



P O Box 10304, 00100 Nairobi, Kenya; Tel: 254-20-3514426
E-mail: procurement@icpac.net Website: www.icpac.net

IGAD Climate Prediction and Applications Centre (ICPAC) is a specialized Institution of the Inter-Governmental Authority on Development (IGAD). The mission of ICPAC is to provide climate information, prediction and timely early warning for applications in support of environmental management, disaster risk reduction and sustainable development in the Horn of Africa.

IGAD Climate Prediction and Applications Centre (ICPAC) is in the process of pre-qualifying suppliers of various goods and services. Interested suppliers should apply for pre-qualification, indicating the category & description of goods and/or services that they can supply. **Existing suppliers who wish to be retained in the register of suppliers MUST also apply for consideration.**

The pre-qualified list of suppliers will be used by ICPAC for financial year, 2021 - 2022

SUPPLY OF GOODS

CATEGORY NO

ICPAC/PQ/001/2021-2022
ICPAC/PQ/002/2021-2022
ICPAC/PQ/003/2021-2022
ICPAC/PQ/004/2021-2022
ICPAC/PQ/005/2021-2022
ICPAC/PQ/006/2021-2022
ICPAC/PQ/007/2021-2022
ICPAC/PQ/008/2021-2022

ITEM DESCRIPTION

Supply of computers, printers, UPS, LCD projectors, photocopiers
Supply of General office stationery, computer consumables and accessories
Supply of Paint and Other Decorative, Protective and Finishing Products
Supply of branded promotional items
Supply of motor vehicle tires and accessories
Supply of electrical equipment and appliances
Supply and maintenance of office furniture, furnishings and fittings
Supply of toners – MUST have an authorized dealership certificate

PROVISION OF SERVICES

CATEGORY NO

ICPAC/PQ/009/2021-2022
ICPAC/PQ/010/2021-2022
ICPAC/PQ/011/2021-2022
ICPAC/PQ/012/2021-2022
ICPAC/PQ/013/2021-2022
ICPAC/PQ/014/2021-2022
ICPAC/PQ/015/2021-2022

ICPAC/PQ/016/2021-2022

ITEM DESCRIPTION

Provision of Security services
Provision of Photography and Video Services
Provision of Courier Services
Provision of Clearing and Forwarding services
Provision of Advertising, PR and Research Services
Provision of Transport and Hire services (taxi and mini buses)
Provision of Design and Printing of calendars, diaries, banners and publication services
Provision of Air Travel Agency Services (Must be registered with IATA)

Kindly fill in the attached application form.

All applicants must have Personal Identification Number **(P.I.N.)**, **Certificate of Registration/Incorporation No** and **Tax Compliance** certificates (Mandatory)

ICPAC reserves the right to accept or reject application(s) either in whole or part.

All applications should be addressed to:

Director

IGAD Climate Prediction and Applications Centre (ICPAC), Kibiku Area, Ngong Town,
Kajiado County, Kenya

P O Box 10304, 00100 Nairobi, Kenya; Tel: 254-20-3514426

The document (s) should be received/delivered to IGAD Climate Prediction and Applications Centre (ICPAC) reception **on or before 12noon** on **24th February 2021**. The hard copies should be received in plain sealed envelopes and clearly marked **‘Pre-Qualification of suppliers-Category No. _____’**

Application Form No. ICPAC/PQ/ _____

**APPLICATION FOR PRE-QUALIFICATION OF SUPPLIERS 2021/2022
BUSINESS QUESTIONNAIRE**

I. BUSINESS DETAILS

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. Physical Address: _____

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. _____

II. Financial Information

i. Total Assets _____

ii. Current Assets _____

iii. Total liabilities _____

iv. Current liabilities _____

N.B. Attach Audited Accounts for the last 2 years.

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 CONTACT

1. _____

2. _____

3. _____

III: Experience: *(State the organizations to which you have rendered Services having carried out contracts of similar nature) – Provide 10 organizations)*

1. 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: _____

Attach LPOs and Contracts.

III. Professional capacity *(state the number of employees (both permanent and casual) working in the company with for the last two years with their qualification)*

1) Number of permanent employees _____

2) Number of temporary employees _____

IV. 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

Attach the below MANDATORY COPIES of the following documents when submitting your documents:

- a. Certificate of Registration/Incorporation,**
- b. VAT Registration**
- c. Current Business Permit/Practice License.**
- d. Tax Compliance Certificate**
- e. Company Profile**
- f. Reference letters from companies for which similar service is rendered (10 Letters)**
- g. Audited Account (Past 2 years)**

Note: Tenderers business premises may be inspected by a team of ICPAC officers to verify the above information. Ensure that you stamp all your documents and we encourage that you give valid email address.

III. DECLARATION:-

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

NAME _____

DESIGNATION _____

SIGNATURE _____

DATE AND STAMP _____