PREQUALIFICATION DOCUMENT

PREQUALIFICATION FOR SUPPLY/PROVISION/EXECUTION OF GOODS/WORKS/SERVICES

FINANCIAL YEAR: 2021/2022 and 2022/2023

COMPANY/FIRM: .................................................................

TENDER NO: ........................................................................

TENDER NAME: ....................................................................

..........................................................................................

CLOSING DATE: 23RD JULY, 2021
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INVI TATION FOR PREQUALIFICATION  

Date: 9/07/2021

1.1 The County Government of Trans Nzoia invites eligible candidates to apply for prequalification/registration as suppliers/contractors/service providers for period 2021/2022 and 2022/2023.

1.2 Prospective candidates may view and download tender documents from the County Website: www.transnzoia.go.ke and at suppliers’ portal www.tender.go.ke free of charge.

1.3 Successful Bidders must meet all Preliminary/mandatory requirements as stipulated out in the bid document and attach copies of relevant documents ONLY. A commissioner of oaths MUST certify required documents.

<table>
<thead>
<tr>
<th>CATEGORY A: RESERVED FOR AGPO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TENDER NO</strong></td>
</tr>
<tr>
<td>CGTN/PRE/001/2021-2022</td>
</tr>
<tr>
<td>CGTN/PRE/002/2021-2022</td>
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<tr>
<td>CGTN/PRE/003/2021-2022</td>
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<td>CGTN/PRE/004/2021-2022</td>
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<td>CGTN/PRE/005/2021-2022</td>
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<td>CGTN/PRE/007/2021-2022</td>
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<td>CGTN/PRE/008/2021-2022</td>
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<td>CGTN/PRE/009/2021-2022</td>
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<tr>
<td>CGTN/PRE/018/2021-2022</td>
</tr>
<tr>
<td>CGTN/PRE/019/2021-2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY B: OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TENDER NO</strong></td>
</tr>
<tr>
<td>CGTN/PRE/020/2021-2022</td>
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<tr>
<td>CGTN/PRE/021/2021-2022</td>
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<tr>
<td>CGTN/PRE/022/2021-2022</td>
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<td>CGTN/PRE/023/2021-2022</td>
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<td>CGTN/PRE/024/2021-2022</td>
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<td>CGTN/PRE/025/2021-2022</td>
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<tr>
<td>CGTN/PRE/026/2021-2022</td>
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<td>------------------------</td>
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<tr>
<td>CGTN/PRE/027/2021-2022</td>
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<tr>
<td>CGTN/PRE/028/2021-2022</td>
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<td>CGTN/PRE/029/2021-2022</td>
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<td>CGTN/PRE/030/2021-2022</td>
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<td>CGTN/PRE/031/2021-2022</td>
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<td>CGTN/PRE/032/2021-2022</td>
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<td>CGTN/PRE/034/2021-2022</td>
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<tr>
<td>CGTN/PRE/035/2021-2022</td>
</tr>
<tr>
<td>CGTN/PRE/036/2021-2022</td>
</tr>
</tbody>
</table>

1.4 Prequalification reserved under the Preference and Reservation Scheme (Category A) shall be continuous. Candidates shall be required to present valid original and copies of the following: Certificate of Registration/Incorporation, Tax Compliance Certificate, AGPO certificate, CR 12 and/or Identification documents for directors, in addition prequalification under SMALL WORKS must have relevant NCA and practicing License. The documents should be accompanied with a letter indicating specific categories that they request to be prequalified. Previously registered candidates are required to resubmit their documents for inclusion in the new suppliers’ list.

1.5 Candidates under the open (CATEGORY B) shall fill and submit complete set of bid document(s) with relevant attachments. The same shall be enclosed in a plain sealed envelope (one copy only), clearly indicating the tender name, number & category and addressed to;

   The County Secretary,  
   County Government of Trans Nzoia,  
   P.O Box 4211 – 30200  
   KITALE

   AND Must be deposited in the tender box located at County Yard-Supply Chain Management Offices so as to reach us on or before FRIDAY, 23RD JULY, 2021 AT 11.00 AM.

