



(IN RECEIVERSHIP)

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

THIS PRE-QUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO MUHORONI SUGAR COMPANY LIMITED (IN RECEIVERSHIP)

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF MUHORONI SUGAR COMPANY LIMITED (IN RECEIVERSHIP)

Company Name _____

Category applied for _____

Items code(s): _____

COMPANY NAME: _____

POSTAL ADDRESS: _____

The signatory of this supplier prequalification questionnaire guarantees the trust and accuracy of all responses given herein, and is an authorised officer or agent or the company.

Information submitted and completed by:-

Name.....

Title

Date.....

Company Rubber Stamp



GENERAL INSTRUCTIONS

In order that we may assess the suitability of your organization, below are the general instructions for completing the pre-qualification questionnaire. Carefully read the instructions before completing the questionnaire.

1. Participants to kindly note that this does not amount to any contractual obligation on the part of Muhoroni Sugar Company Ltd (In Receivership), and the company is not obliged to invite tenders / quotations from any or all who express interest by responding to this invitation.
2. Responses to the pre-qualification questionnaire must be submitted as per the requirements stipulated in the entire document. Muhoroni Sugar Company Ltd (In Receivership) reserves the right to authenticate information provided herein without reverting to the participant.
3. Interested suppliers must respond in full and as concisely as possible to all questions relevant to the category for which they wish to be pre-qualified. Participants should also indicate clearly their area(s) of specialization as per the attached products/service category list.
4. In line with improving the delivery of service to the stakeholders, Muhoroni Sugar Company Ltd (In Receivership) would like to deal with reputable firms/companies who are manufacturers, registered service providers or appointed agents / resellers.
5. The document should be signed and dated by a duly authorized representative of the organization and submitted with relevant supporting documents /information.
6. Agents and / or retailers of specific makes of products should ask their Principals (Manufacturers) to complete the sections on manufacturers information on their behalf.
7. It is a condition that participants must have complied with all statutory requirements concerning registration and remission of Taxes. To this end all suppliers shall be required to provide evidence of such compliance.
8. Kindly fill in the provided check list of documentary proof and extra information requested for in the entire document.

INVITATION TO APPLY FOR PREQUALIFICATION

MUHORONI SUGAR COMPANY REQUIREMENTS FOR GOODS AND SERVICES

CONDITIONS FOR INVITATIONS TO APPLY

- I. Muhoroni Sugar Company Ltd (In Receivership) intends to invite competent firms to apply for prequalification in repairs, maintenances and services of various categories.
- II. The Successful firms will be registered in our suppliers list for the qualified category for the period 1st July 2016 to 30th June 2018, and Muhoroni Sugar Company will deal with those registered only.
- III. The closing date for this exercise is 22nd April 2016 at 12 noon.**
- IV. Applicants are requested to give the following information:

1. Complete Name of the Firm

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a) Please indicate your registration numbers for the following and or attach copies where relevant.

- I. Certificate of Registration /Incorporation
- II. Memorandum and Articles of Association.
- III. Current Trade / Clearing agent's Licence / CURRENT Pharmacy and Poisons Board Licence (where applicable).
- IV. CURRENT Custom Licence (Agent)
- V. Your ETR registration certification / Registration Number.
- VI. Membership certification of Association of Insurance Brokers of Kenya (AIBK)

VII. Valid certificate of Insurance from the Commissioner of Insurance.

VIII. Association of Kenya Insurance certificate.

b) Are you Manufacturers/Authorized dealers / Agents? Give details.

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c) Contact Person.....

d) Position in company.....

e) Mobile Phone No. of Contact person.....

2. State whether business is a

- Partnership
- Limited Liability Company

Other (Details)

a) If partnership or Limited Liability Company please give full details and addresses of partners / directors.

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b) State Registration name of Company if different from business name.

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c) P.O. Box of Firm

d) Physical Address

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e) Telephone Numbers.....

- f) Fax numbers.....
 - g) E-mail Address.....
 - h) Mobile Phone Numbers.....
 - i) Bankers.....
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 - j) Branch.....
3. PIN Code.....
 4. VAT Reference.....
 5. Provide details on a separate sheet of your company's ability to undertake task applied for.
 6. Provide details of your business performance, financial, technical and otherwise. Attach a separate sheet(s) where applicable.
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 7. State the quality standards you subscribe to
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 8. Are you conscious of Green Issues and what is your opinion over this matter? What is your Company's policy on environmental issues, as well as Occupational Health and Safety?
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 9. What is the value of transaction you can handle at any one given time.....
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 10. Attach a letter from your bankers indicating your credit worthiness.

