



**COUNTY GOVERNMENT OF
MOMBASA**



COUNTY GOVERNMENT OF MOMBASA / SCM/PREQ/T/ 001/2018-2019

FOR

**PREQUALIFICATION OF SUPPLIERS & CONSULTANTS FOR THE FINANCIAL
YEARS 2018-2019 & 2019-2020**

CATEGORY No.....

SUPPLY/PROVISION OF.....

Table of Contents

	Page
1. INVITATION FOR PRE-QUALIFICATION	3
2. INSTRUCTIONS TO CANDIDATES	7
3. APPENDIX TO INSTRUCTIONS TO CANDIDATES	10
4. FORMPQ-1 REGISTRATION DOCUMENTATION	15
5. FORMPQ-2 PREQUALIFICATION DATA	14
6. FORMPQ-3 SUPERVISORY PERSONNEL	15
7. FORMPQ-4 FINANCIAL POSITION & TERMS OF TRADE	16
8. FORMPQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE	17
9. FORMPQ-6 PAST EXPERIENCE	18
10. FORMPQ-7 LITIGATION HISTORY	19
11. FORMPQ-8 SWORN STATEMENT	20

INVITATION FOR PRE-QUALIFICATION

Tender No : **COUNTY GOVERNMENT OF MOMBASA / SCM/PREQ/T/
001/2018-2019**

Tender name : **PRE-QUALIFICATION OF SUPPLIERS /
CONTRACTORS & CONSULTANTS FOR THE
FINANCIAL YEARS 2018-2019&2019-2020**

The County Government of Mombasa invites applications for pre-qualification of Suppliers and Consultants from interested and eligible bidders for the supply/provision of the under listed goods, works, services and consultancies for the Financial Years 2018-2019 & 2019-2020

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION: PRE-QUALIFICATION FOR	TARGET GROUP
A1	Supply & delivery of General office stationery	Youth, women, PWD firms
A2	Supply & delivery of office Air time (Scratch Cards)	Youth, women, PWD firms
A3	Design & Printing Promotional Materials	Youth, women, PWD firms
A4	Supply& delivery of Cleansing materials & detergents	Youth, Women, PWD firms
A5	Supply & delivery of Office Equipment, Computers, laptops, Printers & related items	Open
A6	Supply & delivery of computer Software & Hardware, Consumables & Related Items	Open
A7	Supply & delivery of Audio Visual systems & Security Equipment (scanners, detectors)	Open
A8	Supply & delivery of Office Furniture & Fittings	Youth, Women, PWD firms
A9	Supply& delivery of Medical Equipment & Surgical Instruments	Open
A10	Supply& delivery of non-pharmaceuticals & surgical dressings	Open
A11	Supply& delivery of X-ray Materials & Consumables	Open
A12	Supply& delivery of Drugs, Vaccines & Fluids	Open
A13	Supply& delivery of Laboratory Reagents and Morgue chemicals	Open
A14	Supply& delivery of Veterinary Supplies	Open
A15	Supply & delivery of Hospital linen & patient uniforms	Open
A16	Supply & delivery of Clothing, Material, Staff Uniforms, Curtains, protective Gear, Games Equipment & Sportswear	Open
A17	Supply of Motor Vehicle/cycle, Motor Boats Spares Parts, Tyres, Tubes and Batteries	Open
A18	Supply& delivery of Building and Road Construction Materials.	Open
A19	Supply& delivery of Hardware and Electrical Items.	Open
A20	Supply & delivery Foodstuff, Perishable and non-Perishable	Open
A21	Supply & delivery of Dog food	Open
A22	Supply & delivery of Firefighting Equipment	Open
A23	Supply, Installation Commissioning & Servicing of CCTV & Access Control equipment	Open
A24	Supply & Delivery of Tree Seedlings, Dry Manure, Red Soil and	Open

	Seedling Polythene Bags	
A25	Supply & delivery of Beds & Beddings	Open
A26	Supply & Delivery of School Materials , Personal Clothes and Footwear for Children Centers’	Open
A27	Supply & Delivery of Diesel, LPG Gas, Medical Gas, Charcoal & Wood Fuel.	Open