   COUNTY SECRETARY  
   COUNTY GOVERNMENT OF TRANS NZOIA
INSTRUCTIONS TO TENDERERS

1.1 Introduction

The County Government of Trans Nzoia invites interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to participate in Quotations and Restricted tenders for the financial year 2021/2022 and 2022/2023.

1.2 Pre-qualification Objective

The main objective is to establish a pool of supply sources for goods/services/works or services for the financial years 2021/2022 and 2022/2023.

1.3 Invitation of Pre-qualification

Suppliers/contractors/service providers registered with Registrar of Companies under the Laws of Kenya in the respective category are invited to submit their PRE-QUALIFICATION documents to County Secretary so that they may be pre-qualified/registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to provide mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers must have carried out successful contracts of similar nature, size and complexity with Government institutions. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers/contractors and must be duly completed & returned to the address indicated.

1.6 In order to be considered for pre-qualification, prospective suppliers/contractors must submit all the information in the prescribed manner.

1.7 Pre-qualification Documents

Documents are downloadable from the county website. Only one original of the completed pre-qualification document shall be submitted. Suppliers/contractors are encouraged to retain a copy of the same for reference.

The duly completed tender document should be addressed to and send or delivered to

County Secretary
County Government of Trans Nzoia
P. O. Box 4211 – 30200 Kitale

So as to reach the addressee and not later than 16th July, 2021 at 11.00am.
1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Head of County Supply Chain Management Services.

1.9 Additional Information
The County Government reserves the right to request submission of additional information from prospective bidders.

1.10 Minimum score for any firm to be prequalified shall be 70%.

1.11 Prequalified bidders in categories that call for framework contracts shall be invited to participate. Request for quotations/proposals and restricted tenders shall also be invited from prequalified suppliers.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials
The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the items are donor funded or exempted from paying taxes.

2.2 Customs Clearance
The suppliers shall be responsible for custom clearance of their imported goods and materials.

2.3 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 on the authority of the client’s Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments
All local purchase orders shall be on credit of a MINIMUM of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms
The attached are standard tender forms which must completed by prospective suppliers/contractors/service providers who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the bid must be written in English.
3.2 Qualification
3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government 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 Pre-Qualification
3.3.1 (a) Experience: Prospective bidders shall have at least 2 years experience in the executing of contracts of similar nature with other government agencies/institutions. The potential supplier/Contractor should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers/Contractors require special experience and capacity to organize supply and deliver items/services/works at short notice.

3.3.2 Personnel
The names and pertinent information and signed CV of the key personnel for individual or group to execute the contract must be indicated in the form provided.

3.3.3 Financial Condition
The Supplier’s/Contractor’s/Service providers financial condition will be determined by audited accounts and latest financial statement (bank statement) submitted with the prequalification documents as well as “letters of reference” from their bankers regarding suppliers credit position. Potential Supplier’s/Contractor’s/Service providers will be pre-qualified on the satisfactory information given.

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. However, potential bidders should provide evidence of financial capability to execute the contract in the form provided.

3.3.5 Past Performance
Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from respective firms and or copies of order/contracts from past customers should be included in the form provided.

3.4 Statement
Application must include a sworn statement in the form provided by the Tenderer ensuring the accuracy of the information given.
3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached. Proof of being in business shall be through a valid SBP

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification evaluation criteria (CATEGORY B: OPEN)

Evaluation for all bids shall be in three (2) stages

i) Preliminary Examination

ii) Mandatory Evaluation

iii) Technical Evaluation.

Preliminary Evaluation

(Please attach certified copies of the following documents)

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR1</td>
<td>Registration/incorporation certificate</td>
</tr>
<tr>
<td>MR2</td>
<td>CR 12 for Limited companies</td>
</tr>
<tr>
<td>MR3</td>
<td>Identity Cards/Passports of all directors</td>
</tr>
<tr>
<td>MR4</td>
<td>Valid &amp; current tax compliance</td>
</tr>
<tr>
<td>MR5</td>
<td>Current Copy of Single Business Permit</td>
</tr>
<tr>
<td>MR6</td>
<td>Duly filled, signed and stamped s33</td>
</tr>
<tr>
<td>MR7</td>
<td>Company profile</td>
</tr>
</tbody>
</table>

Bidders who do not meet any of the following shall be disqualified at this stage without further consideration.

Mandatory Evaluation

(Please attach certified copies of the following specific documents)

<table>
<thead>
<tr>
<th>Tender Number</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A, CGTN/PRE/001/2021-2022 to</td>
<td>• Certificate of Registration/Incorporation</td>
</tr>
<tr>
<td>CGTN/PRE/001/2021-2022 to CGTN/PRE/018/2021-2022</td>
<td>• Tax Compliance Certificate</td>
</tr>
<tr>
<td></td>
<td>• AGPO certificate</td>
</tr>
<tr>
<td></td>
<td>• CR 12 certificate</td>
</tr>
<tr>
<td></td>
<td>• Identification documents for directors</td>
</tr>
</tbody>
</table>
| CGTN/PRE/019/2021-2022 | • Letter indicating the specific tender(s) for prequalification  
• Certificate of Registration/Incorporation  
• Tax Compliance Certificate  
• AGPO certificate  
• CR 12 certificate  
• Identification documents for directors  
• Relevant NCA certificate and Current Practicing License  
• Letter indicating the specific tender(s) for prequalification |
| CGTN/PRE/020/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff |
| CGTN/PRE/021/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• Kenya Plant Health Inspectorate license  
• Pest Control Products Board  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff |
| CGTN/PRE/022/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• Kenya Plant Health Inspectorate license  
• Pest Control Products Board  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff |
| CGTN/PRE/023/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• Kenya Plant Health Inspectorate license  
• Pest Control Products Board  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff |
| CGTN/PRE/024/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff |
| CGTN/PRE/025/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• At least three copies of relevant contracts successfully executed  
• Recommendations from three reputable clients  
• Audited Accounts for the past three years  
• Curriculum Vitae of key staff  
• Workshop Inspection certificate from public works  
• CVs of Key staff |
| CGTN/PRE/026/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile  
• Registration with commission of insurance  
• Member of the AKI and/or AIB  
• Professional indemnity cover  
• List of five reputable corporate clients |
| CGTN/PRE/027/2021-2022 | • Registration/incorporation certificate  
• Firm’s CR 12 form  
• Identity Cards/Passports of all directors  
• Valid & current tax compliance  
• Current Copy of Single Business Permit  
• Duly filled signed and stamped standard forms  
• Company profile |
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Documents Required</th>
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</table>
| CGTN/PRE/028/2021-2022 | - At least three copies of relevant contracts successfully executed  
- Recommendations from three reputable clients  
- Audited Accounts for the past three years  
- Curriculum Vitae of key staff  
- Registration/incorporation certificate  
- Firm’s CR 12 form  
- Identity Cards/Passports of all directors  
- Valid & current tax compliance  
- Current Copy of Single Business Permit  
- Duly filled signed and stamped standard forms  
- Company profile  
- Relevant certificate of membership to professional regulatory bodies  
- At least three copies of relevant contracts successfully executed  
- Recommendations from three reputable clients  
- Audited Accounts for the past three years  
- Curriculum Vitae of key staff |
| CGTN/PRE/029/2021-2022 | - Registration/incorporation certificate  
- Firm’s CR 12 form  
- Identity Cards/Passports of all directors  
- Valid & current tax compliance  
- Current Copy of Single Business Permit  
- Duly filled signed and stamped standard forms  
- Company profile  
- At least three copies of relevant contracts successfully executed  
- Recommendations from three reputable clients  
- Audited Accounts for the past three years  
- Curriculum Vitae of key staff |
| CGTN/PRE/030/2021-2022 | - Registration/incorporation certificate  
- Firm’s CR 12 form  
- Identity Cards/Passports of all directors  
- Valid & current tax compliance  
- Current Copy of Single Business Permit  
- Duly filled signed and stamped standard forms  
- Company profile  
- CVs of Key staff  
- Certificate of registration of the law firm  
- Practicing certificates of advocate and partners  
- Professional Indemnity cover  
- State specialty of the law firm |
| CGTN/PRE/031/2021-2022 | - Registration/incorporation certificate  
- Firm’s CR 12 form  
- Identity Cards/Passports of all directors  
- Valid & current tax compliance  
- Current Copy of Single Business Permit  
- Duly filled signed and stamped standard forms  
- Company profile |
| CGTN/PRE/032/2021-2022 | Registration/incorporation certificate  
| | Firm’s CR 12 form  
| | Identity Cards/Passports of all directors  
| | Valid & current tax compliance  
| | Current Copy of Single Business Permit  
| | Duly filled signed and stamped standard forms  
| | Company profile  
| | CVs of Key staff  
| | IATA registered as Travel & ticketing provider |

