



ST. GEORGE'S PRIMARY & JUNIOR SCHOOL
P.O. BOX 43050-00100 NAIROBI-KENYA.

Website: stgeorgesprimarynrb.sc.ke | email: georgesprimary@gmail.com | TEL.0115540578



PRE-QUALIFICATION NOTICE

TENDER NO: STG/PQ/01-21/24/PREQUALIFICATION.

PRE - QUALIFICATION OF SUPPLIERS IN VARIOUS CATEGORIES FOR THE PERIOD BETWEEN 1ST JULY 2024 - 30TH JUNE 2026.

CLOSING DATE: 30TH MAY 2024 BY EXACTLY 4.30 PM.

CATEGORY.....

ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN ITS ENTIRETY

BEFORE MAKING ANY BID

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TENDER NO: STG/01-21/23/PREQUALIFICATION

**PRE - QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE PERIOD BETWEEN
 1ST JULY 2024 - 30TH JULY 2026.**

The St Georges Primary & Junior School hereafter referred to as “Procuring Entity” intends to prequalify /register qualified firms on various categories for Financial years 2024-2026.

The St Georges Primary and Junior School now invites applications from interested eligible firms for registration as Suppliers.

Complete sets of tender documents can be downloaded from The St Georges primary and junior secondary school website <https://www.stgeorgesprimarynrb.sc.ke> by interested bidders for free or at the School upon payment of non-refundable fee of Ksh. 1,000.00. The payment is through LIPA NA MPESA Pay bill, Business Number 522123 A/C No 81525K - Company Name. NO CASH PAYMENTS. The prequalification documents can be obtained from the administration office from 8: 30A.M - 4:30 P.M Monday to Friday.

Completed tender registration documents paginated and serialized are to be enclosed in plain sealed envelope, marked with Registration Category number and name and be deposited in the tender box marked “Registration of suppliers 2024/2026 at The St Georges Primary & Junior School, Tender Box at the administration office.

**The Principal St Georges Primary & Junior School P.O Box 30026-00100
 Nairobi, Kenya**

PRE-QUALIFICATION OF SUPPLIERS (F/Y2024-2026)

The St Georges Primary & Junior School is pre-qualifying suppliers for provision of goods, services and works as listed below. We wish to invite eligible firms that would be interested to be our partners in offering their Products or Services to us under the categories listed below to apply for pre-qualification for the period (F/Y2024 – 2026).

All existing Suppliers MUST also apply for consideration.

NO.	CATEGORY	DESCRIPTION	ELIGIBILITY
1.	STG/1/2024/2026	Supply of Cereals e.g. Beans, Green Grams, Rice, lentils	Open
2.	STG/2/2024/2026	Supply of Manufactured food stuff e.g. Maize flour, Salt, Cooking Oil, blue band,	Open
3.	STG/4/2024/2026	Supply of Meat, fish, and chicken and their products	Open
4.	STG/5/2024/2026	Supply of office Stationery	Youth, Women, PWD
5.	STG/7/2024/2026	Supply of security services e.g., Security Guards	Open
6.	STG/8/2024/2026	Supply of Electrical Repair and Maintenance Materials	Youth, Women, PWD
7.	STG/9/2024/2026	Supply of Plumbing Materials and Services	Open
8.	STG/10/2024/2026	Supply of Welding Services and Materials	Open
9.	STG/11/2024/2026	Supply of Painting Materials and Services	Youth, Women, PWD
10.	STG/12/2024/2026	Supply of Detergents, Disinfectants and Toiletries	Youth, Women, PWD
11.	STG/13/2024/2026	Supply of staff uniform, overalls, Gumboots, and heavy-duty Gloves	Youth, Women, PWD
12.	STG/14/2024/2026	Supply and delivery of fuel e.g. LPG gases, Charcoal and fire wood	Open
13.	STG/15/2024/2026	Provision of water storage tank cleaning services	Open
14.	STG/16/2024/2026	Provision of Swimming pool repairs and Maintenance Services	Open

