



KENYA INSTITUTE OF MASS COMMUNICATION

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**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FY- 2019-
2020/2020-2021**

CATEGORY NO: B & C

FOR

**SUPPLY OF GOODS, WORKS AND PROVISION OF
SERVICES**

CLOSING DATE: 18th APRIL, 2019 10.30 A.M

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SECTION I - INVITATION FOR PREQUALIFICATION (IFP)

Categories B & C (Supply of Goods, Works and Services) specify the following:

Tender No:

Tender Name.....

Tender Category.....

The **Director Kenya Institute of Mass Communication** intends to prequalify candidates for the supply of the under listed goods, works and services.

This invitation for prequalification is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations.

CATEGORY B & C

TENDER NOTICE

PREQUALIFICATION OF SUPPLIERS FOR GOODS, PROVISION OF SERVICES/WORKS & REPAIR AND MAINTENANCE SERVICES FOR 2019-2021 FINANCIAL YEAR.

Kenya Institute of Mass Communication invites applications for prequalification of Suppliers /Framework Contracts/Tenders from interested, eligible and competent bidders and special groups.

CATEGORY B		PRE -QUALIFICATION
KIMC/G/01/2019-2021	PREQUALIFICATION	SUPPLY OF FIRE-FIGHTING EQUIPMENT- OPEN
KIMC/G/02/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF BOTTLED MINERAL WATER - YOUTH
KIMC/G/03/2019-2021	PREQUALIFICATION	SUPPLY AND DELIVERY OF HOUSEHOLD GOODS- PERSONS WITH DISABILITY
KIMC/G/04/2019-2021	PREQUALIFICATION	SUPPLY AND DELIVERY OF DETERGENTS- WOMEN
KIMC/G/05/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF STAFF UNIFORMS, PROTECTIVE CLOTHING- OPEN
KIMC/G/06/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENT, STATIONERY & OTHER RELATED ITEMS - OPEN
KIMC/G/07/2019-2021	PREQUALIFICATION	SUPPLY & FITTING OF CURTAINS, DRAPERIES AND BLINDS- YOUTH, WOMEN, & PERSON WITH DISABILITY
KIMC/G/08/2019-2021	PREQUALIFICATION	SUPPLY & PRINTING OF PROMOTIONAL & BRANDED MATERIALS - OPEN
KIMC/G/09/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL, WATER FITTINGS & OTHER RELATED ITEMS- OPEN

KIMC/G/10/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF SPORTS GEAR, SPORTS EQUIPMENT & OTHER RELATED ITEMS -OPEN
KIMC/G/11/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF COMPUTERS, COMPUTER SOFTWARE, LICENSES CONSUMABLES & OTHER PERIPHERALS -OPEN
KIMC/G/12/2019-2021	PREQUALIFICATION	SUPPLY & FITTING OF AIR CONDITIONERS. -OPEN
KIMC/G/13/2019-2021	PREQUALIFICATION	SUPPLY & INSTALLATION OF CCTV AND ACCESS CONTROL EQUIPMENT. -OPEN
KIMC/G/14/2019-2021	PREQUALIFICATION	SUPPLY & DELIVERY OF PHOTOCOPIER, SCANNERS, PRINTERS & SHREDDERS MACHINES (THOSE WITH ICT AUTHORITY ACREDITATION)-OPEN
KIMC/G/15/2019-2021	PREQUALIFICATION	SUPPLY AND DELIVERY OF FURNITURE -OPEN
KIMC/G/16/2019-2021	PREQUALIFICATION	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING & MODERNIZING COMPUTER LABORATORIES -OPEN
KIMC/G/17/2019-2021	PREQUALIFICATION	SUPPLY AND DELIVERY OF GENERAL PRINTING MATERIALS
KIMC/G/18/2019-2021	PREQUALIFICATION	SUPPLY AND DELIVERY OF SECURITY PRINTED ITEMS
CATEGORY C		PROVISION OF SERVICES
KMIC/S/01/2019-2021	PREQUALIFICATION	PROVISION OF AIR TRAVEL AGENCY SERVICES (IATA REGISTERED APPROVED FIRMS ONLY)-OPEN
KIMC/S/02/2019-2021	PREQUALIFICATION	PROVISION OF LAN; WAN; INTERNET NETWORKING; WEB, MOBILE, & DESKTOP APPLICATION; WEB DESIGN & DEVELOPMENT SERVICES -OPEN
KIMC/S/03/2019-2021	PRE-QUALIFICATION	PROVISION OF PHOTOGRAPHY, VIDEO GRAPHICS, PUBLIC ADDRESS SYSTEM & OTHER RELATED SERVICES -OPEN
KIMC/S/04/2019-2021	PREQUALIFICATION	PROVISION OF AUCTIONEERING SERVICES -OPEN
KIMC/S/05/2019-2021	PREQUALIFICATION	PROVISION OF LEGAL SERVICES - OPEN
KIMC/S/06/2019-2021	PREQUALIFICATION	PROVISION OF EVENT ORGANIZATION SERVICES - YOUTH, WOMEN, & PERSON WITH DISABILITY
KIMC/S/07/2019-2021	PREQUALIFICATION	REPAIR & MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS, SCANNERS PABX MACHINES, TELEPHONE, OFFICE EQUIPMENT, MACHINES & OTHER RELATED SERVICES. -OPEN
KIMC/S/08/2019-2021	PREQUALIFICATION	REPAIR & MAINTENANCE OF FILM, AUDIO VISUAL, BROADCASTING, EDITING, DISSEMINATION, FILM TRAINING EQUIPMENTS & OTHER RELATED SERVICES -OPEN

