



PARKLANDS BAPTIST CHURCH

Arise and Shine
Isaiah 60.1

PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND SMALL WORKS FOR THE FINANCIAL YEARS 2025 – 2026

CLOSING DATE: 20th OCTOBER 2024

COMPANY NAME.....

.....

CATEGORY NO:

CATEGORY DESCRIPTION:

PARKLANDS BAPTIST CHURCH
PROF SAITOTI AVENUE, OFF RHAPTA ROAD
PO BOX 14446 – 00800
NAIROBI, KENYA

<https://parklandsbaptist.org/>

SECTION I: INVITATION FOR PREQUALIFICATION/REGISTRATION OF SUPPLIERS 2025 - 2026

Parklands Baptist Church (PBC) invites interested eligible candidates to register for supply of goods, services and small works for the period 2025 - 2026.

Interested candidates may obtain further information from PBC Procurement Office or download the prequalification document containing the information from the Church website; <https://parklandsbaptist.org/>.

All candidates shall be required to pay a Non-refundable fee of **Kshs 1000/-** per category. Payments shall be made through Cash for which a receipt will be issued or via Mpesa Paybill **890900** – Account Name: **Prequalification**. Bids without a payment receipt attached shall be disqualified.

Completed Registration documents clearly sealed and marked with the Category Name & Number shall be dropped at the **Tender Box** located in the **Main Sanctuary** during normal working hours **8am to 5pm**, bulky prequalification documents which will not fit in the tender box shall be received in the Procurement Office located at **Benaiah Office Block, 1st Floor**; and should be addressed to;

The Chair,
Registered Trustees of Parklands Baptist Church
Professor Saitoti Avenue, Off Rhapta Road
P.O Box 14446-00800, Nairobi Kenya

Candidates applying for different categories shall submit them in separate envelopes, clearly marked as above so as to be received not later than **20th October 2024** at **3pm**.

Any clarification arising from this process shall be emailed to procurement@parklandsbaptist.org

The Chair



**REGISTERED BOARD OF TRUSTEES
PARKLANDS BAPTIST CHURCH**

SECTION II: CATEGORIES FOR GOODS, SERVICES & SMALL WORKS

Parklands Baptist Church hereinafter referred to as the “Procuring Entity” intends to prequalify candidates for the following categories:

CATEGORY A: SUPPLY & DELIVERY OF GOODS

CATEGORY	DESCRIPTION
A1	Supply & Delivery of Fresh Foodstuff; Fruits & Vegetables
A2	Supply of Soft Drinks & Fresh Juices
A3	Supply of Pastries & Confectionaries
A4	Supply & Delivery Dry Foodstuff/Assorted Cereals & Groceries (cooking oil, sugar, rice, flour, cereals/grains, maize meal, cakes, tea leaves)
A5	Supply of Fresh Meat/Processed Meat Products; Beef, Fish, Chicken & Eggs
A6	Supply of Milk and Dairy Products
A7	Supply of Fresh Flowers & Floral Arrangements
A8	Supply of General Stationery; manilla papers, craft items, printing papers
A9	Supply of LPG Gas
A10	Supply of General Products; Face Masks/PPEs, Plastic Water Bottles, Plastic Packaging, Cutlery/Disposable Cutlery
A11	Supply of Electrical Appliances/Equipment & Related Accessories; TVs, Kitchen equipment, Air Conditioners
A12	Supply of ICT Equipment & Accessories; Computer Hardware & Software, Apple Products, Projectors, HP Toners
A13	Supply of Communication Equipment & Accessories; Mobile Phones, Cisco Desk Phones, Airtime, Radio phones
A14	Supply of Motor Vehicle Tires, Batteries
A15	Supply of Office Furniture, Fixtures & Fittings (including window blinds & carpets)
A16	Supply of Audio-Visual Equipment & Accessories; LED Screens & Lighting
A17	Supply of Musical Instruments
A18	Supply & Installation of CCTV cameras, Intruder Alarms, Access Control & Hand-held metal detectors
A19	Supply of Firefighting Equipment, and related accessories
A20	Supply of Assorted Hardware Material; plumbing material, garden tools, sinks, taps, flash valves, pipes
A21	Supply of Building Material; Cement, Sand, Ballast, Paint
A22	Supply of Electrical Materials; LED Panels, Sockets, Switches, Fluorescent Fittings, Bulbs, Extension reels, EA cables, electrical wires and other related accessories
A23	Supply of Cleaning Material, Sundries & related accessories; Sanitizers, Hand cream, detergents, Jumbo Tissues, hand paper towels, soap/sanitizer/hand cream dispensers
A24	Supply of Bible Study Materials/Resources
A25	Supply of Sports equipment & trophies
A26	Supply of Pharmaceutical Products, Medical Equipment & Accessories, Ambulance
A27	Supply of Uniforms/Tailoring Services, Protective Gear/Clothing, Safety Shoes
A28	Supply of Water Treatment Products

