



National Government Constituency Development Fund  
Igembe North Constituency  
P.O Box 71-60601  
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## PREQUALIFICATION DOCUMENT FOR THE FINANCIAL YEAR 2023-2025.

INVITATION TO PREQUALIFICATION NO: .....

CATEGORY DESCRIPTION: .....

PROCURING ENTITY: IGEMBE NORTH NATIONAL GOVERNMENT CONSTITUENCY  
DEVELOPMENT FUND.

ISSUED DATE: 12<sup>TH</sup> JULY 2023

CLOSING DATE: 26<sup>TH</sup> JULY 2023 AT 10:00 AM

(THIS PREQUALIFICATION DOCUMENT IS FOR USE IN A STANDARD TENDER DOCUMENT  
INVITING FOR TENDERS)

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## SECTION I: INVITATION FOR PRE-QUALIFICATION

IGEMBE NORTH NG-CDF invites applications for pre-qualification from interested, competent and eligible Contractors/Suppliers for the supply, delivery and provision of goods, services and works listed below for the financial year 2023-2025

S/NO.	CATEGORY	ITEM DESCRIPTION	TARGET GROUP
1.	IGN/NG-CDF/PREQ/1/2023-2025	Provision of General Building Construction Services.	Open
2.	IGN/NG-CDF /PREQ/2/2023-	Supply of Hardware and General Building Materials.	Open
3.	IGN/NG-CDF/PREQ/3/2023-2025	Supply/provision of Computer Services, Printers, Photocopiers other ICT Equipment and accessories.	Special Group
4.	IGN/NG-CDF/PREQ/4/2023-2025	Supply/Provision of Garages for service & repair of Government Motor Vehicles/Cycles & Upholstery of seats.	Open
5.	IGN/NG-CDF/PREQ/5/2023-2025	Provision of Water Works, Drainage, Irrigation and Sewerage Services.	Open
6.	IGN/NG-CDF/PREQ/6/2023-2025	Supply/delivery of General Office Stationeries, Consumables, staff uniforms, Curtains and other accessories.	open
7.	IGN/NG-CDF/PREQ/7/2023-2025	Provision of Road Construction and Materials.	Open
8.	IGN/NG-CDF/PREQ/8/2023-2025	Provision of Electrical Installation Services.	Open
9.	IGN/NG-CDF/PREQ/9/2023-2025	Supply of petrol and other petroleum products.	Open
10.	IGN/NG-CDF/PREQ/10/2023-2025	Supply/delivery of office furniture's and furniture's minor repairs in the office.	Special Group
11.	IGN/NG-CDF /PREQ/11/2023-2025	Supply/delivery of tree seedlings and seeds.	Special Group
12.	IGN/NG-CDF /PREQ/12/2023-2025	Supply/delivery of sports equipment and accessories.	Special Group
13	IGN/NG-CDF /PREQ/13/2023-2025	Provision of service for preparation of Constituency strategic plan	Open
14	IGN/NG-CDF /PREQ/14/2023-2025	Provision of service for printing of Non-accountable documents	Special Group

**N/B: Special cases refer to Women, Youth and Persons with Disability with dully registered with relevant authorities.**

**Interested bidders MUST attach copies of the following: -**

- (i) Valid single Business Permits (All Categories)
- (ii) Valid PIN/V.A.T Registration Certificate (All Categories)
- (iii) Business Registration/Incorporation certificate (All Categories except special group)
- (iv) Registration Certificate from National Treasury (Directorate of Public Procurement) or from the Office of the County Secretary (for special cases only)
- (v) Tax Compliance Certificate (All Categories or Exemption Certificate for special group)

