



AFRICAN ECONOMIC RESEARCH CONSORTIUM

AERC PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR GOODS AND SERVICES FOR THE PERIOD ENDING 31/03/2026

African Economic Research Consortium

PO BOX 62882-00200

Nairobi

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**AERC PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR GOODS AND
SERVICES FOR THE PERIOD ENDING 31/03/2026**

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1.0 INTRODUCTION

The African Economic Research Consortium AERC established in 1988, is a public not-for-profit organization devoted to advanced policy research and training .the principal objective is to strengthen local capacity for conducting independent, rigorous inquiry into problems pertinent to management of economies in sub-Saharan Africa, in response to the special needs of the region, the AERC research programme has adopted a flexible approach to improve the technical skills of local researchers allow for regional determination of research programme priorities, strengthen national ties between researchers and policy makers. The training programme augments the pool of economic researchers in sub-Saharan Africa by supporting graduate studies in economics in local public universities. AERC is supported by donor governments, private foundations and international organizations.

1.1 Prequalification Categories

The following are the goods and services to apply for Pre-qualification:

CATEGORY A: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS	
TENDER NO	DESCRIPTION
AERC/001/2023-2026	Supply of Stationery and Office Supplies Printing papers, good quality stationery items, toners etc
AERC/002/2023-2026	Provision of Printing, Promotional/Branded Material Printing of Promotional Items e.g. T-shirts, Caps, Banners, Posters
AERC/003/2023-2026	Supply and Servicing of ICT Equipment Desktops, laptops, Servers, Photocopiers/Scanners, Printers and Toners, etc. Must be HP, Lenovo, and Dell authorized dealer and support centers; network switches, uninterrupted power supply systems (UPS), etc.
AERC/004/2023-2026	Supply of library books Books and journals relevant for AERC programmes
AERC/005/2023-2026	Supply of Audio and Audio-Visual Equipment and accessories Cameras, Public Address systems, Televisions, Video, etc
AERC/006/2023-2026	Supply and Maintenance of Communication Equipment Cell phones, headsets and accessories
AERC/007/2023-2026	Supply of Office furniture and Equipment Office Desk, Chairs, Safes, Cabinets and shelves, furnishings and fittings
AERC/008/2023-2026	Supply, installations and servicing of firefighting equipment Fire extinguishers, fire blankets including training
AERC/009/2023-2026	Supply of Bottled Mineral Water in 20 ltr Bottles

CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES	
TENDER NO.	ITEM DESCRIPTION
AERC/010/2023-2026	Provision of General Office Maintenance Services Office repairs of broken doors, plumbing works, windows, electrical faults
AERC/011/2023-2026	Maintenance of Office Plants
AERC/012/2023-2026	Car Hire and Taxi Services
AERC/013/2023-2026	Provision of courier services locally and overseas
AERC/014/2023-2026	Provision of clearing and forwarding services
AERC/015/2023-2026	Provision of bulk photocopying and document binding services
AERC/016/2023-2026	Provision of Air Travel and Related Services
AERC/017/2023-2026	Insurance Services
AERC/018/2023-2026	Provision of Hotel Services (Accommodation, Conference and Catering Services)
AERC/019/2023-2026	Provision of general cleaning services
AERC/020/2023-2026	Provision of Simultaneous Interpretation Services Provide SIS to conferences and workshops, including SI Equipment
AERC/021/2023-2026	Installation and maintenance of internet services (ISP)
CATEGORY C: PREQUALIFICATION FOR CONSULTANCY SERVICES	
AERC/022/2023-2026	Provision of Multimedia services
AERC/023/2023-2026	Provision of Advertising, Public Relations and Events Management Services (including team-building activities and social events)
AERC/024/2023-2026	Provision of Training and Human Capital Development Services
AERC/025/2023-2026	Provision of Editorial Services (Individual Consultant)
AERC/026/2023-2026	Provision of Proofreading Services (Individual Consultant)
AERC/027/2023-2026	Provision of Typesetting Services (Individual Consultant)
AERC/028/2023-2026	Provision of Translation Services (English/French) Translate official documents from one language to the other

1.2 Summary of instructions to tenderers

1. Pre-Qualification Instructions
2. Brief Contract Regulations
3. Pre-Qualification Data Instructions
4. Form PQ - 1 Pre-Qualification Document
5. Form PQ - 2 Prequalification Data
6. Form PQ - 3 Supervisory Personnel
7. Form PQ - 4 Financial Position
8. Form PQ - 5 Confidential Business Questionnaires
9. Form PQ - 6 Past Experiences
10. Form PQ – 7 Sworn Statements

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

AERC would like to invite interested suppliers/service providers who must qualify by meeting the set criteria below as provided to be included in the supplier database and be considered for the supply of goods and services to the organization for a period of two years. Pre-qualification process is not a guarantee for business; rather, it is a process that ensures companies that are prequalified become eligible to be called upon to provide quotations for the provision of goods and services, when such services or goods are required by the organization.

