



**PANAFRICAN CLIMATE
JUSTICE ALLIANCE**

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A Movement for Just and Resilient People, Societies and Economies

**PREQUALIFICATION/
REGISTRATION OF SUPPLIERS
FOR GOODS, WORKS AND
SERVICES FOR THE PERIOD
FEBRUARY 2025-FEBRUARY
2027**

**CLOSING DATE:
FRIDAY 28th FEBRUARY 2025
AT 12.00 MIDNIGHT**

PACJA (Pan African Climate Justice Alliance) is a Consortium of more than 2000 organizations from 54 African countries, and brings together a diverse membership drawn from Faith-based Organizations, Community-based organizations, non-Governmental organizations, Trusts, Foundations, Indigenous Communities, Farmers, women movements youth groups and Pastoralist Groups with a shared vision to advance a people-centered, rights-based, equitable, just and inclusive approach to climate action.

PACJA intends establish a database of qualified suppliers for various suppliers for goods, services and works for a period of three years from February 3, 2025 to February 2,2027. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, services and works they wish to supply. Existing suppliers who wish to be retained must also reapply and resubmit up to date information requested in the pre-qualification document.

CATEGORY	ITEM DESCRIPTION
CATEGORY A	PROVISION OF SERVICES
PACJA/A/01	Provision of office Security/Guarding Services
PACJA/A/02	Provision of office cleaning services
PACJA/A/03	Provision of Pest Control & Fumigation Services
PACJA/A/04	Provision of Sanitary Services
PACJA/A/05	Provision of Air Ticketing & Other Travel Agency Services
PACJA/A/06	Provision of hotel accommodation & Conference services-Nairobi, Mombasa, Naivasha, Meru, Nanyuki, Isiolo, Lamu, Taita Taveta, Turkana, Marsabit;
PACJA/A/07	Provision of Catering Services-Nairobi
PACJA/A/08	Provision of Transport – Car Hire and Taxi Services including airport transfers/ pickups-Nairobi and Mombasa.
PACJA/A/09	Provision of Photography and Videography Services
PACJA/A/09	Provision of Creative Design & Production of Materials such as branded stationery, folders, banners, brochures, t-shirt, caps, fliers, banners, calendars, envelopes, booklets, general branding and printing services like printing of letterheads etc.
PACJA/A/11	Provision of Fire Equipment Maintenance Services
PACJA/A/12	Provision of Courier Services
PACJA/A/13	Provision of Legal Services
PACJA/A/14	Provision of Asset Tagging Services
PACJA/A/15	Provision of repair and maintenance of generator
PACJA/A/16	Provision of Audit Services
PACJA/A/17	Provision Vehicle Servicing/Garage Services/motor vehicle repair services
PACJA/A/18	Provision of Insurance Services
PACJA/A/19	Provision of Taxi Hailing Services

CATEGORY	ITEM DESCRIPTION
PACJA/A/20	Provision of website and email hosting/maintenance services.
PACJA/A/21	Provision of language translation equipment & services
PACJA/A/22	Provision of Maintenance Services for ICT equipment (computers laptops and printers etc.)
CATEGORY B	SUPPLY OF GOODS
PACJA/B/23	Supply and delivery and maintenance of photocopiers, scanners, printers, computers, laptops, tablets, phones, software and accessories, audio visual equipment, camera.
PACJA/B/24	Supply and delivery of office furniture, furnishings & fittings
PACJA/B/25	Supply electrical & electronics related items e.g. switches, lightings, alarm systems, sockets, electrical cables etc.
PACJA/B/26	Supply and delivery of assorted general office supplies and stationery including tonners, cartridges, printing paper etc
PACJA/B/27	Supply and delivery office drinking water and dispensers and related services.
CATEGORY C	CONSULTANCY SERVICES
PACJA/C/28	Provision of external monitoring & evaluation consultancy services
PACJA/C/29	Provision of staff training & capacity building consultancy services
PACJA/C/30	Provision of staff recruitment consultancy services
PACJA/C/31	Provision of Consultancy services- Development of Baseline and End line Surveys.
PACJA/C/32	Provision of consultancy services on climate finance, energy, climate governance, Review of Legislation, laws and policies related to climate change

Interested and eligible bidders may obtain tender documents with detailed specifications for free from PACJA website <https://www.pacja.org/opportunities>

Submission of Pre-Qualification Documents

The completed set of pre-qualification documents in plain sealed enveloped clearly marked "**Prequalification of suppliers 2025/2027**" and the category No. **PACJA/X/XX** should be delivered to the addresses listed in the pre-qualification documents.

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

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

SUPPLIER PRE-QUALIFICATION DOCUMENT FOR THE PERIOD 2025-2027

Introduction:

The purpose of this document is to provide PACJA with information to help identify the suppliers to invite to tender for the provision of goods and services for the Financial Year 2025/2027

Please send the completed Pre-Qualification Questionnaire (PQQ) document in a sealed envelope marked with the item code for the category applied for to:

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

All responses should be received not later than 28th February 2025, any queries regarding the completion of this PQQ document should be addressed to: **Admin Officer**, e-mail: info@pacja.org

Please do not alter any part of the PQQ and answer all the questions clearly and directly.

1. POINT OF CONTACT

Suppliers are asked to provide a single point of contact; this contact will be considered the sole spokesperson for the supplier during the PQQ process.

