



in partnership with

B.H.M.S.⁺
Business & Hotel Management School
Lucerne, Switzerland

REQUEST FOR PRE-QUALIFICATION DOCUMENTATION

KITCHEN SUPPLIER PRE-VERIFICATION

BIHC/0001/20-21	Category 0001: - Design, Construction, Supply, Installation & Maintenance of Commercial Kitchens.
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Document Release Date	: 8 th June 2020
Last Date for Receipt of proposals	: 23 rd June 2020
Time	: 12:00hrs, Nairobi
Pre-Qualification Number	: BIHC/0001/20-21
Submission Method	: Tender Box
Tender Opening Venue and Time	: BOMA INTERNATIONAL HOSPITALITY COLLEGE RED CROSS ROAD, OFF POPO ROAD BOARDROOM TIME: 1200HRS

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1. SECTION 1 – INTRODUCTION

Introduction

The Kenya Red Cross Society (KRCS) is the largest humanitarian relief organization created in 1965 through an Act of parliament, cap 256 of the Laws of Kenya. Its vision is to be the most effective, most trusted and self-sustaining humanitarian organization in Kenya. The KRCS Mission is to work with vigour and compassion through our networks and with communities to prevent and alleviate human suffering and save lives of the most vulnerable. KRCS is auxiliary to both National and County Governments in disaster preparedness and response:

Boma International Hospitality College was set up by The Kenya Red Cross Society as a commercial enterprise to generate income for The Red Cross.

About BIHC

Boma International Hospitality College (BIHC) is a premier Hospitality training institution established in 2015 to address an increasing gap in the provision of qualified staff within the hospitality industry in Kenya and regionally. Our curricula in Hotel Management and Culinary Arts maintain a strong emphasis on Swiss tradition of balancing theories with immediate practical applications- at our campus and within the 5 Star Boma Hotel complex.

Beyond the theory and practical applications at the College and at Boma Hotels, our programs include periods of externships at leading international and local hospitality brands, during which students are expected to demonstrate their skills, knowledge and attitudes under the direct monitoring of professionals who will do their best in providing guidance for their professional benefit. Our students may undertake PAID international internship programs in the United States of America, Middle East and the Caribbean as part of their study package. The range of courses offered by BIHC continues to expand to match the growing needs of the Hospitality industry. They are ingeniously designed to prepare students for various positions in the hospitality industry globally, with Diploma and Certificate courses intakes conducted in January, May and September. We have also developed short courses in International Cookery and Pastry which run separately on weekends or weekdays throughout the year.

Through our Professional Hospitality Development Program, we have set out to train and re-train professionals across various departments of the hospitality industry through tailor-made programs and short courses in front office operations, food and beverage service techniques, professional chefs' course and housekeeping and laundry operations, among others. This program, not only rejuvenates the learner by improving their skill-set but also affirms BIHC's standing as a top national and regional leader in hospitality training

The College is fully equipped with modern training kitchens, training restaurants & bars and has access to all front and back-of-the house facilities of The Boma Hotels, including Front Office, Housekeeping, Spa and Health Club areas. It also has classrooms equipped with latest audio-visual equipment, labs and a computer centre. All students have online access to Internet, intranet and campus-wide wireless connection.

The College has been growing rapidly for the last 2 years and we need to re-vamp one of the existing Teaching Kitchens into a Production Kitchen

We would like to invite you to pre-qualify to do the job for us. This tender is theoretical only and will primarily be based on ability to do the job

Objectives for the Production Kitchen:

We need to be able to produce meals for up to 600 people at the height of our courses. We will need to optimise the area available and re-use equipment we have as well as add more. We may have access to an additional 40ft container which can also be converted into cold store rooms

Requirements for actual project after pre-qualification:

This document looks to pre-qualify applicants; we are not looking for the solution yet.

