



**SPORTS, ARTS AND SOCIAL DEVELOPMENT FUND (SASDEF)
FLAMINGO TOWERS, 7TH FLOOR
P.O. BOX 4644 – 00200
TEL: +254 791 801 225
FAX: +254-020-316187
NAIROBI, KENYA.**

E-mail: procurement@sasdef.go.ke
Website: www.sasdef.go.ke

**REGISTRATION OF SUPPLIERS FOR
THE FINANCIAL YEARS 2022-2024.**

Tender No. SASDEF /PREQ/O1/2022-2024

NOVEMBER, 2022



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PRE-QUALIFICATION DOCUMENT FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022-2024

Invitation for Pre-qualification No.: _____

Contract Name: _____ *[insert name of contract]*

Procuring Entity or Procuring Entity: _____ *[insert the name of the Procuring Entity's agency]*

Issued on: _____ *[insert date when Pre-qualification Document was issued to Applicants]*

(This Pre-qualification Document is for use with a Standard Tender Document inviting for tenders)



INVITATION TO APPLY FOR PRE-QUALIFICATION

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022-2024. SASDEF/PREQ/01/2022-2024

Prequalification Reference No.: SASDEF/PREQ/01//2022-2024

Date 15th November, 2022

1. The **SPORTS, ARTS AND SOCIAL DEVELOPMENT FUND (SASDEF)** intends to prequalify contractors/Suppliers/Service Providers for Pre-Qualification of Suppliers for Goods, Works and Services for the Year 2022-2024.
2. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours of 9.00 a.m. to 4.00 p.m. EAT from the Procurement Office at **The Sports, Arts and Social Development Fund Offices, Flamingo Towers 7th floor, Upper Hill, Nairobi**

E-MAIL: procurement@sasdef.go.ke

Website: www.sasdef.go.ke

3. Prequalification Document may be viewed and downloaded for free from the website www.sasdef.go.ke and from the Public Procurement Information Portal www.tenders.go.ke at no fee.
4. Applications in plain sealed envelopes clearly marked "**Prequalification of Suppliers 2022-2024**" indicating the **Reference Code No.** and **Item Description** that the applicant wishes to be prequalified for and should be addressed and delivered to:

**The Ag. Chief Executive Officer,
The Sports, Arts and Social Development Fund,
P. O. Box 4644 – 00200
NAIROBI**

OR BE DEPOSITED IN THE TENDER BOX AT SASDEF OFFICES MAIN RECEPTION MARKED TENDER BOX SO AS TO BE RECEIVED ON OR BEFORE 10:00 AM ON 7TH DECEMBER, 2022.

5. Late applications will be rejected.
6. Electronic Tenders will not be permitted.
7. Prequalification documents will be opened immediately thereafter.
8. Tenderers or their Representatives are free to attend the opening.

Note: This is a tender for prequalification of suppliers and not for supply of goods/services.

AG CHIEF EXECUTIVE OFFICER

SPORTS, ARTS AND SOCIAL DEVELOPMENT FUND



PART 1 - APPLICATION PROCEDURES



SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

- 1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2. Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4. Collusive practices

- 4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a "Certificate of Independent Tender Determination" annexed to the Form of applicant.

5. Eligible Applicants

- 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.
- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister, Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under



common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. Sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country



may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.



- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the PDS. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:
- Application Submission Letter, in accordance with ITA 13.1;
 - Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
 - Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
 - Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter



13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the



Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a. Bear the name and address of the Applicant;
- b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c. Bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the TDS after the deadline for submission of applications.



20. Opening of Applications

- 20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

- 21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

- 22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

- 23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

- 24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

- 25.1 Unless otherwise stated in the **PDS**, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.



F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
 - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

- 27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

- 28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the ground on which they were disqualified.



28 Invitation to Tender

- 29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.
- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.
- 31.2 A request for administrative review shall be made in the form provided.



SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																						
A. General																							
ITA 1.1	<p>The Procuring Entity is: SPORTS, ARTS AND SOCIAL DEVELOPMENT FUND. (SASDEF)</p> <p>The identification of the Invitation for Prequalification is: SASDEF/PREQ/01/2022-2024 : PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2022-2024.</p> <p>The particular type of contract is on Goods and Services.</p> <p style="text-align: center;">A. SUPPLY OF GOODS</p> <table border="1"> <thead> <tr> <th>ITEM NO.</th> <th>ITEM CODE.</th> <th>ITEM DESCRIPTION</th> <th>TARGET GROUP</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SASDF/A1/01/2022-2024</td> <td>Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners, and Computer Consumables etc..</td> <td>Youth, Women and Persons Living with Disabilities</td> </tr> <tr> <td>2.</td> <td>SASDF/A2/02/2022-2024</td> <td>Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Reports, staff identification cards, diaries, Booklets, documentary wallets, Newsletter, Stickers, Signage, gifts, Trophies etc</td> <td>Youth, Women and Persons Living with Disabilities</td> </tr> <tr> <td>3.</td> <td>SASDEF/A3/03/2022-2024</td> <td>Supply, Delivery and Installation of Office Equipment e.g., Metal filing cabinets, Computers, Laptops, Computer Software and Licenses, Servers, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.</td> <td>Youth, Women and Persons Living with Disabilities</td> </tr> <tr> <td>4.</td> <td>SASDEF/A4/04/2022-2024</td> <td>Supply and Delivery of Office Furniture, Furnishings including Blinders & Fittings</td> <td>Youth, Women and Persons Living with Disabilities</td> </tr> </tbody> </table>			ITEM NO.	ITEM CODE.	ITEM DESCRIPTION	TARGET GROUP	1.	SASDF/A1/01/2022-2024	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners, and Computer Consumables etc..	Youth, Women and Persons Living with Disabilities	2.	SASDF/A2/02/2022-2024	Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Reports, staff identification cards, diaries, Booklets, documentary wallets, Newsletter, Stickers, Signage, gifts, Trophies etc	Youth, Women and Persons Living with Disabilities	3.	SASDEF/A3/03/2022-2024	Supply, Delivery and Installation of Office Equipment e.g., Metal filing cabinets, Computers, Laptops, Computer Software and Licenses, Servers, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	Youth, Women and Persons Living with Disabilities	4.	SASDEF/A4/04/2022-2024	Supply and Delivery of Office Furniture, Furnishings including Blinders & Fittings	Youth, Women and Persons Living with Disabilities
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5.	SASDF/A5/05/2022-2024	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	Youth, Women and Persons Living with Disabilities
6.	SASDF/A6/06/2022-2024	Supply of Motor Vehicles Tyres, Batteries & other accessories	Open
B. PROVISION OF SERVICES			
ITEM NO.	CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
1.	SASDF/B1/07/2022-2024	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories.	Youth, Women and Persons Living with Disabilities
2.	SASDF/B2/08/2022-2024	Provision of ICT Hosting services and Website maintenance	Youth, Women and Persons Living with Disabilities
3.	SASDF/B3/09/2022-2024	Provision of comprehensive office Cleaning, Sanitary, fumigation & pest control Services	Youth, Women and Persons Living with Disabilities
4.	SASDF/B4/10/2022-2024	Repair and Servicing of Servers, Computers, Laptops, Ipads, printers, Scanners and other related ICT Equipment	Youth, Women and Persons Living with Disabilities
5.	SASDF/B5/11/2022-2024	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	Youth, Women and Persons Living with Disabilities
6.	SASDF/B6/12/2022-2024	Provision of Security and Guarding Services	5-Year Certificate of Registration From Private Security Regulatory Authority
7.	SASDF/B7/13/2022-2024	Provision of Internet Service Providers (ISP) & VPN Connectivity	Open



8.	SASDF/B8/14/2022-2024	Supply, Installation and maintenance of network, networking equipment & structure (LAN,WAN)	Open
9.	SASDF/B9/15/2022-2024	Provision of Asset Tagging/Coding services & Asset Valuation Services	Open
10.	SASDF/B10/16/2022-2024	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	5-Year Certificate of Registration From Private Security Regulatory Authority
11.	SASDF/B11/17/2022-2024	Provision of General Insurance & Motor Vehicle Insurance-	Eligible Insurance underwriter

