



Agro-Chemical and Food Company Limited

OPEN TENDER

**PREQUALIFICATION FOR PROVISION OF DEBT COLLECTION
SERVICES 2021-2**

Tender No: ACFC/ACC/01/2021-2

Agro Chemical and Food Company Limited

P.O. Box 18 – 40107, Muhoroni

Email: admin@acfc.co.ke

Website: www.acfc.co.ke



Agro-Chemical and Food Company Limited

INVITATION TO TENDER

Tender No.: ACFC/ACC/01/2021-2

Tender Name: **PRE-QUALIFICATION FOR PROVISION OF DEBT COLLECTION SERVICES**

- 1.1 Agro-Chemical and Food Company Limited (ACFC) is a leading manufacturer of bakers' yeast and a wide range of spirits in Kenya and is in the process of acquiring Debt Collection Services starting from 1st March 2021 and ending on 29th February 2022 for an initial period of one year and renewable annually subject to Satisfactory Performance up to a maximum of two years.
- 1.2 Interested, eligible and competent debt collection service providers are therefore invited to apply.
- 1.3 The tender documents with detailed information downloaded for free from the company's website: www.acfc.co.ke.
- 1.4 Completed prequalification documents are to be enclosed in plain sealed envelopes clearly marked "**PRE-QUALIFICATION FOR PROVISION OF DEBT COLLECTION SERVICES**" and be deposited in the tender box at the entrance to the main administration block at Muhoroni Factory or be mailed to the address below so as to be received on or before **February 9, 2021 at 1230 hours**.

The Resident Director and Chief Executive
Agro-chemical and Food Company Limited
P.O. Box 18 – 40107
Muhoroni, Kenya

- 1.5 Tenders will be opened immediately thereafter in the presence of the candidates' representatives who choose to attend.
- 1.6 ACFC reserves the rights to accept or reject any application in part or in whole and does not bind itself to give reasons for its decision.

Philip O. Ooyo
**For: RESIDENT DIRECTOR
& CHIEF EXECUTIVE**

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FORM PQ-1: REGISTRATION DOCUMENTS

All firms **MUST** provide: -

1. Copy of Certificate of Incorporation/Registration.
2. Valid Tax Compliance Certificate
3. Valid Form CR12 or Partnership Deed or National Identification Card
4. Copy of PIN/VAT Registration Certificate
5. Current Trade Permit
6. Duly Filled, Signed & Rubberstamped Self-Declaration Form

Note: all forms must be properly filled, signed, and rubberstamped by an authorized officer of the applicant.

FORM PQ-2: REGISTRATION APPLICATION FORM

I/We (name of firm) _____ hereby apply for registration as suppliers for _____

Ref No. _____

Postal Address: _____ Postal Code: _____

Telephone Number (Fixed Line): _____

Mobile: _____

Town: _____ Street: _____

Building: _____ Floor: _____ Room/Office No.: _____

Other Branches/locations: _____

Bank Name: _____

Bank Branch: _____ Bank Branch Code: _____

Bank Account Names: _____

Bank Account Number: _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

Company Seal / Business Stamp

FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1: - general

Business Name: _____

Location of Business Premises: _____

Plot No.: _____ Street/Road: _____ P.O. Box _____ Code: _____

Tel: _____ Email: _____

Contact Person: _____

Current Trade License No.: _____ Expiry Date: _____

Maximum value of business you can handle at any one time: Kshs. _____

Name of Your Bankers: _____ Branch: _____

Part 2 (a): - Sole Proprietor

Owner's full Name: _____ Age: _____

Nationality: _____ Country of Origin: _____ Citizenship Details: _____

Part 2 (b): - Partnership

S/No.	Name	Nationality	Citizenship Details
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Part 2 (c): - Registered Company

Public or Private _____

State the nominal and issued capital of the company

Nominal K£ _____

issued K£ _____

give details of directors as follows

S/No.	Name	Nationality	Citizenship Details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Kenya citizens indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

[Signature]

[in the capacity of]

Company Seal / Business Stamp

FORM PQ -4: FINANCIAL POSITION

1. Company's capital

a. Authorized Shares: KShs. _____

b. Issued Shares: KShs. _____

2. Partnership & Sole proprietors

Total investment: KShs.: _____

Note:

- i. Attach certified audited financial statements for the last two years
- ii. Attach letter of comfort from a reputable bank

FORM PQ -5: STAFF CAPACITY

Qualifications and experience of key personnel for execution of the service

POSITION	NAME	QUALIFICATION	YEARS OF EXPERIENCE

Attach CV's and copies of certificates of key professional/technical personnel proposed for the execution of the assignment.

