

PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY OF GOODS & SERVICES FOR THE
YEAR 2024-2026

January 2024

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The REIT manager of LAPTRUST Imara I-REIT intends to update the register of suppliers for various goods, works and services for the Financial Years 2024-2026. Interested and eligible suppliers are invited to apply for registration, indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

The duly completed prequalification documents should be delivered through the email below: : supplierregistration2023-2026@cpf.or.ke Only softcopy submission will be accepted.

**Laser property Services,
Second Floor, CPF House along Haile Selassie Avenue,
Nairobi, Kenya**

so as to be received on or before 8th March 2024 at 11.00a.m.

1.2 Pre-qualification Objective

The main objective of this prequalification is to update our register of suppliers and service providers. Thereafter, prequalified firms will be engaged as and when needed and through request for quotations for the financial year 2024- 2026.

1.3 Registration of Suppliers/Service Providers

The REIT manager will only register those suppliers/service providers who meet the criteria as spelt out in this document.

1.4 Invitation to Pre-qualification

Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya in respect to merchandise or services are invited to submit the pre-qualification documents to the REIT manager in order to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.5 Pre-qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers/service providers so as to be considered for pre-qualification suppliers/service providers must provide all information herein requested.

1.6 Submission of Pre-qualification Document

The duly completed prequalification documents should be delivered through the email below: supplierregistration2023-2026@cpf.or.ke Only softcopy submission will be accepted

1.7 Additional Information

The REIT manager reserves the right to request for submission of additional information from prospective bidders.

1.8 Request for Proposals/Quotations

Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by the REIT Manager after scoring more than 70 points on completion of the pre-qualification evaluation process.

2. BRIEF CONTRACT REGULATIONS

2.1 Contract Price

The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.2 Payments

All purchases shall be on credit of a minimum of forty-five (45) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION AND 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 are to be completed by the prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific category.

Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

3.2 Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is used by the REIT Manager in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgement of the REIT manager, they possess the necessary capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification

Experience

Prospective bidders must have at least 5 years' experience in the supply of goods, works and services and allied items. Potential suppliers must show competence, willingness, and capacity to service the contract.

Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

Financial Condition

The supplier's financial condition will be determined by their latest financial statements that will have been submitted with the prequalification documents as well as letter of reference from their banker regarding their credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contact and work in progress. These should be provided on Form PQ-3. However, potential bidders should provide evidence of financial capability to execute the contract.

Past Performance Contract

Past performance will be given due consideration in pre-qualifying of bidders. Letters of reference from past or current customers must be included in Form PQ-4

3.4 Statement Application

A Statement Application must include a sworn statement (Form PQ-5) by the tenderer vouching for the accuracy of the information provided.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and a request for quotation 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, the REIT manager reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6 Business Premises

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

3.7 Statutory Obligations

The firm must show proof that it has met all its statutory obligations and has a current Tax Compliance Certificate

3.8 Pre-qualification Documents

All these are **MANDATORY** and failure to attach any of the documents will lead to an automatic disqualification.

Item	Required Information	Form Type
1	Registration Document	PQ-1
2	Pre-qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Experience	PQ-4
5	Sworn Experience	PQ-5
6	Confidential Questionnaire	PQ-6
7	Tax Compliance	

4. FORM PQ-1 PREQUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration or incorporation
- b) Copy of VAT Registration Certificate
- c) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority Copies of PIN Certificates of Firm/Company
- d) List of ongoing contracts (goods/services)
- e) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number.
- f) Bank references.
- g) Company profile that shall include details of the management team.

N/B:

Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities. E.g., NCA, EPRA, WARMA etc.

Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof of the same.

5. FORM PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification _____
Legal Name of Firm _____
Post Office Address _____
Legal Office Address _____
City _____ Country _____
Telephone Number _____
Contact Person _____
Title _____

2. Organization & Business Information _____
Management Personnel _____

3. Net Worth Equivalent _____

4. Bank Reference and Address _____

6. FORM PQ-3 FINANCIAL POSITION

Attach a copy of firm's two most recent and certified financial statements giving summary of Income, assets and current liabilities/or any other financial support.