- (vi) Registration Certificate from National Construction Authority (NCA<sup>8</sup>) and above in related fields (for Category 1, 5, 7 & 8 only)
- (vii) CR.12 Certificate (for Limited Companies)
- (viii) Duly completed Pre-qualification submission Form (All Categories)
- (x) Duly completed Declaration Form
  - (ix) Duly completed Confidential Business Questionnaire (All Categories)
  - (x) A duly signed self-declaration statement that the Consulting firm or any of its Directors or Officers 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 in the last three years (All Categories)
- (xi) A duly signed and stamped self-declaration statement that the firm and its directors had not been debarred from participating in public procurement pursuant to Sec. 115 of the Act & Regulation 91.
  - (xii) Stock List and/or Price List (For Category 2, 3 & 6) will be an added advantage
  - (xiii) Inspection report from Mechanical Department, Certificate of Good Conduct from Police Department and Insurance Certificate against fire and burglary (for Category 4)
  - (xiv) Certificate of Good Conduct from Police Department and Certificate from Communication Commission of Kenya (for Category 3)
  - (xv) Past Performance (All Categories) (provide documentary proofs) i.e Previous LPOs/ LSOs/ Invoice, Contract award or Delivery notes.

The tender documents may be downloaded free of charge from [www.ppra.go.ke](http://www.ppra.go.ke) or [www.ngcdf.go.ke](http://www.ngcdf.go.ke), starting from **Wednesday 12<sup>th</sup> July 2023 to Wednesday 26<sup>th</sup> July 2023.**

Duly Completed tender document in plan with sealed envelopes clearly marked with the relevant category number and description should be addresses to:-

**National Government Constituency Development Fund,  
Igembe North Constituency,  
P.O Box 71-60601,  
Laare-Kenya.**

And be deposited in the tender box located at the **National Government Constituency Development Fund managers Office, Igembe North NG-CDF Office**; so as to reach the office on or before **Wednesday 26<sup>th</sup> July 2023 at 10.00a.m.**

Pre-qualification documents will be opened immediately thereafter at the IGN/NG-CDF Office Board room Igembe North Sub-county in the presence of tenderers or their representatives who choose to attend.

**Any Pre-qualification Document received after the deadline pursuant to clause 6.3 of PPOA shall be rejected as a late application and shall not be considered.**

## Supply Chain Management Unit For: Fund Account Manager

### SECTION 2: INSTRUCTIONS TO CANDIDATES

#### 2.1 Introduction

2.1.1 The Igembe North NG-CDF (IGN/NG-CDF) would like to invite interested candidates who must qualify by meeting the set criteria as provided by IGN/NG-CDF to perform the contract of provision of goods, services and works to the IGN/NG-CDF.

#### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the pre-qualification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "**ORIGINAL**".

2.2.2 The original pre-qualification document shall be typed or written in indelible ink 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(s) signing the pre-qualification document shall initial all pages of the tender where entries or amendments have been made. The pre-qualification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person(s) signing the prequalification document.

2.2.3 The document shall be well bound, paginated or serialized.

#### 2.3 Submission of Applications

2.3.1 Applications for pre-qualification shall be submitted in sealed envelopes marked with the prequalification category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Wednesday 26<sup>th</sup> July 2023 at 10.00a.m.** Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original prequalification document in an envelope duly marking the envelopes "**ORIGINAL**". The envelopes shall then be sealed in an envelope.

**The outer envelopes shall:**

- (a) Be addressed and delivered to the location at the address provided in the invitation for prequalification and the prequalification advertisement.
- (b) Bear the pre-qualification category, title and reference number of the pre-qualification document. In addition to the identification required in **Sub-Clause 2.2.1**,

(C) The inner envelopes 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 If the outer envelope is not sealed and marked as instructed above, the IGN/NG-CDF will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Candidate’s identity the IGN/NG-CDF will not guarantee the anonymity of the pre-qualification 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 substantiation 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 IGN/NG-CDF so that they may be pre-qualified for submission of tenders/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 continued eligibility satisfactorily to the IGN/NG-CDF, as the IGN/NG-CDF shall reasonably request.

## **2.5 Qualification Criteria**

2.5.1 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 specific tender.

2.5.2 The pre-qualified application forms (**Form PQ-2**) which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **2.5.3 Experience**

Prospective bidders shall have at least two (2) years’ experience in the supply of goods, services and allied items

### **2.5.4 Personnel**

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

### **2.5.5 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given in form PQ-4

### **2.5.6 Confidential Business Questionnaire**

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

### **2.5.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

### **2.5.8 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts 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**.

## **2.6 Cost of Application**

The pre-qualification document shall be availed to the applicant at none cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the IGN/NG-CDF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

## **2.7 Clarification of Pre-qualification Documents**

2.7.1 The prospective applicant requiring any clarification of the pre-qualification documents may notify the IGN/NG-CDF in writing or by email at the IGN/NG-CDF's email address indicated in the prequalification data.

