



KENYA TRADE NETWORK AGENCY (KENTRADE)
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**PRE-QUALIFICATION OF TECHNOLOGY PARTNERS IN
TRADE LOGISTICS, E-COMMERCE AND INNOVATIVE
TRADE TECHNOLOGIES**

TENDER NO. KTNA/PREQ/01/2018-19

August, 2018

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INTRODUCTION

- 1.1 This Standard Tender Document has been prepared for use by The Kenya Trade Network Agency (KenTrade) for the **PRE-QUALIFICATION OF TECHNOLOGY PARTNERS IN TRADE LOGISTICS, E-COMMERCE AND INNOVATIVE TRADE TECHNOLOGIES**
- 1.2 Kenya Trade Network Agency (KENTRADE) is a State Corporation under The National Treasury & Planning. The mandate of KENTRADE is to implement, operationalize and manage the Kenya National Electronic Single Window System (Kenya Trade Net System) and to Facilitate Trade. The Kenya Trade Net System is an electronic platform which acts as the single documentation entry point enabling parties involved in international trade to lodge standardized information and documents electronically to fulfill all import, export and transit regulatory requirements for cargo clearance through Kenyan ports.
- 1.3 In line with its collaboration Policy and the core value on innovation, the Agency would like to engage with Technology partners in joint ventures that will enable it to explore and address challenges experienced in trade facilitation and logistics through e-commerce and innovative trade technologies.
- 1.4 KENTRADE invites competent and qualified firms to express interest for collaboration in joint ventures in trade facilitation and e-commerce that will contribute to the fulfilment of its vision, mission and objectives, without detriment to its reputation. To be eligible the firms must meet the following minimum requirements:
 1. Capacity to explore and develop localized use cases leveraging on emerging technologies (e.g. Artificial Intelligence, Block chain, Data Analytics, Internet Of Things) for identified opportunities in trade facilitation and logistics;
 2. Ability to assess, draft and present proposals for solutions to identified needs;
 3. Ability to work with the Agency in carrying out proof of concept exercises for possible solution ideas;
 4. Ability to work on inter-agency initiatives;
 5. Incubation and knowledge transfer in trade logistics, e-commerce and innovative trade technologies;
 6. At least 5 years' experience in providing ICT and Trade facilitation related services / solutions to national entities;
 7. Experience and capacity to carryout software development lifecycle activities in implementing trade facilitation solutions;

8. Experience and expertise to have implemented Value Added Service solution/integrations with the Single Window System or related systems as required for new or existing services in B2B, G2B and G2G;
9. Ability to offer 24/7 post implementation support and maintenance to implemented solutions.

SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

Tender No. KTNA/PREQ/01/2018-2019

July 31, 2018

Tender Name. PREQUALIFICATION AS A TECHNOLOGY PARTNER IN TRADE LOGISTICS, E-COMMERCE AND INNOVATIVE TRADE TECHNOLOGIES

1. The Kenya Trade Network Agency hereinafter referred as “Procuring entity” intends to prequalify candidates for the following **TECHNOLOGY PARTNER IN TRADE LOGISTICS, E-COMMERCE AND INNOVATIVE TRADE TECHNOLOGIES**
2. Prequalification is open to all competent and qualified firms to express interest for collaboration in joint ventures in trade facilitation and e-commerce that will contribute to the fulfilment of its vision, mission and objectives, without detriment to its reputation
3. Interested eligible candidates may view and download **free of charge** from our website on the following link:- <http://www.kentrade.go.ke/index.php/procurement/tenders>, or purchased at a cost of Kshs. 1000.00 from the procurement office at Embankment Plaza (1st Floor), Upper Hill.
4. Candidates may also obtain further information at the Kenya Trade Network Agency offices (Procurement Office) at Embankment Plaza, Upper Hill, (First Floor) at the address given below.
5. The Prequalification documents must be delivered in sealed envelopes to the address below on or before **10:00 AM on Thursday 23rd August 2018** clearly marked, **Tender No: KTNA/PREQ/01/2018-2019 “Prequalification as a technology partner in trade logistics, e-commerce and innovative trade technologies.”**

Complete prequalification documents should be addressed to:

**The Chief Executive Officer,
Kenya Trade Network Agency,
Embankment Plaza, Upper Hill,
P.O Box 36943-00200 Nairobi**

or be deposited in the tender box located at the KENTRADE offices on 1st Floor of Embankment Plaza building.

6. All candidates whose applications will have been received before the closing date and time will be advised in due course of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.
7. All Tender Documents **MUST** be submitted in **HARD COPY** and should be deposited in the Tender Box located at the reception area of KENTRADE Offices at Embankment Plaza (First Floor). Documents submitted online shall **NOT** be acknowledged.
8. Tenders will be opened immediately after the closing time in the presence of tenderers representatives who choose to attend the opening in the boardroom on first floor, Embankment Plaza.