NO.	CATEGORY	DESCRIPTION	ELIGIBILITY
15.	STG/17/2024/2026	Supply of Modern Jikos	Youth, Women, PWD
16.	STG/18/2024/2026	Supply of Kitchen Utensils and items	Youth, Women, PWD
17.	STG/19/2024/2026	Provision of Furniture Repair, maintenance items and services	Open
18.	STG/20/2024/2026	Provision of motor vehicle insurance services	Open
19.	STG/21/2024/2026	Provision of sanitary bin services	Open
20.	STG/22/2024/2026	Supply and delivery of animal and poultry feeds	Youth, Women, PWD
21.	STG/23/2024/2026	Supply of furniture e.g. desks, chairs and tables	Open
22.	STG/24/2024/2026	Provision of broadband internet	Open
23.	STG/25/2024/2026	Provision of Bus mechanical and Maintenance services	Open
24.	STG/26/2024/2026	Provision of Health insurance services	Open
25.	STG/27/2024/2026	Provision of Building works services	Open
26.	STG/28/2024/2026	Provision of Fumigation services	Open
27.	STG/29/2024/2026	Supply and provision of servicing firefighting equipment	Open
28.	STG/30/2024/2026	Provision of event organization and services e.g. tents, chairs	Youth, Women, PWD
29.	STG/31/2024/2026	Provision of Catering Services	Women
30.	STG/32/2024/2026	Supply of computer and accessories	Open
31.	STG/33/2024/2026	Provision of computer maintenance and servicing	Open
32.	STG/34/2024/2026	Supply, installation and maintenance of telephone services	Open

33.	STG/35/2024/2026	Provision of creative art writing and supply of costumes e.g. drama /music festivals	Open
34.	STG/36/2024/2026	Provision of waste paper disposal services	Open
35.	STG/37/2024/2026	Provision of veterinary services	Open

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The St Georges Primary & Junior School would like to invite interested candidates who must qualify by meeting the set criteria as provided by the St Georges Primary & Junior School to perform the contract of supply of goods and services to the school.

1.2 Pre-qualification Objective

The main objective is to supply goods and services to the St Georges comprehensive school as and when required during the stated period.

1.3 Invitation of Pre-qualification

Tenderer 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 principal so that they may be pre-qualified for submission of quotations. The prospective tenderers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective tenderer must have carried out similar/ supplied goods /services successfully to Government/Corporation/ NGOs/ institutions of comparable size and complexity. Potential tenders must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre-qualification, prospective tenderers must submit all the information herein requested. Any bidder who does not meet all the relevant mandatory requirements will be disqualified.

1.7 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach: The principal The St Georges Primary & Junior School P.O Box 30026-00100 Nairobi, Kenya

1.8 Additional Information

The St Georges Comprehensive school reserves the right to request submission of additional information from prospective bidders.

1.9 Request for quotations will be made available only to those bidders whose qualifications are accepted by St Georges comprehensive school at the disclosure of the tender committee after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and services required. Services may increase or decrease as determined by demand on the authority of the principal. The prices quoted should be inclusive of VAT.

2.2 Payments

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

3. 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 tenderers who wish to be pre-qualified for submission of tender 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 bid 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 St Georges comprehensive school in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of St Georges comprehensive school 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

3.3.1 (a) Experience: Prospective bidders shall have at least 3 years' experience in the categories listed and should show competence, willingness, and capacity to service the contract.

(b) Prospective firms require special experience and the capability to organize and provide services at short notice.

3.3.2 Personnel

The names, pertinent information, and CV 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 tenderers' financial condition will be determined by the latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential consultants 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, considering the number 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 considered pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract).

3.4 Statement

Applications 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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then St Georges comprehensive school reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 Information on suppliers

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.

3.6.1 The firm must show proof that it has paid all its statutory obligations and has a current Tax Compliance Certificate or any other relevant certificate.

3.6.2 The firm must declare any conflict of interest in relation to any member of staff, Board Member and Parent Association representative. The St Georges comprehensive school will not procure services from suppliers where the tenderers have not declared conflict of interest.

