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**TENDER NO: HAR/302/2022-2023**

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD ENDING 31<sup>ST</sup> JANUARY 2026**

CATEGORY.....

CODE NO.....

ITEM DESCRIPTION.....

**FINANCIAL YEAR 2024-2025**

## INSTRUCTIONS TO TENDERERS

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**PREQUALIFICATION OF SUPPLIERS YEARS 2024-2025**

Harambee Sacco Society limited invites applications for pre-qualification/registration from interested, eligible and competent bidders for the supply of goods and services for financial years 2024-2025 in the following respective areas.

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>
<b>A</b>	<b>SUPPLY OF GOODS</b>
HAR/G/01/2024-2025	Supply & Delivery of General Office Equipment, Stationery & other Related Items
HAR/G/02/2024-2025	Supply & Delivery of Computer and Laptops, Printers and Related ICT Items
HAR/G/03/2024-2025	Supply & Installation of Software, Microsoft Licensing, Consumables & Other Peripherals
HAR/G/04/2024-2025	Supply & Delivery of Fresh Cut Office Flowers, Bouquets & Decorations.
HAR/G/05/2024-2025	Supply & Delivery of Staff Uniforms, Protective Clothing
HAR/G/06/2024-2025	Supply & Fitting of Curtains, Draperies and Blinds
HAR/G/07/2024-2025	Supply & Printing of Promotional Branded Materials
HAR/G/08/2024-2025	Supply & Delivery of Hardware, Electrical and Mechanical Fittings & Other Related Materials
HAR/G/09/2024-2025	Supply & Delivery of Sports Gear, Sports Equipment & other Related Items
HAR/G/10/2024-2025	Supply & Delivery of Newspapers, Periodicals & Magazines
HAR/G/11/2024-2025	Supply & Delivery of Cleaning Materials, Detergents and Disinfectants
HAR/G/12/2024-2025	Supply & Delivery of Kitchen Supplies (Milk, Sugar and Beverages)
HAR/G/13/2024-2025	Supply & Delivery of Office Furniture, Furnishing and Fittings
HAR/G/14/2024-2025	Supply of Tents, Stage, Chairs and Decor
HAR/G/15/2024-2025	Supply of Banking Equipment (Coin Counters, Note Counters, UV Light Scanners, Shredders)
<b>B</b>	<b>PROVISION OF SERVICES</b>
HAR/S/01/2024-2025	Provision of LAN, WAN, Internet Networking, Web, Mobile & Desktop Application, Web Design & Development Services
HAR/S/02/2024-2025	Provision of Photography, Video Graphic, Public Address System & other related Services
HAR/S/03/2024-2025	Provision of Comprehensive Office Cleaning Services
HAR/S/04/2024-2025	Provision of Laundry Services
HAR/S/05/2024-2025	Provision of Conference / Meeting Facilities
HAR/S/06/2024-2025	Provision of Transport Services
HAR/S/07/2024-2025	Provision of Travel Agency, Reservation and Ticketing Services
HAR/S/08/2024-2025	Provision of Gardening & Landscaping Services
HAR/S/09/2024-2025	Provision of ICT Consultancy Services
HAR/S/010/2024-2025	Provision of Fumigation and Pest Control Services
HAR/S/011/2024-2025	Provision of Garbage Collection Services
HAR/S/012/2024-2025	Provision of Security and Guard Services
HAR/S/013/2024-2025	Provision of Tax Consultancy Services
HAR/S/014/2024-2025	Provision of Fuel Supply
HAR/S/015/2024-2025	Provision of Sanitary Services
HAR/S/016/2024-2025	Provision of Courier Services
HAR/S/017/2024-2025	Provision of Debt Collection, Auctioneering, Investigation, Repossession Services
HAR/S/018/2024-2025	Provision of Marking of Assets (Asset Tagging)