C. PROVISION OF CONSULTANCY SERVICES

ITEM NO.	CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
1.	SASDF/C1/18/2022-2024	Provision of Human Resource Consultancy Services, Team Building, Training Facilitators and Capacity Building.	Open
2.	SASDF/C2/19/2022-2024	Provision of Public Relations and Related Consultancy Services.	Open
3.	SASDF/C3/20/2022-2024	Provision of Consultancy Services (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NEMA Certified Firms)	Open
4.	SASDF/C4/21/2022-2024	Provision of OSHA (outreach training programs) Training, Audit, Fire& First Aid Equipment Training Services	Open
5.	SASDF/C5/22/2022-2024	Provision of ICT related Consultancy Services	Open
6.	SASDF/C6/23/2022-2024	Provision of Professional Conveyancing Services, Legal Consultancy Services, Compliance & Governance Audit	Open

D. PROVISION OF WORKS

ITEM NO.	CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
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	1.	SASDF/D1/24/2022 -2024	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Office Partitioning, Electricals, Plumbing, Painting Etc.	Registered with NCA 5,6 &7
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B. Contents of the Prequalification Document	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:</p> <p style="text-align: center;">AG.CHIEF EXECUTIVE OFFICER SPORTS, ARTS AND SOCIAL DEVELOPMENT FUND (SASDEF) FLAMINGO TOWERS, 7TH FLOOR P.O. BOX 4644 – 00200</p> <p style="text-align: center;">TEL: +254 791 801 225 FAX: +254-020-316187</p> <p style="text-align: center;">NAIROBI, KENYA.</p> <p style="text-align: center;">E-mail: procurement@sasdef.go.ke Website: www.sasdef.go.ke</p>
ITA 8.2	A pre-arranged Site visit will be held on <u>NOT APPLICABLE</u> At _____
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than seven (7) days prior to the deadline for closing the tenders
ITT 9.2	Addendum issued shall be published at the website www.sasdef.go.ke
ITA 8.2	Pre-Application Meeting will be held: <i>Will not be held</i>
C. Preparation of Applications	
ITA 12.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents:</p> <p style="text-align: center;">N/A</p>
Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 16.2	<p>In addition to the original, the number of copies to be submitted with the Application is:</p> <p style="color: red;"><i>One(1) Copy</i></p>



D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is: Date: <i>7th December, 2022</i> Time: <i>10:00 a.m. EAT</i> For Application submission purposes only, the Procuring Entity's address is: The Ag. Chief Executive Officer, The Sports, Arts and Social Development Fund, P. O. Box 4644 – 00200 NAIROBI</p> <p>Applicants <i>“shall not”</i> have the option of submitting their Applications electronically.</p>
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	<p>The opening of the Applications shall be at immediately thereafter at the SASDEF Offices Board Room. Tenderers or their representatives are free to attend the tender opening, AT 10:00 a.m. EAT on <i>7th December, 2022</i> <i>An online option of opening the Technical Proposals is NOT offered.</i></p>
E. Procedures for Evaluation of Applications	
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is</p> <p>Ag. Chief Executive Officer, The Sports, Arts and Social Development Fund , E-mail: procurement@sasdef.go.ke Website: www.sasdef.go.ke</p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. The terms of the Prequalification Documents; and 2. The Procuring Entity's decision not to prequalify an Applicant. <p>Important Pre-Requisites</p> <ol style="list-style-type: none"> 1. Must be a registered firm in Kenya with a certificate of registration or incorporation copies of which must be attached. 2. Must be Kenya Revenue Authority (KRA) compliant and up to date with Income Tax and VAT Returns. Attach the following;



Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
	<ol style="list-style-type: none"> 1. Copies of PIN & VAT Certificate of firm 2. Copy of RECENT CR12 FORM (WITHIN 12 MONTHS) from registrar of companies. Where applicable 3. Certificate of Incorporation/Registration 4. Valid Tax compliance certificate 5. Copy of Current Trade License/Business permit 6. Where indicated (Special requirements), VALID AGPO Certificate for categories under reservation (Youth, Women & PWD). 7. Provide list of clients you are serving currently (at least 5) and attach copies of recommendation letters. 8. Dully filled Application in the format provided 9. Dully filled Company/Firm's Profile in the format provide 10. Dully filled Confidential Business Questionnaire in the format provided 11. Dully filled Sworn in Statement in the format provided 12. A signed statement that the bidder is not debarred from participating in public procurement or debarred from practice. 13. Past litigation and arbitration incidences encountered if any by the firm in the past one year must be enumerated. 14. Those who wish to be prequalified for Provision of Security and Guarding Services, Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems should provide proof of the 5-Year Certificate of Registration From Private Security Regulatory Authority . 15. For Supply & Delivery Of Computers, Ipads, Tablets, Servers, Computer Accessories/Accompaniments & Software/ Hardware Installation; In Addition To Mandatory Criteria Above Attach The Following: <ol style="list-style-type: none"> i. Copy of dealership certificate were applicable ii. Registered as a contractor/ supplier with ICT Authority of Kenya is an added advantage 16. For Provision of General Insurance & Motor Vehicle Insurance MUST be an Eligible Insurance Underwriter



17. For Provision of Consultancy Services MUST provide latest copy of Registration as a Valid Training Provider by National Industrial Training Authority (NITA) and (NEMA Certified Firms) where applicable

18. For Provision of Small Contractual Works MUST be registered with NCA 5,6,7 & Above

19. FOR PROVIDERS OF LEGAL SERVICES, in addition to mandatory criteria above, applicants must provide

- i. Proof that all Advocates in the law firm are registered members of the Law Society of Kenya by way of submitting copies of current practicing certificates.
- ii. Proof of good standing from the Law society of Kenya.
- iii. Professional indemnity of a minimum of kshs.10 million.
- iv. Managing partners and Associate Advocates must have a minimum practicing experience of 10 and 5 years respectively.

Current and Future Status of the Applicant

SASDEF recognizes that the information presented in this Registration Application Document represents the status as at the point of application, and that this may change in the course of the year. Should conditions arise between the Registration of the applicant and the time when tenders or quotations are asked for, SASDEF will evaluate the tenders or quotations based on the status of the applicant that will be prevailing then.

POST QUALIFICATION (DUE DILIGENCE)

Successful Bidders' documents will be subjected to verification for confirmation of the authenticity on the following (Valid Tax Compliance, Valid National Construction Authority Certificates and 5-Year Certificate of Registration From Private Security Regulatory Authority where applicable)



SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The Procuring Entity shall insert one Form for **each Lot or Contract** in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.
4. Registration & Qualification Criteria

A. MANDATORY REQUIREMENTS

i. Open Categories MUST Provide;-

	REQUIREMENTS	YES/NO
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copies of PIN & VAT Certificate of firm	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate	Mandatory
	Copy of RECENT CR12 FORM (WITHIN 12 MONTHS) from registrar of companies. Where applicable	Mandatory
4.	Copy of Current Trade License/Business permit from a County Government	Mandatory
5.	Copies of registration with relevant regulatory bodies where applicable e.g., NCA, IRA, LSK, NITA, PSRA, etc.	Mandatory
6.	Firms audited accounts for previous two years (attach proof)	Mandatory
7.	All pages of the Tender Document /attachments must be serialized	Mandatory
8.	Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 3)	Mandatory



ii. AGPO Categories MUST Provide;-

	REQUIREMENTS	YES/NO
1.	Certificate of Registration/Incorporation	Mandatory
2.	KRA PIN Certificate	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate	Mandatory
	Copy of RECENT CR12 FORM (WITHIN 12 MONTHS) from registrar of companies. Where applicable	Mandatory
4.	Valid Certificate of Registration under AGPO	Mandatory
5.	All pages of the Tender Document /attachments must be serialized	Mandatory



B. TECHNICAL REQUIREMENTS

Only firms applying under Open Categories are required to submit the following requirements:

