



**Institution of
Surveyors of
Kenya**

ISK PRE – QUALIFICATION REQUIREMENT

1.1 Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers to ISK on and as when required basis through quotations for the years 2024 and 2025.

1.2 Registration of Suppliers/Service Providers

ISK will only register those supplier's/service providers who meet the criteria as spelt out in this document.

1.3 Invitation of 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 ISK Council in order to be pre-qualified for submission of quotations. The prospective supplier's/service providers must provide mandatory information for pre-qualification.

1.4 Experience

Prospective supplier's/service providers must have undertaken successful supply and delivery of similar items/services. Potential supplier's/service providers must demonstrate willingness and commitment to meet pre-qualification criteria. Shall have relevant and similar experience.

1.5 Pre-qualification Documents

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

1.6 Distribution of Pre-Qualification Document

A copy of the completed pre-qualification data and other required information shall be submitted to ISK in a **tape bound document** to reach our offices at Reinsurance Plaza, 10th Floor, Right wing, Nairobi on or before at **12.00 noon** on **22nd April 2024** and deposited in the **Tender Box**.

The CEO

Institution of Surveyors of Kenya

Reinsurance Plaza, 10th floor

P.O. Box 40707-00100, Nairobi

For any enquiry email: info@isk.or.ke or [Tel:0724929737](tel:0724929737)

1.7 Additional Information

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

1.8 Request for Proposals/Quotations

The requests will be made available only to those bidders whose qualifications are accepted by ISK who will qualify after 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 thirty (30) 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, PQ-8 are to be completed by prospective supplier's/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Form Filling

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

3.2.1 Consent

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

3.2.2 Working Capital

Prospective bidders will not be considered qualified unless in the judgement of ISK, they possess 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

3.3.1 Experience

Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contact.

3.3.2 Capability

Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice **without demanding for a down payment.**

3.4 Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-2. The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding supplier's/service providers' credit position. Potential supplier's/service providers will be pre-qualified on the basis of information given.

3.5 Financial Condition

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

3.5.1 Special consideration

Special Consideration will be given to the financial resources available as working capital, taking into account the amount 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.

3.6 Past Performance Contract (Relevant Experience)

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

3.7 Statement Application

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

3.8 Withdrawal of Pre-qualification

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, HHCS reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.9 Registration

The firm must be registered in Kenya, with Certificate of Registration and CR12, copies of which must be provided.

3.10 Statutory Obligation

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

3.11 Pre-qualification Documents

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

	Required Information	Form Type
1	Registration Documents	PQ-1
2	Pre-Qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Relevant Experience	PQ-4
5	Sworn Statement	PQ-5
6	Confidential Business Questionnaire	PQ-6

FORM PQ-1 PREQUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration or Incorporation
- b) Copy of CR12 (not more than 3 months old)
- c) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- d) Copies of PIN Certificates of Firm/Company/Individual
- e) List of ongoing contracts (goods/services)
- f) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number and email addresses.
- g) Bank references letter.
- h) Company profile that shall include details of the management team and the staff to execute the assignments.
- i) Transport firms must attach evidence of having taken all the NTSA/insurance covers.
- j) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities attach practicing certificate.

PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification

Legal Name of Firm _____

Post Office Address _____

Legal Office Address _____

City _____

Country _____

Telephone Number _____

Email Address _____

Contact Person _____

Title _____

2. Organization & Business Information

Management Personnel _____

Personnel to execute the contract (can list more than one) _____

3. Net Worth Equivalent _____

4. Bank Reference and Address _____

PQ-3 FINANCIAL POSITION

Attach a copy of firm's two recent and certified financial statements or six months bank statement giving summary of assets and current liabilities/or any other financial support.

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. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____

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. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____

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. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____

PQ-5 SWORN STATEMENT SWORN STATEMENT

Having studied the pre-qualification information for the above pre-qualification and supplier registration we/I 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
- c) in due time in submission of a tender or quotation on the basis of provisions in the tender
- d) or quotation documents to follow.
- e) When the call for Tenders/Quotations is issued and the legal technical or financial conditions
- f) or the contractual capacity of the firm changes we shall inform you and acknowledge your
- g) right to review the pre-qualification made.
- h) We enclose all the required documents and information required for the prequalification
- i) evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

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

PQ-6 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 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
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				

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
1)	_____				
2)	_____				
3)	_____				
4)	_____				
5)	_____				

Date _____

Signature & Stamp of Tenderer _____

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

PQ-8 TAPE BINDING

The prequalification document shall be Tape bound and all pages including attachments be paged serially.