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**PRE-QUALIFICATION TENDER DOCUMENT FOR  
REGISTRATION OF SUPPLIERS OF  
GOODS AND SERVICES FOR THE FINANCIAL YEARS 2024 AND 2025**

**TENDER**

**No AK/SPQ/VOL/1/2023**

CATEGORY No .....

**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND  
SERVICES FOR TWO YEAR ENDING 31<sup>ST</sup> DECEMBER, 2025.**

## PRE - QUALIFICATION CATEGORIES

### SUPPLY AND DELIVERY OF GOODS CATEGORIES

<b><u>CATEGORY NO</u></b>	<b><u>ITEM DESCRIPTION</u></b>
AKG/01/2024-2025	Supply and delivery of General Office Stationery
AKG/02/2024-2025	Supply and delivery of Printed Stationery, Calendars, booklets ,Diaries, banners, bib numbers, thigh numbers etc.
AKG/03/2024-2025	Supply and delivery of computers and Computer accessories and peripherals, laptops, printers, photocopiers, projectors, telephones system (PABX) scanning machines, digital cameras , Software Licenses and consumables
AKG/04/2024-2025	Supply and delivery of bottled drinking water
AKG/05/2024-2025	Supply and delivery of vehicle tyres, Tubes, Batteries and other automotive consumables
AKG/06/2024-2025	Supply and delivery of Office furniture and general office equipment and appliances
AKG/07/2024-2025	Supply and delivery of uniforms, Merchandise, Marketing and Promotional materials
AKG/08/2024-2025	Supply and delivery of trophies and medals for honors and awards
AKG/09/2024-2025	Supply and delivery of sanitary and cleaning agents
AKG/10/2024-2025	Supply of fuel, oils, vehicle spare parts and Lubricants
AKG/11/2024-2025	Supply and delivery of Vehicle Tracking devices
AKG/12/2024-2025	Supply and delivery of pharmaceutical and non-medical items
AKG/13/2024-2025	Supply and delivery of Sports equipment/ implements
AKG/14/2024-2025	Supply and delivery of lawn mower

### PROVISION OF SERVICES CATEGORIES

<b><u>CATEGORY NO</u></b>	<b><u>ITEM DESCRIPTION</u></b>
AKS/01/2024-2025	Repair and maintenance of Air Conditioning Equipment
AKS/02/2024-2025	Installation and maintenance of security surveillance/CCTV cameras ,installation of Network structured cabling, repairs and maintenance of Computers, Photocopiers, ICT equipment and other electronics
AKS/03/2024-2025	Provision of General Repairs and maintenance of Office Furniture and Fittings
AKS/04/2024-2025	Provision of specialized services in sports psychology and sports nutrition services
AKS/05/2024-2025	Provision of Repair and maintenance of Athletics Kenya vehicles
AKS/06/2024-2025	Provision of courier services & freight services (local and international)

AKS/07/2024-2025	Provision of Legal services
AKS/08/2024-2025	Provision of Fumigation and pest control services
AKS/09/2024-2025	Provision of Riadha House management and maintenance services
AKS/10/2024-2025	Provision of Insurance services (Medical, Travel, General and Group life cover)
AKS/11/2024-2025	Provision of Internet, website design, web hosting and maintenance services
AKS/12/2024-2025	Provision of Catering services
AKS/13/2024-2025	Provision of Accommodation and related services.
AKS/14/2024-2025	Provision of travel agency services (ticketing both local & international-IATA certified)
AKS/15/2024-2025	Provision of museum management and consultancy services
AKS/16/2024-2025	Provision of Human Recourse and consultancy services
AKS/17/2024-2025	Provision of clearing and forwarding services
AKS/18/2024-2025	Provision of Information Systems development services
AKS/19/2024-2025	Provision of Event Management services
AKS/20/2024-2025	Provision of Security Services
AKS/21/2024-2025	Provision of Taxi-transport Services
AKS/22/2024-2025	Provision of Gardening and Landscaping services
AKS/23/2024-2025	Provision of Auditing Services
AKS/24/2024-2025	Provision of travel documentation Processing services (visas)
AKS/25/2024-2025	Provision of Consultancy for Strategic Planning
AKS/26/2024-2025	Provisional of short term leasing of out of office Photocopying and printing
AKS/27/2024-2025	Provision of Architectural Services
AKS/28/2024-2025	Provision of Survey Services and Quantity Survey Services
AKS/29/2024-2025	Provision of publicity services and media services
AKS/30/2024-2025	Provision of Stores Management System Services (ERP)
AKS/31/2024-2025	Provision of Marketing services
AKS/32/2024-2025	Provision of Photography, videography and livestreaming services
AKS/33/2024-2025	Provision of AK generator and lawn mower maintenance services

### **Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective supplier must submit all the information herein requested.

## **Invitation to Tender/Quotations**

As the need arises, Quotations will be invited from pre-qualified firms in the relevant category in accordance with the public procurement regulations.