2.7.2 The IGN/NG-CDF will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of the IGN/NG-CDF'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 picked the pre-qualification documents.

## **2.8 Amendment of Pre-qualification Documents**

2.8.1 At any time prior to the deadline for submission of applications, the IGN/NG-CDF may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the pre-qualification documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the pre-qualification documents pursuant to **Sub-Clause 2.7.2** and shall be communicated in writing or cable to all who shall have picked the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the IGN/NG-CDF may, at his discretion, extend the deadline for the submission of applications in accordance with **Clause 2.8.1**.

## **2.9 Deadline for Submission of Pre-qualification Documents**

2.9.1 Applications must be received by the IGN/NG-CDF at the address specified in **Sub-Clause 2.10.1** not later than the time and date stipulated in the notice for prequalification.

2.9.2 The IGN/NG-CDF may, at its 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 IGN/NG-CDF and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Prequalification Documents**

2.10.1 The IGN/NG-CDF 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.

2.10.2 The IGN/NG-CDF shall prepare minutes of the opening of the pre-qualification documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

## **2.11 Process to be Confidential**

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

## **2.12 Clarification of Applications and Contacting of the IGN/NG-CDF**

2.12.1 To assist in the examination, evaluation, and comparison of applications, the IGN/NG-CDF may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to **Sub-Clause 2.11.1**, no applicant shall contact the IGN/NG-CDF on any matter relating to its application from the time of the opening to the time the pre-qualification list is approved. If the applicant wishes to bring additional information to the notice of the IGN/NG-CDF, it should do so in writing.

2.12.3 Any effort by any applicant to influence the IGN/NG-CDF in the IGN/NG-CDF's prequalification evaluation, or pre-qualification approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Pre-qualification Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, the IGN/NG-CDF 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 pre-qualification documents; and (c) provides any clarification and/or substantiation that the IGN/NG-CDF may require to determine responsiveness pursuant to **Sub-Clause 2.15**

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the pre-qualification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the pre-qualification documents, the IGN/NG-CDF'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.

2.13.3 If an application is not substantially responsive; it will be rejected by the IGN/NG-CDF and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

2.13.4 The IGN/NG-CDF, prior to the approval of the pre-qualification may confirm the qualification of each applicant who shall have passed the technical stage of the pre-qualification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with **sub-clause 2.15** will be notified by the IGN/NG-CDF within ninety (90) days from the date of opening of prequalification documents.

2.14.2 At the same time the IGN/NG-CDF notifies qualified Applicants that their applications are responsive, the IGN/NG-CDF shall notify the other Applicants whose applications are non-responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 The IGN/NG-CDF will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 IGN/NG-CDF's Right to accept any Application and to reject any or all Applications**

2.16.1 The IGN/NG-CDF 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 the pre-qualified list, without thereby incurring any liability to the affected applicant.

**2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of pre-qualification validity prescribed by the IGN/NG-CDF, the IGN/NG-CDF will notify successful applicants.

**2.18 Acceptance of the Approval**

2.18.1 The successful candidates shall be required to acknowledge in writing the Acceptance of their prequalification to the IGN/NG-CDF.

**SECTION 3 APPENDIXES TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on format & signing of applications and submission of applications respectively, Bidders are requested to submit only TWO COPIES; ONE marked "ORIGINAL" Pre-qualification document and ONE marked "COPY" and that both shall be placed in one outer envelope
- (ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements under others and marks provided will be distributed on the entire requirement.
- (iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience
- (iv) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

**A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

S/No.	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/Exemption Certificate	Mandatory
3.	Current Year Single Business Permit by the County Government of Meru for the firm bidding, or any other valid single business permit from other counties	Mandatory
4.	Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g. NCA, M.O.W, CCK, LSK etc.	Mandatory
5.	Valid CR.12 Certificate from Registrar of Companies (Limited Companies)	Mandatory
6.	Current practicing certificates for professionals where applicable	Mandatory

7.	Copies of National Identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory
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**Please Note: -**