CATEGORY B: PROVISION OF SERVICES

B1	Provision of Car Hire Services; Salon Cars, 4x4, Land Cruisers, Tour vans, Coasters/Rosa, Buses
B2	Provision of Air-Ticketing, ground transfers and related services (IATA/KATA registered)
B3	Provision of Hotel Accommodation & Conferencing, Retreat Centers, Guest Houses, Camping sites (Nairobi & Various Counties)
B4	Design and Printing of Branding & Branded Material; Signages, T-shirts, banners, fliers, posters and Corporate Gift items
B5	Provision of Courier Services
B6	Printing Services; publications, booklets & training resources
B7	Provision of Fumigation & Pest Control Services
B8	Provision of Garbage collection Services & Management, E-Waste Services & Management
B9	Provision of Landscaping services and materials; plants, trees, manure, grass and related services
B10	Provision of Events Management & entertainment services; Hire of Dome Tents, Chairs, Tables, Stage, Portable toilets, PA system, Screens, Lighting
B11	Provision and Maintenance of Networking Services, Structured cabling, Trunking
B12	Provision of Website and App Development Services
	Provision of Bulk SMS Services
B13	Provision of Asset Tagging, Bar codes services
B14	Provision of Vehicle tracking services
B15	Provision of Leased Printers & Copier Services
B16	Supply, Installation & Maintenance of Solar Equipment & Services
B17	Provision of Green Initiatives

CATEGORY C: PROVISION OF CONSULTANCY SERVICES

C1	Provision of Human Resource Consultancy, Training, Team Building/Capacity Building
C2	Consultancy for Strategy Planning and Review Services
C3	Provision of Consultancy Services for Occupational, Safety and Health Audit Services
C4	Provision of Energy Audit Services
C5	Provision of Nema Audit Services
C6	Provision of Consultancy Services for Mechanical Engineering (Registered with valid practicing License)
C7	Provision of Consultancy Services for Electrical Engineering (Registered with valid practicing License)
C8	Provision of Consultancy Services for Civil Engineering (Registered with valid practicing License)
C9	Provision of Consultancy Services for Soil Testing Engineering/Environmental Assessment (Registered with valid practicing License)
C10	Provision of Consultancy Services for Architectural Engineering (Registered with valid practicing License)
C11	Provision of Consultancy Services for Quantity Surveying (Registered with valid practicing License)
C12	Provision of Consultancy Services for Land Surveying (Registered with valid practicing License)

CATEGORY D: SMALL WORKS & MAINTENANCE SERVICES

D1	Repair and Maintenance of Motor Vehicles, Spares provision, Garage services
D2	General Repair & Maintenance of Buildings/Renovations (NCA registered firms), Partitioning, Minor alterations, Plumbing, Fabricators/Welders, Electrical works
D3	Repair & Maintenance; Carpentry, Furniture & Fittings, Canvas tent repairs & Upholstery
D4	Repair & Maintenance; Painting Works
D5	Repair & Maintenance of Generator
D6	Repair and Maintenance of Audio-Visual Equipment, Cameras & accessories
D7	Repair and Maintenance of Music Instruments & Equipment
D8	Repair and Maintenance of Security equipment (CCTV Cameras, Access control, electrical fence, walkthrough metal detectors)
D9	Repair and Maintenance/Service; Emergency Exit & Fire equipment
D10	Repair & Maintenance of ICT Equipment; Laptops, Desktops, Printers, UPS, Servers & related Accessories
D11	Repair & Maintenance of Air Conditioners and Refrigeration units
D12	Repair & Maintenance of Water Treatment plant & Borehole plant

SECTION III – INSTRUCTIONS TO PREQUALIFICATION/REGISTRATION CANDIDATES

3.1 Introduction

PBC would like to invite interested candidates to apply for Prequalification/Registration of Suppliers for goods, services and small works for the period 2025 - 2026.