HAR/S/019/2024-2025	Provision of Valuation Services (Land, Building Motor Vehicle)
HAR/S/020/2024-2025	Provision of Insurance Services – Underwriters only
HAR/S/021/2024-2025	Provision of ISO Certification Consultancy
HAR/S/022/2024-2025	Provision of Public / Media Relations Services
HAR/S/023/2024-2025	Provision of Event Organizing Services
HAR/S/024/2024-2025	Provision of Consultancy on Market Research and Surveys
HAR/S/025/2024-2025	Provision of ERP Maintenance Services
HAR/S/026/2024-2025	Provision of Fascia Signs, Signage and Outdoor Advertising
<b>C</b>	<b>REPAIR AND MAINTENANCE SERVICES</b>
HAR/S/027/2024-2025	Repair & Maintenance of Office Equipment & Other Related Equipment.
HAR/S/028/2024-2025	Repair & Maintenance of Kitchen, Catering Equipment & Appliances, Gas Systems and Other Related Services.
HAR/S/029/2024-2025	Repair & Maintenance of LAN, WAN, Internet Networking and Upgrade of Web Site/Design Services
HAR/S/030/2024-2025	Repair & Maintenance Services of Safe and Strong Rooms
HAR/S/031/2024-2025	Repair & Maintenance Services of Lifts
HAR/S/032/2024-2025	Repair & Servicing of Fire Fighting Equipment & other related Services (Ministry of Public Works Approved Contractors/Firms only)
HAR/S/033/2024-2025	Repair and Servicing of Motor Vehicles (Ministry of Public Works approved Garages only)
HAR/S/034/2024-2025	Repair and Service of General Maintenance of Buildings (Masonry, Plumbing & and Electrical Installations & Minor Repairs - Booster Pumps, Sump Pumps) renovations
HAR/S/035/2024-2025	Repair & General Maintenance of CCTV and Access Control Equipment
HAR/S/036/2024-2025	Repair and Maintenance of Air Conditioners & Supply of Associated Spare Parts
<b>D</b>	<b>PROVISION OF PROFESSIONAL SERVICES</b>
HAR/S/01/2024-2025	Provision of Legal Services
HAR/S/02/2024-2025	Provision of Statutory Audit Services
HAR/S/03/2024-2025	Provision of Human Resource Consultancy Services
HAR/S/04/2024-2025	Provision of Quantity Surveyors Services
HAR/S/05/2024-2025	Provision of Structural Engineers Services
HAR/S/06/2024-2025	Provision of Mechanical & Electrical Engineers Services
HAR/S/07/2024-2025	Provision of Staff Training and Consultancy Services (Risk, System Security, Credit Management)
HAR/S/08/2024-2025	Provision of Fire and Safety Services (Fire responses, Fire Drills First Aid, Training, Fire Marshal)
HAR/S/09/2024-2025	Provision of Professional Counseling Services
<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>
<b>A</b>	<b>SUPPLY OF GOODS</b>
HAR/G/01/2024-2025	Supply & Delivery of General Office Equipment, Stationery & other Related Items
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HAR/G/04/2024-2025	Supply & Delivery of Fresh Cut Office Flowers, Bouquets & Decorations.
HAR/G/05/2024-2025	Supply & Delivery of Staff Uniforms, Protective Clothing
HAR/G/06/2024-2025	Supply & Fitting of Curtains, Draperies and Blinds
HAR/G/07/2024-2025	Supply & Printing of Promotional Branded Materials

**IN ADDITION BIDDERS MUST ATTACH THE FOLLOWING MANDATORY DOCUMENTS:-**

- (a) A copy of Certificate of Incorporation / registration
- (b) A copy of Certificate of Valid Tax Compliance Certificate.
- (c) A copy of Certificate of VAT and PIN Certificate
- (d) Contact Address and Email addresses.
- (e) Day time office Telephone / mobile number. (Working numbers only)
- (f) Copy of Certificate of Registration with relevant regulatory bodies.

The pre-Qualification tender documents containing submission information, detailed terms and conditions of qualification may be downloaded from Harambee Sacco Society web-site [www.harambeesacco.com](http://www.harambeesacco.com) free of charge.

Pre-qualification closing date is **Thursday, 11<sup>th</sup> January 2024 at 1230Hrs.** Tenders received after the deadline will be rejected. Existing or current Suppliers will be required to apply.

Duly completed original Pre-qualification document in plain sealed envelopes MUST indicate the Category No. and Item Description and clearly marked - **TENDER NO: HAR/302/2022-2023** and should be deposited in the Tender Box Situated at the 4<sup>th</sup> Floor, Harambee Co-op Plaza **Nairobi** or be addressed to:

**CHIEF EXECUTIVE OFFICER  
Harambee Sacco Society Limited  
P. O. Box 47815 – 00100 GPO  
Nairobi, Kenya**

## **SECTION B TENDER INSTRUCTIONS**

### **1.1 INTRODUCTION**

The Chief Executive Officer would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring Entity to perform the contract of Supply of Goods, Provision of Services and Repair and Maintenance Services to the Society.