CHIEF EXECUTIVE OFFICER

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The Kenya Trade Network Agency hereinafter referred to as the procuring entity intends to prequalify **technology partner in trade logistics, e-commerce and innovative trade technologies**. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **23rd August 2018 at 10.00 am**

2.1.2 To be eligible the firms must meet the following minimum requirements:

- a) Capacity to explore and develop localized use cases leveraging on emerging technologies (e.g. Artificial Intelligence, Block chain, Data Analytics, Internet Of Things) for identified opportunities in trade facilitation and logistics;
- b) Ability to assess, draft and present proposals for solutions to identified needs;
- c) Ability to work with the Agency in carrying out proof of concept exercises for possible solution ideas;
- d) Ability to work on inter-agency initiatives;
- e) Incubation and knowledge transfer in trade logistics, e-commerce and innovative trade technologies;
- f) At least 5 years' experience in providing ICT and Trade facilitation related services / solutions to national entities;
- g) Experience and capacity to carryout software development lifecycle activities in implementing trade facilitation solutions;
- h) Experience and expertise to have implemented Value Added Service solution/integrations with the Single Window System or related systems as required for new or existing services in B2B, G2B and G2G;
- i) Ability to offer 24/7 post implementation support and maintenance to implemented solutions.

2.1.3 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at (address and location) or be addressed to Kenya Trade Network Agency so as to be received on or before **Thursday 23rd August 2018 at 10.00 am**. The procuring entity reserves the right to accept or reject late applications.

- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

EVALUATION CRITERIA-MANDATORY REQUIREMENTS

No	Description	Yes	No	Remarks
1	Provide the firm's profile, services and affiliations.			
2	Provide details of at least three (3) projects where project implementations in trade logistics or trade facilitation or e-commerce have been provided (include contact details of persons at the organizations) within the past 5 years			
3	Certificate of registration/incorporation			
4	Valid tax compliance certificate			
5	Provide audited financial statements for the last 3 years.			
6	<p>Submit two copies of the tender document marked (Original & Copy) which should address the below items</p> <ol style="list-style-type: none"> 1. Capacity to explore and develop localized use cases leveraging on emerging technologies (e.g. Artificial Intelligence, Block chain, Data Analytics, Internet Of Things) for identified opportunities in trade facilitation and logistics; 2. Ability to assess, draft and present proposals for solutions to identified needs; 3. Ability to work with the Agency in carrying out proof of concept exercises for possible solution ideas; 4. Ability to work on inter-agency initiatives; 5. Incubation and knowledge transfer in trade logistics, e-commerce and innovative trade technologies; 6. At least 5 years' experience in providing ICT and Trade facilitation related services / solutions to national entities; 7. Experience and capacity to carryout software development lifecycle activities in implementing trade facilitation solutions; 8. Experience and expertise to have implemented Value Added Service solution/integrations with the Single Window System or related systems as required for new or existing services in B2B, 			

	G2B and G2G; 9. Ability to offer 24/7 post implementation support and maintenance to implemented solutions.			
7	Submit duly completed registration Form (1),(3),(4) (5),(7) and Form(8) attached in the tender document			
7	Duly completed Anti-corruption affidavit form			

2.6 Public Sector companies

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.8. Updating Pre-qualification Information

- 2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre qualification is included.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

Note

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION III- LETTER OF APPLICATION

Date

To
.....
(*name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
 2. We confirm that if we bid, that bid, as well as any resulting contract, will be:

- (a) signed so as to legally bind all partners, jointly and severally; and
- (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

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Form No.	Name	Page
1.	General information	
2.	General experience record	
2 A	Joint Venture summary	
3.	Particular experience record	
3A	Details of contracts of similar nature and complexity	
4.	Summary sheet current contract commitments/works in progress	
5.	Personnel capabilities	
5A	Candidate summary	
6.	Equipment capability	
7.	Financial capability	
8.	Litigation History	
9.	Request for Review	

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if

available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Form RB1 - Request for Review
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM(1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (3)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

APPLICATION FORM (4)

SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (7)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
 Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

[illegible]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(*FULL PARTICULARS*) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary



**ANTI CORRUPTION AFFIDAVIT FORM
REPUBLIC OF KENYA
IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT
CHAPTER 15 OF THE LAWS OF KENYA**

AND

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT,
NO. 33 OF 2015.**

I, of P.O. Box
..... being a resident of
In the Republic of Kenya do hereby make oath and state as follows:-

1. THAT I am the;
(Chief Executive/Managing Director/Principal Officer/Director) of
.....(Name of the
Business) which is a Candidate in respect of Tender Number
..... to supply goods, render
services and/ or carry out works for Kenya Trade Network Agency and duly
authorized and competent to make this Affidavit.
2. THAT the aforesaid candidate has not been requested to pay any inducement to
any member of the Board, Management, Staff and/or employees and /or agents of
Kenya Trade Network Agency, which is the procuring entity.
3. THAT the aforesaid Candidate , its servant(s) and/or agent(s) have not been
offered and will not offer any inducement to any member of the Board,
Management, Staff and/or employees and /or agents of Kenya Trade Network
Agency.
4. THAT the aforesaid Candidate, its servant(s) and agent(s) have not been debarred
from any procurement process.
5. THAT what is deponed to hereinabove is true to the best of my knowledge,
information and belief.

SWORN at by the said }

.....}

On this day of 20.....}

} _____
} DEPONENT

Before me }
Commissioner for Oaths }