



Healthy Africa, Empowered People!

I CHOOSE LIFE – AFRICA (ICL)

PREQUALIFICATION OF SUPPLIERS OF GOODS AND PROVISION OF SERVICES FOR THE PERIOD 2021 - 2023

NOVEMBER, 2021

NB: Applications may be made for pre-qualification of more than one category of goods and services, but one tender document can only be used to apply for one category of goods and service

Invitation for Pre-qualification No.: 2021/2023

Contract Name: Prequalification of goods, works and services

Procuring Entity: I Choose Life – Africa.

Issued on: November 2021

Closing date: 25th November, 2021

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INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: **Prequalification and registration of Suppliers / Service providers for supply of goods and provision of works and services**

Contract No: _____

Prequalification Reference No: _____

1. **I Choose Life - Africa** intends to prequalify and register suppliers and service providers for supply of goods and provision of works and services.
2. It is expected that the Invitation to Tender will be made in **November, 2021**. Tendering will be conducted through open tendering procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and review the Prequalification Document during office hours **08.00am - 5.00 pm** at the address given below.
4. Prequalification Document may be viewed and downloaded from the website (www.ichooselife.global). Applicants who download the Prequalification Document must forward their particulars immediately to procurement@ichooselife.or.ke to facilitate any further clarification or addendum.

Please note that for an applicant to be considered, they MUST pay a non-refundable application fee of Ksh. 2,000 in payable via

a) Cheque to:

Account Name: I Choose Life Africa –General Fund

Account No.: 6443250274

Bank: NCBA

Branch: Mamlaka

b) Pay Bill :

Business Number: 880 100

Account Number: 6443250274

5. Applications for prequalification can be submitted by postal service, hand/courier delivery, or clearly marked envelopes and delivered to the address given below by 25th November 2021. Alternatively, documents may be sent electronically to the email address given above.
6. Late applications are liable to be rejected.
7. Address where to submit Applications;
THE ADMINISTRATION & PROCUREMENT OFFICER
I CHOOSE LIFE - AFRICA
P.O BOX 5166-00100
NAIROBI
RIVERSIDE DRIVE 44

PART 1 - PREQUALIFICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS.

A. General

1. Scope of Application.

In connection with the Invitation for Prequalification indicated in Section II, **Prequalification Data Sheet (PDS)**, I Choose Life – Africa (**ICL**), as defined in the **PDS**, issues this Prequalification Document to Applicants interested in bidding for the works, services and goods as described in Section VI, Scope of Works. The reference identification number of the contract, if any, is provided in the PDS.

2. **Source of Funds** to be specified in the PDS, if deemed necessary.

3. Collusive practices

3.1 Any applicant found to have engaged in collusive conduct shall be disqualified and criminal sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

4. Eligible Applicants

4.1 An Applicant may be an individual, sole proprietor or firm that is a private entity, a state-owned enterprise or institution or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

4.2 Employees of **ICL**, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Employees with such relatives are also not allowed to participate in any procurement proceedings.

4.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

4.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified,

only one prequalified Applicant will be allowed to tender for all. Tenders submitted in violation of this procedure will be rejected.

- 45 An Applicant may have the nationality of any country. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 46 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by **ICL** as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of **ICL** who:
- a. are directly or indirectly involved in the preparation of the prequalification Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b. would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to **ICL** throughout the prequalification, ITT process and execution of the Contract.
- 47 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to **ICL**, that they;
- a. are legally and financially autonomous
 - b. operate under commercial law,
- 48 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a **CURRENT TAX CLEARANCE CERTIFICATE** or **TAX EXEMPTION CERTIFICATE** issued by the Kenya Revenue Authority.
- 49 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to **ICL**, as the organization shall reasonably request.

5. Eligibility

- 5.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

- 52 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.
- 53 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement.

B. Contents of the Prequalification Documents.

6. Sections of Prequalification Document

- 6.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with **ITA 8**.