2.2 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to AERC Procurement Committee, so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.3 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to NGOs/UN agencies/Government Corporation/institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.4. Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested. Failure to supply any of the required mandatory documents will lead to an automatic disqualification.

2.5 Expression of interest

Expression of interest with supporting documents should be sent by email to procurement@aercafrica.org with the subject: “**Pre-Qualification of Suppliers for Goods and Services**” including Tender/Category No. and addressed to:

**The Executive Director
African Economic Research Consortium
P O Box 62882-00200
Nairobi**

on or before **12:00 noon, January 13, 2023**. **The responses to PQ1-6 should be presented in separate files for ease of reference.**

2.6 Additional Information

AERC reserves the right to request submission of additional information from prospective supplier/service providers without offering any explanation for such request. Request for quotations will be made available only to those supplier/service providers who have been successful at the Pre-qualification stage and have been notified in writing as being successful pre-qualified suppliers/service providers for AERC for the period specified in this pre-qualification document. A supplier/service provider will be deemed to have been successful for this pre-qualification after scoring more than 75 points after the completion of the pre-qualification process.

3.0: PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in blue Pen. Failure to adhere to this shall lead to disqualification.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers/service providers is to be used by AERC in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers/services providers to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective supplier/service provider will not be considered qualified unless in the judgment of AERC and based on the set criteria they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

- (a) **Experience:** Prospective supplier/service provider shall have at least two (2) years' experience
- (b) **For consultancy services:** the bidder shall have at least four (4) years of experience in consultancy work, the lead consultants and their alternate consultants shall possess at least a master's degree in relevant Area of expertise, active professional certification where necessary and shall have a national or regional consultancy work experience as the minimum. The consultant(s) will also be required to have good writing and presentation skills; where applicable will be required to submit

samples of their previous assignments. AERC may seek reference from some of the references during assessment of the bid.

- (c) **Suppliers'** written reference from the companies they have supplied goods and services to must be attached to the bid documents. Suppliers with references coming from recognized companies or organizations shall have an added advantage. The reference letter shall only be acceptable if it is on the referencing company letter head and a company stamp and signed by the director of the referee company.
- (d) **Personnel:** The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3. An organogram should be attached as well, including the contact information of the person who will be handling any of the AERC contracts for supply of goods and services.
- (e) **Financial Condition:** The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as proof of financial capability regarding suppliers' credit position. Potential suppliers will be pre-qualified on the satisfactory information given. For the purpose of this pre-qualification, only financial statement for the year ending 2021/2022 shall be admissible.
- (f) **Special consideration:** will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.
- (g) **Past Performance:** Past performance will be given due consideration in pre-qualifying Bidders. Letter of reference from past customers should be included in Form PQ-6.
- (h) **Statement:** Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given. The statement must bear the signature and stamp of the company Director for it to be admissible.

3.4 Withdrawal of Prequalification

Should a condition arise between the time the firm applies for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, 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, **AERC** reserves the right to disqualify such supplier from further pre-qualification or even reject the tender from such a supplier even though they have been initially pre-qualified.

3.5 Valid registration

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached or any other valid business registration from the government of Kenya. A valid business/Trade License must be attached to the bid document

3.6 Proof of Tax compliance

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate and a VAT certificate. Tax compliance must be valid as verification of its validity shall be independently done by the committee pre-qualifying the suppliers.

3.7 Prequalification Criteria Required Information Form and Scoring systems

- | | | |
|------------------------------------|---|-------------|
| 1. Registration Documentation PQ-1 | – | (20 points) |
| 2. Pre-qualification Data PQ-2 | - | (15 points) |
| 3. Supervisory Personnel PQ-3 | - | (10 points) |
| 4. Financial Position PQ-4 | - | (25 points) |
| 5. Confidential Report PQ-5 | - | (5 points) |
| 6. Past Experience PQ-6 | – | (25 points) |

TOTAL 100 Points

ANNEXES

Form PQ: 1 Registration Documentation

All firms must provide copies of the following:-

1. Certified Certificate of Registration/Incorporation
2. VAT Registration Certificate if applicable
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. PIN No.
5. Certified copies of audited accounts if applicable
6. Letter of recommendation from previous entities served/supplied
7. Evidence of physical address of registered office

(20 points)

Form PQ 2: Pre-qualification data

REGISTRATION OF SUPPLIERS APPLICATION FORM

- 1. Name of firm/individual
- Category applied for:
- Category code
- Post Office Address
- Town.....Street
- Name of building
- Room/Office No. Floor No.
- Telephone Nos.
- Full Name of applicant
- Other branches location
- Organization & Business Information
- Management Personnel
- Chief Executive / Proprietor/ Director(s)
- Other.....
- Partnership (if applicable)
- 2. Names of Partners.....
- 3. Business founded or incorporated
- 4. Under present management since
- 5. Net worth equivalent Kshs.
- 6. Bank reference and address
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities.
- 8. State any technological innovations or specific attributes which distinguish you from your competitors
.....
- 10. Indicate terms of trade/sale:

