



# **PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2025-2026 & 2026-2027**

**TENDER REF No. NCTTCA/01/2025-2026/FA**

**CLOSING DATE: 28<sup>th</sup> July, 2025 AT 10.00AM**

**July, 2025**



## INTRODUCTION

1. The Northern Corridor is the transport system linking the Countries of the Great Lakes Region, i.e. Burundi, Democratic Republic of Congo, Rwanda, South Sudan and Uganda, to the maritime Port of Mombasa in Kenya. The Corridor also serves parts of Southern Somalia, Northern Tanzania and Ethiopia.
2. The Northern Corridor Transit Agreement (NCTA) is a Multilateral Treaty for facilitating the movement of transit cargo from the Port of Mombasa toward the hinterland of the Member States. Signed in 1985 and ratified in 1986, NCTA offers a mechanism for the facilitation of transit trade in the landlocked countries through the Port of Mombasa. To ensure its implementation, NCTA led to creation of the Northern Corridor Transit and Transport Coordination Authority (NCTTCA), the procuring entity.
3. The objective of the Northern Corridor Transit and Transport Agreement is to promote the use of the Northern Corridor as the most efficient way for land/surface transport between respective countries and the sea; and to offer the right of transit to the signatory countries in order to facilitate the movement of goods through respective territories, in addition to providing all the necessary transit traffic facilities between them, in accordance with the provisions of the agreement. Consequently, member countries are called upon to deploy efforts in order to guarantee:
  - (i) An expeditious movement of traffic and to avoid unnecessary delays to the movement of goods in transit in their territories;
  - (ii) Minimal incidences of customs fraud and taxes;
  - (iii) Simplification and harmonization of documentation and procedures regarding the movement of goods in transit; and
  - (iv) Cooperation in the development and improvement of infrastructure, transport and communications facilities.
4. NCTTCA has allocated resources to be used for provision of goods and services for **Financial Years 2025/2026 & 2026/2027**.
5. The NCTTCA now invites submission of prequalification documents from eligible service providers to provide goods and services for the above-mentioned period of two financial years.

### **1.1 Pre-qualification Objective**

The main objective of prequalification is to maintain a register of suppliers and service providers to NCTTCA on as and when required basis through quotations for the **Financial Year 2025-2026 & 2026-2027**.

### **1.2 Registration of Suppliers/Service Providers**

NCTTCA will only register those suppliers/service providers who meet the criteria as spelt out in this document.

### **1.3 Invitation of Pre-qualification**

Suppliers/service providers who are duly registered under the Laws governing the one of the countries in the Northern corridor in respect to goods or services are invited to submit the pre-qualification documents to the stated email address in the document in order to be pre-qualified for submission of quotations as and when the goods or services are needed. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

### **1.5 Pre-qualification Documents**

This document includes questionnaire forms documents required of prospective suppliers/service providers. In order to be considered for pre-qualification suppliers/service providers must provide all information herein requested.

### **1.6 Distribution of Pre-qualification Document**

A filled soft copy completed pre-qualification data and other required information shall be submitted by email address indicated above before or at **10.00AM** on **28<sup>th</sup> July 2025**.

## **1.0 BRIEF CONTRACT REGULATIONS**

### **2.1 Contract Price**

The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

### **2.2 Payments**

All purchases shall be on credit of a maximum of thirty (30) days or as may be stipulated in the LPO /Contract Agreement or as may be agreed upon by both parties at the time of placing an order or entering into contract.

## **3. PRE-QUALIFICATION AND DATA INSTRUCTIONS**

### **3.1 Pre-qualification Data Forms**

The attached instruction forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

**3.1.1** Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

### **4.0 Qualification**

**4.1.1** It is understood and agreed that the pre-qualification data on prospective bidders is used by NCTTCA in determining the eligibility, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**4.2.1** Prospective bidders will not be considered qualified unless in the judgement of NCTTCA, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

## **5.0 Essential Criteria for Pre-qualification**

**5.1.1** (a) Prospective bidders must have at least 4 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

### **5.2.1 Personnel**

The names and pertinent information of the personnel to execute the contract must be provided under PQ-1 (H).

### **5.3.1 Financial Condition**

The supplier's financial condition will be determined by the latest financial statements submitted with the prequalification documents. Potential suppliers/service providers will be pre-qualified on the basis of information given.