We are looking to identify a company who would be able to do the following job:

- Design a useable professional kitchen space within the areas we will allocate and discuss
- Provide quality equipment and units as well as a ventilation system
- Provision of kitchen utensils and pots and pans etc.
- Undertake to clear, upgrade, build required area and do the electrics, plumbing, drainage and general construction/networks
- Identify the right partners and oversee their work and quality of delivery
- Work with our QS and Engineers for management and overview purposes
- Manage the time – considering we may need to pre-plan over a longer period but execute over school holidays
- Undertake to give training on all equipment and create a service level agreement on all the items along with documentation on the Warranties

This document is a pre-qualification document asking you to submit your compulsory documents. It will lead to the tender for the job that is outlined above. If you are not able to undertake the full list of items and do not want to find a partner, please do not send in a submission.

SECTION 2:

REQUEST FOR DOCUMENTATION

There are 2 levels to this section, specific details on the kind of equipment we are looking for, followed by the usual compulsory documentation required for pre-qualification

LEVEL 1

Below is an example list of the type of equipment we will be looking to purchase (though design and recommendations from yourselves will determine the final list). However, we would like you to complete the form sharing with us the quality of the equipment you would be recommending and the country of origin/source of where you would be getting it.

Please note this list is not exhaustive it is an indication of the types of items we expect to be buying:

Sample Equipment list									
Description	QTY	Detailed description including capacity etc	Brand	Source	Warranty details - months/years				
Convection Ovens (Rational is our preferred option but open)	3								
Kitchen Range Comprising of, Gas Rings, Bain Maries, Fryers, Grill\plancher, Extraction, 2 Wok stations intergrated ovens below	1								
Hot Pass, with hot plate intergrated and hot lights 2 or 3 levels	1								
Alto Sham Moveable 20 grid	1								
20 Grid Blast chiller	1								
Vacum pack machine	1								
Microvaves	3								
Salamander\Grill	2								
Cold room walk in	1								
Freezer Walk in	1								
Sous Vide Bath	1								
Ice machine crushed and whold ice	1 of each								
Saute Pans various sizes	10								
Stock pots Various sizes	10								
Food trolleys	2								

LEVEL 2

CONFIDENTIAL QUESTIONNAIRE

a) Business/Company

Name.....

(Must attach company profile indicating organizational structure, key personnel and total number of employees)

b) Location of business premises:

Head Office:

Country/Town:

Plot No:

Street/Road:

Name of Building

Floor: Room No:

Branches (if any)

1.

2.

3.

c) Postal Address

Code: Town:

Tel No:

Fax No:

Email Address:

d) Nature of Main Business

Manufacturer: Authorised Agent: Trader:

Consulting Firm: Other (Please Specify:

(Attach dealership appointment letters where applicable)

Number of Years in Business>:

e) Registration Details

Certificate of Registration/Incorporation No:

Trade License No:

VAT Registration No:

ETR Registration:

PIN No:

Valid City/County Council License No:

VAT Compliance Certificate:

Transporters should have Goods in Transit Insurance Cover:

Construction workers should have relevant insurances:

(Must attach copies of all the above relevant documents)

f) Bankers:

Branch:

Attach certified copies of the last six months Bank statement (Mandatory)

g) Annual Turnover in (Ksh).

h) Provide at least three referees from your current clients and their detailed contacts
(i.e. organization, contact person, position, telephone etc.)

No.	Organisation	Contact Person	Position	Telephone
1				
2.				
3.				

Part 2 (a) – Sole Proprietor

Your Name in Full:

Age:

Nationality:

Part 2 (b) – Partnership

Give details of partners as follows:

	Name in full	Nationality	Citizenship details	Shares
1.				
2.				
3.				
4.				
5.				

Part 2 © - Registered Company

a) Private or public (state whichever is applicable)

.....

Give details of all directors as follows:

	Name in full	Nationality	Citizenship details	Shares
1.				
2.				
3.				
4.				
5.				

DECLARATION

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, 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.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.

I/We confirm that we have read and understood and will adhere to the Boma International Hospitality College Statement of Suppliers attached (sign and return statement)

Signed and Sealed:

For and on behalf of:

Position in Company:

Date:

STATEMENT OF SUPPLIERS

If our company.....Is found to be involved in corruption or fraud or arrangements made with fraudulent intentions or any practice involving any threat to use force, we will consent to having any contract with the Boma International Hospitality College cancelled immediately, Irrespective of the contractual terms.