PART 1 - Prequalification Procedures

Section I- Instructions to Applicants (ITA)

Section II - Prequalification Data Sheet (PDS)

Section III - Qualification Criteria and Requirements

Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

Section VII- Scope of Works, Goods, or Non-Consulting Services

- 6.2 The “Invitation for Prequalification” issued by ICL is not part of the Prequalification Document.
- 6.3 ICL accepts no responsibility for the completeness of the Prequalification Document and its addenda unless they were obtained directly.
- 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

7. Clarification of Prequalification Documents

- 7.1 An Applicant requiring any clarification of the Prequalification Document shall contact ICL in writing at the address indicated in the PDS. ICL will then respond in writing within 3 working days any request for clarification provided that such request is received prior to the deadline for submission of the applications. ICL shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the organization, including a description of the inquiry but without identifying its source. ICL shall also promptly publish its response at the webpage identified in the PDS. Should ICL deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under **ITA 8**. And in accordance with the provisions of **ITA 17.2**.

8. Amendment of Prequalification Document

- 8.1 At any time prior to the deadline for submission of applications, ICL may amend the Prequalification Document by issuing an addendum.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document from ICL.

8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, ICL may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

9. Cost of Applications

9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. ICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

10. Language of Application

10.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and ICL, shall be written in English Language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with **ITA 12.1**;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with **ITA 13.1**;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with **ITA 14**; and
- d. Any other document required as specified in the PDS.

11.2 The Applicant shall provide information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

12. Application Submission Letter

12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1 To establish its eligibility, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

14.2 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate.

14.3 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if ICL is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15. Signing of the Application and Number of Copies

15.1 The Applicant shall prepare **ONE** original of the documents comprising the application as described in **ITA 10** and clearly mark it “**ORIGINAL**”. The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

15.2 The pre-qualification document shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must have a signature of the person(s) who sign the pre-qualification document.

15.3 The Applicant shall submit **ONE** copy of the signed original application, and clearly mark it “**COPY**”. In the event of any difference between the original and the copies, the original shall prevail.

D. Submission of Applications

16. Sealing and Marking of Applications

16.1 The applicant shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL TENDER**” and “**COPY OF TENDER**”. The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes shall:

a) Be addressed to **ICL** at the address given in the Invitation to Tender.

b) Bear tender number and name in the invitation to tender and the words, “**DO NOT OPEN BEFORE Thursday, 25th November, 2021 at 5:00 p.m.**”

16.3 The inner envelopes shall also indicate the name and address of the applicant to enable the tender to be returned unopened in case it is declared “**late**”.

16.4 ICL will not assume responsibility for the tender’s misplacement or premature opening in the case whereby the outer envelope is not sealed and marked as required.

16.5 ICL will accept no responsibility for not processing any envelope that was not identified as required.

17. Deadline for Submission of Applications

17.1 Applicants may always submit their applications by mail or by hand. Applications shall be received by the Procurement officer in the address given and no later than the deadline indicated in the PDS. A receipt will be given for all applications submitted.

17.2 ICL may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in accordance with **ITA 8**, in which case all rights and obligations of ICL and the Applicants subject to the previous deadline shall thereafter be subjected to the deadline

as extended.

18. Late Applications

18.1 ICL reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the PDS after the deadline for submission of applications.

19. Opening of Applications.

19.1 ICL shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with **ITA 18.1**.

19.2 ICL shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.

E. Procedures for evaluation of applications

20. Confidentiality

20.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

20.2 From the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact ICL on any matter related to the prequalification process, may do so but only in writing.

21. Clarification of Applications

21.1 To assist in the evaluation of Applications, ICL may, at its discretion, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from ICL and all clarifications from the Applicant shall be in writing.

21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

22. Responsiveness of Applications

22.1 ICL may reject any application which is not responsive to the requirements of the Prequalification Document.

23. Subcontractors

23.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity(ies) or parts of the Works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractor(s) in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV, Application Forms. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements

specified in Section III, Qualification Criteria and Requirements.

23.2 At this time, the Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Subcontractors) unless otherwise stated in the PDS.

F. **Evaluation of Applications and Prequalification of Applicants**

24. Evaluation of Applications

24.1 ICL shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. ICL reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

24.2 Only the qualifications of subcontractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of the Applicant.

24.3 In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. ICL shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

24.4 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 23above) or any other firm(s) different from the Applicant shall not be considered.

24.5 Due Diligence will be undertaken during the prequalification process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Fig 1. Evaluation Criteria.

Required Information	Form type	Points Score
Registration Documentation	ELI 1.1	20
Financial Position	FIN 3.1	10
Past Experience	EXP 4.1	20
Application Submission Letter	1	10
Litigation History	CON - 2	20
Business questionnaire		20
TOTAL		100

25. Procuring Entity's Right to Accept or Reject Applications

25.1 ICL reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at anytime, without thereby incurring any liability to the Applicants.

26. Prequalification of Applicants

26.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified. ICL shall notify all Applicants in writing of the names of those

Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

26.2 Applicants that have not been prequalified may write to request, the grounds on which they were disqualified.

27. Invitation to Tender

27.1 ICL shall invite tenders only from those applicants whose qualifications are accepted by the organization after scoring **more than 70 POINTS** soon after the completion of the tender process.

27.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to ICL in the form and an amount to be specified in the tendering document.

27.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

28. Changes in Qualifications of Applicants

28.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with **ITA 26** and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of ICL prior to the deadline for submission of Tenders. Such approval shall be denied if;

- a. a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members;
- b. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or
- c. in the opinion of ICL, the change may result in a substantial reduction in competition.

28.2 Any such change should be submitted to ICL offices not later than fourteen (14) days after the date of the Invitation to Tender.

29. Procurement Related Complaints

29.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

30. Brief contract regulations/guidelines

30.1 The successful Applicant will have to pay for TRANSPORT OR DELIVERY CHARGES, DISCOUNT, CUSTOM DUTY, VAT & SALES TAX as applicable for all imported and local materials to be supplied unless the item(s) is/are donor funded.

30.2 The contractors shall be responsible for custom clearance and storage charges of their imported goods and materials.

30.3 The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Committee.

30.4 All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

A. GENERAL	
ITA 1.1	<p>I CHOOSE LIFE – AFRICA PO BOX 5166 – 00100 NAIROBI RIVERSIDE DRIVE 44</p> <p>PREQUALIFICATION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2021/23</p>
ITA 2	I CHOOSE LIFE - AFRICA
ITA 5.2	<i>Maximum number of members in the JV shall be: N/A</i>
B. CONTENTS OF THE PREQUALIFICATION DOCUMENT	
ITA 8.1	<p><i>For clarification purposes, the procuring entity's address is;</i></p> <p>I CHOOSE LIFE – AFRICA PO BOX 5166 – 00100 NAIROBI RIVERSIDE DRIVE 44</p> <p>Or Procurement@ichooselife.or.ke</p>
ITA 8.2	<i>A pre application meeting will be held on ----- (address date n time)</i>
ITA 8.3	<i>Questions and requests for clarification made in writing or by email shall reach the procuring entity not later than-----</i>
ITA 9.2	<i>Addendum issued shall be published at the website; www.ichooselife.or.ke</i>
C. PREPARATION OF APPLICATIONS	
ITA 12.1(d)	<p><i>The applicant shall submit with its application the following documents;</i></p> <ol style="list-style-type: none"> a. A copy of certificate of incorporation/registration b. A copy of KRA pin Registration c. Current Trade License / Business Permit d. Certificates from affiliated regulatory or accrediting bodies / associates (where applicable) e. A copy of valid Tax Compliance Certificate f. Company Profile g. Must fill the tender forms or documents in the format provided h. Covid – 19 Clearance as per the Ministry of Health guidelines (Mandatory for Hotels and Caterers) i. Deposit slip of the non-refundable fee. A cash receipt from our regional offices will be accepted. j. Persons with Disabilities Certificate by the National Council of Persons living with Disabilities (Where Applicable (Where

	Applicable)
ITA 15.2 (b)	<i>The source of determining exchange rates is Central bank of Kenya.</i>
ITA 16.2	<i>In addition, the original number of copies to be submitted with the application is ONE (1)</i>
D. SUBMISSION OF APPLICATIONS	
ITA 17.1	<i>The deadline for Application submission is: Date: 25th November, 2021. Time: 5.00 pm</i>
	<i>For Application submission purposes only, the Procuring Entity's address is: Attention: Catherine Muroki, I CHOOSE LIFE – AFRICA, NAIROBI. Address: [P.O Box 5166] Country: Kenya Email address: procurement@ichooselife.or.ke Cc; cmuroki@ichooselife.or.ke, mwacharo@ichooselife.or.ke, info@ichooselife.or.ke</i> <i>Applicants shall have the option of submitting their Applications electronically.</i>
ITA 18.1	<i>The Procuring Entity reserves the right to accept or reject late Applications</i>
ITA 19.1	<i>The Procuring Entity will not accept late applications</i>
ITA20.1	<i>The opening of the Applications shall be at : I Choose Life-Africa Headquarters Riverside Drive 44.</i>
ITA 20.2	<i>Electronically documents submission; N/A</i>
E. PROCEDURES FOR EVALUATION OF APPLICATIONS	
ITA 24.1	<i>A margin of preference [insert either "shall" or "shall not"] _____ apply.</i>
ITA 25.1	<i>At this time ICL does not intend to execute certain specific parts of the Works by sub-contractors selected in advance.</i>

ITA25.2	<p><i>The parts of the Works for which ICL permits; Applicants to propose Specialized Subcontractors are designated as follows:</i></p> <p>_____</p> <p>_____</p> <p><i>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation.</i></p>
ITA31.1	<p><i>Where an applicant wishes to make procurement related complaint, the applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email;) to;</i></p> <p><i>For the attention; Catherine Muroki</i></p> <p><i>Title/ Position; Administration & Procurement Officer</i></p> <p><i>Procuring entity; I CHOOSE LIFE – AFRICA.</i></p> <p><i>Email address; procurement@ichooselife.or.ke</i></p> <p>cc; info@ichooselife.or.ke, cmuroki@ichooselife.or.ke, mwacharo@ichooselife.or.ke</p> <p><i>At this stage, a procurement related complaint may challenge any of the following;</i></p> <ol style="list-style-type: none"> <i>a. The terms of the prequalification documents; and</i> <i>b. The procuring entity’s decision not to prequalify an applicant.</i>

SECTION III QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods criteria and requirements that ICL shall use to evaluate applications all in one form eligibility and criteria.
2. ICL shall insert one form for each lot or contract in case of multiple contracts.
3. This form is generic and refers to supply of goods or non- consulting services.

ELIGIBILITY AND QUALIFICATION CRITERIA			COMPLIANCE REQUIREMENTS				DOCUMENTATION
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirement
				All members combined	Each member	One member	
1. Eligibility							
1.1	Nationality	In accordance with ITA 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI 1.1 and 1.2 with attachments.
1.2	Conflict of interest	In accordance with ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 4 and 5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission letter
1.4	State owned entity in Kenya	Applicant required to meet conditions of ITA 4.9	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI 1.1 and 1.2 with attachments
1.5	United Nations resolution / laws of Kenya	In accordance with ITA 5.1 and 5.2 and section V	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI 1.1 and 1.2 with attachments
2. Historical Contract Non performance							
2.1	History of Non-performing Contracts	Non-performance of a contract did not occur within the last two (2) years prior to the deadline for application submission based on all information on fully settled disputes or litigation.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON - 2
2.2	Suspension based on execution of Tender/Proposal Securing Declaration by the procuring entity	Not under suspension based on execution of a Tender/ Proposal Securing Declaration	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission letter
2.3	Pending Litigation	All pending litigation shall in total not represent more than 50% of the Applicant's net worth and shall be	Must meet requirement	N/A	Must meet requirement	N/A	Form CON - 2

		treated as resolved against the Applicant					
2.4	Litigation History	No consistent history of court/ arbitral award decisions against the applicant for the last two years.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON - 2
3. Financial Situation and Performance							
3.1	Financial Capabilities	Submission of audited balance sheets or, other financial statements acceptable to the procuring entity, for the last two (2) years to demonstrate the current soundness of the Applicant's financial position and its prospective long-term profitability. As the minimum requirement, an Applicant's net worth, calculated as the difference between total assets and total liabilities, should be positive	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN 3.1 with attachments
3.2	Average Annual Contracts Turnover	Minimum average annual turnover of Ksh. 50,000,000 (fifty million) or US\$ equivalent, calculated as total certified payments received for contracts in progress or completed, within the last three (3) years.	Must meet requirement	Must meet requirement	Must meet 25% of the requirement	Must meet 40% of the requirement	Form FIN 3.2
4. Experience							
4.1	General Experience	Experience in general supply or service contracts, for at least the last three (3) years prior to the application submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP 4.1
4.2 (a.)	Specific Experience	Experience exclusively in supplying goods or services, in at least three (3) contracts within the last three (3) years, that have been successfully and substantially completed.	Must meet requirement	Must meet requirements	N/A	N/A	Form EXP 4.2 (a)
4.2 (b.)		For the above or other contracts executed during the period stipulated in 4.2 (a) above, a minimum experience, as prime	Must meet requirement	Must meet requirements (can be a	N/A	N/A	Form 4.2 (b)

		contractor, management contractor, or subcontractor, in river improvement works involving sheet piling and concrete works.		specialist subcontractor)			
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SECTION IV - APPLICATION FORMS

1. Application Submission Letter

Date [insert day, month, and year]

ITT No. and title.....[insert ITT number and title]

To: [insert full name of Procuring Entity]

We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a. We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].
- b. We have no conflict of interest in accordance with **ITA 4.6**;
- c. We (and our subcontractors) meet the eligibility requirements as stated **ITA 5**,
- d. We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- e. State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state- owned enterprise or institution] / [We are a state-owned enterprise or institution];
- f. We, in accordance with ITA 23.1 plan to subcontract the following key activities and/or parts of the works or supply contracts.....[Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]
- g. We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

Name of recipient (Full name for each Occurrence)	Address (Street/ Number/ city / country)	Reason (Indicate Reason)	Amount (specify amount currency value exchange rate and Kenya Shillings equivalent)

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application”]

- h. We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with **ITA 25.1**.
- i. All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....[insert signature(s) of an authorized representative (s) of the Applicant]

Name..... [insert full name of person signing the Application]

In the capacity of..... [insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of:

Applicant's Name..... [Insert full name of Applicant or the name of the JV]

Address..... [Insert street number/town or city/country address]

Dated on..... [Insert day number] day of [insert month], [insert year]
 [For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI -1.1 Applicant Information Form

Applicant's name.....

Date.....

Joint Venture Member's Name.....

ITT No. and title.....

Applicant's legal name; <i>[insert full legal name]</i>
In case of Joint Venture (JV), legal name of each partner; <i>[insert full legal name of each partner in JV]</i>
Applicant's actual or intended country of constitution: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate E-mail address]</i>
Attached are copies of original documents of <ul style="list-style-type: none">▪ Articles of incorporation or documents of constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.1.▪ In case of JV, letter of intent or JV agreement, in accordance with ITA 4.1.

Form ELI -1.2 Applicant Partner Information Form

[The following form shall be filled in for the Applicant's partners including partner(s) of a joint venture, subcontractors, suppliers and other partners]

Applicant's name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page.....**of**.....**pages.**

JV Applicant legal name: <i>[insert full legal name]</i>
Applicant Partner's legal name: <i>[insert full legal name of Applicant partners]</i>
Applicant Partner's country of registration: <i>[indicate country of registration]</i>
Applicant Partner's year of constitution: <i>[indicate year of constitution]</i>
Applicant Partner's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant Partner's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate E-mail address]</i>
Attached are copies of original documents of <ul style="list-style-type: none">▪ Articles of incorporation or documents of constitution, and registration documents of the legal entity named above, in accordance with ITA 4.1 and 4.2.

Form CON 2 Historical contract non performance

[The following table shall be filled in for the applicant and for each member of a joint venture].

Applicant’s name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... of pages.

History of Non-Performing Contracts

Non-Performing Contracts in accordance with section III, Qualification criteria and requirements.			
<ul style="list-style-type: none"> ▪ Contract non-performance did not occur during the two (2) years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1. ▪ Contract(s) not performed during the two (2) years specified in Section III, Qualification Criteria and Requirements, requirement 2.1 			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[Insert year]</i>	<i>[Insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[Insert amount]</i>
Pending Litigation, in accordance with section III, Qualification criteria and requirements			
<ul style="list-style-type: none"> ▪ No litigation history in accordance with Section III, Qualification Criteria and Requirements, Sub Factor 2.4 ▪ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub Factor 2.4 as indicated below 			
Year of award	Outcome as Percentage of Net Worth	Contract Identification	Total Contract Amount (current value, US\$ equivalent)

<p><i>[Insert year]</i></p>	<p><i>[Insert percentage]</i></p>	<p>Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i></p> <p>Name of Procuring Entity: <i>[insert full name]</i></p> <p>Address of Procuring Entity: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate procuring entity or contractor]</i></p> <p>Reasons for litigation and award decision <i>[indicate main reason(s)]</i></p>	<p><i>[Insert amount]</i></p>
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Form FIN 3.1 Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant’s name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... of..... pages.

1. Financial data

Type of Financial Information in (Currency)	Historic information for previous 5 years (USD equivalent)		
	Year 1	Year 2	Year 3
Statement of financial position (Information from balance sheet)			
Total Assets			
Total Liabilities			
Total Equity			
Current assets			
Current Liabilities			
Working capital			
Information from income statement			
Total revenue			
Profits before taxes			
Cash flow information			
Cash flow from operating activities.			

2. Sources of Finance

[The following table shall be filled in for the applicant and all parties combined in case of a joint venture.]

Specify sources of finance to meet the cash flow requirements on supplies/ services currently in progress and for future contract commitments.

No.	Source of finance	Amount in KSH
1.		
2.		
3.		

3. Financial documents

The Applicant and its partners shall provide copies of the balance sheets and/or financial statements for 2 years pursuant to Section III, Qualifications Criteria and Requirements, Sub-factor

3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
- b) be audited by a certified accountant.
- c) be complete, including all notes to the financial statements.
- d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

- Attach copies of financial statements (balance sheets including all related notes, and income statements) for the 3 years, as indicated above, and complying with the requirements.

Form FIN 3.2 Average annual supply contracts turnover

[The following table shall be filled in for the applicant and all parties combined in case of a joint venture]

Applicant's name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... **of**..... **pages**.

Annual turnover data supply contracts			
Year	Amount	Exchange rate	USD equivalent
<i>Indicate calendar year</i>	<i>Insert amount and indicate currency</i>		
		<i>Average annual construction turnover</i>	

Form EXP 4.1 General Supply/Service Contract Experience

[The following table shall be filled in for the applicant and in the case of a JV applicant, each member]

Applicant’s name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... **of**..... **Pages**

[Identify contracts that demonstrate continuous supply / services over the past five years pursuant to section III, qualification criteria and requirements, sub factor 4.1. List contracts chronologically according to their commencement dates.]

Starting year	Ending year	Contract identification	Role of applicant
<i>Indicate year</i>	<i>Indicate year</i>	Contract name: <i>[insert full name]</i> Brief description of the Works performed by the Applicant: <i>[describe Works performed briefly]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	

Form EXP 4.2(a) Supply/Service Contract Experience

Applicant's name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... of..... Pages

Similar Contract No.	Information			
Contract Identification	<i>[insert contract name and Reference ID number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion Date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Role in Contract	Prime Contractor	Member in JV	Management Contractor	Sub-contractor
Total Contract Amount	<i>[Insert total contract amount in local currency]</i>		Kenya Shilling <i>[Insert exchange rate and total contract amount in KSH]</i>	
If member in a JV or sub-ci] contractor, specify share in value in total contract amount and roles and responsibilities.	<i>[Insert percentage amount]</i>	<i>[Insert total contract amount in local currency]</i>	<i>[Insert exchange rate and total contract amount in KSH]</i>	
Procuring Entity's Name	<i>Insert full name</i>			
Address: Telephone/Fax Number: E-mail:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert E-mail address, if available]:</i>			
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
Amount	<i>[insert amount in KSH]</i>			
Physical Size	<i>[insert physical size of activities]</i>			
Complexity	<i>[insert description of complexity]</i>			

Methods/Technology	<i>[insert specific aspects of the methods/ technology involved in the contract]</i>
Other Characteristics	<i>[Insert other characteristics as described in Section VI, Scope of Works]</i>

Form EXP 4.2(b) Supply/Service Contract Experience in Key activities.

Applicant's name.....

Date.....

Joint Venture Members Name.....

ITT No. and title.....

Page..... **of**..... **Pages**

All sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and section III, qualification criteria and requirements,4.2.

1. Key Activity No. (1) _____: *[insert brief description of the Activity, emphasizing its specificity]*
 Total Quantity of activity under the contract.....

Information				
Contract Identification	<i>[insert contract name and Reference ID number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion Date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Role in Contract Check the appropriate box	Prime Contractor	Member in JV	Management Contractor	Sub-contractor
Total Contract Amount	<i>[Insert total contract amount in local currency]</i>		<i>] Kenya Shilling Insert exchange rate and total contract amount in KSH]</i>	
Quantity (Volume, number or rate of production as applicable) performed	Total Quantity in the contract	Percentage participation	Actual Quantity performed	

under the contract per year			
Year 1			
Year 2			
Year 3			
Procuring Entity's name	<i>[Insert full name]</i>		
Address: Telephone/Fax Number: E-mail:	<i>[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert E-mail address, if available]:</i>		

PART 2 – SCOPE OF WORKS

WORKS GOODS OR NON- CONSULTING SERVICES REQUIREMENTS

CATEGORY A	SUPPLY OF GOODS	REMARKS
Code No.	Item Description	
ICL/G/01/2021	SUPPLY OF GENERAL OFFICE EQUIPMENT, OFFICE STATIONERY & OTHER RELATED ITEMS.	
ICL/G/02/2021	SUPPLY OF ELECTRONICS(COMPUTERS, LAPTOPS, PRINTERS, SCANNERS, ,PROJECTOR, TELEVISION, TABLETS, COMPUTERSOFTWARE, LICENCES CONSUMABLES & OTHER PERIPHERALS	
ICL/G/03/2021	SUPPLY & FITTING OF CURTAINS, DRAPERIES AND BLINDS	
ICL/G/04/2021	SUPPLY & PRINTING OF PROMOTIONAL & BRANDED MATERIALS	
ICL/G/05/2021	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL APPLIANCES, FITTINGS & OTHER RELATED ITEMS	
ICL/G/06/2021	SUPPLY & DELIVERY OF NEWSPAPERS, PERIODICALS & MAGAZINES	
ICL/G/07/2021	SUPPLY & DELIVERY OF FURNITURES	
ICL/G/08/2021	SUPPLY & DELIVERY OF PANTIES, BOXERS , SANITARY TOWELS AND OTHER RELATED ITEMS	
ICL/G/07/2021	SUPPLY & DELIVERY OF CLEANING SOAPS, SANITIZERS, HANDWASHING STATIONS	
ICL/G/08/2021	SUPPLY & DELIVERY OF FERTILIZED EGGS	
ICL/G/09/2021	SUPPLY & DELIVERY OF LEARNING MATERIALS (BOOKS)	
ICL/G/10/2021	SUPPLY & DELIVERY OF STORAGE FACILITIES (CONTAINERS, METALLIC CABINETS, PLASTIC BOXES)	
CATEGORY B	PROVISION OF SERVICES	
ICL/S/01/2021	PROVISION OF AIR TRAVEL AGENCY SERVICES (IATA REGISTERED APPROVED FIRMS ONLY)	
ICL/S/02/2021	PROVISION OF LAN; WAN; INTERNET NETWORKING; WEB; MOBILE & DESKTOP APPLICATION; WEB DESIGN&DEVELOPMENT SERVICES	

