



GEOHERMAL DEVELOPMENT COMPANY LIMITED

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF
AUTOMOTIVE GAS OIL (AGO) FOR A PERIOD OF TWO (2)
YEARS (2021-2023)**

GDC/SC/PQ/050/2020-2021

CLOSING DATE AND TIME: 25TH FEBRUARY, 2021 AT 2.00PM

**Geothermal Development Company Limited
P.O. Box 100746-00101
NAIROBI
Website: www.gdc.co.ke**

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SECTION I - PRE-QUALIFICATION - SUPPLY OF AUTOMOTIVE GAS OIL (AGO)

Geothermal Development Company Limited invites sealed applications from eligible candidates for the “**Pre-qualification of suppliers for Supply of Automotive Gas Oil (AGO) for a period of two (2) years.**”

Interested eligible candidates may obtain further information from and inspect the tender documents from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays.

The prequalification document may be viewed and downloaded from the website www.gdc.co.ke or PPIP portal www.tenders.go.ke free of charge or at no cost. Bidders who download the tender document from the website MUST forward their particulars immediately for records and any further tender clarifications and addenda.

Applications for pre-qualification must be submitted in plain sealed envelopes clearly marked with Tender No. and Tender Reference Name; and addressed to;

The Managing Director & CEO,
Geothermal Development Company Limited
P.O Box 100746-00101
Nairobi, Kenya

And be deposited in the tender box provided at ground floor, GDC Kawi House Office so as to be received on or before **25th February, 2021 at 2.00PM**

The applications will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at GDC Kawi House Office Ground Floor boardroom.

MANAGER SUPPLY CHAIN

SECTION II-INSTRUCTIONS TO TENDERERS

1.0 Introduction

- 1.1. The Geothermal Development Company Limited (GDC) will pre-qualify and enlist prospective suppliers for Supply of Automotive Gas Oil (AGO) from among those who will have submitted their tenders, in accordance with the tender requirements for a period of two (2) years (2021-2023).
- 1.2. Bidders are invited to submit a proposal for **Pre-qualification of suppliers for Supply of Automotive Gas Oil (AGO) for a period of two (2) years.**
- 1.3. The Pre-qualification document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- 1.4. Applicants will be informed in writing of the results of the prequalification, without assigning any reason for GDC's decision thereof.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is GDC's 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, GDC:
 - 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 of the benefits of free and open competition.

- b) Will reject a Tender for pre-qualification 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 pre-qualification 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 prequalification if at any time it determines that the Tender has no legal capacity to enter into a contract for the procurement.
 - g) Will declare a Tenderer ineligible for prequalification if at any time it determines that the 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 Tenderer ineligible for prequalification if at any time, it determines that the Tenderer has committed an offence relating to procurement, has breached for procurement before by another public company, has in procurement proceedings, given false information about its actions and/or has been blacklisted before by another public company.
- 1.7 Tenderers shall furnish information as described in the pre-qualification tender document.
- 2.0 DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION**
- 2.1 Tenderers may request a clarification on the Pre-qualification document up **to seven (7) days** before the Tender submission date. Any request for clarification must be sent in writing by postal mail, or electronic mail to GDC address. GDC will respond in writing by normal postal mail, or electronic mail to such requests and will post copies of the response to the GDC Website for easy download by all Tenderers who intend to submit tenders.
- 3.0 PREPARATION OF TENDER DOCUMENTS**
- 3.1 Tenderers are requested 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 Tenderers are required to meet the qualification criteria stipulated in this document. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 **Period of Evaluation**
GDC will make the best effort to complete the evaluation and communicate within 30 (thirty) days.