| CGTN/PRE/033/2021-2022 | Registration/incorporation certificate  
| | Firm’s CR 12 form  
| | Identity Cards/Passports of all directors  
| | Valid & current tax compliance  
| | Current Copy of Single Business Permit  
| | Duly filled signed and stamped standard forms  
| | Company profile  
| | Copy of Valid NCA certificate (Building)  
| | Copy of Valid NCA practicing License (Building)  
| | At least 3 construction projects completed in the last 5 years  
| | Audited Accounts for the past three years  
| | Copy of staff academic & professional certificates & CVs |

| CGTN/PRE/034/2021-2022 | Registration/incorporation certificate  
| | Firm’s CR 12 form  
| | Identity Cards/Passports of all directors  
| | Valid & current tax compliance  
| | Current Copy of Single Business Permit  
| | Duly filled signed and stamped standard forms  
| | Company profile  
| | Copy of Valid NCA certificate (Road)  
| | Copy of Valid NCA practicing License (Road)  
| | At least 3 construction projects completed in the last 5 years  
| | Audited Accounts for the past three years  
| | Copy of staff academic & professional certificates & CVs |

| CGTN/PRE/035/2021-2022 | Registration/incorporation certificate  
| | Firm’s CR 12 form  
| | Identity Cards/Passports of all directors  
| | Valid & current tax compliance  
| | Current Copy of Single Business Permit  
| | Duly filled signed and stamped standard forms  
| | Company profile  
| | Copy of Valid NCA certificate (Water)  
| | Copy of Valid NCA practicing License (Water)  
| | At least 3 construction projects completed in the last 5 years  
| | Audited Accounts for the past three years  
| | Copy of staff academic & professional certificates & CVs |

