

CATHOLIC CHURCH OF KENYA
DIOCESE OF KISII

PREQUALIFICATION OF CONTRACTORS FOR THE PROPOSED WAUMINI PLAZA –
KISII TOWN

OCTOBER 2016

CONTRACTORS PRE-QUALIFICATION QUESTIONNAIRE

This prequalification questionnaire is to be completed by prospective contractors who wish to be prequalified for the following works for the proposed Waumini Plaza - Kisii Town:

- i. Main building works
- ii. Electrical installation works
- iii. Plumbing and drainage works
- iv. Mechanical ventilation works
- v. Aluminum works
- vi. Lifts installations
- vii. Landscaping

This information is strictly confidential and solely for use by Catholic Diocese of Kisii

Company

Name.....

.....

Postal Address

.....

Physical Address

.....

Telephone

Number.....

.....

Mobile

Number.....

.....

E Mail

Address.....

All applicants must indicate the category/s of works they wish to be prequalified for

Category No.

.....

Category Description

.....

SECTION 1: INVITATION FOR PREQUALIFICATION OF CONTRACTORS FOR THE PROPOSED WAUMINI PLAZA – KISII TOWN

Catholic Diocese of Kisii invites you to submit sealed application for prequalification for above works

The candidates must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted to the office of :-

PROJECT MANAGER

TYSONS LTD

P.O.BOX 40228 – 00100

NAIROBI.

(Attention: W. ONGWAE)

Prequalification documents should be submitted on or before 12.00 noon on 14th October 2016.

The Prequalification documents will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend.

This prequalification does not amount to any contractual obligation on the part of the Catholic Diocese of Kisii and the Catholic Diocese of Kisii is not obliged to invite any tenders from any or all candidates who have expressed their interest by responding to this invitation.

Catholic Diocese of Kisii reserves the right to authenticate information provided herein without reverting to the participant.

Catholic Diocese of Kisii reserves the right to accept or reject any application without assigning any reasons for the decision.

SECTION 2: GENERAL INSTRUCTIONS

1. Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
2. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
3. Answers to the questionnaire should be relevant to the works applied for and should be as clear and concise as possible.
4. The application for prequalification should be submitted in sealed envelopes properly labeled with the category number and the category description.
5. The documents should be signed by authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates and any other information that the applicant wish to considered.

To be eligible, the candidate must provide the following as part of the mandatory documents:-

1. Valid Tax Compliance Certificate
2. Company Registration/ Incorporation Certificate
3. Detailed Company profile
4. Audited accounts for the last two years, (2014 and 2015)
5. Current Business permit from the county government
6. Reference letters from three clients for projects of similar magnitude and complexity undertaken in the last five years
7. Evidence that the firm is NHIF compliant
8. Evidence that the firm is NSSF compliant
9. Registration with National Construction Authority in the following categories:-
 - i. Main Building works – NCA 3 and above
 - ii. Electrical Installations– NCA 4 “
 - iii. Plumbing and Drainage– NCA 4 “
 - iv. Mechanical ventilation works– NCA 4 “
 - v. Aluminium works– NCA 4 “
 - vi. Lift installations– NCA 7 “
 - vii. Landscapping– NCA 6 “

SECTION 3: GENERAL AND COMPANY INFORMATION

A) COMPANY PROFILE

- 1. CompanyName.....
- 2. Legal status (partnership / sole proprietor / limited company)
- 3. Company registration certificate Number. (attach copy)
- 4. Certification of registration with National Construction Authority (NCA) No
..... (Attach copy)
- 5. Nature of business licensed to operate
.....
.....
- 6. Current Business Permit No. Expiring date(attach copies)
- 7.VATNo.....(Attach copy)
- 8. Tax compliance certificate(attach copy)
- 9. Contact Person:
 - i.Name
 - ii. Title
 - iii.Tel No.
- 10.Postal.address:.....
- 11.Tel.No.....
- 12.Emailaddress.....
- 13.Website.....
- 14.PhysicalLocation.....
- 15.Names of Directors and their Details:

	Names of Partners / Shareholders	Gender	Age	Telephone	Nationality
1					
2					
3					
4					
5					

Name of Bank Branch.....
Insurers.....

B) ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?(Yes or No), if yes,when?provide present legal documentary evidence that you cleared and your business is now solvent
2. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?
3. Are you or your servants or agents been subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes.....no
4. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or has any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

(C) CAPABILITY AND STATEMENT

1 .What works do you want to be considered to perform?
.....
.....
.....

(indicate relevant category, number and description)

1. Which quality standards certification have you attained in the last two years? (Attach copies)
2. Provide details of your key personnel and attach their CVS (Use a separate sheet of paper)

3. What is the country of origin for your goods?

.....

4. Are you a manufacturer /wholesaler/retailer/other (please specify)

.....

If a manufacturer or service organization, are your products certified by Kenya Bureau Standards or are you affiliated to a recognized accrediting body? Yes/No

..... **(Attach documentary evidence of certification)**

5. If you are not a manufacturer, are you an authorized dealer Yes/ No

.....(attach manufacturer's authorization)

6. Who are your major corporate clients in the past five yrs. State clients name, works completed and contact person.

Name of the organization	Works Completed	Value of Contract	Contact Person and Telephone	Name and contact of the Architect/ lead consultant

7. What is the maximum value of business that you can handle at any one time?.....

8. Provide details of major construction Equipment indicating whether owned or hired (proof of ownership required)

DECLARATION

I / we the undersigned state that the above information is correct and that
I / we give the Catholic Diocese of Kisii the authority to seek any references
concerning my / our company from whatever sources deemed relevant e.g.
Company registrar' office, bankers etc.

Signed:.....ID.No.....

For and on behalf of M/S.....

In the capacity of

Dated this day of.....2016

Witnessed by:.....ID No.....