### **1.2 TENDER OBJECTIVE**

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/Quotations in the Society when required during the period ending 31<sup>st</sup> January, 2026.

### **1.3 INVITATION OF TENDER**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their Tender documents to the CHIEF EXECUTIVE OFFICER, HARAMBEE SACCO SOCIETY so that they may be pre-qualified for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for tender.

### **1.4 EXPERIENCE**

Prospective suppliers and contractors MUST have carried out successfully supply and delivery of SIMILAR ITEMS/SERVICES to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the tender criteria.

### **1.5 TENDER DOCUMENT**

This document includes questionnaire forms and documents required of prospective suppliers.

### **1.6 CONSIDERATION**

In order to be considered for the tender prospective supplier MUST submit all the information herein requested.

### **1.7 DISTRIBUTION OF TENDER DOCUMENTS**

Two copies of the completed tender data and other requested information shall be submitted to reach:-

CHIEF EXECUTIVE OFFICER  
Harambee Sacco Society Limited  
P. O. Box 47815 – 00100 GPO  
Nairobi, Kenya  
[www.info@harambeesacco.com](mailto:www.info@harambeesacco.com)

### **1.8 QUESTIONS ARISING FROM DOCUMENTS**

Questions that may arise from the Pre-qualifications documents should be directed to the Chief Executive Officer Harambee Sacco Society Ltd whose address is given above

#### 1.9.1 ADDITIONAL INFORMATION

The Society reserves the right to request submission of additional information from prospective bidders.

The Society reserves the right to ACCEPT OR REJECT any tender in whole or part without giving reasons what so ever.

#### 1.10 INVITATION TO TENDERS/QUOTATIONS

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Society after scoring more than 70 points soon after the completion of the tender process.

#### 1.11 BRIEF CONTRACT REGULATIONS/GUIDELINES

##### 1.11.1 Taxes on Imported Materials

The supplier will have to pay 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.

##### 1.11.2 Customs clearance

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

##### 1.11.3 Contract Price

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.

##### 1.11.4 Payments

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 C INSTRUCTIONS TO CANDIDATES**

**2.1 INTRODUCTION**

The Harambee Sacco Society would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring Entity to perform the contract of Supply of Goods, Provision of Services and Repair and Maintenance Services.

**2.2 FORMAT AND SIGNING OF APPLICATIONS**

2.2.1 The applicant shall prepare one original documents comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same prequalification document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the prequalification document shall be typed or written in indelible ink(in case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to sub clause 2.4.2. The person or persons signing the prequalification document shall initial all pages of the tender where entries or amendments have been made.

2.2.3 The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant in each case such corrections shall be initialed by the person or persons signing the prequalification documents.

**2.3 SUBMISSION OF APPLICANTS**

2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked,

PREQUALIFICATION DOCUMENT FOR SUPPLY OF GOODS;  
OR PROVISION OF SERVICES  
OR REPAIR AND MAINTENACE SERVICES.  
CATEGORY;.....  
TENDER NO;.....  
TENDER NAME;.....  
CODE NUMBER ;.....  
ITEM DESCRIPTION;.....

And deposited in the tender box situated at Harambee Sacco Plaza ,4<sup>th</sup> floor addressed to:

**CHIEF EXECUTIVE OFFICER  
Harambee Sacco Society Limited  
P. O. Box 47815 – 00100 GPO  
Nairobi, Kenya**

So as to be received on or before Thursday 11<sup>th</sup> January 2024 at 1230Hrs applications received after the closing date shall be rejected and returned unopened.



2.3.2 The candidate shall seal the original and the copy of the prequalification document in separate envelopes duly marked the "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope.

The inner and outer envelopes shall:-

- (a) Be addressed and delivered to the respective locations at the address provided in the invitation for prequalification and the prequalification advertisement.
- (b) Bear the name and identification number of the prequalification document. In addition to the identification required in sub-clause 2.9.1, the inner envelope shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to clause 2.3.1.