If we are not able to dispel any suspicion of any irregularity within a term of 4 weeks by presenting adequate evidence, we will consent to having the necessary authorities informed of the existing suspicion.

We undertake to compensate the Boma International Hospitality College for any damage, loss or other detrimental to their project work caused by such irregularity on our part.

We also confirm that no article provided by our company, whether manufactured under our control or procured from other sources, is produced by means of child labour and that all products we provide are made in compliance with labour and social security legislation of the country of production.

In addition, we authorize

- The Boma International Hospitality College Auditors to audit the financial documentation of this project in our company's premises if required.

Place:

Date:

Company:

.....
Signature and company seal

SECTION 3:

ASSESSMENT CRITERIA

Below is the assessment Criteria we will be allocating to your tender:

Assessment Criteria	Maximum Points Possible	Bidders score	Remarks
<p>(1) Compliance: Please include copies of the following documents:</p> <ol style="list-style-type: none">1. Must be a registered firm in Kenya with a certificate, incorporation/or Memorandum and Article of Association. Copy which must be attached2. CR123. PIN Registration4. KRA Tax compliance5. Valid Registration Certificate from Relevant Government Authorities6. Must provide copies of current business licenses from the relevant Local Authority7. Must have fixed business premises. (Attach copy of a valid and of lease or, rental agreement or ownership title)8. Must indicate Current Physical address, landline telephone number, fax and email address9. Must have a minimum of three years' experience10. Must fill all sections of the business questionnaire11. Must supply bank statements for the last 6 months12. Site visits will be carried out by Kenya Red Cross after short listing the applicants. Only short-listed tenders will be contacted13. Must submit prequalification documents by the specified time	15		

(2) Experience and Ability to do the job: 1. Description of the Firm 2. Size of firm & capability - Staff, resources 3. List and Profile of 3rd Parties if you are using them 4. Must provide at least 3 Case studies proving you have done this kind of work before – please include design and execution examples as well as importing of items <ul style="list-style-type: none"> a. Please include a description of time it took to do these jobs b. attach evidence i.e. copies of contract document from client or orders for the last three years that best illustrates your best performance 5. Letters of reference 6. Vendors should state prior experience with BIHC/KRCS/Boma Hotel where applicable. 7. Vendors are encouraged to submit catalogues if available	20		
(3) Methodology: Approach to project Please prepare a small paragraph explaining your methodology and approach to doing a job like this	5		
(4): Methodology: Timings How do you manage the timings and ensure you do not go over the allocated allowance?	5		
(5) Methodology: Approach to design: If not already included above, please share overview on design – given there are no plans available for the site: <ul style="list-style-type: none"> - Verify that you can do design 	5		

(6) Methodology: Wet-works Please can you verify you are able to do the wet-works/construction and keep to a budget and will be compliant	5		
TOTAL SCORE	55		

4. SECTION 4: 3rd Party associations

In case of 3rd party associations please list below companies who will be undertaking the various initiatives:

	Name of company	Contact person	Telephone number	Email address
Project management				
Design / architecture				
Construction and Wet works - including electrics, plumbing and drainage				
Equipment supplier				
Equipment installation				
Training				
Service and maintenance				

5. SECTION 5:

TERMS AND CONDITIONS

General Information

Introduction

1. Eligible Tenders

This invitation for Prequalification is open to all applicants eligible as described in the documents. Successful applicants shall be registered with Boma International Hospitality College to compete in the supply of goods and services

Applicants shall provide the prequalification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any its affiliates which have been engaged by the Tender Committee, to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods under this invitation for tenders.

Applicants shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

If an applicant does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The request for Joint Venture shall be accompanied with full documented details of the proposed association.

In the case of a Joint Venture or Association, all the firms constituting the Joint Venture or Association will be jointly and severally liable and at least one firm in the Joint Venture or Association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.