| CGTN/PRE/036/2021-2022 | Registration/incorporation certificate  
| | Firm’s CR 12 form |
| **•** Identity Cards/Passports of all directors  
| **•** Valid & current tax compliance  
| **•** Current Copy of Single Business Permit  
| **•** Duly filled signed and stamped standard forms  
| **•** Company profile  
| **•** Copy of Valid NCA certificate (Electrical)  
| **•** Copy of Valid NCA practicing License (Electrical)  
| **•** At least 3 construction projects completed in the last 5 years  
| **•** Audited Accounts for the past three years  
<p>| <strong>•</strong> Copy of staff academic &amp; professional certificates &amp; CVs |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Evaluation Attribute</th>
<th>Weighted Score</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TS 1</td>
<td><strong>General Construction Experience</strong>&lt;br&gt;No. of yrs in construction as main or subcontractor (Attach Co. reg. &amp; NCA Building Works)</td>
<td>≥ 5 years = 15&lt;br&gt;≤ 4 (No. of yrs x 15)/5</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Construction Experience</strong>&lt;br&gt;Particular Experience in Building and construction&lt;br&gt;Projects completed using EPS technology in the past two years&lt;br&gt;3 projects = 5 mks&lt;br&gt;≤ 3 projects (No. of projects x 15)/3</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>TS 3</td>
<td>References of clients of similar assignments</td>
<td>≥ 5 clients with reference = 10&lt;br&gt;Others (No. Client (max 5) x 10)/5</td>
<td>10</td>
</tr>
<tr>
<td>TS 4</td>
<td>Financial Strengths;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audited Accounts&lt;br&gt;Audited financial report (last 3 yrs)&lt;br&gt;Annual turnover ≥ 50m = 10mks&lt;br&gt;Annual turnover ≥ 30m&lt;50m = 6mks&lt;br&gt;Annual turnover ≥ 10m&lt;30m = 4mks&lt;br&gt;Annual turnover &lt;10m = 2mks</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Bank Statements (Last three Months)&lt;br&gt;Evidence of financial Resources (Cash in hand, lines of credit, over draft facility etc.)&lt;br&gt;≥ 5 million = 10mks&lt;br&gt;&lt; 5 million = 5mks&lt;br&gt;Has not indicated = 0mks</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>TS 5</td>
<td>Management Profile &amp; Key Personnel&lt;br&gt;(Provide details of any relevant certification &amp;/or accreditations of key staff)&lt;br&gt;Director (Manager)&lt;br&gt;Relevant academic qualification in engineering&lt;br&gt;Degree/Diploma = 5 marks&lt;br&gt;Certificate = 3 marks&lt;br&gt;Trade test = 2 marks&lt;br&gt;None = 0 marks&lt;br&gt;(Attach CV &amp; Copy of academic Certificates)&lt;br&gt;Key staff with at least Diploma/ Degree in engineering, with post graduate experience of;&lt;br&gt;≥10 years = 5 marks&lt;br&gt;≥ 5&lt;10 years = 3 marks&lt;br&gt;&lt; 5 years = 1 marks&lt;br&gt;(Attach CV &amp; Copy of academic Certificates)</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
| TS6  | Compliance with NSSF requirement | Key staff with at least artisan in engineering, with post graduate experience of;  
|      |                                | ≥10 years = 5 marks  
|      |                                | ≥5–<10 years = 3 marks  
|      |                                | <5 year = 1 marks  
|      |                                | (Attach CV & Copy of academic Certificates) | 5  
| TS7  | Compliance with NHIF requirements. | Compliance Cert.3,  
|      |                                | Not provided 0 | 3  
| TS8  | Physical Facilities | Provide details of Physical address and contacts with copy of title or lease documents = 3Mks  
|      |                                | Latest utility bill = 2Mk | 5  
| TS9  | Proof of Relevant Equipment Holding | Provide proof of ownership of the major equipment; Provide proof of ownership (Log book/ Lease Agreement) – 3 marks each for every equipment up to a maximum of four (3) equipment | 9  
| Total |                                |                                | 100 |
FORM PQ-1 REGISTRATION DOCUMENTATION

OPEN CATEGORIES
All firms to be prequalified MUST meet mandatory requirements

No Points for this item except for the confidential questionnaire being evaluated at PQ-5
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We……………………………………………………………… do here by apply for registration as
supplier(s) Of Category

………………………………………………………………………………………………………

(Item Description)

Address………………………………………………………………………………

Name of building………………….Room/Office No ………….Floor No………

Telephone Nos…………………………………………………………………………

Full Name of applicant ……………………………………………………………

Other branches location…………………………………………………………

Partnership (if applicable)

Names of Partners

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

Business founded or incorporated under present management since …………..

Net worth equivalent (Kshs)…………………………………………………………

Bank reference and address…………………………………………………………

State any technological innovations or specific attributes which distinguish you from your
competitors……………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

Organization & Business Information (attach organizational chart)

(13 Points)
FORM PQ-3 SUPERVISORY PERSONNEL

1. Name……………………………………………………………………………………

   Age……………… Highest Academic Qualification…………………………
   (Undergraduate/Postgraduate/Diploma/Certificate/High School)

   Professional Qualification ……………………………………………………………

   Length of service with Contractor or Supplier/position held

2. Name……………………………………………………………………………………

   Age……… Highest Academic Qualification……………………………………
   (Undergraduate/Postgraduate/Diploma/Certificate/High School)

