



**CUMMINS C&G LTD**

**SUPPLIER PREQUALIFICATION GUIDE AND  
INSTRUCTIONS**

**Closing on 11<sup>th</sup> November 2024, at 1700hours,  
EAT**

## SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

**Cummins C&G Ltd** is East Africa's leading supplier of a wide range of reputable international brands in power generation, automotive, construction, agricultural and industrial engineering products.

**Cummins C&G Ltd** hereby invites interested suppliers and service providers with suitable capabilities to be prequalified for supply of various categories of goods and provision of services and/or works for the period 2024 – 2026.

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e. [www.srmhub.com](http://www.srmhub.com) Interested firms may participate by visiting Cummins C&G Ltd website using this link <https://www.cargen.com/> Click the “Tenders” tab under Home page. More information will be available on this link.

The categories for the supply of various goods and services are listed on <https://shorturl.at/AwiPh>

Cummins C&G Ltd reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**Head of Procurement**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Cummins C&G Ltd** herein referred to as “the organization’ or ‘Cummins C&G Ltd”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 There is a non- refundable access fee of **KES 2,500.00 per category** payable via **M-pesa Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 1<sup>st</sup> November 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organization’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 **The application of this call closes on 11<sup>th</sup> November 2024 at 1700hours.**
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III. EVALUATION CRITERIA**

1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Cummins C&G Ltd or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the Cummins C&G Ltd or Bold Insight in the evaluation may result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and Cummins C&G Ltd reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 Cummins C&G Ltd reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### **b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

### Evaluation Criteria

#	Mandatory Requirements (Score- 10 Marks)	Required (Yes/No)	Max Score
1	Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2	Copy of Certificate of Incorporation/Business Registration	Yes	2
3	Copy of a valid and current Tax Compliance Certificate	Yes	2
4	Copy of PIN/VAT Certificate	Yes	2
5	Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)	Yes	2
6	CR12 document as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor or Partnership Deed	Yes	2
7	Copy of Current Trade License / Business Permit	Yes	2
8	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc. (if required in your category - refer to the category requirements on section III of this supplier guide)	Yes	4

Demonstration of Past Experience		
a) <b>Age of Company</b>		5
Above 10 years (5 Marks)		
Between 7-10 Years (4 Marks)		
Between 4-6 Years (3 Marks)		
Between 1-3 Years (2 Marks)		
Below 1 Year (1 Marks)		
b) <b>Three letters</b> of recommendation from your major clients for similar services not older than the year 2020 - 5 marks each, Total 15 Marks		15
c) At least <b>three copies</b> of LSO/Service Level Agreement/award letter from your major clients not older than the years 2020 - 5 marks each, Total 15 Marks		15
Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)		5
Physical address and premises (Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill utility bill, tenancy agreement/lease/title)		5
Financial Capacity		
a) For Limited Companies attach most recent audited accounts of at least 3 years (2021,2022,2023) Certified by a registered Public Accountant.		15
b) For sole proprietors and partnerships, attach the most recent 6 months certified bank statements or		
c) Recent bank reference letter.		5
d) Accept 30 days credit		0
Business Probity and Litigation		

<p>a) Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?</p> <p>b) Is there any Director / Partner and / or Company Secretary of your organization who has a close relative employed by Cummins Car &amp; General Limited and is in a position to influence the award of any supply/service?</p> <p>c) Has your firm or any of your directors/ partners ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)?</p> <p>d) Would you object to the members of staff of Cummins Car &amp; General Limited authenticating the information you have provided?</p> <p>e) Has your organization met all its obligations to pay its creditors and staff during the past year?</p>	0
<b>Manpower and staffing</b>	
b) At least 3 brief resume/CV/professional certificate of key staff -5 marks each, Total 15 Marks	15
d) Indicate the number of staff in your organization:	5
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

CATEGORY NO.	SUPPLY OF GOODS	SPECIAL LICENSE/CERTIFICATION
CCG/2024-26/01	Supply and delivery of vehicle batteries - Maintenance Free, Atlas Maintenance Free, Chloride Maintenance Free, Sealer Free, Battery Distilled Water etc.	Proof of manufacturer, agent or distributor or manufacturer's letter of authorization
CCG/2024-26/02	Supply and delivery switches - Manual Changeover Switch, Automatic Voltage Stabilizer, Automatic Transfer Switch etc.	
CCG/2024-26/03	Supply of Hardware materials and tools	
CCG/2024-26/04	Supply of electrical supplies and equipment (bulbs, cables, cable lugs, sockets etc.)	Proof of manufacturer, agent or distributor or manufacturer's letter of authorization
CCG/2024-26/05	Supply of general office stationery	
CCG/2024-26/06	Supply of rubber stamps, ink and company seals	
CCG/2024-26/07	Supply and delivery of office furniture (office tables & office chairs)	Proof of manufacturer, agent or distributor or manufacturer's letter of authorization
CCG/2024-26/08	Supply of and refilling of drinking water and tumblers	KEBS compliance certificate or a valid laboratory test report issued by Kenya Bureau of Standards (KEBS)
CCG/2024-26/09	Supply of milk	
CCG/2024-26/10	Supply of cleaning materials, soaps, toiletries and disinfectants	
CCG/2024-26/11	Supply of Personal Protective Equipment	
CCG/2024-26/12	Supply of IT Equipment and Accessories - Laptops, Printers, Mouse, Keyboards, Laptop Bags, Hard Drives and Laptop Chargers	Copy of manufacturer's authorization letter and/or partnership agreement (either