11. What is the value of your current Professional Indemnity Cover (applicable to insurance service?).....

12. How many Technical Staff do you have?

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13. Append C.V's of your Technical Staff

14. Do you have insurance cover for your firm as well as for your staff? Provide details.

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15. Are your staff certified by the public health office? Attach evidence (if applicable)

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16. On what terms of employment do you hire your staff ?

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17. Give Scope and costs of some Projects / Orders undertaken and completed. Attach evidence.

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18. Please provide Reference Sites

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19. Current business location or branches (if any), owned / rented

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20. Years of establishment.....

21. Major Clients and Contact Person(s)

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22. Previous dealings with Muhoroni Sugar Company. Yes/No. Specify:

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23. Attach evidence of Tax Compliance.

24. Attach copies of Bank Statements for the last financial year.

ADDITIONAL INFORMATION

(A) Sugar processing machinery, motor vehicles, motor cycles and related parts and spares

1. Are you an appointed agent or manufacturer?

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2. Do you have patent rights on any of the items that you currently manufacture / supply?

Yes / No.....

(Kindly provide documentary proof)

3. Which quality standards certification have you attained in the last two years?

(Attach copies and give details on a separate sheet of paper)

4. Do you assemble all the components in-house or are some out-sourced? If some are out-sourced please specify.

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(B) Fabrication, repair, maintenance, refurbishment and re-treading activities.

1. Do you have a workshop? Yes / No

Provide the physical location of your workshop

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2. Please list the type of plant and equipment in your workshop and for which purpose?

(Provide the information on a separate sheet of paper)

3. List the number of technical staff in your workshop and provide copies of their C.V's

(Use a separate sheet of paper)

(C) Computers / computer peripherals and computer related works / services.

(Bidders are expected to clearly state the specific category of products or services in line with the category list provided).

1. Name of :- (a) Product and brand.....
(b) Manufacturer.....
2. Indicate the status of your agency and the appointing body (e.g Partner, reseller or warranty centre)
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3. State the type of warranty that you have (Period & whether parts and labour only)
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4. State the type of computer service or computer related works that you undertake.
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5. Indicate the number of years your company has been in Operation.....
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6. Provide a list of your technical staff and attach their C.V's.

(D) Suppliers various products

1. Name of product / product category
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2. Make / Model / Brand (where necessary)
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.....
3. Business Status.....
(e.g Manufacturer, Retailer, Agent)

Please attach all relevant documentation as proof for the information provided. All information given will be treated very confidentially.

REFEREES

This part is to be filled by the referees themselves

1.

Company Name Name of Contact Person	
Title	
Nature of business	
Brief description of goods/services provided in the last 2 years.	

How do you rate this supplier?

	<u>Poor</u>	<u>Good</u>	<u>V. Good</u>
(i) Competitiveness
(ii) Quality (Consistency)
(iii) Delivery

Signature Date.....

Official Company stamp.

2.

Company Name Name of Contact Person	
Title	
Nature of business	
Brief description of goods/services provided in the last 2 years.	

How do you rate this supplier?

	<u>Poor</u>	<u>Good</u>	<u>V. Good</u>
(i) Competitiveness
(ii) Quality (Consistency)
(iii) Delivery

Signature Date.....

Official Company stamp.

3.

Company Name Name of Contact Person Title	
Nature of business	
Brief description of goods/services provided in the last 2 years.	

How do you rate this supplier?

	<u>Poor</u>	<u>Good</u>	<u>V. Good</u>
(i) Competitiveness
(ii) Quality (Consistency)
(iii) Delivery

Signature Date.....

Official Company stamp.

DECLARATION

(A) Declaration of Business relationship (company owner/Management)

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Muhoroni Sugar Company Ltd employee.

Are you a relative or do you have a relative with any Muhoroni Sugar Company Ltd employee that would cause any real or perceived conflict of interest?

Yes/No.....(specify

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Completed Pre-qualification documents in Plain Sealed envelopes with the appropriate reference and title clearly marked on top “Pre-qualification for the Supply of” should be addressed to:

**THE JOINT RECEIVER MANAGERS,
MUHORONI SUGAR COMPANY LIMITED,
(IN RECEIVERSHIP),
P.O. BOX 2,
MUHORONI.
Tel: 0202333559/020233560
Fax:0202333570/020233575
Email – info@musco.co.ke**

And deposited in the Tender Box located on the 1st floor of Administration Block – Muhoroni Factory Offices on or before **22nd April 2016 at 12 noon.**

FOR OFFICIAL USE ONLY

SCORES

NO	Description	Set Score	Rating	Total
1.	Registration & ownership of business			
2.	Information on business (Location, contacts, etc)			
3.	Evidence of job Competence/Capabilities (Jobs undertaken recently)			
4.	Financial Stability (financial statement in the last 3 years).			
5.	Previous Dealings with MUSCO			
6.	References to Major customers			
7.	Representation in the industry.			

RECOMMENDATIONS: