



KITALE CLUB

P. O. Box 30 – 30200 KITALE. TEL: 0726 610 241

PREQUALIFICATION/ REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS AND SERVICES

PREQUALIFICATION FOR FINANCIAL YEAR 2019/2020

Ref Code:

.....

Category Name:

.....

CLOSING DATE: 30th November, 2019.

TIME: 12:00 Noon

CLUB SECRETARY

KITALE CLUB

P.O BOX 30 - 30200

KITALE.

Email: info@kitaleclub.co.ke

TEL: 0726 610 241

1. Introduction

Kitale Club is the leading Golf Club in North Rift region and is undertaking this prequalification program for the selection of potential suppliers, contractors and service providers. The purpose of the program is to promote supplier partnership and to improve on the quality of services whilst achieving the most competitive prices.

The Pre-qualification document and the response thereof shall be the **ONLY** basis for pre-qualification as a supplier, contractor and service provider in specified category.

Please read through this document carefully and provide the requested information together with **ALL** required supporting documents.

2. Important Notes

- a) The purpose of this document is to assist Kitale Club in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.
- b) All documents must be submitted in English Language.
- c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.
- d) You may also be asked to clarify your answers or provide more details. Please answer **ALL** questions. If the question does not apply to you, please write **N/A**.
- e) Kitale Club will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- f) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further Kitale Club reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) The information provided in the prequalification document is strictly confidential and solely for use by Kitale Club.
- h) Participants to kindly note that this does not amount to any contractual obligation on the part of Kitale Club, and that Kitale Club is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate paper. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the document.

k) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.

l) Suppliers will meet all costs associated with preparation and submission of their applications.

m) It is Kitale Club's policy to require that suppliers observe the highest standards of ethics during the selection and execution of such pre-qualifications.

In pursuance of this policy, Kitale Club defines, for the purpose of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of s) designed to establish prices benefits of free and open competition.

(iii) Kitale Club will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;

(iv) Kitale Club will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.

(v) Kitale Club will have the right to inspect the business premises of the supplier.

If you have any queries please send to; info@kitaleclub.co.ke

The Completed questionnaire forms in plain sealed envelopes clearly marked "REF:.....**PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS & SERVICE PROVIDERS FOR CATEGORY UPON PAYMENT OF KSH. 2,000/= FOR REGISTRATION.** (please indicate)

Should be addressed to:

**TENDER COMMITTEE
KITALE CLUB,
P.O. BOX 30 – 30200
KITALE, KENYA.**

And deposited in the Tender Box located on, **at the main reception of Kitale Club, along Kitale - Eldoret highway, off Mumia Road.**

Any document received after the deadline time and date shall be rejected.

CATEGORY A	SUPPLY OF GOODS
CODE. NO	ITEM DESCRIPTION
KTLCCLUB/PQ/001/2019/20	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENTS, STATIONERY & OTHER RELATED ITEMS
KTLCCLUB /PQ/002/2019/20	SUPPLY & DELIVERY OF COMPUTER SOFTWARE, LICENSES CONSUMABLES & OTHER PERIFERALS
KTLCCLUB /PQ/003/2019/20	SUPPLY & DELIVERY OF FRESH CUT OFFICE FLOWERS, BOUQUETS & DECORATIONS.
KTLCCLUB /PQ/004/2019/20	SUPPLY & DELIVERY OF FRESH FRUITS AND VEGETABLES
KTLCCLUB /PQ/005/2019/20	SUPPLY & DELIVERY OF DRY FOOD STUFFS/SUPPLY & DELIVERY OF CEREALS, DRY GOODS AND GROCERIES
KTLCCLUB /PQ/006/2019/20	SUPPLY & DELIVERY OF STAFF UNIFORMS, PROTECTIVE CLOTHING & CMT CHARGES
KTLCCLUB /PQ/007/2019/20	SUPPLY & FITTING OF CURTAINS, DRAPERIES AND BLINDS
KTLCCLUB /PQ/008/2019/20	SUPPLY & PRINTING OF PROMOTIONAL & BRANDED MATERIALS
KTLCCLUB /PQ/009/2019/20	SUPPLY & DELIVERY OF DRUGS (AGROVET & PHARMACEUTICALS)
KTLCCLUB /PQ/010/2019/20	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL APPLIANCES, FITTINGS & OTHER RELATED ITEMS
KTLCCLUB /PQ/011/2019/20	SUPPLY & DELIVERY OF SPORTS GEAR, SPORTS EQUIPMENT & OTHER RELATED ITEMS
KTLCCLUB /PQ/012/2019/20	SUPPLY & DELIVERY OF NEWSPAPERS, PERIODICALS & MAGAZINES
KTLCCLUB /PQ/013/2019/20	SUPPLY & DELIVERY OF FITTING OF AIR CONDITIONERS.
KTLCCLUB /PQ/014/2019/20	SUPPLY & DELIVERY OF CCTV AND ACCESS CONTROL EQUIPMENTS.
KTLCCLUB /PQ/015/2019/20	SUPPLY & DELIVERY OF OFFICE FURNITURES AND FITTING
KTLCCLUB /PQ/016/2019/20	SUPPLY & DELIVERY OF WATER PUMPS
KTLCCLUB /PQ/017/2019/20	SUPPLY & DELIVERY OF HOT WATER / STEAM BOILER EQUIPMENT
KTLCCLUB /PQ/018/2019/20	SUPPLY & DELIVERY OF SOLAR HEATING EQUIPMENT
KTLCCLUB /PQ/019/2019/20	SUPPLY & DELIVERY OF FISH, SEA FOOD AND OTHER RELATED PRODUCTS
KTLCCLUB /PQ/020/2019/20	SUPPLY & DELIVERY OF PORK CUTS AND RELATED PRODUCTS
KTLCCLUB /PQ/021/2019/20	SUPPLY & DELIVERY OF CONFECTIONERY, NUTS AND CRISPS
KTLCCLUB /PQ/022/2019/20	SUPPLY & DELIVERY OF FRESH MILK AND DAIRY PRODUCTS
KTLCCLUB /PQ/023/2019/20	SUPPLY & DELIVERY OF CLEANING MATERIALS, DETERGENTS, DISINFECTANTS AND BRANDED TOILETRIES
KTLCCLUB /PQ/024/2019/20	SUPPLY & DELIVERY OF BEERS, WINES, SPIRITS AND OTHER LIQUORS
KTLCCLUB /PQ/025/2019/20	SUPPLY & DELIVERY BUILDING AND CONSTRUCTION MATERIALS
KTLCCLUB /PQ/026/2019/20	SUPPLY & DELIVERY OF BOTTLED WATER (MINERAL WATER) AND LEASING OF DISPENSERS
KTLCCLUB /PQ/027/2019/20	SUPPLY & DELIVERY OF SWIMMING POOL CHEMICALS AND RELATED PRODUCTS
KTLCCLUB /PQ/028/2019/20	SUPPLY & DELIVERY OF POULTRY AND POULTRY PRODUCTS
KTLCCLUB /PQ/029/2019/20	SUPPLY & SUPPLY AND ESSENTIAL OILS
KTLCCLUB /PQ/030/2019/20	SUPPLY AND DELIVERY OF SOFT DRINKS AND OTHER PACKAGED BEVERAGES
KTLCCLUB /PQ/031/2019/20	SUPPLY AND DELIVERY OF FRESH BUTCHER'S LAMB, GOAT MEAT, BEEF CUTS, RED MEAT AND WHOLE CARCASS
KTLCCLUB /PQ/032/2019/20	SUPPLY AND DELIVERY OF CHARCOAL AND WOOD FUEL
KTLCCLUB /PQ/033/2019/20	SUPPLY & DELIVERY OF LPG GAS CYLINDERS, GAS RE-FILLING SERVICE, BULK LP GAS, METHYLATYED AND RELATED KITCHEN FUELS
KTLCCLUB /PQ/034/2019/20	SUPPLY & DELIVERY OF HOTEL LINEN, BED SHEETS, BED COVERS AND TOWELS
KTLCCLUB /PQ/035/2019/20	SUPPLY & DELIVERY OF KITCHEN, CATERING EQUIPMENT & APPLIANCES; COLD ROOM & GAS SYSTEMS AND OTHER RELATED PRODUCTS
KTLCCLUB /PQ/036/2019/20	SUPPLY & DELIVERY OF AUDIO /VISUAL EQUIPMENT
KTLCCLUB /PQ/037/2019/20	REPAIR & MAINTANENCE OF SPORTS GEAR, SPORTS EQUIPMENT & OTHER RELATED ITEMS

CATEGORY B	PROVISION OF SERVICES
CODE. NO	ITEM DESCRIPTION
KTLCCLUB /PQ/038/2019/20	PROVISION OF PHOTOGRAPHY, VIDEO GRAPIC, PUBLIC ADDRESS SYSTEM & OTHER RELATED SERVICES
KTLCCLUB /PQ/039/2019/20	PROVISION OF LAUNDRY SERVICES
KTLCCLUB /PQ/040/2019/20	PROVISION OF GARDENING & LANDSCAPING SERVICES
KTLCCLUB /PQ/041/2019/20	PROVISION OF FUMIGATION & PEST CONTROL SERVICES.
KTLCCLUB /PQ/042/2019/20	PROVISION OF GABBAGE COLLECTION SERVICES
KTLCCLUB /PQ/043/2019/20	PROVISION OF SECURITY AND GUARD SERVICES
KTLCCLUB /PQ/044/2019/20	PROVISION OF OCCUPATIONAL HEALTH AND SAFETY CONSULTANCY SERVICES
KTLCCLUB /PQ/045/2019/20	PROVISION OF ENVIRONMENTAL MANAGEMENT AUDIT CONSULTANCY SERVICES
KTLCCLUB /PQ/046/2019/20	PROVISION OF END-TO-END ASSET MANAGEMENT SERVICES (FROM VALUATION, TAGGING, MOVEMENT)
KTLCCLUB /PQ/047/2019/20	PROVISION OF SANITARY BIN SERVICES
KTLCCLUB /PQ/048/2019/20	PROVISION OF INSURANCE BROKERAGE SERVICES
KTLCCLUB /PQ/049/2019/20	PROVISION OF MOTOR VEHICLE FUEL AND PETROL STATION SERVICES
KTLCCLUB /PQ/050/2019/20	PROVISION OF LEGAL SERVICES
KTLCCLUB /PQ/051/2019/20	PROVISION OF ARCHITECTURAL AND INTERIOR DESIGNS SERVICES
KTLCCLUB /PQ/052/2019/20	PROVISION OF CIVIL AND STRUCTURAL ENGINEERING SERVICES
KTLCCLUB /PQ/053/2019/20	PROVINSION OF ELECTRICAL AND MECHANICAL ENGINEERING SERVICES
KTLCCLUB /PQ/054/2019/20	PROVISION OF LAN; WAN; INTERNET NETWORKING; WEB, MOBIILE, & DESKTOP APPLICATION; WEB DESIGN & DEVELOPMENT SERVICES
KTLCCLUB /PQ/055/2019/20	PROVISION OF DESIGN & PRINTING OF PROMOTIONAL BRANDED MATERIALS & OTHER REALATED SERVICES
KTLCCLUB /PQ/056/2019/20	PROVISION OF QUANTITY SURVEY SERVICES

CATEGORY C	REPAIR AND MAINTENANCE SERVICES
CODE NO.	ITEM DESCRIPTION
KTLCCLUB /PQ/057/2019/20	REPAIR & SERVING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES
KTLCCLUB /PQ/058/2019/20	REPAIR & SERVICING OF GENERATORS AND OTHER AUTOMOTIVES
KTLCCLUB /PQ/059/2019/20	REPAIR & GENERAL MAINTENANCE TO BUILDING - PLUMBING AND MINOR REPAIRS
KTLCCLUB /PQ/060/2019/20	REPAIR & GENERAL MAINTENANCE TO CCTV AND ACCESS CONTROL EQUIPMENTS
KTLCCLUB /PQ/061/2019/20	REPAIR & MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS, SCANNERS PABX MACHINES, TELEPHONE, OFFICE EQUIPMENT, MACHINES & OTHER RELATED SERVICES.
KTLCCLUB /PQ/062/2019/20	REPAIR & MAINTENANCE OF KITCHEN, CATERING EQUIPMENT & APPLIANCES; COLD ROOM & GAS SYSTEMS AND OTHER RELATED SERVICES.
KTLCCLUB /PQ/063/2019/20	REPAIR & MAINTANANCE OF LAN, WAN, INTERNET NETWORKING AND UPGRADE OF WEB SITE/DESIGN SERVICES

1. Corporate Information

No.	PARTICULARS	RESPONSE												
1.1	Full name of organization													
1.2	Is your organization (Please tick as appropriate) <table border="1" data-bbox="816 363 1325 957"> <tr> <td data-bbox="816 363 1325 583">i) A public limited Company? If yes, please attach copies of the company's memorandum of association and articles including any change of name</td> <td data-bbox="1325 363 1521 583"></td> </tr> <tr> <td data-bbox="816 583 1325 657">ii) Public listed Company? If yes, attach copies as (i) above</td> <td data-bbox="1325 583 1521 657"></td> </tr> <tr> <td data-bbox="816 657 1325 730">i) A limited company? If yes, attach copies as (i) above</td> <td data-bbox="1325 657 1521 730"></td> </tr> <tr> <td data-bbox="816 730 1325 804">iii) A partnership? If Yes attach partnership deed.</td> <td data-bbox="1325 730 1521 804"></td> </tr> <tr> <td data-bbox="816 804 1325 877">iv) A sole trader? If Yes, attach business certificate.</td> <td data-bbox="1325 804 1521 877"></td> </tr> <tr> <td data-bbox="816 877 1325 957">v) Other (please specify)</td> <td data-bbox="1325 877 1521 957"></td> </tr> </table>	i) A public limited Company? If yes, please attach copies of the company's memorandum of association and articles including any change of name		ii) Public listed Company? If yes, attach copies as (i) above		i) A limited company? If yes, attach copies as (i) above		iii) A partnership? If Yes attach partnership deed.		iv) A sole trader? If Yes, attach business certificate.		v) Other (please specify)		
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iii) A partnership? If Yes attach partnership deed.														
iv) A sole trader? If Yes, attach business certificate.														
v) Other (please specify)														
1.3	Date of Registration:													
1.4	Full physical address of principal place of business: Full postal of the principal place of business:													
1.5	Registered address if different from the above: Post Code:													
1.6	Telephone number:													
1.7	E-mail address:													
1.8	Website address (if any):													
1.9	Company Tax PIN: (Kindly provide a copy of the PIN Certificate)													
1.10	VAT Registration number: (Kindly provide a copy of the VAT Certificate)													
1.11	Period in which you have been in the specific business for which you wish to be pre-qualified													

1.12	Names of the Shareholders, Directors and Partners Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors and shareholders of the company (Companies for CR 12). The report should not be more than one month old.	
1.13	Associated company (if any)	
1.14	Provide the name of the company's certified Secretary/Auditors	
1.15	<i>Please provide a copy of the most recent annual return together with a filing receipt.</i>	
1.16	Name of (ultimate) parent/holding company (if this applies):	
1.17	Companies Registry number of parent/holding company (if this applies):	
1.18	Contact person within the organization to whom	
1.19	NAME:	
	TITLE:	
	TEL:	
	FAX:	
	EMAIL:	

2. Financial Information

No.	PARTICULARS		
2.1	What was your turnover in the last two years? for year ended --/--/---- for year ended --/--/----
2.2	Has your organization met all its obligations to pay its creditors and staff during the past year?	Yes / No	
	If No, please give details		
2.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No	
	If yes, please give details:		
2.4	If “No” please explain why:		
2.5	What is the name and branch of your bankers (who could provide a reference)?	Name:	
		Branch:	
		Telephone Number:	
		Postal Address:	
		Contact Person Name:	
		Contact Position	
		Contact E-mail:	

3. Business Activities

No.	PARTICULARS
3.1	What are the main business activities of your organization?
3.2	How many staff does your organization have? Indicate the number under each category i. Technical (Permanent....., Temporary.....) ii. Semiskilled (Permanent....., Temporary.....)
3.3	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by Kitale Club.

4. Trade References

6.1 Please provide in the table below details of projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this pre-qualification document.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

5. Certifications, Accreditations and Approvals

Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

6. Agencies and Partnerships

- a) Detail any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.
- b) List your primary sources of supply for goods that you propose to supply.

7. Management Policies

a) Employee Integrity

How does the firm ensure the integrity of staff? Detail any related policies

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b) Code of Conduct/Ethics

Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of Conduct/ethics.

c) Company employment policy

Does the firm have a documented employment policy? What are key highlights from this policy if in existence?

d) Customer Service

- Does the firm have a documented policy on Customer Service?
- Which position in your firm is responsible for customer service and how is this position supported by other functions?
- Does your firm use any performance management techniques, including customer satisfaction measurement? If so, what are the key parameters?

Note: Kitale Club may require that customers for products/service provided by your firm fill out an appraisal form and rate your services for use in subsequent decisions on whether to shortlist your company.

8. Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Kitale Club contractor and or service provider.

No.	PARTICULARS	RESPONSE
10.1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
10.2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs. 500,000/=.	
10.3	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
10.4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Authority or similar authority in the country in which your organization is established?	
10.5	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
10.6	Please state if any Director, shareholder, Partner and / or Company Secretary of the organization is currently employed or a member of Kitale Club.	

9. Insurance

Please provide details of your current insurance cover.		Value
11.1	Employer's Liability:	
11.2	Public Liability:	
11.3	Professional Indemnity (if applicable)	
11.4	Other (specify)	

11. EVALUATION

(a) Mandatory Requirements for Pre-Qualification

You shall be required to attach the following mandatory documents where applicable.

- 1) Certificate of Incorporation/Partnership deed/business name
- 2) Trading Certificate where applicable
- 3) Certificate from relevant authorities where applicable
- 4) VAT Certificate/ PIN Certificate
- 5) Tax Compliance certificate.
- 6) List of Directors, telephone and their postal address
- 7) Official Companies Registry Ownership Report CR 12 (*Where applicable*)
- 8) Annual Returns and receipt
- 9) Accounts Information
- 10) CVs of Senior Staff where applicable

11) List of items for which you wish to be considered (attach separate sheet)

- 12) All other information as specified in the pre-qualification advert

NB: Attach all the above documents

(b) Additional Requirements

- I. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.
- II. Kenya Bureau of Standards certifications /or equivalent where applicable.
- III. Attach catalogues and brochures for the items you wish to supply.

10. Declaration

I declare that to the best of my knowledge the answers submitted in this pre-qualification Questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Kitale Club.

FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	