4.0 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The original prequalification 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 or persons who sign(s) the prequalification document.
- 4.2 **Authorized representative of the Tenderer should initial all pages of the prequalification document.**
- 4.3 The Tender should be prepared and submitted as **one original and one copy** in a plain sealed envelope clearly marked:

“PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF AUTOMOTIVE GAS OIL (AGO) FOR A PERIOD OF TWO (2) YEARS (2021-2023)” GDC/SC/PQ/050/2020-2021 and the statement: DO NO OPEN BEFORE 25TH FEBRUARY, 2021 AT 2.00 PM and delivered to;

The Managing Director & CEO,
Geothermal Development Company Limited
P.O Box 100746-00101
Nairobi, Kenya

- 4.4 **Deadline for Submission**
The closing date and time for the Tender shall be on **Thursday 25th February, 2021 at 2.00 Pm** and shall be sent to the above address. Tenders shall be marked **One original** and **1 (one) copy** in a plain sealed envelope clearly marked: **“PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF AUTOMOTIVE GAS OIL (AGO) FOR A PERIOD OF TWO (2) YEARS (2021-2023)”**
- 4.5 **Late Tender**
Any Tender received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 **Tender Opening and Evaluation**

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

4.6.2 GDC will prepare a record of the Tender opening.

SECTION III - FURTHER INSTRUCTIONS TO TENDERERS

5.0 EVALUATION CRITERIA

- 5.1 GDC will examine the tenders to determine completeness, general order lines and sufficiency in responsiveness.
- 5.2 Bidders shall not contact GDC on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Bidder to influence GDC in the Tender evaluation shall result in the rejection of their tender.
- 5.3 Pre-qualification will be based on meeting the minimum criteria provided in the document.
- 5.4 The applicants should have registered offices and GDC reserves the discretion of visiting Physical premises from which the applicant conducts business if so desired to confirm existence.
- 5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of Automotive Gas Oil (AGO) as and when required.
- 5.6 GDC reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) for its decision thereof.

6.0 MANDATORY REQUIREMENTS

Tenderers are required to meet the qualification criteria stipulated in table 1 of the tender document. Only tenders, which fulfill these requirements, will be considered for detailed technical evaluation.

7.0 CONFIDENTIALITY

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.

7.1 APPENDICES

- 1) Mandatory Business Questionnaire
- 2) Declaration of undertaking not to engage in corrupt fraudulent practice.

N/B

- 1) All documents must be properly bound and well presented. Loose and disorganized documents will not be accepted.
- 2) All documents must be paginated and initialed.

7.2 VERIFICATION OF INFORMATION

GDC reserves the right to verify any information provided by prospective bidders as a qualification for consideration for supply of Automotive Gas Oil (AGO) for the year 2021-2023.

APPENDIX TO INSTRUCTION TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction Clause	Particulars of Appendix to Instructions to Tenderers
Eligibility	The tender is Open to National Suppliers
Clarification Request	<p>Clarification period for bidders is not later than seven (7) days prior to tender closure. Clarification request should be sent to dkyaka@gdc.co.ke. Copy to; pkapto@gdc.co.ke The client shall respond to clarification request not later than 7 days to tender closure.</p> <p>Bidders are advised to be checking GDC website from time to time for any uploaded information on the tender</p>
Tender Validity	Tender validity shall be 120 days from the date of tender opening.
Tender Closing Date and Time	The tender closes on 25th February, 2021 at 2:00 p.m. and will be opened immediately thereafter in the presence of bidder representatives who choose to attend at Kawi House
Submission	<p>Bidders are advised to ensure Pagination/serialization of ALL pages of the submitted proposal document for both the original and the copies i.e. paginated/serialized every page in the whole document in a sequential manner, from the beginning of the document to the end. This includes ALL the attachments submitted by the bidder and all the pages already paginated by GDC.</p> <p>Number of copies to be submitted is One (1) Original and One (1) Copy</p>
Evaluation Criteria	<p>The tender evaluations criteria will be as follows; Bidder must fulfill all the conditions as defined below.</p> <ul style="list-style-type: none"> a) Mandatory/Preliminary Stage - Only those bidders who qualify under the Mandatory requirements will proceed for detailed technical evaluation. b) Technical Stage – Based on scoring with max score of 100 marks. <p>NB: Pass Mark= 70 marks</p>

