KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

SCM-PR-02-01

Pre-qualification of Supplier Procedure

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1 Background Information

1.1 Purpose

The procedure ensures that KENAS suppliers are selected competitively and they are qualified to serve KENAS. It also ensures that KENAS maintains suppliers' database in line with the Public Procurement and Disposal Act, 2005.

1.2 Scope

The procedure is applicable for all the goods, works and services sourced/procured every financial year and especially for the items which are below the tender threshold of KES. three million.

1.3 Role(s) and Responsibility

Role	Responsibility
All KENAS Staff	Process owner
MSCM	Reviewer
MFIA	Recommender
CEO	Approval
All KENAS Staff	Compliance

2 Terms and Definitions

For the purpose of this procedure, the following terms and definitions shall apply in addition to those given in the KENAS Act 2019.

2.1 Acronyms and Abbreviations

ACA	Accounts Assistant
MFIA	Manager Finance and Accounting
CMCI	Chief Manager Inspection and Verification
CEO	Chief Executive Officer
CAB	Conformity Assessment Body
CMLA	Chief Manager Laboratories
CMCO	Chief Manager Coporate Services DDF

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2.2 Definition of Terms

2.2.1 Budget

Statement of projected income and Expenditure for a given period.

3 Process Detail

3.1. Procurement of goods and service shall be done using an approved annual procurement plan.

3.2. The request for a procurement method shall be submitted to the Tender Committee for, review or approval.

3.3. The user department shall then be required to develop technical specifications of requirements to enable the procurement division to come up with an evaluation criterion.

3.4. Before purchase is executed through a prequalification process; the Procurement Division shall prepare prequalification documents which shall consist of the key requirements, criteria to prequalify, instructions on obtaining the pre-qualification documents, including any price payable, deadline for submission of applications to pre-qualify.

3.5. An advertisement shall be done before 1month to beginning of every financial year

3.6. Prequalification documents shall be availed to prospective suppliers through advertisement on the selected local media, website or by direct invitation with the view of reaching as many suppliers as possible.

3.7. The time allowed for the preparation of tenders must not be less than the minimum period of seven (7) days for prequalification of tenders.

3.8. The procuring entity shall promptly respond to all requests for any clarification relating to the pre-qualification document where such requests are received before the deadline for submission.

3.9. The tenderers shall buy/pick the prequalification documents from KENAS procurementoffice and they shall register all the prequalification documents bought /picked in the tender register. Bidders shall fill the documents as required then return them to KENAS on or before the date specified in the prequalification documents. Before the documents are received from the tenderers, the CEO shall constitute a Tender Opening Committee.

3.10. Upon the deadline of the submission of the documents, the Tender Opening Committee shall open all the prequalification documents in the presence of Tenderers present, stamp, announce, sign the prequalification documents and record them in the tender opening forms. The Committee members will also sign the tender opening register together with the tenderers representatives present.

3.11. The CEO shall constitute an Evaluation Committee to evaluate and determine the pre0qualifications that have met the set requirements. The evaluation

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committee is made up of users (technical, quality management and financial personnel).

3.12. The Evaluation Committee shall compile a report using the findings of the evaluation detailing the evaluation criteria and the suppliers that have met the mandatory requirements as well as suppliers who qualified for technical evaluation. The report shall also give details of the bidders who failed to meet the requirements, reasons for their disqualification, results of any technical evaluation, and the reasons why a supplier was qualified for prequalification. The evaluation report is then forwarded to Tender Committee for approval of pre-qualified suppliers.

3.13. The Tender Committee may reject any evaluation report which contains serious inaccuracies or flaws and return the same to the Evaluation Committee with written comments for correction and re-submission. If the Tender Committee is satisfied with the Evaluation Committee's report it will prequalify the suppliers to the successful bidders and formally notify them through offer letters advising them how they will be receiving quotations from KENAS.

3.14. The minutes of the tender committee meeting shall be maintained as a record of the approval of suppliers for the supply of the goods, works and services.

3.15. The PO shall compile the prequalification list for the financial year.

3.16. The prequalification list for the financial year shall be forwarded to Tender Committee for signing.

3.17. The Procuring Entity shall invite Tenders from only the suppliers who have been pre-qualified to pick quotations.

3.18. Any suppliers not in the prequalification list may be considered subject to approval by the Tender Committee.

4 Associated Documents

Ref	Document Identifier	Document Title
1.	Kenya Gazzette Supplement 26th October, 2005	The public procurement and Disposal Act, 2005
2.	Legal Notice 29th December, 2006	The Public Procurement and Disposal Regulation, 2006
3.	LEGAL NOTICE NO.109 18TH JUNE , 20I3	The Public Procurement and Disposal (Amendment) Regulation, 2013
4.	FIA-FM-30-01	Local Service Order (LSO)
5.	FIA-FM-22-01	Local Purchase order (LPO)
6.	FIA-FM-23-01	Goods Returned Note (GRN)

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Ref	Document Identifier	Document Title
7.	FIA-FM-27-01	Procurement Requisition Voucher (PRV)
8.	FIA-FM-31-01	Register where suppliers who buy tender documents are registered
9.	FIA-FM-20-01	Stores receipt, verified and issue note.

5 Revision/ Amendment Records

Date	Ver	Revised By	Reason for Revision
30/06/2022	01	RSQ	Newly developed/formatted document

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