



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746-00101

NAIROBI

TEL: 020-310221/020-2214164/ 0719715777/8, 0733602260

PREQUALIFICATION FOR HIRE OF HELICOPTER SERVICES

TENDER NO.GDC/SC/PQ/002/2017-2018

CLOSING DATES & TIME: 2nd August, 2017 at 2.00Pm

PREQUALIFICATION QUESTIONNAIRE

THIS PQ QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SERVICE PROVIDERS TO GEOTHERMAL DEVELOPMENT COMPANY LTD

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF GDC

Company Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

SECTION A: INVITATION TO REGISTRATION

REF: GDC/SC/PQ/002/2017-2018

TO: ALL BIDDERS

SUBJECT: PREQUALIFICATION OF SUPPLIERS

1. Geothermal Development Company Ltd invites applications for prequalification of **service providers for Hire of Helicopter for the period 2017-2019.**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Manager Supply Chain at **Kawi House, South C, Off Mombasa Road, Red Cross Road,**
3. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

MANDATORY REQUIREMENTS

- a) Certificate of business registration/incorporation in Kenya.
 - b) Valid Tax Compliance certificate at the time of opening. The tax certificate shall be verified from KRA tax checker.
 - c) Provide at least Five (5) letters of commendation from your corporate clients.
 - d) Provide a valid aircraft operation certification (AOC) dully issued by KCAA
 - e) Provide also aircraft ownership certificate dully issued by KCAA.
 - f) Provide evidence of aircraft maintenance (Aircraft Maintenance License) dully issued by KCAA.
4. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

**THE MANAGING DIRECTOR & CEO
GEOTHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746 -00101
NAIROBI**

And deposited in the Tender Box Ground Floor at Kawi House, South C, Off Mombasa Road, Red Cross Road on or **before 2nd August, 2017 at 2.00Pm**

5. Tender will be opened immediately thereafter in the presence of candidates' Representatives who choose to attend at GDC Kawi House, South C, Off Mombasa Road, Red Cross Road Boardroom on ground floor.

6. Interested applicants may download a copy of the registration document from the GDC website www.gdc.co.ke or <http://supplier.treasury.go.ke> . This prequalification does not amount to any contractual obligation on the part of GDC and GDC is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
7. GDC has the right to invite Open Tenders when required in line with the Public Procurement and Asset Disposal Act 2015 and the Regulations.
- 8. GDC reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.**
9. GDC reserves the right to accept or reject any tender without assigning any reasons for the decision.
10. Late applications will NOT be accepted

MANAGER, SUPPLY CHAIN

SECTION B: GENERAL INSTRUCTIONS

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

1. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the document.
2. **Submission of tenders:** The application for registration should be submitted in sealed envelopes properly labeled with the tender ref No. and the tender description as applied for.
3. In selection of suppliers, GDC will short-list only those firms that are able to demonstrate their competence to provide the service.
4. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, certificates, and any other information that the applicant wish to be considered.
5. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the **MANDATORY REQUIREMENTS** as provided in **section A**.

Only bidders who will have complied with the above will qualify for the next stage of evaluation. I.e. dully filled questionnaires (A-F) in Section B.

SECTION B:

PART ONE (1): SUPPLIER REGISTRATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

A. COMPANY PROFILE

1. Company Name-----
2. Trading Name (if different from above)-----
3. Legal status (partnership/sole proprietor/ Ltd. Company etc)-----
4. Nature of business licensed to operate -----
5. Contact Person: Name-----
Title-----
Tel .No.-----
6. Postal Address: -----
Tel No:-----
Fax:-----
Physical location-----
7. E-mail address-----
Website-----
8. Names of Directors and their nationality:
i. _____
ii. _____
iii. _____
iv. _____
9. Name of Bank.....Branch.....
10. Name of Insurers.....

(B) ELIGIBILITY

- 11. 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)

- 12. 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.....

- 13. Is the firm/ Company 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?.....

(C) CAPABILITY AND COMPETENCE TO DELIVER HELICOPTER SERVICES

- 14. How many employees do you have?How many are permanent?.....How many are temporary?.....

- 15. Are you an Authorized dealer for service and parts for the Model of the chopper? Yes.....No.....(Attached Authorization)

- 16. Who have been your major corporate clients for the past 2 years? State client’s name, Product/service provided Value of goods, works or service and contact person.

- 17. To what extend is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with GDC?
.....
 - i) What is your average response time to a request for quotation/RFP?.....
 - ii) What is your average response to delivery of goods/services after issuance of LPO?.....

- 18. Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of services. Do you accept?
Yes.....No.....

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective service providers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below:

Serial No.	Name of organization	Item/service description	Value of contract	Contact person

(E) DECLARATIONS

For purpose of transparent and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any GDC employee.

Do you have a relationship with any GDC employee that would cause any real or perceived conflict of interest?

Yes/No.....(specify).....
.....

I.....declare, for and on behalf of.....(Company/Firm) that all the information furnished to GDC in connection with this registration is true and accurate in all material respect. GDC is hereby authorized to make such inquiries relating to the said information including with the firms/ company`s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by-----

Title-----

Signature-----

Date and Stamp-----

F) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:
 Business Name
 Location of business premises.
 Plot No..... Street/Road
 Postal Address Tel No. Fax E mail
 Nature of Business ,.....
 Registration Certificate No.
 Maximum value of business which you can handle at any one time – Kshs.
 Name of your bankers Branch

	<p>Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin • Citizenship details </p>																				
	<p>Part 2 (b) Partnership Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	2.	3.	4.
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4.																		
<p>Date Signature of Candidate</p>																					

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.