2.3.3 The outer envelope:-

- (a) If the outer envelope is not sealed and marked as instructed above the Society will assume no responsibility for the misplacement or premature opening of the prequalification document.
- (b) If the outer envelope discloses the candidate's identity the Society will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.

2.3.4 All the information requested for prequalification 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

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiations of the information supplied may result in the applicant's disqualification.

## 2.4 ELIGIBLE CANDIDATES

2.4.1 Suppliers registered with registrar Of Companies under the Laws Of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to the Head of Procurement, Harambee Sacco Society so that they may be prequalified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification – FORM PQ-1

2.4.2 Candidates shall provide such evidence of their contained eligibility satisfactory to the Society, as the Society shall reasonably request.

### 3.0 TENDER DATA INSTRUCTIONS

#### 3.1 Tender data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, and PQ-7 & PQ-8 are to be completed by prospective supplier/contractors who wish to tender for the specified tender lot

The Tender application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

#### 3.2 QUALIFICATION CRITERIA

3.2.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire FORMS PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 & PQ-8 are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specified tender.

3.2.2 The pre-qualified application forms – FORM PQ 2 which are not filled out completely and submitted in the prescribed manner will not be considered. The entire document that forms part of the proposal must be written in English and in Ink.

3.2.3 It is understood and agreed that the tender Data on prospective bidders is to be used by the Society in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender lot as described by the client.

3.2.4 Prospective bidders will not be considered qualified unless in the Judgment of Society they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

#### 3.3 ESSENTIAL CRITERIA FOR EVALUATION OF THE TENDER

##### 3.3.1. **Experience:**

(a) Prospective supplier requires special Experience and capability to organize, supply and delivery of items, or services at short notice.

##### 3.3.2 **Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in FORM PQ.3.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled should be provided on FORM PQ-4. However, potential bidders should provide evidence of financial capability to execute contract.

### 3.3.5 **Confidential Business Questionnaire**

The general information and details of the nature of business and location should be included in - FORM PQ-5.

### 3.3.5 **Past Performance**

For Past performance the following shall be determined by:-

- (a) Past performance will be given due consideration in pre-qualifying bidders form the date of registration. Below 5years..... 6-10years.....above10years.....
- (b) Letters of reference from past customers should be included in FORM PQ-6 where applicable.
- (c) Copies of local purchase and service orders of similar supplies should be included.

### 3.3.6 **Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contract executed in the last one year or currently under execution FORM PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given- FORM PQ-8

### 3.4 **COST OF APPLICATION**

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

### 3.5 **CLARIFICATION OF PREQUALIFICATION DOCUMENTS**

3.5.1 The prospective applicant requiring any clarification of the prequalification documents may notify the Society in writing or by cable (hereinafter the term cable is deemed to include email) at the Society's mailing address indicted in the prequalification data.

3.5.2 The Society will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Society's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

### 3.6 **AMENDMENT OF PREQUALIFICATION DOCUMENTS**

3.6.1 At any time prior to the deadline for submission of applications, the Society may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.

3.6.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Society.

3.6.3. In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Society may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

### 3.7 DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS

- 3.7.1 Applications must be received by the Society at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.
- 3.7.2 The Society may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Society and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

### 3.8 OPENING OF PREQUALIFICATION DOCUMENTS

- 3.8.1 The Society will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.
- 3.8.2 The Society shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.
- 3.8.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

### 3.9 PROCESS TO BE CONFIDENTIAL

- 3.9.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Society's processing of applications or approval decisions may result in the rejection of the applications

### 3.10 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE SOCIETY

- 3.10.1 To assist in the examination, evaluation, and comparison of applications, the Society may, at his discretion, ask any applicant for clarification of his/her application.
- 3.10.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Society on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of the Society, it should do so in writing.
- 3.10.3 Any effort by any applicant to influence the Society in the Society's prequalification evaluation, prequalification comparison or prequalification approval decisions may result in the rejection of the candidate's application.

### 3.11 EXAMINATION OF PREQUALIFICATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

3.11.1 Prior to the detailed evaluation of applications, the Society will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the prequalification documents; and (c) provides any clarification and/or substantiation that the Society may require to determine responsiveness pursuant to Sub-Clause 2.15.