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION: PRE-QUALIFICATION FOR	TARGET GROUP
B1	Provision of Street Lighting Installation And Maintenance.	Open
B2	Provision of Transport and Towing Services.	Open
B3	Provision of Outside Catering Services	Open
B4	Provision of Sanitary Services	Open
B5	Provision of Comprehensive Professional Cleaning & Laundry Services	Youth, Women, PWD firms
B6	Provision of Fumigation Pest Control Services	Open
B9	Provision of Legal Services.	Open
B10	Provision of Auctioneer Services	Open
B11	Provision Of Provision of Travel and Air Ticketing Services.	Open
B12	Provision of Car Hire & Related Services	Open
B13	Provision of Tagging /Marking of Assets Services	Open
B14	Designing, Printing of Educative, Promotional, Communication ,Advertising Material & Digital Advertising Services	Open
B15	Provision of Event Organization & Management, Exhibition Experiential/Road Show Services	Open
B18	Provision of Web Hosting, Design & Maintenance Services	Open
B19	Provision of Asset Tracking System	Open
B20	Garages/Workshops For Service, Repair & Maintenance of Motor Vehicle /Cycle .Motor boats & Heavy Equipment (Registered with Ministry of Public Works)	Open
B21	Provision of Repair, maintenance of Computers, Office Equipment’s, PABX & telecommunication Equipment	Open
B22	Provision of Collection and Transportation of Solid Waste (Garbage)	Open
B23	Provision of Repair And Maintenance of Medical Equipment & Morgue Cold Storage Systems	Open
B24	Provision, Repair & Maintenance of Air Conditioners, Firefighting Equipment And Related Accessories	Open
B25	Provision of Insurance (Underwriter)	Open
B26	Provision of Valuation	Open
B27	Provision of Security Printing for Accountable Documents	Open
B28	Provision of Private Security Services	Open
B29	Provision of Conference Facilities and Private Hotel Accommodation	Open

C) PROVISION OF CONSULTANCY SERVICES

C1	Provision of Research & Survey Based Consultancy Services	Open
C2	Provision of Human Resource & Management Consultancy Services	Open
C3	Provision of Specialized Training Consultancy Services	Open
C4	Provision of Risk Management Consultancy Services	Open
C5	Provision of Strategic Plan Preparation Consultancy Services	Open
C6	Provision of Environmental Impact & Social Assessment Consultancy Services	Open
C7	Provision of Internet, Website Consultancy & Social Media Services	Open

D) PROVISION OF WORKS

D1	Small Works and Paintings	Youth, Women, PWD firms
D2	Major Works –Construction and Rehabilitation Works	Open
D3	Routine Maintenance for Road Works	Open

You may download the document from COUNTY GOVERNMENT OF MOMBASA WEBSITE: - www.mombasa.go.ke.

A Separate Pre-Qualification Form for Category B9: Provision of Legal Services is provided and Duly completed Pre-qualification Documents in plain sealed envelopes CLEARLY MARKED “CATEGORY NO..... FOR THE SUPPLY/PROVISION OF”

Should be addressed to:

**The County Secretary
County Government of Mombasa
P.O. BOX 80133 – 00100
MOMBASA.**

And be deposited in the tender box located at the Mombasa County Government’s offices at Treasury Square Town Hall Count Assembly building , Supply Chain Management Offices, Near our main Stores , so as to be received on or before 29th August 2018 at 12 noon

Applications shall be opened immediately Thereafter in the presence of candidates or their representatives who may wish to attend, in the **SupplyChain Management Boardroom**

NOTE:

- I. For registration for AGPO Contact the information Desk at Huduma Centre.
- II. Submission of the names shall be continuous and the registration list be updated periodically as prescribed in the regulation and the public procurement and asset disposal ACT 2015.

**AG,DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES
FOR: COUNTY SECRETARY
COUNTY GOVERNMENT OF MOMBASA.**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 The County Government of Mombasa would like to invite interested candidates who must qualify by meeting the set criteria as provided by the County Government of Mombasa (COUNTY GOVERNMENT OF MOMBASA) to perform the contract of provision of goods, services and Works to the County Government of Mombasa.