2. EVALUATION CRITERIA OF PQQ RESPONSES

The objective of the PQQ evaluation is to assess the responses and select potential suppliers for the next stages of the procurement process. **PACJA wishes to ascertain:**

- a) **Supplier capability**-the supplier must have appropriate expertise and guaranteed capacity to meet the PACJA specification.
- b) **Supplier track record**-the supplier must be able to demonstrate a successful track record of providing services similar to those required by PACJA.
- c) **Financial standing** –the supplier must be considered financially sound.

The specification criteria to be considered at the selection stage include:

- ◆ Physical location
- ◆ Specialist skills and competencies
- ◆ Compliance with Regulatory Authorities
- ◆ Membership of professional bodies where applicable
- ◆ Quality accreditation
- ◆ Comparable work assignments completed with details of output and result (references)
- ◆ Contract performance and result (reference)

Prospective bidders will not be considered qualified unless in the sole judgment of the Panafrican Climate Justice Alliance who will determine, according to their discretion, the qualifications of prospective bidders to satisfactorily execute the contract for services.

If question is insufficiently or incorrectly answered or are completely unanswered then the likelihood of being included in the qualification phase is reduced.

GENERAL AND COMPANY / BUSINESS INFORMATION

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove they qualify to participate in public procurement by providing the following document;

- ◆ Copy of Certificate of business incorporation/registration
- ◆ Copy of Valid Tax compliance certificate
- ◆ Copy of valid Trade licence

(Attach copies of all certificate required)

B) COMPANY / BUSINESS PROFILE

1. Company Name -----

2. Trade Name (if different from the above) -----

3. Legal status (partnership/sole proprietor/Ltd company)

- ◆ Company registration certificate No.-----
----- (Attach copy)
- ◆ Certificate by regulatory bodies(e.g. KPLC,Ministry of public works, municipal council, ministry of health etc) -----

----- (Attach copy)

4. Nature of business licensed to operate -----

5. Contact person name-----

◆ Title-----

◆ Tel No/Email-----

6. Postal address-----

◆ Tel no/fax no-----

◆ Physical location-----

◆ E-mail address-----

7. Website-----

8. Name(S) of director and their nationality

Name of Director	Nationality	Citizenship

9. Name of the bank (Business) ----- branch-----

C) COMPLIANCE WITH KENYA PROCUREMENT LEGISLATION

PACJA will disqualify any supplier who:

- a. Is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business antilogous situation arising from similar procedures under national law and regulation.
- b. Has been convicted by a judgement which has the force of res judicator in accordance with the legal provision of the country or any offence concerning his professional conduct
- c. Has committed any act of grave professional misconduct
- d. Has not fulfilled obligation relating to the payment of taxes in accordance with the legal provision of the host country - Kenya.
- e. Is guilty of serious misrepresentation in supplying the information required under this section
- f. Has been subject of conviction of corruption
- g. Has been subject of conviction of fraud.

Please confirm whether any of the above applies to your organisation or its Directors or any other person who has powers of representation, decision or control of the organisation?

Yes/no-----

Where the answer is affirmative, please provide details -----

PACJA may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority.

D) CATEGORY OF ITEMS

ITEM NO	REFERENCE NO	CATEGORY DESCRIPTION

E) CAPABILITY AND COMPETENCY TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply-----

(indicate relevant category and product)

2. Number of staff employed.

3. Full time employees-----others-----

-----which quality standard certificate have you attained in the past 2years(attach copies and give details)-----

4. Are you a manufacturer/wholesaler/retailers/agent /other (please specify)-----

5. If manufacturer or service organisation, are your product certified by Kenya Bureau of standard? (KEBS)or affiliated to a recognised accrediting body? Yes/No (attach documentary evidence of certification) -----
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6. If you are not a manufacturer are you an authorised dealer Yes/No -----
----- (attach manufacturer authorisation)

7. Provide details of your key personnel and attach their CV'S if you are applying for provision of professional services (use separate sheet of paper)

8. What is country of origin for goods or services -----

9. If you intend to use sub-contractor to perform part of the obligation under your area of business please provide details -----

10. Who have been your major corporate clients for the past 2 years?

State clients name, product service provided value of goods, works or services and contact person

	Value of business	organisation	Contact Telephone No/Email
1			
2			
3			
4			
5			
6			
7			

- i. I) what is average response time to a request for quotation -----

- ii. What is the average response to delivery of goods/services after issuance of LPO/LSO? -----

- iii. What is the maximum value of business which you can handle at any one time? Kshs/USD -----

11. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specification of PACJA -----

F) PROFESSIONAL ORGANISATION

Please indicate to which professional or trade bodies your organisation belongs-----

H) COMMENTS

Please insert any general comments you wish to make. This must be no longer than paragraphs

I) DECLARATION

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any PACJA employee and /or Board. Do you have a relationship with any PACJA employee and /or Board that would cause any real or perceived conflict of interest?

Yes/No----- (specify) -----

----- declare, for and on behalf of

----- (company/firm) that all the information furnished to PACJA in connection with this pre-qualification is true and accurate in all materials respect. PACJA is here by authorised to make such inquiries relating to information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

FORM completed by:

Name -----

Tel No-----

Signature-----

Email-----

Date-----

Position & Organizations Rubber Stamp-----

Thank you for completing this questionnaire.

The information it contains will be held in confidence by PACJA and only used for the purpose of determining your suitability to meet the general requirement for the provision of Goods and /or services