1. Required Information	Form Type	Points Score
1. Statutory Documentations	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	20
4. Financial Position	PQ-4	30
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	30
7. Litigation History	PQ-7	10
TOTAL		100

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	10
2	Duly filled Biodata for KEY/Supervisory Personnel	20
3	Financial Position of the firm for the period during 2020 & 2021	20
4	Duly filled Confidential Business Questionnaire	10
5	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100



NOTE:

- i. Failure to attach mandatory documents will lead to automatic disqualification thus no further evaluation of the application.
- ii. Special groups (Reserved): include youth, women and Persons with disability who have been duly registered with the National Treasury (Directorate of Procurement). They must show Proof of registration by providing the certificate of Registration.
- iii. Open: Open to all Bidders; (enterprises owned by Women, youth and people with disability are eligible to participate as well)
- iv. The total marks under technical requirements is 100 points. The pass mark is 70 points and above for vendors under open categories.
- v. Youth Women and people with disability (Reserved group) will be deemed to be technically qualified if they present all mandatory requirements above.



SECTION IV- APPLICATION FORMS

PQ-1 REGISTRATION OF SUPPLIERS APPLICATION FORM

1. General Company Information

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

for Category No.....
(Category of Goods or service Description)

Post Office Address Town.....

Street Name of building.....

Floor No. Room/Office No.

Telephone Nos.....

Full Name of applicant

Other branches location (if any).....

2. Organization & Ownership Information

Number of Management Personnel

President/Chief Executive – (full name)

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

i)

ii)

iii)

3. Business founded or incorporated (Year)

4. Under present management since

5. Net worth equivalent Kshs.....



6. Bank reference and address

.....

7. Enclose a copy of company profile indicating the main fields of activities

8 State any technological innovations or specific attributes which distinguish your company from your competitors

.....

.....

.....

9. Indicate terms of trade/sale

.....

.....

.....

.....



PQ-2- BIODATA FOR KEY / SUPERVISORY PERSONNEL

1. Company/ Firm's Staff 1

Name.....Age.....

Academic Qualification

.....

Professional Qualification

.....

.....

Length of service with Contractor or Supplier.....Position held.....

2. Company/ Firm's Staff 2

Name.....Age.....

Academic Qualification

.....

Professional Qualification

.....

.....

Length of service with Contractor or Supplier.....position held.....

NB: (Attach copies of certificates & Signed C.Vs for at least two (2) keypersonnel in the organization)



PQ-3 - FINANCIAL STATUS AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements for the **period during years 2020 and 2021** giving summary of assets and current liabilities/or any other financial support.

- (2) Attach recently obtained letter of reference from the bank **regarding Supplier's credit position.**(The reference letter should be between January 2021 and November 2022)



FORM PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address.....Tel.No.....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time :K£.....</p> <p>Name of your bankers.....Branch</p>																															
	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 5%;"></th> <th style="text-align: left; width: 30%;"><i>Name</i></th> <th style="text-align: left; width: 30%;"><i>Nationality</i></th> <th style="text-align: left; width: 20%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 15%;"><i>Shares</i></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>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.					
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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 K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 5%;"></th> <th style="text-align: left; width: 30%;"><i>Name</i></th> <th style="text-align: left; width: 30%;"><i>Nationality</i></th> <th style="text-align: left; width: 20%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 15%;"><i>Shares</i></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>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
<p>Date..... Signature of Candidate.....</p>																															

***if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization**



FORM PQ-5 - PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

(Attach copies of LPOs and contracts as evidence relevant to the category applied for)

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. Name of 4th Client (organization)

- vii) Name of Client (organization)
- viii) Address of Client (organization)
- ix) Name of Contact Person at the client (organization)
- x) Telephone No. of Client
- xi) Value of Contract
- xii) Duration of Contract (date)

(Attach documental evidence of existence of contract)



5. Others

.....

AGPO Group (Please indicate the category whether women, youth, pwd and certificate No.)

a) Category.....

b) AGPO Certificate Number



FORM PQ-6 - 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 one year 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)