7. FORM PQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last two years:

Name of 1st Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract _____

Name of 2nd Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract _____

Name of 3rd Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vii) Date of Contract _____

8. FORM PQ-5 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/
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 submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) 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)

9. FORM PQ-6 CONFIDENTIAL 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 Premises _____

Plot No _____ Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____

Current Trade License No _____ Expiring Date _____

Maximum value of business which you can handle at one time in Kshs _____

Name of your Bankers _____ Branch _____

PART 2 (A) – SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PART 2 (B) – PARTNERSHIP

Name	Nationality	Citizenship	Details	Shares

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

PART 2 (C) – REGISTERED COMPANY

Private or Public: _____

State the nominal and issue capital of the company:

Nominal Kshs _____

Issued Kshs _____

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares

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

Signature & Stamp of Tenderer _____

10. FORM PQ-7 LITIGATION HISTORY

The Supplier/Service Provider should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of Client	Cause of disputed Litigation and Matter	Current Dispute Value and Kshs. Equivalent

11. PREQUALIFICATION LIST OF GOOD AND SERVICES

A. SUPPLY OF GOODS

PREQUALIFICATION FOR SUPPLY OF GOODS FOR THE FINANCIAL YEAR 2024 -2026	
CATEGORY NUMBER/CODE:	CATEGORY DESCRIPTION;
	Supply of bulk water
	Supply of bulk diesel
	Supply of bulk LPG Cooking gas
	Supply of chlorine for use in a wastewater treatment plant
	Supply of flocculant for use in a wastewater treatment plant
	Supply and installation of generators
	Supply and installation of pumps (water, booster, fire hydrants, submersible, vertical multistage and domestic pumps)
	Supply and installation of occupancy sensors
	Supply of sanitizers and disinfectants
	Supply and installation of check meters for utilities i.e., water, gas and electricity
	Supply of solar panels

B. PROVISION OF SERVICES

PREQUALIFICATION FOR PROVISION OF SERVICES FOR THE FINANCIAL YEAR 2024 -2026	
CATEGORY NUMBER/CODE	CATEGORY DESCRIPTION
	Provision of property insurance services
	Provision of servicing and maintenance of firefighting equipment services
	Provision of fire alarm system maintenance services
	Provision of sprinkler system maintenance services

	Provision of Fumigation and pest control services
	Provision of Cleaning Services
	Provision of window cleaning services
	Provision of Building maintenance and repairs (Plumbing, mechanical, masonry and electrical works)
	Provision of drainage and waterproofing repair services
	Provision of Auctioneering Services
	Provision of security services
	Provision of Building and Land valuation services
	Provision of Fire Audit, trainings and assessments Services
	Provision of Occupational, Safety and Health Audit Services (OSHA]
	Provision of NEMA Audit services
	Provision of Energy Audit Services
	Provision of Generator Maintenance Services
	Provision of plumbing Services
	Provision of CCTV maintenance and repairs
	Provision of solar panel maintenance services
	Provision of Garbage Collection Services
	Provision of Quantity Survey Services
	Provision of Building and Architectural Services
	Provision of Electrical Installation Services
	Provision of borehole drilling and maintenance services
	Provision of media consultancy services
	Provision of motor vehicle repair services
	Provision of lift and escalator maintenance services
	Provision of lift audit and inspection services
	Provision of HVAC, mechanical ventilation and air conditioning maintenance services
	Provision of generator maintenance services
	Provision of intercom maintenance services

	Provision of parking maintenance system maintenance and servicing
	Provision of landscaping and gardening services
	Provision of LPG distribution system maintenance
	Provision of sanitary bin servicing
	Provision of exhauster services
	Provision of water tank and sludge tank cleaning services
	Provision of building and general contractors
	Provision of valet parking services
	Provision of asset tagging services
	Provision of website developing web domain hosting and maintenance services
	Provision of bulk SMSs and USSD services
	Provision of Hydrogeological and Hydrology surveys
	Provision of land surveyor's consultancy services
	Provision of Interior design and fit out services

*****THE END*****