KIMC/S/09/2019-2021	PREQUALIFICATION	REPAIR & MAINTANANCE OF LAN, WAN, INTERNET NETWORKING AND UPGRADE OF WEB SITE/DESIGN SERVICES- OPEN
KIMC/S/10/2019-2021	PREQUALIFICATION	REPAIR & SERVING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES - OPEN
KIMC/S/11/2019-2021	PREQUALIFICATION	REPAIR & SERVICING OF KIMC MOTOR VEHICLES - OPEN
KIMC/S/12/2019-2021	PREQUALIFICATION	REPAIR & GENERAL MAINTENANCE TO KIMC BUILDINGS – PLUMBING, ELECTRICAL & MINOR REPAIRS, CONTRACTORS/FIRMS WITH NCA CERTICATION) YOUTH, WOMEN, & PERSONS WITH DISABILITY
KIMC/G/13/2019-2021	PREQUALIFICATION	PROVISION OF ASSET VALUATION & TAGGING FOR KIMC ASSETS- OPEN

Tender documents with detailed information may be obtained from the Supply Chain Management office, **Kenya Institute of Mass Communication** free of charge for the prequalification and upon payment of a non-refundable fee of **Ksh, 1000/=** per set for Tenders in each category payable at the cash office either in cash or bankers cheque to the **Director, Kenya Institute of Mass Communication.**

Tender documents can also be downloaded for free from our Website www.kimc.ac.ke

The firms that were pre-qualified previously are also required to participate.

In addition, bidders, must attach the following Mandatory Requirements: -

- a) A copy of Certificate of Incorporation/ registration
- b) A copy of Certificate of Valid Tax Compliance Certificate (current 2019)
- c) A copy of Certificate of VAT and PIN Certificate

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number, category, type, items and be deposited in the tender box provided at (***KENYA INSTITUTE OF MASS COMMUNICATION SOUTH ‘B’ OFF MOMBASA ROAD AT THE ENTRANCE OF THE ADMINISTRATION BLOCK***) or be addressed and posted to

**THE DIRECTOR
KENYA INSTITUTE OF MASS COMMUNICATION
P. O. BOX 42422-00100 NAIROBI.**

To be received on or before 18th **APRIL, 2019 at 10.30 am** for Prequalification of Suppliers

Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **KENYA INSTITUTE OF MASS COMMUNICATION, SOUTH ‘B’ OFF MOMBASA ROAD PREVIEW THEATRE HALL** on 18TH April,2019 at 10.30 am and 25TH April,2019 at 10.30 am respectively.

**Head of Supply Chain Management Services
For; DIRECTOR, KENYA INSTITUTE OF MASS COMMUNICATION.**

NB:

- **Special Groups including Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**

Pre-qualification/Registration Tender Documents, containing detailed Terms and Conditions of tendering, may be downloaded free of charge from the **Institute Website, www.kimc.ac.ke**.

Youth, Women and persons with disability are encouraged to apply pursuant to article 31[1] of legal notice No 114.

