



REQUEST FOR APPLICATIONS
PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2019/2020
FINANCIAL YEAR

Pan African Climate Justice Alliance (PACJA) is a non-partisan, not-for-profit and democratic Coalition of diverse Organizations from 45 countries in Africa. Our key mandate is to build capacity and networking civil society in African countries to effectively participate in national and international climate change and sustainable development policy formulation processes.

PACJA is inviting interested & eligible suppliers/consultants for goods and services for the financial year 2019/2020 to submit their applications for consideration. Those who are already doing business and/or have previously signed contracts with PACJA are encouraged to reapply.

No.	Item Code	Description
1.	PACJA/GSRN/001/2019	Provision of ICT support services
2.	PACJA/GSRN/002/2019	Provision of office repair & maintenance services
3.	PACJA/GSRN/003/2019	Provision of transport & taxi services including airport transfers
4.	PACJA/GSRN/004/2019	Provision of services in Monitoring & Evaluation, Research, Training & training & capacity building, Rapporteur and/or document Editing, Language translation (English/French) for audio and text,
5.	PACJA/GSRN/005/2019	Provision of courier services
6.	PACJA/GSRN/006/2019	Provision of hotel accommodation & conference services
7.	PACJA/GSRN/007/2019	Provision of travel agency services
10.	PACJA/GSRN/010/2019	Provision of telephone maintenance and repair services
11.	PACJA/GSRN/011/2019	Provision of repair of office equipment services (photocopiers, printers, telephone, furniture, etc)
12.	PACJA/GSRN/012/2019	Provision of motor vehicle repair and maintenance services (Including assorted spares)
13.	PACJA/GSRN/013/2019	Provision of repair & maintenance for generator and other electrical appliances
14.	PACJA/GSRN/014/2019	Provision of insurance & brokerage services (office, Equipment & staff insurance)
15.	PACJA/GSRN/015/2019	Provision of office cleaning services
16.	PACJA/GSRN/016/2019	Provision of language translation equipment
17.	PACJA/GSRN/017/2019	Provision of design and printing services (newsletters, brochures, T-shirts, caps, fliers, banners, calendars, envelopes, booklets and related services)
18.	PACJA/GSRN/018/2019	Provision of Audit Services(Annual & project audits)
19.	PACJA/GSRN/019/2019	Provision of legal Services
20.	PACJA/GSRN/020/2019	Supply of computer office software and hardware
21.	PACJA/GSRN/021/2019	Supply of office furniture& other office equipment (printers, faxes).
22.	PACJA/GSRN/022/2019	Supply of office furniture& other office equipment.



Applicants must provide

1. Organization/consultants Profile showing:
 - i).Number of years in business
 - ii).Major clients supplied with goods or services for the last two years (Enclose recommendations where possible)
 - iii) Names & qualifications of key personnel (for services).
2. Certificate of Incorporation/ Business registration certificate & proof registration with the relevant regulatory bodies
3. VAT certificate, PIN certificate and current Tax Compliance Certificate
4. Proof of sound financial standing for the last 3 operating years (Audited accounts & bank statements)
5. Current business rate card for services/goods (Must remain valid for at least one year)
6. For consultancy, translation (French) and rapporteur services, the documents should be accompanied with a detailed CV of the applicant(s)

Pre-qualification documents will be available at the Secretariat offices during working hours upon request. Completed documents in sealed envelopes (marked: with the reference number) are to be sent to or delivered to the address below on or before 5.00 PM 30th July 2019.

Procurement Officer , PACJA Secretariat, House No. J13, Jamhuri Crescent, Kabarnet Road, Off Ngong Road, Nairobi, Kenya | P.O. Box 51005-00200, Nairobi, Kenya.

Note: PACJA reserves the right to accept or reject any submission in part or entirely without assigning reasons thereof.

For more information about PACJA please visit: www.pacja.org

PACJA
PANAFRICAN CLIMATE
JUSTICE ALLIANCE

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Period of Performance (for services)	Work will begin on:		and must be completed by:	
Period of Performance (for goods)	Items must be delivered by:			

Item #	Quantity	Description	TO BE COMPLETED BY VENDOR			
			Unit Price	Total Price	Country Manufactured In	Country Shipped From
1						
2						
3						
4						
5						
6						
7						

8					
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IV. DELIVERY INSTRUCTIONS

Item #	DELIVERY ADDRESS(ES)
1	THE CONTINENTAL COORDINATOR PAN AFRICAN CLIMATE JUSTICE ALLIANCE PO BOX 51005 - 00200
2	
3	
4	
5	

V. EVALUATION CRITERIA

Quotes will be evaluated based on the criteria checked below:			Quotes will be evaluated using the method checked below:			
<input checked="" type="checkbox"/>	1. Specifications/Statement of Work		<input type="checkbox"/>	Lowest price meeting Specifications/Statement of Work		
<input checked="" type="checkbox"/>	2. Price		<input type="checkbox"/>	Best Value Trade Off – the relative importance of the evaluation criteria is explained below:		
<input checked="" type="checkbox"/>	3. Past Performance		Criteria #		when combined, are more important than	
<input type="checkbox"/>	4. Other Factor(s):	a.	If criteria		are very close	Will be the determining factor.
		b.				
		c.				

VI. INSTRUCTIONS FOR SUBMITTING QUOTES

	<input type="checkbox"/>		<input type="checkbox"/>				
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Quotes must be received no later than: _____ a.m. _____ p.m. local time on:

*****Quotes received after the deadline will NOT be considered*****

Quotes must be submitted by email to:	info@pacja.org
Quotes may be delivered by mail or hand-delivered to the following address:	THE PROCUREMENT OFFICER PAN AFRICAN CLIMATE JUSTICE ALLIANCE PO BOX 51005 - 00200
Quotes must be submitted in the following currency:	KES or USD
Quotes must be submitted in the following language:	ENGLISH

VII. QUESTIONS

Questions must be received no later than		a.m.	p.m.	local time on	0000Hrs on 25th November, 2014
Vendors may submit questions in writing via email to: info@pacja.org					

VIII. CERTIFICATION

TO BE COMPLETED BY VENDOR

I certify that the information provided is true and correct. The Offer is valid for a minimum of 60 days.

Vendor Name:		Name/Title of Authorized Official:	
Signature:		Date:	

NOTE: PACJA reserves the right to purchase any or all of the requested items/services, to adjust quantities if needed, or to make no purchase. PACJA will not pay for quote preparation costs.

For PACJA Use Only

Account Code:	Project Name:
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TO BE COMPLETED BY VENDOR

IX. PAST PERFORMANCE REFERENCES

Vendors must submit a list of at least three past customers as references. List customers that have purchased goods/services similar to those for which PACJA is requesting quotes within the past 3 years.

Vendor Name: _____

	Customer	Complete Address	Contact Person Name and Title	Type of Work Performed
Reference#1	Name: Phone: E-mail:			
Reference#2	Name: Phone: E-mail:			
Reference#3	Name: Phone: E-mail:			