The contracting arrangements shall define clearly the responsibilities and the services to be provided by each firm in the case of a joint venture.

2. Eligible Goods

All goods to be supplied to Boma International Hospitality College should include county of origin.

For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercial-recognised product

results that is substantially different in basic characteristics on in purpose or utility from its components.

The origin of goods is distinct from the nationality of the tendered.

3. Cost of Tendering

The Tendered shall bear all cost associated with the preparation and submission of its tender, and the Tender Committee, will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the tendering process.

The Prequalification Document

4. Contents

- 4.1. The prequalification document comprises the documents listed below
 - Introduction and invitation to Prequalification
 - Confidential Business Questionnaire
 - Evaluation Criteria
 - 3rd Party associations
 - General Information
- 4.2. The Tenderer is expected to examine all instruction in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of the tender.

IMPORTANT PRE-REQUISITES/EVALUATION CRITERIA

1. Must be a registered firm in Kenya with a certificate, incorporation/or Memorandum and Article of Association. Copy which must be attached.
2. Must attach copy of VAT Certificate or VAT exemption certificate
3. PIN Certificate and
4. Valid Tax Compliance Certificate
5. ETR Certificate
6. Must provide copies of current business licenses from the relevant Local Authority
7. Must have fixed business premises. (Attach copy of a valid and of lease or, rental agreement or ownership title)
8. Must indicate Current Physical address, landline telephone number, fax and email address
9. Must have a minimum of three years' experience preferably with similar in kitchen Equipment Supply and Installation
10. Must provide list of 3 references/clients (attach evidence i.e. copies of contract document from client or orders for the last three years that best illustrates your best performance).
11. Must fill all sections of the business questionnaire.
12. Every category should have a complete set of documents (every category should be applied for individual/separately)
13. Must submit bank statements in the name of the firm for the last 6 months.

14. Credit Terms must be 30 days' form delivery Date.
15. Site visits will be carried out by Boma International Hospitality College after short listing the applicants. Only short listed tenders will be contacted
16. Must show receipt of buying the tender documents.
17. Must submit prequalification documents by the specified time.
18. Vendors should state prior experience with Kenya Red Cross where applicable.
19. Vendors are encouraged to submit catalogues if available

The Preparation of Tenders

5. Language of Prequalification Documents

- 5.1. The documents prepared by the tendered, as well as all correspondence and documents relating to the tender exchanged by the tendered and the Tender Committee shall be written in English language.

6. Validity of prequalification Documents

- 6.1. Prequalification documents will be evaluated within 90 days from the date of opening.

7. Format and Signing of Prequalification Documents

- 7.1. The original and all copies of the Prequalification Documents shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer
- 7.2. The tender shall have no Erasures or Overwriting except as necessary to correct errors made by the tendered, in which case such corrections shall be initiated by the persons signing the tender

Submission of Prequalification Documents

8. Sealing and Marking Documents

- 8.1. All documents should be well **bound together into one document per category**
- 8.2. Properly completed prequalification documents enclosed in plain sealed envelopes clearly marked:
 - **Serial Number: BIHC/0001/20-21**

- **Category: Design, Construction, Supply, Installation & Maintenance of Commercial Kitchens**
- **category Number...0001**
- **and addressed to: -**

**CHAIRPERSON - THE TENDER COMMITTEE
BOMA INTERNATIONAL HOSPITALITY COLLEGE
RED CROSS ROAD, OFF POPO ROAD
BOARDROOM**

Email: tenders@bihc.ac.ke

Kindly indicate the title of the project on the mail subject.

Please read carefully the method of tender submission and comply accordingly.

- 8.3. If the envelope is not sealed and marked as required, the Tender Committee will assume no responsibility for the tender's misplacement or premature opening.

9. Deadline for Submission of Prequalification Documents

- 9.1. Document must be received by the Tender Committee at the address specified hereunder no later than 12.00 noon on 23rd June 2020.
- 9.2. The Tender Committee may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligation of the Tender Committee and candidates previously subjected to the deadline will thereafter be subject to the deadline as extended.