   Professional Qualification ……………………………………………………………

   Length of service with Contractor or Supplier/position held…………………

3. Name……………………………………………………………………………………

   Age……………… Highest Academic Qualification…………………………
   (Undergraduate/Postgraduate/Diploma/Certificate/High School)

   Professional Qualification ……………………………………………………………

   Length of service with Contractor or Supplier/position held…………………

4. Other, …………………………………………………………………………………

   ……………………………………………………………………………………………

Note:

(Attach CV of key personnel in the organization; please note that you may be called upon to provide certified certificates at a later stage. Sole Proprietors may indicate qualifications for self)

(12 Points)
FORM PQ-4 FINANCIAL POSITION

(1) Attach a copy of firm’s audited accounts for last two(2) years

(2) Bank Statements for last twelve (12) months

(3) Letter of reference from your bankers

(3) State Credit period
(minimum proposed is 3 days) (20 Points)
FORM PQ-5  CONFIDENTIAL BUSINESS QUESTIONNAIRE
You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

**Part I - General:**

- **Business Name:** …………………………………………………………………………………
- **Location of business premises:** …………………………………………………………………
- **Plot No.** ……………………………. Street/Road. ……………………………
- **Postal Address:** …………………………………………………………………………………
- **Tel. No.:** …………………………………………………………………………………
- **Nature of business:** ……………………………………………………………………………
- **Current Trade Licence No.** …………………………………………………………………
- **Expiring date:** ……………………………
- **Maximum value of business which you can handle at any one time:** Kshs. ……………
- **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:

<table>
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<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
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**Part 2 (c) - Registered Company:**

- **Private or Public:** ………………………………………………………………………
- **Nominal and issued capital of company:**
  - **Nominal K£:** ………………………………………………………………………
  - **Issued K£:** ………………………………………………………………………
- **Given details of all directors as follows:-**

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<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
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**Date:** ………………………………………………………………………
**Signature of Candidate:** ………………………

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)
FORM PQ-6 - PAST EXPERIENCE

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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)

......................................................................................................................................

(Attach documental evidence of existence of contract)

2. Name of 2nd 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)

......................................................................................................................................

(Attach documental evidence of existence of contract)

3. Name of 3rd 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)

......................................................................................................................................

(Attach documental evidence of existence of contract)

4. Others ............................................................................................................................

......................................................................................................................................

(15 Points)
FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier……………………………………………………………………………………………………

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

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AWARDFORO R AGAINST</th>
<th>NAMEOFCLIENTCAUSEOF LITIGATIONANDMATTERIN DISPUTE</th>
<th>DISPUTEDAMOUNT (CURRENTVALUE, KSHS.)</th>
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(10 Points)
FORM PQ-8 - CORPORATE SOCIAL RESPONSIBILITY STATEMENT

Name of Contract Supplier……………………………………………………………………………………………………

Year of Registration/Incorporation…………………………………………………………………………………………

Number of years in operation ……………………………………………………………………………………………

State whether your company organization has participated in any social responsibility If Yes state the activiti

…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………

If No state the activities you plan to participate

…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………

Other,

…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………………………

Please note that a survey shall be undertaken to ascertain 
information provided (10 Points)
FORM PQ-9 - SWORN STATEMENT

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

a) That the information furnished in our/my application is accurate to the best of my/our Knowledge.

b) That this prequalification does not result into a contract. In case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a framework contracts, restricted tenders or request for quotation on the basis of provisions in the tender or request quotation/proposal document.

c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations/tenders, we commit ourselves to inform you and acknowledge your right to review the pre-qualification made.

d) We enclose all the required documents and information required for the pre-qualification evaluation and confirm that the attached documents are authentic and may be verified at respective Government Agencies.

e) That I/we have the capacity to undertake jobs under the categories hereby applied.

f) That once prequalified I/we shall neither participate in canvassing for jobs nor involve ourselves in corrupt practices during the entire period.

Date …...............................................................

Name/Company’s…...............................................................

Represented by …...............................................................

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

Signature & Stamp …............................................................... (10Mks)