(15 Points)

Form PQ3: Supervisory personnel

Tender for Prequalification of Suppliers - Goods & Services for the period ending **31/3/2026**

Name

Academic Qualification

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(10 Points)

Form PQ 4: Financial position and terms of trade

- i) Attach a copy of firm's audited accounts for previous two years. The audited accounts to be signed and stamped by recognized audit firms.
- ii) Attach evidence of cash position e.g. original certified copy of bank statement regarding supplier's credit position.
- iii) If pre-qualified, will you require advance from AERC to supply goods or services to AERC?
_____ Yes/No
- iv) What will be your preferred payment terms (AERC proposes a minimum of 30 days credit terms?)
- v) What will be your preferred mode of payment?.....cheque/bank transfer/any other (please indicate)

(25 Points)

Form PQ 5: Confidential business questionnaire

You are requested to give the particulars indicated in Part I and either Part II (a), 2 (b) or 2 (c) whichever applies to your type of business. Complete Part III below too.

You are advised that it is a serious offence to give false information on this form

Part I - General:

Business Name _____

Location of business premises _____

Plot No. _____ Street/Road _____

Postal Address _____ Tel. No _____

Nature of business _____

Current Trade License No. _____ Expiry date _____

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

Name of your bankers _____ Branch _____

1. _____

2. _____

3. _____

Part 2 (a) – Sole Proprietors

Your name in full _____ Age _____

Nationality _____ Country of origin _____

*Citizenship details _____

Part 2 (b) Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				

Part 2 (c) – Registered Company:

Private or Public _____

State the nominal and issued capital of company:

Nominal Kshs. _____

Issued Kshs. _____

Give details of all directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				

Date: _____ Signature: _____

Form PQ6: Past experience

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST FIVE YEARS

1. Name of the 1st Client (Organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii) What goods/services did you supply/offer

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii) What goods/services did you supply/offer

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
- vii) What goods/services did you supply/offer

(Attach documental evidence of existence of contract)

4. Others

(25 points)

Form PQ 7: Sworn statement pre-qualification of suppliers for supply of goods and services



TENDER NOTICE

The African Economic Research Consortium invites bids from interested registered and eligible firms for the following services for the period 2023/2026

CATEGORY A: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS	
TENDER NO	DESCRIPTION
AERC/001/2023-2026	Supply of Stationery and Office Supplies
AERC/002/2023-2026	Provision of Printing, Promotional/Branded Material
AERC/003/2023-2026	Supply and Servicing of ICT Equipment
AERC/004/2023-2026	Supply of library books
AERC/005/2023-2026	Supply of Audio- and Audio-Visual Equipment and accessories
AERC/006/2023-2026	Supply and Maintenance of Communication Equipment
AERC/007/2023-2026	Supply of Office furniture and Equipment
AERC/008/2023-2026	Supply, installations and servicing of firefighting equipment
AERC/009/2023-2026	Supply of Bottled Mineral Water in 20 ltr Bottles
CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES	
AERC/010/2023-2026	Provision of General Office Maintenance Services
AERC/011/2023-2026	Maintenance of Office Plants
AERC/012/2023-2026	Car Hire and Taxi Services
AERC/013/2023-2026	Provision of courier services locally and overseas
AERC/014/2023-2026	Provision of clearing and forwarding services
AERC/015/2023-2026	Provision of bulk photocopying and document binding services
AERC/016/2023-2026	Provision of Air Travel and Related Services
AERC/017/2023-2026	Provision of Insurance Services
AERC/018/2023-2026	Provision of Hotel Services
AERC/019/2023-2026	Provision of general cleaning services
AERC/020/2023-2026	Provision of Simultaneous Interpretation Services (SIS)
AERC/021/2023-2026	Installation and maintenance of internet services (ISP)
CATEGORY C: PREQUALIFICATION FOR CONSULTANCY SERVICES	
AERC/022/2023-2026	Provision of Multimedia services
AERC/023/2023-2026	Provision of Advertising, Public Relations and Events Management services
AERC/024/2023-2026	Provision of Training and Human Capital Development Services
AERC/025/2023-2026	Provision of Editorial Services (Individual Consultant)
AERC/026/2023-2026	Provision of Proofreading Services (Individual Consultant)
AERC/027/2023-2026	Provision of Typesetting Services (Individual Consultant)
AERC/028/2023-2026	Provision of Translation Services (English/French) Individual Consultant

Additional information on the categories will be found on the website: www.aercafrica.org

Completed tender documents will be sent via email in separate files/folders, clearly addressed for ease of reference, and addressed to:

The Procurement Committee
African Economic Research Consortium
PO Box 62882-00200
Nairobi.
procurement@ercafrica.org

by 12:00 noon **January 13, 2023.**

AERC reserves the right to accept or reject any or all tenders without giving reasons for the rejection and does not bind itself to accept the lowest or any tender.