



**PREQUALIFICATION OF SUPPLIERS FOR  
SUPPLY/PROVISION OF GOODS AND  
SERVICES FOR 2025 - 2027**

**CATEGORY APPLIED FOR:**  
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## 1.0: INTRODUCTION

### 1.1 Background

The African Academy of Sciences (The AAS) is a non-aligned, non-political, not-for-profit pan African organisation whose vision is to see transformed lives on the African continent through science. The AAS's tripartite mandate is **recognising excellence** through the AAS' highly prestigious fellowship, Affiliates and award schemes, **providing advisory and think tank functions** for shaping Africa's Science, Technology and Innovation (STI) strategies and policies and **implementing key Science, Technology and Innovation programmes** addressing Africa's developmental challenges.

**Vision:**

Transforming lives through science.

**Mission:**

Leverage resources through research excellence and thought leadership for sustainable development.

## 2.0: CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

SUPPLY OF GOODS & SERVICES	
REFERENCE No.	SCOPE OF WORK
AAS/PREQ/01/2025	Supply of stationery, ICT consumables & General office supplies
AAS/PREQ/02/2025	Design & Supply of Branding and promotional materials.
AAS/PREQ/03/2025	Supply of bulk water for office use.
AAS/PREQ/04/2025	Supply of newspapers and periodicals
AAS/PREQ/05/2025	Supply & maintenance of IT equipment, software licensing, and related accessories.
AAS/PREQ/06/2025	Provision of Taxi services.
AAS/PREQ/07/2025	Provision of Air ticketing services
AAS/PREQ/08/2025	Provision of general construction and renovation works.
AAS/PREQ/09/2025	Provision of rapporteur services

REFERENCE NO.	SCOPE OF WORK
AAS/PREQ/10/2025	Provision of Legal services
AAS/PREQ/11/2025	Provision of catering services
AAS/PREQ/12/2025	Provision of hotel & conferencing services
AAS/PREQ/13/2025	Provision of videography, photography, editing, and media production services.
AAS/PREQ/14/2025	Provision of language translation services.
AAS/PREQ/15/2025	Provision of financial audit services
AA/PREQ/16/2025	Provision of tax audit services
AAS/PREQ/17/2025	Supply & servicing of fire extinguishers

The downloaded pre-qualification document should be duly completed as per the instructions and Submitted to the AAS through the Procurement email below:

[procurement@aasciences.africa](mailto:procurement@aasciences.africa)

To be received on or before Friday **25<sup>th</sup> April 2025 at 5.00pm.**

### **3.0 PREQUALIFICATION INSTRUCTIONS**

#### **3.0 INTRODUCTION**

The AAS Nairobi hereinafter referred to as “Procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services.

Prequalification is open to eligible firms/ Individuals as indicated in the instructions.

#### **3.1 PRE-QUALIFICATION OBJECTIVE**

The main objectives of this part are to qualify firms to supply goods and services under the relevant tenders/quotations and Proposals as and when required during the period ending 31<sup>st</sup> October 2022

#### **3.2 LANGUAGE**

All the information requested for pre- qualification shall be provided in the English language.

#### **3.3 EXPERIENCE**

Prospective firms must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity.

### **3.4 TERMS AND CONDITION - APPENDIX 2.**

Eligible and interested firms shall be required to read and be willing to abide to the AAS purchase order terms and condition indicated in appendix

### **3.5 ELIGIBLE FIRMS**

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the pre-qualification process.

### **3.6 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS**

A copy of application for prequalification containing all the requirements shall be submitted to [procurement@aasciences.africa](mailto:procurement@aasciences.africa) clearly marked with the category reference.

**N/B: PLEASE ENCRYPT YOUR TENDER DOCUMENTS AND SHARE THE PASSWORD ON 25TH APRIL 2025 UNLESS OTHERWISE ADVISED. PLEASE NOTE ANY TENDER WHICH SHALL NOT BE ENCRYPTED WITH A PASSWORD SHALL NOT BE CONSIDERED.**

### **3.7 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS**

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address below on or before **25<sup>th</sup> April 2025**. Responses to the questions and Clarifications shall be uploaded in the AAS website by **23<sup>rd</sup> April 2025**. Applicants can also seek clarifications directly through the email address below:

[procurement@aasciences.africa](mailto:procurement@aasciences.africa)

### **3.8 ADDITIONAL INFORMATION**

**AAS** reserves the right to request the submission of additional information from prospective firms.

### **3.9 INVITATION TO TENDER/QUOTATION**

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by the AAS **after** the completion of the pre-qualification process.