		bronze, silver, gold or platinum) with the manufacturer where applicable. If manufacturer, then the letter should show the same
CCG/2024-26/13	Supply of staff uniforms	
CCG/2024-26/14	Supply and delivery of Jerricans with caps (5 & 20 litres)	
<b>CATEGORY NO.</b>	<b>PROVISION OF SERVICES</b>	
CCG/2024-26/15	Provision of Façade cleaning services	<ul style="list-style-type: none"> <li>i. Current Compliance Certificate from National Social Security Fund (NSSF)/proof of payment receipts/ application letter to acquire the certificate.</li> <li>ii. Current Compliance Certificate from National Hospital Insurance Fund (NHIF)/proof of payment receipts/ application letter to acquire the certificate.</li> <li>iii. Evidence of Workers' Injury Benefit (WIBA) Insurance Policy.</li> </ul>
CCG/2024-26/16	Provision of Fumigation & Pest Control Services	<ul style="list-style-type: none"> <li>i. Current licence issued by the Pest Control Products Board</li> <li>ii. Current Compliance Certificate from National Social Security Fund (NSSF)/proof of payment receipts/ application letter to acquire the certificate</li> <li>iii. Current Compliance Certificate from National Hospital Insurance Fund (NHIF)/proof of payment receipts/ application letter to acquire the certificate</li> <li>iv. Evidence of Workers' Injury Benefit (WIBA) Insurance Policy</li> </ul>
CCG/2024-26/17	Provision of Garbage Collection Services	NEMA certification on waste management - disposal and transportation or evidence of valid disposal authority license for garbage disposal from County Government
CCG/2024-26/18	Provision of Civil Works	<ul style="list-style-type: none"> <li>i. Company's proof of registration with the National Construction Authority</li> <li>ii. In line with the NCA Certificate, specify the NCA Category of your organization</li> </ul>
CCG/2024-26/19	Provision of Plumbing Services	<ul style="list-style-type: none"> <li>i. Company's proof of registration with the National Construction Authority</li> </ul>

		ii. In line with the NCA Certificate, specify the NCA Category of your organization
CCG/2024-26/20	Provision of Courier Services and Package Delivery	A copy of valid postal/courier license as a parcels and courier operator from the Communications Authority of Kenya.
CCG/2024-26/21	Provision of Transport services of gensets from 1MT to 8MT on self offloading trucks	A valid motor vehicle inspection report for at least 5 motor vehicles
CCG/2024-26/22	Provision of Car Hire Services	Evidence of Regulatory certificates such as NTSA Inspection Reports/ PSV Insurance or logbooks (at least 5 vehicles)
CCG/2024-26/23	Provision of minor, major garage services repairs and vehicle maintenance	An official self attested official document or business permit specifying the geographical area(s) your organization will offer the services
CCG/2024-26/24	Provision of Generator ducting services	
CCG/2024-26/25	Provision of Mechanical Services - Motor Rewinding, Motor Repairs, Alternator Repairs, Starter Repairs, Injector Repairs and Diesel Tank Cleaning Services	An official self attested official document or business permit specifying the geographical area(s) your organization will offer the services
CCG/2024-26/26	Provision of Bulk Tank Fabrication Services for 2000 Litres & 5000 Litres	
<b>CATEGORY NO.</b>	<b>SUPPLY OF GOODS</b>	
CCG/2024-26/27	Supply of Firefighting Equipment	
<b>CATEGORY NO.</b>	<b>PROVISION OF SERVICES</b>	
CCG/2024-26/28	Provision of Occupational Safety and Health (OSH) Training Services: This includes OSH training, fire safety training, and first aid training.	Occupational Safety and Health Certificate
CCG/2024-26/29	Provision of Defensive Driver Training (DDT) Services	
CCG/2024-26/30	Provision of Consultancy Services: This covers workplace risk assessments, OSH audits, fire safety audits, noise surveys, and inspection of plants and lifting equipment.	OSH Certificate
CCG/2024-26/31	Provision of Occupational Safety and Health Medical services: This covers Pre-employment and annual Medical Examinations	
CCG/2024-26/32	Provision of Environmental Impact Assessments, Self-Environmental Audits, and Air Quality Monitoring	NEMA Certificate
CCG/2024-26/33	Provision of Firefighting Equipment Inspection and Maintenance Services	
CCG/2024-26/34	Provision of specialized tool inspection and calibration services	