accordance with your Tender for Pre-qualification for provision of Debt Collection Services for financial years 2019–2020 and hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of the pre-qualified firms.

We understand you are not bound to accept either in part or whole any tender you receive.

We remain

Yours sincerely,

Authorised Signature

Name of Signatory

Title of Signatory

Name of Tenderer

Address

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SECTION 2

CONFIDENTIAL BUSINESS QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

PART 1

Name of Firm.....

Location of Business.....

Street/Road.....

Plot No.....

Postal Address.....

Telephone No.....

Mobile Phone No.....

Fax No.....

E-Mail No.....

Certificate of Registration No.....

(Attach certified copy)

Trade licenser No.....

(Attach certified copy)

PIN No.....

(Attach certified copy)

VAT

No.....

(Attach certified copy)

Type of Business (i.e. Sole Proprietor, Limited Partnership etc).....

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Location of Branches (where applicable).....

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Area(s) in which you seek pre-qualification (e.g. supply of printed stationery or provision of insurance services)

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NB:

Attach certified copy of certificate of registration with the relevant regulatory body
(Where applicable)

PART II

Particulars of your firms' directors:

Name.....

Nationality.....

Citizenship.....

Shares

Name.....

Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

PART III

Particulars of your Bankers:

Name..... Branch.....
Name..... Branch.....
Name..... Branch.....
Name..... Branch.....
Name..... Branch.....

(Please attach letter(s) of recommendation).

Maximum value of business, which your firm can handle at any one time.....

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PART IV

Particulars of your five major clients:

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Attach letters of introduction from at least three of the above firms)

Credit Period your firm can extend to KEPHIS..... (Days)

Your Terms of Payment.....

i.e. acceptance of Local Purchase Order (YES or NO) if other please specify (above)

PART V

Demonstration of Technical Capabilities:

Give a brief of the major goods/services offered by your company.....

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NB:

If your firm is an authorised agent, attach certified copy of the manufacturer’s certificate.

PART VI

Give a brief of your firm's experience.....

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PART V11

Litigation history (if

any).....
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Certify that the information provided above is correct.

Name.....
Designation.....
Signature.....
Date.....

Witnessed By:

Name.....
Designation.....
Signature.....
Date.....

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give KEPHIS authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registry, Bankers, Kenya Revenue Authority, etc AND that giving false or misleading information may render my application null and void

Signed

Name

Designation

For and on behalf of M/s

Dated thisday of2019

.....
Suppliers/Company's rubber Stamp or Common Seal.