### **PRE-QUALIFICATION DATA INSTRUCTIONS.**

#### **Pre-qualification data forms**

- (i) The attached questionnaire forms PQ1, PQ2, PQ3,PQ4,PQ5,PQ6 and PQ7 are to be completed by prospective suppliers/contractors who wish to be listed/registered as suppliers in the specified categories
- (ii) The Pre-qualification application forms must be filled fully; incomplete application will lead to disqualification.

#### **Qualification**

- (i) It is understood and agreed that the pre-qualification data on prospective bidder is to be used by Athletics Kenya in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items/service required in the respective category.
- (ii) Prospective bidders will not be considered qualified unless in the judgment of Athletics Kenya they possess capability, experience, qualified personnel available and equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services required.

#### **Essential Criteria for Pre-qualification.**

- (i) Experience: Prospective bidder shall have at least three (3) years in the supply of goods or services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the contract (newly registered firms are exempted)
- (ii) Prospective supplier must possess all the statutory documents i.e. VAT registration, PIN and must provide valid tax compliance certificates and valid Local Authority trade License – PQ1

#### **Financial Condition**

- (i) The supplier's financial condition will be determined by latest financial statement (**latest 2 years audited accounts**) submitted with the pre-qualifications documents as well as letters of reference from their bankers regarding supplier's credit position. Potential supplier/contractor will be pre-qualified on the satisfactorily information given.

- (ii) Special consideration will be given to the financial resources available as working capital, (Data on form PQ4). Potential bidders should provide evidence of financial capability to execute contract.

### **Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers must be included in form PQ3 and documentary evidence of contracts executed where applicable. (Newly registered/incorporated firms are exempted).

### Sworn Statement

Application must include a sworn statement (form PQ6) by the person Tendering ensuring the accuracy of the information given.

### Pre-qualification Criteria

<u>Required information</u>	<u>Form Type</u>	<u>Points Score</u>
1. Registration Documents	PQ-1	20
2. Pre-qualification Data	PQ-2	10
3. Past Experience	PQ-3	20
4. Financial Statement	PQ-4	10
5. Confidential Questionnaire	PQ-5	20
6. Litigation History	PQ-6	10
7. Sworn Statement	PQ-7	<u>10</u>
		100

### 3.8 Qualification Mark.

The qualification mark is 80 points and over.

### **FORM PQ1: REGISTRATION DOCUMENTATION.**

This is the preliminary registration of statutory documents which shall be provided by all bidders.

- i) Copy of certificate of registration or incorporation
- ii) Copy of valid tax compliance certificate from Kenya Revenue Authority.
- iii) Copy of PIN Certificate
- iv) Copy of VAT registration certificate
- v) Copy of trade license from Local Authority
- vi) Physical address (please attach copy of **lease agreement or ownership**)
- vii) Indicate website, email address and telephone

NB: Failure to submit any of the above mandatory requirements will lead to **Automatic Disqualification**.

**FORM PQ 2: PRE-QUALIFICATION DATA**

**CONTRACTOR IDENTIFICATION.**

- 1. Legal Name .....
- Physical address.....
- Post office address .....code.....
- City .....Country.....
- Land line Telephone No(s).....
- Person to Contact.....
- Cell phone No .....email.....
- Title.....
  
- 2. Organization & Business information.....
- Director.....
- Secretary.....
- General Manager.....
- Treasurer.....
- Others.....
  
- 3. Partnership (if applicable).....
- Name of other partners.....
- Business founded or incorporated.....
- Under present management since.....
- Bank reference and address.....

*Enclose copy of the organization chart of the firm indicating the main field of activities.*

**FORM PQ3: PAST EXPERIENCE**

- 1. **Name of client (Organization)**.....
- Address .....
- Telephone No.....Email.....
- Highest value of contract.....
- Contact person.....
- Signature.....
- Office stamp of the organization
  
- 2. **Name of client (Organization)**.....

Address .....  
Telephone No.....Email.....  
Highest value of contract.....  
Contact person.....  
Signature.....  
Office stamp of the organization

3. **Name of client (Organization)**.....

Address .....  
Telephone No.....Email.....  
Highest value of contract.....  
Contact person.....  
Signature.....  
Office stamp of the organization

Others .....

NB: Provide documentary evidence of contracts executed.

**FORM PQ4: FINANCIAL STATEMENT**

Attach a copy of firm's most recent 2 years audited and certified financial statement giving summary of quick assets and current liabilities/or any other financial support.

**FORM PQ5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part2 (a) or 2(c) whichever applies in your type of business.

**Part 1- General:**

Business Name .....  
Location of Business premises.....  
Plot No.....Street/Road.....  
Postal address.....Tel.....  
No.....  
Nature of Business.....  
Current trade License No ..... Expiring date.....  
Maximum value of business which you can handle at any given time.....  
Name of your bankers.....Branch.....

**Part 2(a) Sole Proprietor:**

Your name in full .....Age.....

Nationality.....Country of origin.....

Citizenship details.....

**Part 2(b) Partnership:**

Name	Nationality	Citizenship Details	Shares
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**FORM PQ7: SWORN STATEMENT**

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 tenders or quotation(s) on the basis of provision in the quotation or tender document.

Applicant’s Name.....

Represented by:.....

Signature: .....

Date:.....

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