3.2 Prequalification/Registration Objective

The objective is to supply and deliver assorted items and provide services under relevant RFQ's to PBC as and when required during the stated period.

3.3 Prequalification/Registration Document and Award Notification

The pre-qualification document and response thereof shall be the ONLY basis for pre-qualification as a supplier in the specified category. Suppliers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the responses.

PBC does not bind itself to assign provision of goods & services but shall endeavor to ensure RFQ's for specific services will be treated equitably.

3.4 Important Notes for Suppliers

- a) Participants to kindly note that this does not amount to any contractual obligation on the part of the Procuring Entity and PBC is not obliged to invite quotations from any or all who express interest by responding to this prequalification process.
- b) Suppliers will meet all costs associated with preparation and submission of their application.

3.5 Clarification of Documents

Questions that may arise from the pre-qualification document shall be directed to the Procurement Office, whose email address is procurement@parklandsbaptist.org

3.6 Prequalification 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 prospective suppliers/contractors who wish to be pre-qualified for submission of RFQ's for the specific Category.

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.

3.7 Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by PBC 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.

Prospective applicants will not be considered qualified unless in the judgment of PBC 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.

3.8 Essential Criteria for Prequalification

a) Experience;

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

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

b) 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-1.

c) Financial Condition

The Supplier's financial condition will be determined by latest Certified Bank Statements for the past 1 Year submitted with the prequalification documents as well as letters of reference/recommendation from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

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 or provided on Form PQ-3. However, potential bidders should provide evidence of financial capability to execute the contract.

d) 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-4 (at least from three organizations- attach copy of LPO/Contract)

e) Sworn Statement

Applications must include a sworn statement Form PQ-6 by the applicant ensuring the accuracy of the information given.

f) Prequalification Documents

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

No	Required	Form Type
1.	Registration Documents	PQ-1
2.	Prequalification Data	PQ-2
3.	Financial Position	PQ-3
4.	Past Experience	PQ-4
5.	Confidential Business Questionnaire	PQ-5
6.	Litigation History	PQ-6
7.	Swon Statement	PQ-7

4. FORM PQ-1 PREQUALIFICATION DOCUMENTS

All firms must provide:

	Mandatory Requirements	YES/NO
1	Copies of Certificate of Registration or Incorporation	
2	Copy of Current/Valid Tax Compliance Certificate	
3	Copy of PIN Certificate of Firm/Company	
4	List of Ongoing Contracts	
5	Letters of Recommendation from Three (3) Major Clients indicating contact person(s) and their phone number	
6	Bank References	
7	Company Profile that should include details of 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.

5. FORM PQ-2 PREQUALIFICATION DATA

Service Provider Identification _____
Legal Name of Firm _____
Post Office Address _____
City _____ County _____
Contact Person _____
Title _____
Telephone Number: _____

Email _____
Organization & Business Information _____
Management Personnel; _____
Net Worth; _____
Bank Reference and Address _____

6. FORM PQ – 3 FINANCIAL POSITION

Interested candidates must submit Bank Statements for the Past One (1) Year indicating they the financial capacity to execute contract(s) once prequalified, attach recommendation letter from the bank and any other financial support.

7. FORM PQ – 4 PAST EXPERIENCE

Names of the applicant’s 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 client organization.....
- iv. Telephone No. of Client
- 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 client organization.....
- iv. Telephone No. of Client
- 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 client organization.....
- iv. Telephone No. of Client

v. Value of Contract

vi. Date of Contract.....

8. FORM PQ – 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.

PART I - GENERAL:

Business Name _____

Location of Business Premises _____

Plot No _____

Street/Road _____

Postal Address _____

Telephone No _____

Email address _____

Nature of Business _____

Current Trade License No _____ Expiry Date _____

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

Name of your Bankers _____

Branch _____

PART 2 (A) SOLE PROPRIETOR

Full Name _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PIN NO _____

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 state 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 Applicant: _____

9. FORM PQ 6 - LITIGATION HISTORY

Name of Contract Supplier

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 Litigation and matter in dispute	Current Dispute value and Kshs Equivalent

Note: Where there is no Litigation history bidders to indicate N/A

10. FORM PQ 7 - SWORN STATEMENT

Having studied the pre-qualification information for the above project 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 in due time in the 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 prequalification made.
- d) We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

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