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**”. 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 pre-qualification document shall be typed or written in indelible ink (in the 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 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 or persons signing the prequalification document.

2.3 Submission of Applications

2.3.1 Applications for pre-qualification shall be submitted in sealed envelopes marked with the pre-qualification category, title and reference number and deposited at the address and location indicated or be addressed to the respective addresses provided in the notice so as to be received on or before 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 and the copy of the pre-qualification document in separate envelopes duly marking the envelopes “**ORIGINAL**” and “**COPY**”. Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for pre-qualification and the pre-qualification 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, 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 COUNTY GOVERNMENT OF MOMBASA will assume no responsibility for the misplacement or premature opening of the pre-qualification document. If the outer envelope discloses the Candidate's identity the COUNTY GOVERNMENT OF MOMBASA will not guarantee the anonymity of the pre-qualification submission, but this shall not constitute grounds for rejection of the pre-qualification document.

2.3.4 All the information requested for pre-qualification 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 Head of Supply Chain Management, County Government of Mombasa so that they may be pre-qualified 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 continued eligibility satisfactory to the COUNTY GOVERNMENT OF MOMBASA, as the COUNTY GOVERNMENT OF MOMBASA 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. These are to be completed by prospective suppliers Who wish to be pre-qualified for submission 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 one (1) year 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 pre-qualification 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.

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 no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the COUNTY GOVERNMENT OF MOMBASA 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 Prequalification Documents

2.7.1 The prospective applicant requiring any clarification of the pre-qualification documents may notify the COUNTY GOVERNMENT OF MOMBASA in writing or by email at the COUNTY GOVERNMENT OF MOMBASA email address indicated in the pre-qualification data.

2.7.2 The COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 pre-qualification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the COUNTY GOVERNMENT OF MOMBASA.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA at the address specified in Sub-Clause

2.9.2 No later than the time and date stipulated in the notice for pre-qualification.

2.9.3 The COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Pre-qualification Documents

2.10.1 The COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 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 COUNTY GOVERNMENT OF MOMBASA processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the COUNTY GOVERNMENT OF MOMBASA

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence the COUNTY GOVERNMENT OF MOMBASA in the COUNTY GOVERNMENT OF MOMBASA pre-qualification 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 COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 The COUNTY GOVERNMENT OF MOMBASA, 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 pre-qualification 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 COUNTY GOVERNMENT OF MOMBASA within thirty (60) days from the date of opening of pre-qualification documents.

2.14.2 At the same time the COUNTY GOVERNMENT OF MOMBASA notifies qualified Applicants that their applications are responsive, the COUNTY GOVERNMENT OF MOMBASA shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 The COUNTY GOVERNMENT OF MOMBASA will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set.

2.16 COUNTY GOVERNMENT OF MOMBASA Right to accept any Application and to reject any or all Applications

2.16.1 The COUNTY GOVERNMENT OF MOMBASA reserves the right to accept or reject any application, and to annul the pre-qualification process and reject all applications, at any time prior to approval of contact, 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 COUNTY GOVERNMENT OF MOMBASA, the COUNTY GOVERNMENT OF MOMBASA 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 COUNTY GOVERNMENT OF MOMBASA

APPENDIX 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
- (ii) 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

- (iii) 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.

- (iv) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience

- (v) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of CR12 certificate	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate/Exemption Certificate	Mandatory
4.	Current Year Single Business Permit by the County Government of Mombasa for the firm bidding, or any other valid single business permit from other counties.	Mandatory
5.	Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g. IATA, Pharmacy & Poisons Board, LSK , Neema, NCA etc.	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

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

	Requirements	Score
1	Duly filled Pre-qualification Data (PQ-2)	10
2	Supervisory Personnel(PQ-3)	
	i) University Degree	10
	ii) Professional/Diploma	7
	iii) Certificate	3
	Score for only 1 of (i-iii)	
3	Financial Position(PQ-4)	
	i) firm's audited accounts/Bank Statements for 1 year.(attach proof)	10
	ii) Letter of reference from the banker regarding supplier's credit	10
	iii) State Credit period (minimum proposed is 30 days)	5
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
OTHERS		
8	Company profile & Organizational Chart	6
9	Clearly marked tender top page	2
10	Provide Two copies of tender document	2
	Total	100

Please Note

The minimum pass mark to qualify for prequalification shall be 80. 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

	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of CR12 Certificate	Mandatory
3.	Certificate of Registration from the Directorate of Public Procurement under AGPO.	Mandatory
4.	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)	Mandatory
5.	Certified copy of Valid Tax Compliance or exemption Certificate	Mandatory
6.	Current Year Single Business Permit by the County Government of Mombasa for the firm bidding, or any other valid single business permit from other counties	Mandatory
7.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory

NB. Certification must be by a commissioner of oaths.

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

	Requirements	Score
1	Duly filled Pre-qualification Data	20
2	Supervisory Personnel(attach prove)	
	i) Graduate	15
	ii) Professional/Diploma	10
	iii) High school Certificate	5
4	Duly filled Confidential Business Questionnaire	10
5	State Credit period(minimum proposed is 30 days)	10
6	Sworn Statement	10
OTHERS		
7	Company Profile & Organizational chart	10
8	Provide three Referees	6
9	Clearly marked top tender page	2
10	Provide Two copies of tender document	2
	Total	100

Please Note

The minimum pass mark to qualify for prequalification **shall be 70**. 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 CR12 Certificate
3. Certified copy of Valid Tax Compliance Certificate/ Exemption certificate
4. Current Year Single Business Permit by the County Government of Mombasa for the firm bidding, or any other valid single business permit from other counties
5. Copies of registration with relevant regulatory bodies where applicable e.g. IATA, Pharmacy & Poisons Board ,LSK Neema etc
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, PWD firms)

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

1. Certified copy of Certificate of Registration/Incorporation
2. Certified copy of CR12 Certificate
3. Certificate of Registration from the Directorate of Public Procurement/ COUNTY GOVERNMENT OF MOMBASA under AGPO.
4. Certified declaration that at least seventy percent (70%) of the company's/enterprise's ownership are youth, women or Persons with disability respectively.
5. Certified copy of Valid Tax Compliance Certificate/or exemption certificate
6. Current Year Single Business Permit by the Mombasa County Government of for the firm bidding, or any other valid single business permit from other counties
7. Copies of National identity cards (IDs) or valid passports of all Directors of the Company/Enterprise

NB. Certification must be by a commissioner of oaths.

FORM PQ-2 - Pre-Qualification Data Registration Of

Suppliers Application Form

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

Of

.....
(Category No....)

.....
(Item Description)

Address.....

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

Telephone No.....

Full Name of applicant.....

Other branches location.....

Organization & Business Information (attach company profile)

Partnership (if applicable)

Names of Partners.....
.....

3. Business founded or incorporated under present management since

5. Net worth equivalent (Kshs).....

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.....

PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Undergraduate.....

Postgraduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier/position held

.....

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

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a **copy of firm's audited accounts/Bank Statements** for previous one year
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

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

Part 1 – General:

Business Name

Location of business premises.

Plot No.....Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankersBranch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full</p> <p>Age</p> <p>Nationality</p> <p>Country of origin</p> <p>Citizenship details</p>
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <p>Name</p> <p>Nationality</p> <p>Citizenship Details</p> <p>Shares.....</p>

	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <p style="padding-left: 40px;">Name</p> <p style="padding-left: 40px;">Nationality</p> <p style="padding-left: 40px;">Citizenship Details</p> <p style="padding-left: 40px;">Shares</p>
<p>DateSignature of Candidate</p>	

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration

FORM PQ-6 - PAST EXPERIENCE

NAME OF AT LEAST THREE CLIENTS

1. Name of 1st 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)

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 clients.....

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.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

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, 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 (iii)**.....
- v) **Signature**(Over stamp or seal)