### **3.10 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS**

All bidders shall be notified of pre-qualification outcome in writing.

## **4.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA**

### **4.1 INCOMPLETE APPLICATION**

**THE APPLICATION FORMS WHICH ARE NOT FILLED AND DULY STAMPED AND SUBMITTED IN THE PRESCRIBED MANNER WILL NOT BE CONSIDERED.**

### **4.2 THE PRE-QUALIFICATION DATA**

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by **AAS** in selection of prospective firm to perform in respect categories as described by the client.

### **4.3 QUALIFICATION REQUIREMENTS**

Prospective firms will not be considered qualified unless in the judgment of AAS they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital enough to satisfactorily execute the contract for goods/services.

### **4.4 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

#### **4.4.1 EXPERIENCE**

- (a) The prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Past performance will be shown by way of attaching relevant LPO, Completion certificates and letters of references. Firms should further specify the area of specializations
- (b) Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

#### **4.4.2 FINANCIAL CONDITION**

The supplier's financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Reference letters from the bank should also be provided. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

#### **4.4.3 Declaration – APPENDIX 1**

Application **MUST** include a declaration Appendix 1 certifying the accuracy for the information given.

#### **4.4.4 WITHDRAWAL OF PRE-QUALIFICATION**

AAS has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the AAS could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

### **4.5 PRE-QUALIFICATION CRITERIA**

**(Please check for further instructions on specialized categories)**



**Stage 1: Mandatory Requirements**

S/no	Mandatory Requirements	Documents Submitted (Yes/No)
1	Company Profile	
2	Certificate of Incorporation/Registration	
3	Copy of current Trade License	
4	Pin/ Tax Compliance certificate	
5	Financial Condition - Submission of either Audited A/Cs or Bank Statement, or letter from the bank	
6	Application Form Filled, signed/Stamped & Submitted in prescribed manner - Clause 4.1 of prequalification tender doc	
7	Declaration / Sworn Statement - duly filled, signed & stamped - Appendix 1 -	
8	Membership to professional bodies (where applicable)	

**N/B: ONLY BIDDERS WHO WILL HAVE PROVIDED ALL THE ABOVE DOCUMENTS WILL BE CONSIDERED FOR TECHNICAL EVALUATION STAGE**

**Stage 2: Technical Review**

No.	Information Required	Point Score
1	General Information fully provided	20%
2	Relevant Company Profile	20%
3	Number of staff employed	10%
4	Financial position-Positive audited Accounts/Bank statements	20%
5	Past Relevant Experience	30%
<b>Total</b>		<b>100%</b>

N/B: The pass mark for the above is 75%

**Stage 3: Due Diligence**

(This stage shall involve site visit, Reference check and Sample testing where applicable)

## GENERAL INFORMATION

Category Applied for.....

Business Name of the firm .....

Legal name of firm if different from business name .....

Year of incorporation/Registration.....

Post office Address .....

Email Address .....

City .....

Country.....

Telephone No. ....Mobile.....

Contact personnel.....

Email address .....

## Organization Structure

Management personnel:

MD .....

Directors .....

General Manager .....

Number of staff employed-(Relevant skills were applicable)  
.....

## FINANCIAL POSITION

**All firms must provide (Tick appropriate box):**

A. Audited financial statement (Year 2023-2024).

☐ No

☐ Yes

B. Provide copy of the company's bank statement for the last 3 months

☐ No

☐ Yes

## PAST RELEVANT EXPERIENCE-

**a) Provide a list of 5 current clients/customers that you have transacted business with and value (for the past 3 years)**

	Client 1	Client 2	Client 3
Name of client (organization)			
Address of client (organization)			
Name of contact person at the client			
Telephone/Email address of the client			
Value of contract			
Duration & time of the contract			

	Client 4	Client 5	
Name of client (organization)			
Address of client (organization)			
Name of contact person at the client (Organization)			
Telephone/Email address of the client			
Value of contract			
Duration & time of the contract			

## WORK EXPERIENCE

At least 5 Copies of work orders, completion certificate or other documents in support of work done.

## CONFIDENTIAL DATA

You must provide details requested. Please note that providing false information shall lead to disqualification.

## LITIGATION HISTORY

Does the company have any litigation (Tick appropriate box)?