ICL/S/03/2021	PROVISION OF DESIGN & PRINTING OF PROMOTIONAL BRANDED MATERIALS & OTHER RELATED SERVICES	
ICL/S/04/2021	PROVISION OF PHOTOGRAPHY, VIDEO GRAPHIC, PUBLIC ADDRESS SYSTEM & OTHER RELATED SERVICES	
ICL/S/05/2021	PROVISION OF GARBAGE COLLECTION AND CLEANING SERVICES	
ICL/S/06/2021	PROVISION OF OFFICE SECURITY SYSTEM AND GUARD SERVICES	
ICL/S/07/2021	PROVISION OF FUEL CARDS	
ICL/S/08/2021	PROVISION OF CONFERENCE AND ACCOMMODATION FACILITIES (COVID – 19 CLEARANCE AS PER MINISTRY OF HEALTH GUIDELINES	
ICL/S/09/2021	PROVISION OF CONSULTANCY COMMUNICATION (DOCUMENTS AND PUBLICATIONS EDITORS, GRAPHIC DESIGNERS, ILLUSTRATORS, VIDEOGRAPHY AND PHOTO EXHIBITIONS)	
ICL/S/10/2021	PROVISION OF CONSULTANCY INFORMATION TECHNOLOGY (WEB DEVELOPERS, BULK SMS PROVIDERS, DOMAIN HOSTING AND OTHER RELATED SERVICES	
ICL/S/11/2021	PROVISION OF CONSULTANCY VETINERY SERVICES	
ICL/S/12/2021	PROVISION OF INTERNAL & EXTERNAL AUDIT SERVICES	
ICL/S/13/2021	PROVISION OF EVENT ORGANIZATION SERVICES	
ICL/S/14/2021	PROVISION OF CATERING SERVICES	
ICL/S/15/2021	PROVISION OF TRANSPORT SERVICES	
ICL/S/16/2021	PROVISION OF REFRESHMENT – BISCUITS, SODAS & MILK	
ICL/S/17/2021	PROVISION OF MEDICAL COVER & WIBA FOR STAFF	
ICL/S/18/2021	PROVISION OF INSURANCE COVER OF ASSETS	
ICL/S/19/2021	PROVISION OF SECURITY SERVICES	
CATEGORY C	REPAIRS AND MAINTENANCE SERVICES	
ICL/RS/01/2021	REPAIR & MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS, SCANNERS, TELEPHONE, OFFICE EQUIPMENT, MACHINES, AND GENERATOR.	
ICL/RS/02/2021	VEHICLE MAINTENANCE & MANAGEMENT	

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

[You are advised that it is a serious offence to give false information on this form.]

Part 1 General			
Business Name.....			
Location of Business Premises			
Plot No,Street/Road.....			
Postal addressTel No.Fax Email.....			
Nature of Business.....			
Registration Certificate No.			
Maximum value of business which you can handle at any one time – Ksh.....			
Name of your bankers.....			
Branch.....			
Part 2 (a) – Sole Proprietor			
Your name in full.....			
Age.....Nationality.....			
Country of Origin.....			
Citizenship details			
Part 2 (b) – Partnership			
Given details of partners as follows			
Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.....			
4.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal:

Issued:

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.

2.

3.

4.

Part 2 (d) : Age group of directors running the company

Please tick applicable :

18 years – 25 years	
25 years– 35 years	
35 years – 50 years	
50 years – 60 years	
Above 60 Years	

Part 2 (e) : Category applicable to main directors running the company

Please tick applicable :

Women	
Youths (18 – 35 years)	
Persons with disability	
Persons with special needs	

Part 2 (f) : Compliance Documents(Attach copies)

Compliance Document	Document Number
Company Registration Number	
VAT Registration Number	
Persons with Disabilities	
Public Health Certificate	
Food Handler's Health Certificate	
Registration with Regulatory relevant bodies	

Part 2 (g) Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by UN Sacco and any other public or private institutions.

Full Name

Signature Date

In the capacity of

Part 2 (h) – Criminal Offence

I/We, (Name (s) of Director (s): -

- a)
- b.)
- c.)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed:

For and on behalf:

In the capacity of:

Date: Signature of Candidate.....

NB: IF ANY OF THE DIRECTORS / PARTNERS IS NOT A KENYAN, KINDLY ATTACH THEIR WORK PERMITS