3.6.3 St Georges comprehensive school will carry out a source audit exercise for the shortlisted prequalified suppliers.

3.6.4 Any effort by the tenderer to influence St Georges comprehensive school in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.

3.7 Prequalification Criteria

Required Information Form Type Points Score

• Registration Documentation PQ-1.....	27
• Pre-qualification Data PQ-2.....	6
• Supervisory Personnel PQ-.....	10
• Financial Position PQ-4	20
• Confidential Report PQ-5	15
• Past Experience PQ-6	10
• Litigation History PQ-7	12
TOTAL	100

The qualification pass mark is 70 points and above

FORM PQ-1 REGISTRATION DOCUMENTATION

All forms must provide:

MANDATORY REQUIREMENTS:

- Copy of Certificate of Registration of Business Name and certificate of incorporation for companies.

Copy of valid registration certificate for AGPO group.

- Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
- Copy of current Trade License/ Current business licenses from relevant authorities e.g., City council.
- Copy of Letter of recommendation from 3 previous organizations served with similar works.
- Copy of Practicing Certificate for all professionals e.g., certificate of affiliated bodies/associations where applicable.
- Copy of Memorandum of Understanding or Articles of Association for joint ventures and partnerships if it is Consortiums, Joint Ventures, or Partnerships.
- Firm must attach evidence of registration with Professional bodies/ Authorities if applicable.
- Serialization of the prequalification document with table of content in all requirements.

3 points in each category (cumulative points 27 marks)

Note; All certifications, licenses, membership documents **MUST** be valid and current at the time of submission.

**FORM PQ-2 PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS
APPLICATION FORM**

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

Of (Item
Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

- Partnership (if applicable)
- Names of Partners
- Business founded or incorporated
- Under present management since
- Net worth equivalent Kshs.....
- Bank reference and address
- Bonding company reference address.....
- Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- State any technological innovations or specific attributes which distinguish you from your competitors
- Indicate terms of trade/sale

(6 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Undergraduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification

(Attach copies of Certificates if any)

Length of service with Contractor or Supplier position held

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- Attach certified copies of the most recent two years audited accounts (From 2022 and above) - 7 marks
- Attach letters of recommendation from the firm's bankers- 7 marks
- State Credit period (minimum proposed is 45 days) - 3 marks

(20 Points)

Q-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 *If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General:

Business Name:

Location of business premises:

Plot No.: Street/Road:

Postal Address:

Tel. No.:

Email address (MUST):

Nature of business:

Current Trade License. No.: Expiring date:

Maximum value of business which you can handle at any one time:

Kshs.....

Name of banker:

Account No.: Branch:

Swift code..... Branch code:

Bank Currency.....

Part 2 (b) Partnership

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

Part 2(c) Registered company

Private or Public.....

State the nominal and issued capital of the company

Nominal Ksh.....

Issued Ksh.....

Give details of the directors as follows;

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

Date..... Signature of Candidate.....

(15points)

FORM PQ-

6 PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- Name of Client (organization)
- Address of Client (organization)
- Name of Contact Person at the client (organization)
- Telephone No of Client
- Value of Contract
- Duration of Contract(date)
(Attach documental evidence of existence of contract)
- 2. Name of 2nd Client (organization)
 - Name of Client (organization)
 - Address of Client (organization)
 - Name of Contact Person at the client (organization)
 - Telephone No of Client
 - Value of Contract
 - Duration of Contract(date)
(Attach documental evidence of existence of contract)
- 3. Name of 3rd Client (organization)
 - Name of Client (organization)
 - Address of Client (organization)
 - Name of Contact Person at the client (organization)
 - Telephone No of Client
 - Value of Contract
 - Duration of contract(date)
(Attach documental evidence of existence of contract)

(10 Points)

3 marks each and an additional point for one other

**FORM PQ-
7 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 five years or currently under execution. A litigation form **MUST** be signed and stamped by an advocate.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT CURRENT VALUE KSH EQUIVALENT

(12 POINTS)

**FORM PQ-
8 SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified we acknowledge that this grants us the right to participate in time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

The St Georges Primary & Junior School reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision. Late bids will be rejected.