☐ Yes (give details below)

☐ No

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 four years. A separate sheet should be used for each partner of a joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount

#### **BANK DETAILS -**

For payments by electronic funds transfer (bank wire transfer), provide the following information:

**BANK NAME**.....

**BRANCH NAME** .....

**BANK ADDRESS** .....

**BRANCH CODE**.....

**SWIFTCODE (USD)** .....

**ACCOUNT NAME** .....

## **APPENDIX 1 - Declaration**

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above pre-qualification we/I hereby state:

- Have read and understood the terms and condition for AAS
- Have not been debarred from participating in procurement by anybody, institution or person.
- That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- We enclose all the required documents and information required for the prequalification evaluation.
- That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- We are not associated with any other Tenderer participating in this Tender.
- That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

**Date .....**

**Applicant's Name .....**

**Represented by .....**

**Signature .....**

**Designation .....**

**(Full name and designation of the person signing and stamp or seal.).**

## APPENDIX 2 - TERMS AND CONDITIONS OF CONTRACT.

- a) **ORDER.** Purchase Order ("Order") is an offer to purchase the Goods described herein from Vendor. AAS placement of this Order with Vendor is expressly conditioned on Vendor's acceptance of all of the terms contained in this Order, this Order shall not be filled at prices higher than stated in this Order or for different quantities. Any additional or different terms or conditions in any communication from Vendor are expressly objected to and are not effective or binding unless AAS agrees in writing, and no such additional or different terms are part of a contract between AAS and Vendor even if AAS accepts Goods under this Order. Any objection by Vendor to the terms hereof shall be ineffective and is deemed waived by Vendor when Vendor accepts this Order. The Order Number above shall be shown on all documents.
- b) **PRICE.** The prices stated in this Order are complete and Vendor shall not make any alteration of any kind. Vendor warrants that the prices to be charged for Goods are competitive with prevailing market rates and do not exceed prices charged to other customers for a similar quantity and quality of Goods.
- c) **QUALITY.** Vendor warrants the Goods are (a) free of all deficiencies and for the period of one (1) year from the date AAS accepts the Goods, (b) do not infringe the rights of any third parties. the Goods delivered must be of the best quality as recognized by the market and conforming to or exceeding all specifications provided.
- d) **Ethical CONDUCT.** Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, in the form of a bribe or kickback;
- e) **DELIVERY.** delivery of Goods shall be strictly in accordance with this Order. Delays in shipment or otherwise shall be reported immediately to AAS. Partial deliveries may not be accepted and the supplier is required to inform AAS of partial deliveries in advance.
- f) **INSPECTION AND ACCEPTANCE.** All Goods shall be subject to AAS inspection and test before acceptance. AAS may reject subject to Goods not conforming to this Order or other applicable specifications, drawings, samples, or descriptions.
- g) **NON-CONFORMING /DEFECTIVE WORK.** If any Goods are defective in material or workmanship or otherwise do not conform to this Order, AAS may: (a) require Vendor to repair or replace at Vendor's cost any such nonconforming Goods; (b) require Vendor to refund the price of any such Goods; or (c) elect to retain and correct any such Goods with an appropriate price reduction to offset AAS's costs of making correction(s).
- h) **PAYMENT TERMS.** Invoices shall be provided to AAS Finance Department and the payment shall be as specified in this Order, including pursuant to any discount terms; if no time of payment is indicated, payment shall be made within thirty (30) days after AAS accepts the Goods and works.
- i) **CANCELLATION AND DEFAULT.** In addition, AAS may cancel this Order, in whole or in part, at any time by written notice to Vendor, due to any of the following circumstances: (a) failure to deliver as specified herein; (b) in AAS's good judgment, Vendor failed to perform, or jeopardized performance of, this Order in compliance with its terms, (c) Vendor becomes insolvent, or has bankruptcy. On Receiving termination notice, the Vendor shall discontinue all work, cancel any sub-orders and terminate any subcontracts relating to this Order and full and complete settlement of all Vendor's claims shall be made as follows: a) Vendor shall be paid full compensation for Goods conforming to this Order and materials relating thereto approved by AAS

- j) **CONTRACT CHANGES.** AAS may make changes or amendments to this Order, but no such change or amendment will be allowed without the written authorization of AAS
- k) **AAS Name and Trademarks.** The Vendor shall not use the AAS name or trademarks publicly or publicly disclose information relating to the Order without AAS's prior written consent.
- l) **COMPLIANCE WITH LAWS.** Vendor shall comply with all laws, regulations, and orders applicable to its performance hereunder.
- m) **Sub-contracting.** Vendor shall not subcontract this Order or any of its obligations hereunder, without the prior written consent of AAS.
- n) **DISPUTES.** To the extent permitted by law, the arbitrator's decision shall be final and binding and may be entered in any court having competent jurisdiction.