

## **SUPPLIER PREQUALIFICATION DOCUMENT**

### **1. INTRODUCTION TO CBCC AFRICA**

Centre for Behaviour Change and Communication (CBCC) Africa is a Kenyan organisation dedicated to providing locally driven comprehensive Social and Behavior Change (SBC) solutions across different sectors using evidenced based programming, continued innovative approaches and strengthened partnerships. We have demonstrated expertise in SBC programme design, planning, implementation, evaluation, training, capacity strengthening and research. CBCC Africa is committed to achieving transformation of communities as well as creating lasting and impactful societal change through our contribution to SBC policy and practice in Kenya and the rest of Africa.

CBCC Africa continuously seeks to partner with competent suppliers and service providers for supply of various goods and provision of various services.

Please read through this document carefully and provide the requested information together with all supporting documents

### **2. IMPORTANT NOTES TO SUPPLIERS**

- a) The purpose of this document is to assist CBCC Africa in the identification and evaluation of potential suppliers in various service categories who may subsequently be invited to bid.
- b) Please provide certified copies of all supporting documents requested under the questionnaire. You may be asked to clarify your answers or provide more details.
- c) Please answer every question. If the question does not apply to you, please write N/A; if you don't know the answer please write N/K
- d) Failure to complete this questionnaire and/or provide written answers to any further questions or requests for additional information or request for clarifications will result in the suppliers' elimination from further consideration
- e) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding on the supplier and should need arise, may be used as evidence in any court of law which has jurisdiction. Further, CBCC Africa reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein
- f) Where necessary, and if enough space has not been provided on the questionnaire for the answers, please provide the answers as supplements on separate sheets
- g) Please initial and rubber stamp each page and sign the last page in the space provided
- h) Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.
- i) We will only conduct business with those who have complied with the new Kenya Revenue Authority regulations on The electronic tax invoice which was rolled out on 1st August 2021 pursuant to the Public Notice dated 13th July 2021 on "Extension of Time to Comply with the Value Added Tax (Electronic Tax Invoice) Regulations, 2020".
- j) Please send the completed questionnaire on or before **1<sup>st</sup> December 2023**. Complete pre-qualification documents should be scanned and addressed to [procurement@centreforbcc.com](mailto:procurement@centreforbcc.com)

The protection of your data is important to CBCC Africa and will be treated confidentially. By sharing your data you consent to CBCC Africa using this information only for documentation and validation of this activity. CBCC Africa does not sell your data under any circumstances.

Suppliers willing to be considered for registration as CBCC Africa suppliers are expected to furnish us with among others the following vital information, which will be treated in strict confidence in addition to sharing information through the attached link

[https://docs.google.com/forms/d/1SlalvJPV7b0FCsn\\_IUJ2wQGFeQ3Tmaf58IN5O8gXe5k/edit?ts=651fc4a7&pli=1](https://docs.google.com/forms/d/1SlalvJPV7b0FCsn_IUJ2wQGFeQ3Tmaf58IN5O8gXe5k/edit?ts=651fc4a7&pli=1)

- Copies of business registration certificates: Memorandum and Articles of Associations, Certificate of incorporation, Company PIN, VAT Registration certificate, Tax compliance certificate.
- Company organogram with emphasis on the category you are being prequalified for as well as CVs of your key staff. For expatriates, provide copies of work permits
- Copies of LPOs, letter of award/signed contracts



Applicant  
declaration statement

- Signed copy of the Applicant declaration statement



CBCC Africa Supplier  
Code of Ethics.pdf

- Signed copy of the Supplier code of ethics

**DECLARATION**

I/We declare that to the best of my/our knowledge the answers submitted in this prequalification (and any supporting documentation) are correct. I/We understand that any misrepresentation will render my/our organisation ineligible to participate in CBCC Africa's future procurement considerations.

	Form Completed by:	Form Witnessed by:
Name:		
Position (Job title):		
Date:		
Telephone number Office:  Mobile number:		
Email:		
Signature:		
Stamp/Seal:		