

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF
MANUFACTURING MATERIALS.**

GEARBOX PAN AFRICAN NETWORK

AVON CENTRE, ENTERPRISE RD.

P.O BOX 58275-00200,

www.gearbox.co.ke

NAIROBI, KENYA.

JUNE 2020

REG NO. GBPAN/PREQ/2020-2024.

SUPPLIER REGISTRATION QUESTIONNAIRE

**THIS REGISTRATION QUESTIONNAIRE IS
TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS OR SERVICES TO
GEARBOX PAN AFRICAN NETWORK**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF
GEARBOX PAN AFRICAN NETWORK**

Company/Business Name _____

Postal Address _____

Tel/Fax _____

E-mail _____

All applicants **MUST** indicate the details below:

Item Category code: _____

Item Description: _____

SECTION A: INVITATION FOR REGISTRATION REF: REG NO. GBPAN/PREQ/2020-2024

SUBJECT: REGISTRATION OF SUPPLIERS

1. Gearbox Pan African Network invites applications for **Registration of suppliers and service providers**.
2. To be eligible, the candidate(s) **MUST** prove that they are a registered youth group, sole proprietorship/ partnership by providing copies of the following **MANDATORY** documents:-
 - a) Attach a copy of registration documents
 - b) A copy of PIN certificate
 - c) Evidence of identity to prove youth and women in the enterprise /ID card for Sole Proprietorship & Partnership. Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies
 - d) Dully filled, signed & stamped supplier registration questionnaire. **(A-C)**
3. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

**Procurement Department
Gearbox Pan African Network,
Avon Centre-Enterprise Rd,
P.O Box 58275-00200
Nairobi, Kenya.**

Or deposited in the Tender Box at Ground Floor, Gearbox Offices, Avon Centre, along Enterprise Road on working days. The continuous registration document will be opened for further processing.

4. Interested applicants may download a copy of the registration document from the Gearbox website www.gearbox.co.ke free of charge. This registration does not amount to any contractual obligation on the part of Gearbox and Gearbox is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
5. Gearbox has the right to invite Open Tenders for goods, works or services in any of the categories as and when required.
6. Gearbox reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.
7. Gearbox reserves the right to accept or reject any tender without assigning any reasons for the decision.

SECTION B: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the continuous questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for registration should be submitted in sealed envelopes properly labelled with **Registration Ref No., item code and the item description as applied for.**
5. In selection of suppliers, Gearbox will short-list only those entities that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

SUPPLIER REGISTRATION QUESTIONNAIRE

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate by providing the **MANDATORY REQUIREMENTS** as provided in section A.

Only bidders who will have complied with the above will qualify for the next stage of evaluation. i.e. duly filled questionnaires (A-F)

SECTION B:

PART ONE (1): SUPPLIER REGISTRATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

A. BUSINESS PROFILE

1. Company/Trading Name: _____

2. Legal status (partnership/sole proprietor/ Ltd. Company etc): _____

3. Nature of business licensed to operate: _____

4. Contact Person: Name: _____

Title: _____

Tel. No.: _____

5. E-mail address: _____

6. Names of Partners/ Directors and their nationality:

I. _____

II. _____

III. _____

IV. _____

7. Name of Bank: _____

Branch: _____

(C) DECLARATIONS

For purpose of transparent and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any Gearbox employee.

Do you have a relationship with any Gearbox employee that would cause any real or perceived conflict of interest?

Yes/No: _____

(If yes, specify): _____

I _____ declare, for and on behalf of _____ (entity) that all the information furnished to Gearbox Pan African Network in connection with this pre-qualification is true and accurate in all material respect.

Gearbox is hereby authorized to make such inquiries relating to the said information including with the firms/ company`s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by: _____

Title: _____

Signature: _____

Date and Stamp: _____

PART II: CATEGORIES

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

Gearbox Pan African Network invites eligible suppliers and service providers to submit sealed applications for continuous registration for the categories specified below;

Category No.	ITEM DESCRIPTION
GPAN/PQ/2020-2024/1	Supply of galvanized steel tubes
GPAN/PQ/2020-2024/2	Supply of wriggle wire profile
GPAN/PQ/2020-2024/3	Supply of saddle clamps
GPAN/PQ/2020-2024/4	Supply of mild steel plates
GPAN/PQ/2020-2024/5	Supply of door accessories – Hinges and locking mechanism
GPAN/PQ/2020-2024/6	Supply of greenhouse glazing – with UV Block
GPAN/PQ/2020-2024/7	Supply of pest nets
GPAN/PQ/2020-2024/8	Supply of shade nets
GPAN/PQ/2020-2024/9	Supply of PVC pipes
GPAN/PQ/2020-2024/10	Supply of Drip lines
GPAN/PQ/2020-2024/11	Supply of water pumps – 0.5 HP Single phase
GPAN/PQ/2020-2024/12	Supply of PVC sheet troughs
GPAN/PQ/2020-2024/13	Supply of oil paint
GPAN/PQ/2020-2024/14	Supply of spherical and cylindrical water storage tanks – 1000 Ltrs
GPAN/PQ/2020-2024/15	Supply of used shipping containers – 40ft
GPAN/PQ/2020-2024/16	Supply of personal protective equipment

SUBMISSION OF BIDS

Interested bidders may obtain further information and/or print the tender pre-qualification documents free of charge from the company website www.gearbox.co.ke.

Young women aged 18-35 years are highly encouraged to apply.

Applicants are required to fill the registration document and send sealed envelopes clearly marked with the appropriate Registration category reference i.e. CATEGORY.../.....FOR SUPPLY OR PROVISION OF....should be submitted during office working hours (9am-3pm) Monday to Friday on or before 14th July 2020 at 10 am and addressed to:

**Procurement Department
Gearbox Pan African Network,
Avon Centre-Enterprise Rd,
P.O Box 58275-00200
Nairobi, Kenya.**

Questions that may arise from the registration of suppliers' documents should be directed to the Procurement Department during official working hours via email to procurement@gearbox.co.ke