Completed tender documents in sealed envelopes clearly marked with the, Category NOs and addressed to the address below;

**To director,
Kenya Institute of Mass Communication
P. O. Box 42422-00100,
NAIROBI**

Completed Pre-qualification/Tender documents in plain sealed envelopes clearly marked with the Tender No., Category Nos. and addressed to the address above, should be deposited in the Tender Box situated on the Ground Floor, KIMC administration block, on or before **18th APRIL , 2019 at 10.30 am.**

Applications will be opened immediately thereafter, at preview theatre hall in the presence of bidders or their representative, who choose to attend. **Late tenders will be returned unopened.**

HEAD, SUPPLY CHAIN MANAGEMENT SERVICES

For: DIRECTOR

SECTION II - INSTRUCTIONS TO CANDIDATE

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- 2.1 Scope of tender
- 2.2 Submission of Applicants
- 2.3 Eligibility candidates
- 2.4 Qualification criteria
- 2.5 Public sector companies
- 2.6 Conflict of interest
- 2.7 Updating prequalification information

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 The **Director, Kenya institute of mass communication** hereinafter, referred to as the procuring entity, intends to prequalify candidates' supply/provision of various categories of goods, works and services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than 18th March, 2019 at 10.30am.
Prequalification is open to eligible firms as indicated prequalification document.

2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box on Ground Floor or to be addressed to the:

The Director,

Kenya Institute of Mass Communication

Po Box 42422-00100

NAIROBI

so as to be received on or before 18th APRIL, 2019 at 10.30am.

- 2.2.2 The procuring entity reserves the right to accept or reject late applications.
- 2.2.3 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.4 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.
- 2.2.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.6 A consultations and clarifications meeting will be held at (place, date and time) at which applicants pay request clarifications of the prequalification document. Attendance of this meeting will be voluntary

2.3 Eligible Candidates

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's public Procurement Law and regulations and as indicated in the appendix to Instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in section III. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.5 Public Sector companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law and it is not a dependent agency of another public entity.

2.6 Updating Pre-qualification Information

2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria.

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.

Note: To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

1. Eligible candidates may download the prequalification document from institute Website (www.kimc.ac.ke) free of charge.
2. Interested eligible candidates may obtain further information and /or an Addendum from Supply Chain Management Office, , Kenya institute of mass communication administration block,south b, uholo rd off Mombasa rd **18TH APRIL, 2019** during official working hours.
3. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box situated on Ground Floor administration block Kenya institute of mass communication building or to be addressed to:

**The director,
Kenya institute of mass Communication
P O Box 42422-00100
NAIROBI**

So as to be received on or before **18th APRIL, 2019 at 10.30am.**

4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications.
5. Only candidates prequalified under this prequalification process will be invited to tender

SPECIAL CONDITIONS FOR PREQUALIFICATION

1. Letter of Application
2. Pre-qualification Data Instruction/ forms
3. Letter of Notification

LETTER OF APPLICATION

Notes on letter of application

- 1.1 The letter of application will be prepared by the applicant and will follow the form presented herein.
- 1.2 The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers and email address.
- 1.3 The letter of application will be signed by duly authorized representatives of the applicant.
- 1.4 Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant

LETTER OF APPLICATION

Date.....
To

.....
.....
(Name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining
 - (a) the Applicant’s legal status
 - (b) the principal place of business and
 - (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. You’re Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

FORM PQ

4. You're Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
- (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; such event, bids will only be called from prequalified bidders who Meet the revised requirements; and reject or accept any application, cancel the prequalification process, and

Reject all applications

- (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

FORM PQ

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

FORM PQ

3. PRE-QUALIFICATION DATA INSTRUCTION/FORMS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specified tender lot.

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

FORM PQ-1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration
- b) Copy of VAT Registration Certificate
- c) Valid Tax compliance Certificate from Kenya Revenue Authority (failure to produce this certification to prove compliance will lead to Disqualification thus no further evaluation of your application.)
- d) Copies of valid pin certificates of firm/Company/ Individual

ADDITIONAL CONDITIONS/REQUIREMENTS ON PREQUALIFICATION OR REGISTRATION OF SUPPLIERS

1. The supplier must be registered with relevant bodies dealing with the product or service where applicable. Attach valid copies of letters or certificates of registration.
2. The supplier should provide a list of all attached documents.
3. The documents should be numbered in the same sequence as on list above for ease of reference

FORM PQ

FORM PQ 2 ORGANIZATION DETAILS

1. Legal Name of firm.....
Post office address.....
Street and address.....
City.....
Country.....
Telephone No.....
Person to contact.....
Title.....
2. Organization & Business Information.....
Managing Director.....
Secretary.....
General Manager.....
Treasurer.....
Other.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....
7. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM PQ

FINANCIAL POSITIONS

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

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
	Telephone contact name and title
	Fax E mail

4 PAST EXPERIENCES

NAMES OF APPLICANTS CLIENT S IN THE LAST TWO YEARS

1. Names of 1st client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

2. Names of 2nd client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

3. Names of 3rd client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- v) Telephone No. of client.....

4. Others

Applicants should attach copies of LPOs, LSOs, and contract agreements of works undertaken in the last two years.

