

TENDER NO. PCEA/G/PRE/001/2019 -2020

**PRE-QUALIFICATION/REGISTRATION OF CONTRACTORS FOR
PROVISION OF CIVIL AND ELECTRICAL WORKS
SERVICES FOR FINANCIAL YEAR 2019 - 2020**

FIRM'S NAME:

**PRE-QUALIFICATION OF CONTRACTORS FOR PROVISION OF
CIVIL AND ELECTRICAL WORKS SERVICES FOR THE FINANCIAL YEAR 2019 -2020**

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TENDER NOTICE

A. PREQUALIFICATION OF CONTRACTORS FOR THE CIVIL AND ELECTRICAL SERVICES FOR FINANCIAL YEAR 2019/2020: TENDER NO. PCEA/G/PRE/001/2019/2020

The PCEA Gateway Church is in the process of pre-qualifying Suppliers/Contractors for the provision of various Civil and Electrical Works Services for the financial year 2019/2020.

Interested and eligible Contractors specializing in the various categories of provision of services mentioned here below are invited to apply for pre-qualification: -

1		PROVISION OF MINOR WORKS	
CATEGORY NO	ITEM DESCRIPTION		
PCEA/G/PRE/001/2019/2020	Civil construction works, partitioning, repairs, painting and demolition of building, offices and structures		
PCEA/G/PRE/002/2019/2020	Minor plumbing, drainage and sewerage services		
PCEA/G/PRE/003/2019/2020	Electrical works		

The Pre-qualification/Registration of contractors documents detailing relevant terms and conditions may be obtained at **No cost from website www.pceagateway.org** Click on the 'Resources' tab you can obtain the document from 'news and events'

Duly completed Pre-qualification/Registration documents in plain sealed envelopes clearly marked with the **Tender Number** and/or **Pre-qualification Category No.** should be mailed or deposited in the Tender Box provided on the church building located off Northern by pass at 10:00 am on 31st January 2019.

The Church Administrator
P. O. Box 1176 – 00618
NAIROBI

so as to be received on or before on the **Indicated date and time provided here above.** Applications/tenders will be opened immediately thereafter at the Conference room on presence of candidates or their representatives who may wish to attend.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**ADMINISTRATION SECRETARY
PCEA GATEWAY CHURCH**

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The PCEA church would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract and provision of services to the church.

1.2 Project Object

The main objective of this part is to pre-qualify to provide services under relevant tender categories in the Church as and when required during the financial period ending **30th June, 2020**.

1.3 Invitation of Pre-Qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Administrator PCEA Gateway so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The Client requires prospective contractors to supply mandatory information for pre-qualification.

1.4 Experience

Prospective contractors must have carried out successfully provided of similar services to Government institutions of similar size and complexity. Potential contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted so as to reach:-

**Administration Secretary
PCEA Gateway
P. O. Box 1176 – 00618
NAIROBI**

Telephone No: 0717212096

Not later than 10.00 a.m. (Local time) on 31st January 2019.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Administrator Secretary.

1.9 Additional Information

The Church reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by church after scoring more than **70 points**, soon after the completion of the pre-qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.3 contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender.

2.4 payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the agreement.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of application for the specific tender.

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

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Ministry of Industry, Trade and Co-operatives in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Ministry of Industry, Trade and Co-operatives they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

(a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Candidate's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in

progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Applicants must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Confidential Business Questionnaire	PQ-5	20
6. Past Experience	PQ-6	10
7. Sworn Statement	PQ-8	10
TOTAL		100

3.8 The qualification shall be 70 points and above.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration.
3. Tax Compliance Certificate from Kenya Revenue Authority

FORM PQ-2

PRE-QUALIFICATION DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
Telephone No.....
Person to contact.....
Title.....
2. Organization & Business Information.....
General Manager.....
Directors.....
Others.....
Partnership (if applicable).....
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

FORM PQ-3

SUPERVISORY PERSONNEL

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....
.....

Construction/or service experience

a) Name of project.....

b) Character and nature of project.....

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded.....

.....

FORM PQ-4

FINANCIAL POSITION

Attach bank statement for at least six months (1st January 2018 – 30th June 2018)

FORM PQ-5

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General:

Business Name.....
Location of Business premises.....
Plot No.....Street/Road.....
Postal Address.....Tel No.....
Nature of
Business.....
Current Trade Licence No.....Expiry date.....
Maximum value of business which you handle at any one time Ksh.....
Name of your bankers.....Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in
full.....Age.....
Nationality.....Country of origin.....
Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

Give details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

SignatureDate& Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

FORM PQ-6: PAST EXPERIENCE

**LIST NAMES OF AT LEAST FIVE (5) CLIENTS
(Give the contacts of the organization).**

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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