



## PREQUALIFICATION BID DOCUMENT

Tiko is an African non-profit organisation, delivering sexual reproductive health for underserved girls in urban and peri-urban areas across the sub-Saharan African countries in Kenya, South Africa, Nigeria, Uganda, Ethiopia, Zambia and Burkina Faso.

We intend to prequalify providers for the financial years 2025-2027 for our Zambia office. This bid document has been prepared to guide those that intend to participate in this exercise.

LOT 1: SUPPLIES	
CODE	CATEGORY DESCRIPTION
ZM/SUP/01	Laptops, Tablets, Screens and related accessories. Buying, maintenance and repairs
ZM/SUP/02	Branded Stationery. Tiko cards, Flyers, Posters etc.
ZM/SUP/03	Branded Promotional Items fabrics ( T Shirts , bags, hats etc.)
ZM/SUP/04	Branded Promotional Items, others (Water bottles, pens etc.)
LOT 2: SERVICES	
ZM/SVC/01	Consultants for Monitoring , Evaluation,Research and Learning (MERL)
ZM/SVC/02	Hotel Services (Accommodation and Conferencing Facilities) for All Provinces
ZM/SVC/03	Events Management ( Tents , Stage, Public Address System etc)
ZM/SVC/04	Social Media and Digital Management Agencies
ZM/SVC/05	Audio and Visual Advertisements ( Radios and Television stations, Billboards,Movie Trailers etc.
ZM/SVC/06	On site Catering Services
ZM/SVC/07	Local Travel Services (Car Hire and Taxi Services) .
ZM/SVC/08	Airline Ticketing (Domestic)
ZM/SVC/09	Courier ( Domestic and International)

## SUBMISSION FORMAT AND ENQUIRIES:

Please submit by email to [bidding@tiko.org](mailto:bidding@tiko.org) before **18th April 2025**, stating the category you are bidding for. If you have any questions, please contact us via the same email address.

## PRE-QUALIFICATION INSTRUCTIONS

1. Please provide the information requested in the evaluation criteria as accurately as possible and if possible with attachments. If you do not have all the requested information, please elaborate why. If you have any questions, please ask them beforehand.
2. Tiko reserves the right to visit and inspect the business premises of all the applicants to verify the provided information.



3. We will treat all information you supply as confidential and in accordance with local data regulations.
4. You can apply for as many categories as you want. On your application please indicate which one(s) you are applying for.
5. Bidders can submit their bids in any preferred format.
6. Tiko will notify applicants of the prequalification outcome via email. This will be the official communication method for future engagements.
7. Tiko reserves the right to request additional information for the prospective bidders.
8. Requests for quotations will be made available only to those bidders whose qualifications are accepted by Tiko after meeting the minimum requirements of the prequalification process.

### **CONSIDERATIONS FOR SMALL AND DISADVANTAGED BUSINESSES**

Tiko is an integral member of a supportive community dedicated to fostering the success of small businesses. Therefore, we encourage small enterprises to apply, provided they can demonstrate their capability to deliver. For any required support, please contact us on email [bidning@tiko.org](mailto:bidning@tiko.org)

### **BIDS EVALUATION CRITERIA**

#### **PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION**

We will evaluate you based on the information provided. If you have any challenges obtaining any of these documents, please explain the situation in your bid.

- a. Copies of Certificate of Incorporation/Business Registration document
- b. Tax registration Certificate
- c. Valid Tax Clearance Certificate
- d. PARCA Documents - PACRA and certified beneficial ownership information
- e. Evidence of Physical
- f. Audited financial for the past two year or past 3 months bank statements
- g. Relevant certifications with regulatory boards or vendor licences
- h. Company Profile

#### **PART II: PAST PERFORMANCE AND EXPERIENCE**

Please provide at least three letters of recommendation or third-party certification for suppliers or services from organisations you performed or offered similar services for in the recent past.

The recommendation letter should:

- i. Be on the company letterhead of the recommending party
- ii. Specify the supplies or services supplied and the contract value
- iii. Specify the number of years they have done business with your organisation.
- iv. Comment on your performance or business relationship

Attach documentary evidence of contracts e.g purchase order(s), Contracts, frameworks agreements , and Service level agreements among others



### PART III: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm if any of the following criteria apply to your organisation. Not disclosing relevant information may result in exclusion from Tiko's supplier pre-qualification.

No	Particulars	YES/NO (If Yes, provide a brief explaining the circumstances)
1	Is the company bankrupt, being wound up, under court administration, or facing similar proceedings in Kenya or its country?	
2	Is there any matter(s) pending or threats of litigation or other legal proceedings, regardless of the value?	
3	Has any partner, director, or shareholder faced government or police investigations for corruption or fraud in your country?	
4	Has the company not fulfilled obligations related to payments of any statutory deductions or contributions	
5	Has the business or any partner, director, or shareholder been found in breach of safeguarding policies, sexual and gender based violations or related principles?	

### PART VI: SWORN STATEMENT

I declare that the answers in the prequalification questionnaire and supporting documents shared are correct.

COMPLETED BY	
Date	
Name	
Designation	
Signature	