



International Peace Support Training Centre  
Westwood Park  
P O Box 24232-00502  
Karen, Kenya

**PRE-QUALIFICATION  
TENDER NO.IPSTC/PREQ/2016/2017/233FOR REGISTRATION  
OF SUPPLIERS FOR PROVISION OF TRANSLATION AND  
INTERPRETATION SERVICES**

**DIRECTOR  
International Peace Support Training Centre  
P.O. BOX 24232 – 00502  
WESTWOOD PARK ROAD  
KAREN, KENYA.**

**INTRODUCTION**

- 1.1 This standard procurement prequalification document has been prepared for use by THE INTERNATIONAL PEACE SUPPORT TRAINING CENTER (IPSTC) and is intended for use in prequalifying candidates wishing to tender for the **pre-qualification of supplier's**, where IPSTC determines it is necessary for procurement to be made through a prequalification process. It may also be used by IPSTC for the purpose of registration of candidates.
- 1.2 The standard document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.
- 1.3 IPSTC has taken care to ensure that the prequalification criteria are clear and explicit, and that they refer to the needs and characteristics of this specific procurement, for **registration of suppliers** to IPSTC.

## SECTION I: INVITATION FOR PREQUALIFICATION (IFPQ)

Tender No. IPSTC/PREQ/2016/2017/233

### Tender Name: PRE-QUALIFICATION FOR SUPPLIERS FOR PROVISION OF TRANSLATION AND INTERPRETATION SERVICES

1. International Peace Support Training Center hereinafter referred as "Procuring entity" intends to prequalify candidates for goods and services **for the year 2016/2017**.
2. Prequalification is open to manufacturers and suppliers for **TRANSLATION AND INTERPRETATION SERVICES**
3. Interested eligible candidates may download the contract documents from our website [www.ipstc.org](http://www.ipstc.org) for free.
4. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with **The tender name and category number** and deposited in the tender box or posted to:

**The Director**

**International Peace Support Training Centre  
P.O. BOX 24232 – 00502  
WESTWOOD PARK ROAD  
KAREN, KENYA**

so as to be received on or before **28 September, 2016 at 1000hrs** opening will take place at the International Peace Support Training Center Conference Room. Tenderers wishing to have witnesses at the opening session are welcome to send their representatives.

5. All candidates whose applications will have been received by the closing date and time will be advised in due course of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.



## **SECTION II: INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 The International Peace Support Training Center, hereinafter referred to as the procuring entity, intends to prequalify **SUPPLIERS FOR PROVISION OF TRANSLATION AND INTERPRETATION SERVICES**
- 2.1.2 It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **28 September, 2016 at 1000hrs.**
- 2.1.3 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

### **2.2 Submission of Application**

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and category number and deposited in the tender box at:

#### **International Peace Support Training Centre**

**P.O. BOX 24232 – 00502  
WESTWOOD PARK ROAD  
KAREN, KENYA**

- so as to be received on or before **28 September, 2016 at 1000hrs** The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
  - 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
  - 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement and Disposal Act 2005 and Regulations 2006.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless

where specially allowed under section 131 of the Public Procurement and Disposal Act 2005.

- 2.3.3 All firms found capable of **PROVIDING FORTRANSLATION AND INTERPRETATION SERVICES**satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown at Section 11 and 1V. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 Litigation history of the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

- 2.5.1 Joint ventures must comply with the following:-

a. The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

b. Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

- 2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity.

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7 Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.8. Updating Pre-qualification Information**

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **2.9. Fraud and Corruption**

2.9.1 Any effort by a bidder to influence the procuring entity in its decisions on tender evaluation, tender comparison, or contract award will constitute a corrupt /fraudulent practice.

2.9.1 Defines, for the purposes of this provision, the terms set forth below as follows: "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.

2.9.2 "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.

2.9.3 "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, noncompetitive levels; and

2.9.4 "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2.9.5 IPSTC will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## **2.10 Amendment of Pre-qualification Document**

- 2.10.1 At any time prior to the deadline for submission of applicants, the procuring entity may amend the prequalification document by issuing an addendum.
- 2.10.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the procuring entity.
- 2.10.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the procuring entity may, at its discretion, extend the deadline for the submission of applications.

## **2.11 Cost of Application**

- 2.11.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

## **2.12 Evaluation of Applications**

- 2.12.1 The procuring entity will examine the applications to determine whether they are complete and generally in order to be determined as sufficiently responsive.
- 2.12.2 The procuring entity will carry out the evaluation of the Applications, on the basis of their responsiveness to the requirements, applying the evaluation criteria and point system specified in the Data Sheet.
- 2.12.3 The highest ranked applicants selected will be invited to submit their quotations for the **PROVISION OF TRANSLATION AND INTERPRETATION SERVICES** to IPSTC Karenand HPSS Embakasi.
- 2.12.4 The procuring entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

## **2.13 Invitation to Bid**

- 2.13.1 The highest ranked applicants selected will be **pre-qualified** to submit their quotations (bids) for the **PROVISION OF TRANSLATION AND INTERPRETATION SERVICES** to IPSTC and HPSS.