– 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES

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 bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age Nationality</p> <p>..... Country of origin</p> <p>• Citizenship details <input type="checkbox"/></p> <p>.....</p> <p>•</p>																														
	<p style="text-align: center;">Part 2 (b) Partnership Given details of</p> <p>partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
	<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: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
5.																											
<p>Date Signature of Candidate</p>																															

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

7 SWORN STATEMENTS

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being 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 documents to follow.
- c. When the call for tender/ quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we will come 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.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:
.....
.....
.....

RE: Tender No.....

Tender Name.....

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

.....
.....

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS).....

- NB:**
- **Special Groups include Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**

REQUIREMENTS FOR DEFINITION IN IFMIS SYSTEM (MANDATORY)

1. Company Name:
2. Company Physical Address:
3. Postal Address + Code:
4. Bank Name:
5. Bank Branch name:
6. Swift Code.....
7. Account No:
8. PIN:
9. Contact Person:
10. Company email Address.....
11. Contact Person mobile No.....
12. Please attach Copies of Registration Certificate, **Valid** Tax Compliance and PIN Certificate (is Mandatory)

MUST BE SIGNED AND STAMPED

FORM PQ 2 ORGANIZATION DETAILS

8. Legal Name of firm.....

Post office address.....

Street and address.....

City.....

Country.....

Telephone No.....

Person to contact.....

Title.....

9. Organization & Business Information.....

Managing Director.....

Secretary.....

General Manager.....

Treasurer.....

Other.....

10. Business founded or incorporated.....

11. Under present management since.....

12. Net worth equivalent Kshs.....

13. Bank reference and address.....

14. Enclose copy of the organization chart of the firm indicating the main fields of activities.

FORM PQ 2 ORGANIZATION DETAILS

- 8. Legal Name of firm.....
Post office address.....
Street and address.....
City.....
Country.....
Telephone No.....
Person to contact.....
Title.....
- 9. Organization & Business Information.....
Managing Director.....
Secretary.....
General Manager.....
Treasurer.....
Other.....
- 10. Business founded or incorporated.....
- 11. Under present management since.....
- 12. Net worth equivalent Kshs.....
- 13. Bank reference and address.....
- 14. Enclose copy of the organization chart of the firm indicating the main fields of activities

FINANCIAL POSITIONS

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

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
	Telephone contact name and title
	Fax E mail

4 PAST EXPERIENCES

NAMES OF APPLICANTS CLIENT S IN THE LAST TWO YEARS

5. Names of 1st client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- vi) Name of contact person at of the Client (organization).....
- vii) Telephone No. of client.....

6. Names of 2nd client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

7. Names of 3rd client organization

- i) Name of the Client (organization)..... ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

8. Others

Applicants should attach copies of LPOs, LSOs, and contract agreements of works undertaken in the last two years.

5 CONFIDENTIAL BUSINESS QUESTIONNAIRES

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 bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age Nationality</p> <p>..... Country of origin</p> <ul style="list-style-type: none"> • Citizenship details <input type="checkbox"/> <p>.....</p> <ul style="list-style-type: none"> • 																								
	<p style="text-align: center;">Part 2 (b) Partnership Given details of</p> <p>partners as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>6.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>7.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>8.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	5.	6.	7.	8.				
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5.																						
6.																						
7.																						
8.																						
	<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: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>6.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>7.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	5.	6.	7.	5
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1.																						
5.																						
6.																						
7.																						
5																						
<p>Date</p>	<p>Signature of Candidate</p>																								

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

FORM PQ

7 SWORN STATEMENTS

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

- e. The information furnished in our application is accurate to the best of our knowledge.
- f. That 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 documents to follow.
- g. When the call for tender/ quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we will come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- h. We enclose all the required documents and information required for the pre – qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:
.....
.....
.....

RE: Tender No.....

Tender Name.....

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

.....
.....

4. Please acknowledge receipt of this letter of notification signifying your acceptance.
5. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
6. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS).....

- NB:**
- **Special Groups include Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**

REQUIREMENTS FOR DEFINITION IN IPP SYSTEM (MANDATORY)

- 13. Company Name:
- 14. Company Physical Address:
- 15. Postal Address + Code:
- 16. Bank Name:
- 17. Bank Branch name:
- 18. Swift Code.....
- 19. Account No:
- 20. PIN:
- 21. Contact Person:
- 22. Company email Address.....
- 23. Contact Person mobile No.....
- 24. Please attach Copies of Registration Certificate, **Valid** Tax Compliance and PIN Certificate (is Mandatory)

MUST BE SIGNED AND RUBBER STAMPED