**Applicants who fail to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.**

**B: OTHER REQUIREMENTS**

S/No.	Requirements	Score (%)
1.	Duly filled Pre-qualification Data (PQ-2)	10
2.	Supervisory Personnel – Attach Proof (PQ-3)	
	i) University Degree	10
	ii) Professional/Diploma	7
	iii) Certificate	3
	<b>Score for only 1 of (i-iii)</b>	
3.	Financial Position (PQ-4)	
	i) Firm’s audited A/Cs/Bank Statements for 1-year (attach proof)	10
	ii) Letter of reference from the banker regarding supplier’s credit position.	10
	iii) State Credit period (minimum proposed is 30 days)	
4.	Duly filled Confidential Business Questionnaire (PQ-5)	10
5.	Relevant Past Experience (PQ-6)	
	a) Provide names of three clients(organizations)	
	i) First Client Organization (Attach documental evidence)	3
	ii) Second Client Organization (Attach documental evidence)	3
	iii) Third Client Organization (Attach documental evidence)	3
	iv) Other	1
6.	Litigation History (Provide current sworn affidavit) (PQ-7)	10
7.	Sworn Statement (PQ-8)	5
<b>OTHERS</b>		
8.	Company profile & Organizational Chart	6
9.	Clearly marked tender top page	2
10.	Provide Two copies of tender document	2
	<b>TOTAL</b>	<b>100</b>

**Please Note: -**

**The minimum pass mark to qualify for pre-qualification shall be 60%. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.**

**Applicants under the categories specified to be reserved for Youth, Women and PWD firms shall be evaluated as follows: -**

**A: MANDATORY REQUIREMENTS**

S/No.	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certificate of Registration from the Directorate of Public Procurement/CGS under AGPO	Mandatory
3.	Certified declaration that at least seventy percent (70%) of the company's/enterprise's ownership are youth, women or Persons with disability respectively. (where firm is registered in partnership with others not of the above indicated)  <b><i>NB. Certification must be by a commissioner of oaths.</i></b>	Mandatory
4.	Certified copy of Valid Tax Compliance or Exemption Certificate	Mandatory
5.	Current Year Single Business Permit by the County Government of Meru for the firm bidding, or any other valid single business permit from other counties.	Mandatory
6.	Copies of National Identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory

**Please Note: -**

**Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.**

**B: OTHER REQUIREMENTS**

S/No.	Requirements	Score (%)
1.	Duly filled Pre-qualification Data (PQ-2)	20
2.	Supervisory Personnel – Attach Proof (PQ-3)	
	i) University Degree	15
	ii) Professional/Diploma	10
	iii) Certificate	5
<b>Score for only 1 of (i-iii)</b>		
3.	Duly filled Confidential Business Questionnaire (PQ-5)	10
4.	Litigation History (Provide current sworn affidavit) (PQ-7)	10
5.	Sworn Statement (PQ-8)	10
<b>OTHERS</b>		
6.	Company profile & Organizational Chart	10
7.	Provide three referees	6

8.	Clearly marked tender top page	2
9.	Provide Two copies of tender document	2
	<b>TOTAL</b>	<b>100</b>

**Please Note: -**

***The minimum pass mark to qualify for prequalification shall be 60 %. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.***

## **FORM PQ-1 - REGISTRATION DOCUMENTATION**

### **Open categories**

All firms MUST provide copies of the following: -

- 1) Certified copy of Certificate of Registration/Incorporation
- 2) Certified copy of Valid Tax Compliance Certificate/Exemption certificate
- 3) Current Year Single Business Permit by the County Government of Meru for the firm bidding, or any other valid single business permit from other counties
- 4) Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g. NCA, M.O.W, CCK, LSK etc.
- 5) Valid CR.12 Certificate from Registrar of Companies (Limited Companies)
- 6) Current practicing certificates for professionals where applicable
- 7) Copies of National identity cards (IDs) or valid passports of all Directors of the Company/enterprise

### **Special categories (Youth, Women, Persons with Disabilities firms)**

All firms applying for MUST provide copies of the following: -

- 1) Certified copy of Certificate of Registration/Incorporation
- 2) Certificate of Registration from the Directorate of Public Procurement/CGS under AGPO.
- 3) Certified declaration that at least seventy percent (70%) of the company's/enterprise's ownership are youth, women or Persons with disability respectively. NB. Certification must be by a commissioner of oaths.
- 4) Certified copy of Valid Tax Compliance Certificate/or exemption certificate
- 5) Current Year Single Business Permit by the County Government of Meru for the firm bidding, or any other valid single business permit from other counties.
- 6) Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise

**FORMPQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We.....  
here by apply for registration as supplier(s) *(Name of Company/Firm)*

For (Category No).....