## **NOTES ON THE APPENDIX TO INSTRUCTIONS TO CANDIDATES**

1. The appendix to candidates is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre qualification is included.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

1. The following instruction for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates; where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

**Note:** To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.



## **SECTION III: LETTER OF APPLICATION**

### **Notes on letter of application**

1. The letter of application will be prepared by the applicant and will follow the form presented herein.
2. The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
3. The letter of application will be signed by duly authorized representatives of the applicant.
4. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

## LETTER OF APPLICATION

Date .....

To .....

.....  
(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (name of firm) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining:
- a. The Applicant’s legal status.
  - b. The principal place of business and
  - c. The place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and

as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

5. Your Agency and its authorized representatives may contact the following persons for further information.

<b>General and Managerial Inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Personnel Inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Technical Inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Financial Inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- a. Bids by prequalified applicants will be subject to verification of all information Submitted for prequalification at the time of bidding.
  - b. Your Agency reserves the right to:
    - (1) Amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - (2) Reject or accept any application, cancel the prequalification process, and reject all applications.
  - c. Your Agency shall not be liable for any such actions and shall be under no

obligation to inform the Applicant of the grounds for them

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of each contract, and the responsibilities for execution of the each contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:

a. Signed so as to legally bind all partners, jointly and severally; and

b. Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)
Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)
Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## SECTION IV: STANDARD FORMS

### Notes on completion of Standard Forms

- Application Form 1** - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2** - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A** - Joint Venture Summary  
This form is to be completed by joint venture applicants only.
- Application Form 3** - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A** - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4** - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5A** - Candidate Summary  
This form is to be completed by all applicants. A separate form shall be used for each personnel
- Application Form 6** - Equipment Capability

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

**Application Form 7 -**

**Financial Capability**

This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

**Application Form 8 -**

**Litigation History**

This form is to be completed by all applicants including each member of a joint venture. It should provide information on 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 member of a joint venture.

## APPLICATION FORM (1)

### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
Name		Nationality
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---

Annual turnover data		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		



## APPLICATION FORM (2A)

### JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, in terms of work billed to clients, in Kshs.

Annual turnover data Kshs.
----------------------------

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

**APPLICATION FORM (3)**

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture



**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT**

**COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
---

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

## APPLICATION FORM (5A)

### CANDIDATE SUMMARY

Name of Applicant
-------------------

Position	Candidate * Prime                      * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the last 2 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

## APPLICATION FORM (6)

### EQUIPMENT CAPABILITIES

Name of Applicant
-------------------

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments .....	
Source	7. Indicate source of the equipment  * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name	
	9. Address of owner .....	
	Telephone	Contact name and title
	Fax	Email
Agreements	Details or rental/lease/manufacture agreements specific to the project .....	

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**APPLICATION FORM (7)**

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture
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Banker	Name of banker
	Address of banker
	..... Telephone <span style="float: right;">Contact name and title</span>
	Fax <span style="float: right;">E mail</span>

Financial information Kshs.	in	Actual : previous five years			Projected: next two years	
		1.	2.	3.	4.	
1. Total assets						
2. Current assets						
3. Total liabilities						
4. Current liabilities						

<b>PIN #</b>	
<b>VAT REG #</b>	

5. Profits before taxes				
6. Profits after taxes				

<b>Source of finance</b>	<b>Amount Kshs.</b>
1.	
2.	
3.	
4.	



**APPLICATION FORM (8)**

**LITIGATION HISTORY**

Name of Applicant or partner of a joint venture
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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 (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value Kshs.)</b>

## SECTION V: EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

The following Evaluation criteria will be used.

	<b>Tender Requirement</b>	<b>Max Score</b>	<b>Score Attained</b>
1	Prequalification Receipt	5	
2	A Copy of Certificate of Registration /incorporation	5	
3	Two Letters of recommendation from your current corporate clients /organizations	15	
4	At least two(2) copies of LPOS and or Contracts for the last 2 years	15	
5	Valid Tax Compliance Certificate (shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date).	10	
6	VAT Certificate	5	
7	PIN Certificate	5	
8	Declaration Form	5	
9	Confidential Business Questionnaire Fully filled	5	
10	Evidence of physical address and premises or( lease agreement/Title)	10	
11	Copies of Utility Bills i.e. electricity, water bills	5	
12	Audited Financial Statements. The audited financial statements required must be those that are reported within fifteen (15) calendar months of the date of the tender document.  <i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i>	15	
	<b>TOTAL</b>	<b>100</b>	

All bidders that meet the cut off score shall be considered. Cut Off Point 75 mark

**SECTION VI: ANTI-CORRUPTION DECLARATION/COMMITMENT/PLEDGE**

(In the Matter of Public Procurement Sections 40, 41& 42 of the PPOA Act 2005)

I/We/M/s .....

of P.O. Box .....declare that I/We recognize that

Public Procurement is based on a free, fair and competitive tendering process

Which should not be open to abuse.

I/we.....declare that I/We will not offer or facilitate,

directly or indirectly, any inducement or reward to any member of the Board, Management

And/or staff of IPSTC in connection with tender/Quotation No. -----

**TENDER/QUOTATION FOR THE -----**

IPSTC in the tender, or in the

Subsequent performance of the contract if I/We am/are successful.

Signed by.....CEO or Authorized Representative.

Name.....

Designation.....

Signature.....Date.....

Declared at .....

Before me.....

Name.....

Signature.....Date .....

**COMMISSIONER FOR OATHS**