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# PREQUALIFICATION

OF

**(SUPPLY/ PROVISION OF .....**)

## SUPPLIERS PRE-QUALIFICATION QUESTIONNAIRE

This prequalification questionnaire is to be completed by prospective suppliers of goods and services who wish to provide goods and services to the Dreamcatcher Productions Ltd. This information is strictly confidential and solely for use by Dreamcatcher Productions Ltd.

Name.....

Postal Address .....

Physical Address .....

Telephone Number.....

Mobile Number.....

Address.....

All applicants must indicate the category/s of goods or services they are interested in.

Category No. ....

Category Description .....

## SECTION 1: INVITATION FOR PREQUALIFICATION FOR SUPPLY OF GOODS AND SERVICES

Dreamcatcher Productions Limited intends to prequalify firms/individuals for the above stated services. The prospective suppliers should demonstrate capability to fulfill the organisation's requirements to qualify for this prequalification.

To be eligible, the candidate must prove that they qualify to participate in procurement by providing the following as part of the mandatory documents:-

- a. Company Profile, Organogram, Identification documents (ID's) of Shareholder/s
- b. Certificate of Incorporation, Business License (As applicable)
- c. Valid Tax Compliance Certificate, Pin & VAT Registration Certificate
- d. Registration with Industry Regulatory Bodies (As applicable)
- e. Trade references (Links to projects handled, show reels (for cameramen, editors and photographers) & Sample Purchase Orders (PO's)/ Contracts
- f. CVs & Certifications (for organisations, attach employee CV's as well)
- g. 1 Year Certified Audited Accounts if operation for one year and below please attach articles of association, 1 Year Bank statements (As applicable)
- h. List of company capital Assets / tools and equipment (As applicable)
- i. Articled of Association & Memorandum of Understanding (As applicable)

The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted to Dreamcatcher Productions Ltd.

## SECTION 2: GENERAL INSTRUCTIONS

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the good, services or works applied for and should be as clear and concise as possible.
4. Submission of tenders: The application for prequalification should be submitted to [procurement@dreamcatcher.co.ke](mailto:procurement@dreamcatcher.co.ke) on or before 3<sup>rd</sup> April 2017, 5.00pm. The application should include a technical and financial proposal and/or a daily rate card where applicable)
5. The documents should be signed by authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates and any other information that the applicant wish to considered.

6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Document. Applications shall not be modified or withdrawn after the deadline.
7. The applicant shall bear all costs associated with the preparation and submission of the Application and Dreamcatcher Productions Ltd will not in any case be responsible and liable for the costs incurred.
8. All information given in writing to or verbally shared with the applicant in connection with this pre-qualification is to be treated as strictly confidential. The contractor shall not share or invoke such information to any third party without the prior written approval of Dreamcatcher Productions Ltd. This obligation shall continue after the procurement process has been completed whether or not the contractor is successful.

**SECTION 3:  
GENERAL AND COMPANY INFORMATION)**

**A. COMPANY PROFILE**

1. Company Name .....
2. Legal status (partnership / sole proprietor / limited company) .....
3. Company registration certificate Number. .... (attach copy)
4. Certification of regulatory bodies if any..... (attach copy)
5. Nature of business licensed to operate .....
6. Current Business Permit No. ....Expiring date ..... (attach copy)
7. VAT No..... (Attach copy)
8. Tax compliance certificate ..... (attach copy)
9. Contact Person:
  - i. Name .....
  - ii. Title .....
  - iii Tel. No. ....
10. Postal address: .....
11. Tel. No.....
12. Email address.....
13. Website .....
14. Physical Location .....
15. Names of Directors and their Details:

	Names of partners/shareholders	Gender	Age	Telephone	Nationality
1					
2					
3					

Name of Bank ..... Branch .....

Insurers .....

**B) ELIGIBILITY**

1. Have you or your principals been subject of legal proceedings for insolvent, bankruptcy, receivership or your business activities suspended for related reasons? \_\_\_\_\_ ( Yes or No), if yes, when ?provide present legal documentary evidence that you cleared and your business is now solvent
2. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?
3. Are you or your servants or agents been subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes..... no .....
4. Is the firm making this application or any of its directors been debarred or suspended from participating procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

**(C) CAPABILITY AND COMPITENCE TO DELIVER GOODS OR SERVICES**

What products/services do you want to be considered to supply?

.....  
 .....

1. How many employees do you have? .....  
 How many are permanent.....  
 How many are temporary.....
2. Provide details of your key personnel and attach their CVS
3. What is the country of origin for your goods? .....
4. Are you a manufacturer /wholesaler/retailer/other (please specify) .....? If a manufacturer or service organization, are your products certified by Kenya Bureau Standards or are you affiliated to a recognized accrediting body? Yes/No ..... (Attach documentary evidence of certification)
5. If you are not a manufacturer, are you an authorized dealer Yes/ No ..... (attach manufacturer’s authorization)
6. Who are your major corporate clients in the past two yrs. State clients name, product or service provided, value of goods, works or service and contact person

	Names of Organization	Product/ service provided	Value of business	Contact person	Telephone
1					

2					
3					
4					

9. What is the maximum value of business that you can handle at any one time?  
 .....

10. If your firm is pre-qualified to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Dreamcatcher Productions Ltd?.....

**(D) SUSTAINABILTY POLICY**

- a) Does your company have a Director responsible for sustainability performance of the company?
- b) Does your company have sustainability policy statement committing the company to a programme of improvement in its sustainability? If so, Please provide copy of policy.
- c) Does the policy statement extend to the products and services supplied?
- d) Does your company have sustainability management system? If yes, please outline its major elements
- e) Does your company set sustainability performance targets and objectives?
- f) Does your company formally report on progress towards meeting these objectives?

**(E) CLARIFICATION ON PREQUALIFICATION DOCUMENT**

All correspondence related to the contract shall be made in English. Any clarification Sought by the bidder in respect of the project shall be addressed at least **Five (5) days** Before the deadline for submission of bids, in writing to [procurementd@dreamcatcher.co.ke](mailto:procurementd@dreamcatcher.co.ke)

**(F) DOCUMENTS REQUIRED FOR EVALUATION**

**1. Requirements for Evaluation**

In addition to the above information, the following documents should be attached (as applicable).

Item	Description
1.	Certificate of Incorporation/Registration
2.	Valid Trading License
3.	Business Permit
4.	List of all Directors with Percentage of shares held, telephone and their postal address
5.	Copy of <b>i-tax</b> VAT and PIN Certificate
6.	Valid Tax Compliance certificate
7.	Current Form CR 12 as issued by the Registrar of Companies
10.	CVs of Key Staff
11.	Professional Certifications/ Accreditations for both the firm and staff

12.	Valid Insurance Covers - Mandatory for Car hire companies
13.	Audited Accounts for the last 2 years
14.	Completed Company Profile as per supplier prequalification questionnaire
16.	Documentary evidence of physical location - Lease agreements for business premises or proof of premises ownership and security management
17.	Copies of LPO's, Letters of award/signed contracts/reference letters

**(b) Additional Requirements**

Attach any relevant catalogues and brochures

**DECLARATION**

I / we the undersigned state that the above information is correct and that I / we give the Dreamcatcher Productions Ltd rights to seek any references concerning my / our company from whatever sources deemed relevant e.g. Company registrar' office, bankers etc.

Signed.....ID. ....

In the capacity of .....

Dated this .....day of .....2017.

Witnessed by.....ID.....

\*\*\*\*\* END \*\*\*\*\*