*(Item Description)* .....

Address.....

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

Telephone No: .....

Full Name of applicant .....

Other branches location.....

**1. Organization & Business Information (attach company profile)**

**2. Partnership (if applicable)**

Names of Partners

.....  
.....

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

5. Net worth equivalent (K.sh)

.....

6. Bank reference and address.....

- 7. Bonding company reference address.....
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
- 9. State any technological innovations or specific attributes which distinguish you from your Competitors.....  
.....
- 10. Indicate terms of trade/sale.....

**FORM PQ-3 - SUPERVISORY PERSONNEL**

- 1. Name.....
- Age.....
- Academic Qualification.....
- Undergraduate.....
- Postgraduate.....
- Diploma.....
- Certificate.....
- High School.....
- Professional Qualification .....
- (Attach Certificates)***

Length of service with Contractor or Supplier/position held

.....  
***(Attach copies of certificates of key personnel in the organization)***

- 2. Name.....
- Age.....
- Academic Qualification.....
- Undergraduate.....
- Postgraduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification .....

***(Attach Certificates)***

Length of service with Contractor or Supplier/position held

.....

***(Attach copies of certificates of key personnel in the organization)***

**FORM PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

(1) Attach a copy of firm’s audited accounts for previous one year /6-Months Current Bank Statements.

(2) Attach letters of reference from the bankers regarding supplier’s credit position.

(3) State Credit period (minimum proposed is 30 days)





# FORM PQ-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<p><b>Part 1 General</b></p> <p>Business Name.....</p> <p>Location of Business Premises.....</p> <p>Plot No ..... Street/Road.....</p> <p>Postal address ..... Tel No.....</p> <p>Fax No. .... Email Address: - .....</p> <p>Nature of Business.....</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – K.sh.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p> <p><b>Part 2 (a) – Sole Proprietors</b></p> <p>Your name in full ..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details .....</p>
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**Part 2 (b) - Partnership**

Give details of partners as follows:-

Name	Nationality	Citizenship details	Shares
1. ....			
2. ....			
3. ....			

**Part 2 (c) - Registered Company Private or Public**

State the nominal and issued capital of company

Nominal K.sh.....

Issued K.sh.....

Give details of all directors as follows:-

Name	Nationality	Citizenship details	Shares
1. ....			
2. ....			
3. ....			
4. ....			

Date.....Signature of Candidate.....

\*Attach proof of Citizenship for all the Directors

# FORM PQ-6 - PAST EXPERIENCE

## NAME OF AT LEAST THREE CLIENTS/REFEREES

### 1. Name of 1<sup>st</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).....

*(Attach documentary evidence of existence of contract)*

### 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).....

*(Attach documentary evidence of existence of contract)*

### 3. Name of 3<sup>rd</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).....

*(Attach documentary evidence of existence of contract)*

### 4. Others clients.....





## FORM PQ-8 - 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 pre-qualification shall 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 tender or quotation on the basis of provisions in the tender or quotation 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.
- e) That we have the capacity to undertake jobs under the categories hereby applied.

i) Date .....

ii) Company's Name .....

iii) Represented by .....

iv) Designation .....

v) Signature ..... (Over stamp or seal)

**SELF-DECLARATION FORM**  
**ANTI-CORRUPTION DECLARATION**

We (insert the name of the company) \_\_\_\_\_ declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company Seal/Business Stamp

## NON-DEBARMENT DECLARATION

We (insert the name of the company) \_\_\_\_\_

Declares and guarantees that no direct or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company Seal/Business Stamp

**ANTI-FRAUDULENT PRACTICE DECLARATION**

We (insert the name of the company) \_\_\_\_\_ declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company Seal/Business Stamp