**5.4.1** Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **5.5.1 Past Performance Contract**

Past performance will be given due consideration in pre-qualifying of bidders. Letters of reference from past customers or copies of contract/LPO must be included and copies attached to Form PQ-4.

## **6.0 Statement Application**

Statement Application must include a sworn statement (Form PQ-5) by the tenderer vouching for the accuracy of the information provided.

## **7.0 Withdrawal of Pre-qualification**

Should a condition arise between the time the firm is prequalified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, NCTTCA reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

**7.1.1** The bidder must have a fixed Business Premise and be registered in one of Member States of Northern Corridor, with Certificate of Registration, or Incorporation/Memorandum and Articles of Association, copies of which must be provided.

**7.2.1** The bidder must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate.

## **8.0 Pre-qualification Documents**

All these are **MANDATORY** and failure to attach any of the documents will lead to an automatic disqualification.

	<b>Required Information</b>	<b>Form Type</b>
1	Registration Document	PQ-1
2	Pre-qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Experience	PQ-4
5	Sworn Statement	PQ-5
6	Confidential Questionnaire	PQ-6
7	Litigation History	PQ-7
8	Schedule showing the type of services/goods to be supplied and place/city where supplies/services will be provided.	PQ-8

## **FORM PQ-1 PREQUALIFICATION DOCUMENTATION**

All bidders must provide:

- a) Copies of Certificate of Registration or Incorporation.
- b) Current/Valid Tax Compliance Certificate from One of the Member States of Northern Corridor.
- c) Copies of PIN Certificates of Firm/Company/Hotel.
- d) At least three (3) list of ongoing contracts (goods/services) or current completed contracts.
- e) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number or copies of LPO/contracts of current concluded or on-going contracts.
- f) Company profile that shall include details of the management team.
- g) Transport firms must attach evidence of having taken all the insurance covers.

**N/B:** Prospective suppliers must have premises, valid trading license and meet all other Government requirements for one of the Member States of Northern Corridor to engage in business. Those that are exempt from these requirements should provide the proof.



## FORM PQ-2 PREQUALIFICATION DATA

### 1. Service Provider Identification \_\_\_\_\_

Legal Name of Firm \_\_\_\_\_

Post Office Address \_\_\_\_\_

Legal Office Address \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

### 2. Organization & Business Information \_\_\_\_\_

Management Personnel \_\_\_\_\_

### 3. Net Worth Equivalent \_\_\_\_\_

### 4. Bank Reference and Address \_\_\_\_\_

### **FORM PQ-3 FINANCIAL POSITION**

Attach a copy of firm's two recent and certified audited financial statements or other financial report.

### **FORM PQ-4 PAST EXPERIENCE**

#### **Names of the Applicants Clients in the last two years**

1. Name of 1<sup>st</sup> Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vi) Date of Contract (Date) \_\_\_\_\_

2. Name of 2<sup>nd</sup> Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vi) Date of Contract (Date) \_\_\_\_\_

3. Name of 3<sup>rd</sup> Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vii) Date of Contract (Date) \_\_\_\_\_

## FORM PQ-5 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Represented By \_\_\_\_\_

Signature \_\_\_\_\_

(Full name and designation of the person signing and stamp or seal)

## **FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

### **PART 1 GENERAL**

Business Name \_\_\_\_\_

Location of Premises \_\_\_\_\_

Plot No \_\_\_\_\_ Street/Road \_\_\_\_\_

Postal Address \_\_\_\_\_ Telephone No \_\_\_\_\_

Nature of Business \_\_\_\_\_

Current Trade License No \_\_\_\_\_ Expiring Date \_\_\_\_\_

Maximum value of business which you can handle at one time in USD \_\_\_\_\_

Name of your Bankers \_\_\_\_\_ Branch \_\_\_\_\_

## **PART 2 (A) – SOLE PROPRIETOR**

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship Details \_\_\_\_\_

## **PART 2 (B) – PARTNERSHIP**

Name	Nationality	Citizenship	Details	Shares
1)	_____			
2)	_____			
3)	_____			
4)	_____			

