

**PIONEER
GENERAL**



**GUIDELINES
FOR PRE-QUALIFICATION OF SUPPLIERS**

TENDER NO. PIONEER/PQ/2024-2025

P. O. BOX 20333-00200 NAIROBI

THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO PIONEER INSURANCE COMPANY. THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FORTHE USE OF PIONEER

Company Name:.....

Postal Address:.....

Tel:.....

E-mail:.....

Contact Person:.....

All applicants must indicate the details below

Category Ref:.....

Item code:.....

Item Description.....

Ref: PIONEER/PQ/2024-2025

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

- PIONEER insurance Company invites you to submit sealed applications for **Prequalification of suppliers for the financial year 2024-2025.**
- To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents: -
 - Full legal name and address of the firm (company profile).
 - Certificate of Registration/incorporation.
 - Valid Tax compliance certificates from relevant revenue authority (for the previous year).
 - PIN (Tax identification Number) Certificate.
 - Corporate Tax registration documents.
 - Current operational licenses/permits.
 - CR 12 document.
 - Full names of the legal representatives of the firm (Managing Directors).
 - Contact name, email address, and telephone number to facilitate communication between PIONEER Insurance Limited and prospective vendor.
 - At least 3 Referral letters.
 - Company profile
- The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the;

PIONEER GENERAL INSURANCE COMPANY LTD
P. O. BOX 20333-00200
Nairobi.

And should be sent to Pioneer not later than 5.00 pm on Friday, 16th February 2024.

- A non- refundable fee of Ksh. 3,000 (Three Thousand shillings only) for each category is required before submission of the bid. Bidders can remit the non-refundable fee of Kshs. 3,000 through our Safaricom PayBill No: 999 415 and use the category REFERENCE NO: e.g., PIONEER/PQ/01/2024-2025 as the Account Number.
- This pre-qualification does not amount to any contractual obligation on the part of PIONEER, and PIONEER is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
- PIONEER insurance Company has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the company's own guidelines.
- PIONEER reserves the right to authenticate information provided here in without reverting to the participant.
- PIONEER insurance Company reserves the right to accept or reject any tender without assigning any reasons for the decision.

GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

- Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
- Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
- Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
- In selection of suppliers, PIONEER will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
- The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant may wish to be considered.
- It is a condition that participants must have complied with all statutory requirements regarding registration for VAT and remission of the required Taxes.

GENERAL AND COMPANY INFORMATION

Part 1: COMPANY PARTICULARS/DETAILS

Business Name:.....

Names of Directors and their nationality:

Names of partners/shareholders	Nationality/Citizenship	Percentage of shares
1		
2		
3		
4		
5		

Nature of business:.....

licensed to operate:.....

Location of business premises:.....

Plot No: Street/Road:.....

Postal address: Tel.No

E-mail address:.....

Website:.....

Company registration certificate No..... (attach copy)

Current trade-license No..... Expiring Date..... (attach copy)

Tax compliance certificate (attach copy)

VAT No..... (Attach copy)

Name of Bank..... Branch..... Account no..... (Attach reference letter)

Please list and attach (where necessary) Licenses from the relevant regulatory bodies..... (Attach copies)

Contact Person: Name.....

Title Contact..... Email Address:.....

Tel. No.....

Insurers:.....(Attach reference from insurance company)

(A) ELIGIBILITY

- 1) Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership, or your business activities suspended for related reasons? If yes, when (if yes, you must present legal documentary evidence that you are cleared, and your business is now solvent)
- 2) Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?.....
- 3) Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes.. No.....
- 4) Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

(B) CAPABILITY AND COMPETENCE TO DELIVER SERVICES

- 5) What products/services do you want to be considered to supply?
.....
(Indicate relevant category and product code)
- 6) How many employees do you have?.....
- 7) How many are permanent? How many are temporary?.....
- 8) Which quality standards certification have you attained in the last two years?.....
.....
(Attach copies and give details on a separate sheet of paper)
- 9) Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)
- 10) What is the country of origin for goods or services?.....
- 11) What maximum payment/credit period would you be willing to give PIONEER Insurance Ltd? 30 days..... 45 days 60 days.....
..... 90 days.....

- 12) Which insurance policies do you have in place to safeguard your business? (Attach reference from insurance company)
- 13) What products/services do you want to be considered to supply?.....
...(Indicate relevant category and product code)
- 14) Who are your 5 major corporate clients for the past 2yrs..... State:
a) Client's name
b) Product service provided.
c) Value of goods works or service.
d) Value of business per Month
e) Contact person and Contact person TEL.
Note. (Attach on a separate sheet)
- 15) What is your average response time to a request for quotation/RFP?.....
.....
- 16) What is your average response time to delivery of goods /services after issuance of LPO?.. ..
- 17) What is the maximum value of business, which you can handle at any one time? Ksh.
- 18) If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by PIONEER Insurance Company? Yes No

(C) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

- 19) Are you in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in PIONEER Insurance Company?.....

If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application.
(Attach details)
- 20) Is this firm and its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for prequalification or any other tender in PIONEER Insurance Company?

If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application.
(Attach details)
- 21) Is the firm making this application currently or in previous periods been contracted to supply goods or services to PIONEER Insurance Company?
Yes No

If yes indicate hereunder the financial year, the goods or services that you supplied and their value;

Financial year Goods or service supplied Total Value

(Attach details)

- 22) Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action?
..... (if yes attach details)
- 23) Have you at any one time been issued with a purchase order by PIONEER and failed to deliver the goods or services without assigning any reason for your action?
..... (if yes attach details)
- 24) If you are a current or previous period supplier of goods and services to PIONEER, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications? (if yes attach details)
- 25) If your firm is prequalified, will you be willing to partner with us on business reciprocity? Yes No T
- 26) Evidence of an active organizational social and environmental sustainability policy. (Attach policy/commitment). Yes No
.....
- 27) Evidence of Environmental or social welfare recognition/Certification.
Yes No

DECLARATION: I have completed this form(s) accurately. I agree that all responses can be substantiated and verified, 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.

Information submitted by

Title

Signature Stamp