FORM PQ -6: PAST EXPERIENCE

Give details of at least five reputable Organisations where you provide similar services

1. Name of Organization _____
Address _____
Tel No. _____ Email: _____
Contact Person: _____ Position _____
Duration of engagement (dates): _____

2. Name of Organization _____
Address _____
Tel No. _____ Email: _____
Contact Person: _____ Position _____
Duration of engagement (dates): _____

3. Name of Organization _____
Address _____
Tel No. _____ Email: _____
Contact Person: _____ Position _____
Duration of engagement (dates): _____

4. Name of Organization _____
Address _____
Tel No. _____ Email: _____
Contact Person: _____ Position _____
Duration of engagement (dates): _____

5. Name of Organization _____
Address _____
Tel No. _____ Email: _____
Contact Person: _____ Position _____
Duration of engagement (dates): _____

Notes:

- i. Attach documentary evidence of existence of contracts.
- ii. Attach recommendation letters on official letterheads.

FORM PQ -7: LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Please indicate “*N/A*” if no litigation history to qualify in this section.

YEAR	Award FOR or AGAINST applicant	Name of client, cause of litigation, and matter in dispute	Disputed Amount (Current Value KShs.)

[Signature]

[in the capacity of]

Company Seal / Business Stamp

FORM PQ -8: CONFIRMATION

I confirm that the information given in this form is true to the best of my knowledge.

NAME

POSITION

SIGNATURE

DATE

Note: Any false information will result in disqualification.

FOR USE BY AGRO-CHEMICAL AND FOOD COMPANY LIMITED

FORM PQ -9: SELF-DECLARATION FORM

(Anti-Corruption, Anti-Fraudulent Practice & Non-Debarment Declaration)

We *(insert the name of the company / supplier)* declares and guarantees that:

1. **NO** offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- (a). The person shall be disqualified from entering into a contract for the procurement; or
 - (b). If a contract has already been entered into with the person, the contract shall be voidable at the option of ACFC.
 - (c). The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That ACFC may have.
2. **NO** person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.
 3. **NO** director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Dated this _____ day of _____ 2021.

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

Company Seal / Business Stamp

FORM PQ-10: EVALUATION CRITERIA

PRELIMINARY EVALUATION		
S/No.	Mandatory Requirement	YES/ NO
1.	Copy of Certificate of Incorporation/Registration.	
2.	Valid Tax Compliance Certificate	
3.	Valid Form CR12 (if Registered Company) or Partnership Deed (if Partnership Business) or National Identification Card (if Sole Proprietor)	
4.	Copy of PIN/VAT Registration Certificate	
5.	Current Trade Permit	
6.	Duly Filled, Signed & Rubberstamped Self-Declaration Form	
7.	Duly Filled, Signed & Rubberstamped Confirmation	
KEY: YES = Responsive, NO = Not Responsive		

Note: Failure to provide any of the above documents shall lead to **automatic** disqualification

TECHNICAL EVALUATION		
S/No.	Mandatory/ preliminary Requirement	Max. Score
1.	Registration Application Form (Form PQ-2)	06
2.	Confidential Business Questionnaire (Form PQ-3)	06
3.	Financial Position (Form PQ-4)	10
4.	Staff Capacity (Form PQ-5)	10
5.	Past Experience (Form PQ-6)	10
6.	Litigation History (Form PQ-7)	08
7.	TOTAL SCORE	50
Pass Mark is 40 points (80%)		

Note: Only applicants attaining a minimum of 80% of the total maximum score (i.e. 80% of 50 Points = 40 Points) shall be prequalified.