TABLE ONE (1) - MANDATORY REQUIREMENT

No.	Requirement
1.	Copy of Certificate of Incorporation/ Registration in Kenya certified by an advocate.
2.	Copy of Tax compliance certificate certified by an advocate valid at the time of opening. The validity of the Tax certificate shall be confirmed from KRA Tax Checker.
3.	Copy of Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies certified by an advocate or ID card for Sole Proprietorships.
4.	Copy of Valid Business Permit Certified by an advocate.
5.	Provide a Power of Attorney witnessed by an advocate.
6.	Copy of a valid EPRA License authorizing the supplier to trade in Fuels certified by an advocate
7.	Provide data sheets clearly complying to GDC specifications provided in Section V – Technical Specification.
8.	Provide Audited Account for the last three (3) years i.e. 2018/2019/2020 signed and stamped by the Auditor and Certified by an advocate
9.	Duly filled Confidential Business Questionnaire (attached)
10.	Dully Filled, Signed and Stamped Declaration of Undertaking not to engage in corrupt fraudulent practice (attached).

Note: Tenderers must meet and pass all the parameters/requirements in the mandatory evaluation so as to be considered for technical evaluation. Please note that the authenticity of the above documents provided may be verified with the relevant authority and any forgery or false presentation in any one of the above shall lead to automatic disqualification and render the tenderers bid non-responsive.

TABLE TWO (2) - TECHNICAL REQUIREMENTS

No.	Requirements	Max. Score
1.	<p>Documentary evidence showing experience of the supplier to provide diesel. (30mks)</p> <p>Provide a list of at least ten (10) major clientele/customers in which similar goods have supplied in the last 5 years, detailing nature of the goods supplied, value of the contract, contact person including contact addresses. (1marks for each client up to a max score of 10mks)</p> <p>Provide five (5) copy of contracts for similar assignment handled in the last five (5) years (25mks)</p> <ul style="list-style-type: none"> • 5 or more contracts 25 mks • 4 contracts 20 mks • 3 contracts 15 mks • 2 contract 10 mks • 1 contract 5 mks 	35mks
2.	Proof of fleet capacity of at least 30,000 lts & above (fuel tanker per truckload) for Supply of Diesel; 35 mks	35mks

	<ul style="list-style-type: none"> • Ownership Option: Provide at least two (2) Logbooks at least 30,000 lts each with the company name. (5mks for each logbook) 10 mks • Lease option: Provide proof of lease (Lease Agreement duly signed by both parties & log book copies) for at least two (2) Logbooks (30,000 lts each). (5 mks for each logbook & lease agreement) 10 mks • Provide a valid Calibration Chart (2No.) – show the vehicle is properly calibrated (10mks) • Provide a valid Transportation license duly issued by EPRA to show conformity to safety measure (10mks) • A signed declaration of ability to dedicate vehicles for supply of diesel on a need basis in all GDC operational areas (5mks) 	
3.	Provide certified bank statements for the last six (6) months clearly showing ability to handle business value of Ksh 35Milion per month. GDC may verify the authenticity of the statement with the issuing bank.	20mks
4.	Work Plan - (including timelines) in responding to supply and deliver the diesel to project sites in line with GDC Delivery time line (At most 3 days after issuance of LPO)	10mks
	Total Marks	100mks

Note: Tenderers must attain a minimum technical score of 70mks in the technical evaluation/requirements so as to be considered for shortlisting.

SECTION IV - STANDARD FORMS

Notes on the sample Forms

1. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
2. Declaration of Undertaking - Tenderers to fill, sign and stamp the declaration of undertaking.

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

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details
-

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

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

Name	Nationality	Citizenship Details	Shares
1.....
2.....
3.....
4.....
5.....

Date Signature of Candidate

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

DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))