## **PART 2 (C) – REGISTERED COMPANY**

Private or Public

State the nominal and issue capital of the company

Nominal USD \_\_\_\_\_

Issued USD \_\_\_\_\_

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

Date \_\_\_\_\_

Signature & Stamp of Tenderer \_\_\_\_\_

### FORM PQ-7 LITIGATION HISTORY

Name of Supplier/Service Provider should provide information if any on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or Against	Name of Client, Cause of Litigation and Matter in Dispute	Disputed Amount (Current Value, Equivalent)



## FORM PQ-8 SCHEDULE OF PLACES TO PROVIDE SERVICES

No.	CATEGORY	ITEM DESCRIPTION	PLACES (Indicate clearly the place to supply/interested in).
		<b>Supply of General Goods</b>	
1	NCTTCA/PQ/01/2025-2026	Design and production of materials e.g. printed stationery, notebooks, folders, banners, promotional materials, etc.	Mombasa (NCTTCA Hqtrs) and in any of 6 Member states.
2	NCTTCA/PQ/02/2025-2026	Supply and delivery of general office stationeries e.g. Printing paper, toner cartridges, etc.	Mombasa (NCTTCA Hqtrs).
3	NCTTCA/PQ/03/2025-2026	Supply of office furniture.	Mombasa (NCTTCA Hqtrs).
	<b>B</b>	<b>Provision of Services</b>	
4	NCTTCA/PQ/04/2025-2026	Provision of courier services.	Mombasa (NCTTCA Hqtrs).
5	NCTTCA/PQ/05/2025-2026	Hotel services and/or conference facilities.	Mombasa, Diani, Nairobi, Kampala, Entebbe, Kigali, Bujumbura, Juba, Goma and Kinshasha.
6	NCTTCA/PQ/06/2025-2026	Provision of transport and Airport taxi services.	Mombasa, & Nairobi.
7	NCTTCA/PQ/07/2025-2026	Repair, servicing and maintenance of computers, laptops, photocopier and office furniture.	Mombasa (NCTTCA Hqtrs).
8	NCTTCA/PQ/08/2025-2026	Security services	Mombasa (NCTTCA Hqtrs).
9	NCTTCA/PQ/09/2025-2026	Provision of translation, interpretation & SIE services	Mombasa, Diani, Nairobi, Kampala, Entebbe, Kigali, Bujumbura, Juba, Goma and Kinshasha.
10	NCTTCA/PQ/10/2025-2026	Procurement of Legal Services	Mombasa, Nairobi
11	NCTTCA/PQ/10/2025-2026	Repair, servicing and maintenance of generator	Mombasa (NCTTCA Hqtrs).

**NB. For Provision of Hotel Services and Conference Facilities kindly provide more information in the below price schedule.**

## Price Schedule

Date: *[insert date (.....) of bid submission]*

Procurement Reference NO: *[.....]*

Name of Bidder: *[.....]*

Activity	Input Qty	Unit of measure	Unit Price Fixed Service fee:	Total Price
Full Board Accommodation	1	Pax		
Half board Accommodation	1	Pax		
Accommodation only	1	Pax		
Provision of breakfast,Lunch and Dinner	1	Pax		
Provision of Meeting Room of seating capacity with ranges of 10-30pax				
Provision of Meeting Room of seating capacitywith ranges of 31-50pax.	1	Unit		
Provision of Meeting Room of seating capacitywith ranges of 51- 100pax.	1	Unit		
Provision of Meeting Room of seating capacitywith ranges of 101-150pax.	1	Unit		
Provision of Meeting Room of seating capacitywith ranges of 151-200pax.	1	Unit		
Provision of Meeting Room of seating capacitywith ranges of 201-500pax.	1	Unit		
Meeting room facilities including Public Address System, projector and other presentation material like flip charts.	1	Unit		

Provision of writing pads, pens and Mineralwater for conference participants	1	Pax		
Provision of Break tea, Lunch and Evening tea for conference participants.	1	Pax		

<b>(Full Conference Package)</b>				
Conference room, 2 teas, PA system, Lunch, writing materials etc.	1	Pax		

**Indicate Other Charges:**

<b>Cancellation policy (charges)</b>	
<b>Change of Reservation/Re-issue</b>	

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[.....]*

In the capacity of *[.....]*

Duly authorized to

Sign and on behalf of: *[.....]*

Dated on \_\_\_ day of \_\_\_ *[insert date of signing]*