3.11.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, the Society's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

3.11.3 If an application is not substantially responsive, it will be rejected by the Society and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.11.4 The Society will, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

### 3.12 NOTIFICATION OF QUALIFIED APPLICANTS

3.12.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the Society within thirty (30) days from the date of opening of prequalification documents.

3.12.2 At the same the Society notifies qualified Applicants that their applications are responsive, the Society shall notify the other Applicants whose applications are not responsive.

### 3.13 EVALUATION AND COMPARISON OF APPLICATIONS

3.13.1 The Society reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Society's action.

### 3.14 NOTIFICATION OF APPROVAL

3.14.1 Prior to expiration of the period of prequalification validity prescribed by the Society, the Society will notify successful applicants.

### 3.15 ACCEPTANCE OF THE APPROVAL

3.15.1 The successful candidates shall be required to acknowledge in writing the acceptance of their

prequalification to the Society.

### 3.5 WITHDRAWAL OF TENDER

Should a condition arise between the time firm has tendered the bid and the bid opening date which in the opinion of the client/Society could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The Society reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### 3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in FORM PQ-2

### 3.7 Tender Criteria

Required Information	Form type	Points	Score
1. Registration Documentation	PO-1	20	
2. Tender Data	PQ-2	5	
3. Supervisory Personnel	PQ-3	5	
4. Financial Position	PQ-4	15	
5. Past Experience	PQ-5	20	
6. Sworn Statement	PQ-6	5	
7. Confidential Questionnaire	PQ-7	20	
8. Litigation History	PQ-8	10	
TOTAL			100

### 3.8 Qualification Mark

The qualification mark is 60 points and over

### FORM PQ 1

#### TENDER DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus, no further evaluation of your application)
- (d) Copies of Pin Certificates of Firm/Company/Individual
- (e) List of ongoing Contracts/Projects (goods, services) (f) Bank references

TENDER DATA

- 1. Contractor Identification.....
  - Legal name of firm.....
  - Post office address.....
  - Street and Address.....
  - City.....
  - Country.....
  - Telephone No.....
  - Person to contact.....
  - Title.....
- 2. Organization & Business Information.....
  - Management Personnel.....
  - President.....
  - Secretary.....
  - General Manager.....
  - Treasurer.....
  - Other.....
  - Partnership (if applicable).....
  - Names of Partners.....
- 3. Business founded or incorporated.....
- 4. Under present management since.....
- 5. Net worth equivalent Kshs.....
- 6. Bank reference and address.....
- 7. Bonding company reference and address.....
- 8. Enclose copy of the organization chart of the firm indicating the main fields of activities

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held

.....

Supply or service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

.....

g) Other.....

Proposed Technical Personnel

a) .....

b) .....

c) .....

d) .....

e) .....

f) .....

g) .....

Proposed position in this project if contract is awarded.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....



FORM PQ-4

FINANCIAL POSITION

Attach a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. i) Name of client (Organization).....
- ii) Address of Client (Organization).....
- iii) Name of contact person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of contract.....
- vi) Duration of contract (date).....

- 2. Name of 2<sup>nd</sup> client (Organization)
  - (i) Name of client (Organization).....
  - (ii) Address of client (Organization).....
  - (iii) Name of contact person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of contract.....
  - (vi) Duration of contract (Date).....

- 3. Name of 3<sup>rd</sup> Client (Organization)
  - i) Name of client (Organization).....
  - ii) Address of Client (Organization).....
  - iii) Telephone No. of Client.....
  - iv) Name of contact person at the client (Organization).....
  - v) Value of contract.....
  - vi) Duration of contract (Date).....

- 4. Others.....

FORM PQ-6

SWORN STATEMENT

Having studied the tender information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being qualified we acknowledge that this grants 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.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the tender made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

FORM PQ-7

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 applies in your type of business.

You are advised that it is a serious offence to give false information on this Form

PART1GENERAL

Business Name.....  
Location of Business premises.....  
Plot No.....Street/Road.....  
Postal Address.....Tel No.....  
Nature of business.....  
Current Trade License No.....Expiring date.....  
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:

Name	Nationality	citizenship Details	Shares
1. ....			
2. ....			
3. ....			
3. ....			
4. ....			
5. ....			

Part2(c)-RegisteredCompany

Private or Public

State the nominal and issue capital of the company

Nominal Kshs.....  
Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

Date.....Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

Name of Contractor/Supplier

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, Kshs. Equivalent