



PARKLANDS BAPTIST CHURCH

Arise and Shine
Isaiah 60.1

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND
SMALL WORKS FOR THE FINANCIAL YEARS 2026 – 2028**

CLOSING DATE: 30TH OCTOBER 2026

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 2026 - 2028

1. Parklands Baptist Church (PBC) invites interested eligible candidates to apply for supply of goods, services and small works for the period 2026 - 2028.
2. Qualified and interested applicants may obtain further information and inspect the pre-qualification documents during normal working hours 0800 to 1700 hours at the address given below.
3. A complete set of the Registration Document may be viewed and downloaded for free from the website; <https://parklandsbaptist.org/>.
4. All **new candidates** shall be required to pay a non-refundable fee of **Kshs 1,000/-** for each category. Candidates who participated in the prequalification process that closed in 20th October 2024 shall be required to provide proof of payment made for the corresponding categories in that year. Payment shall be made in cash via M-Pesa **Paybill 890900 (Account Name: Prequalification)**, for which a receipt will be issued. Bids submitted without proof of payment attached shall be disqualified
5. The application for pre-qualification shall be submitted in plain sealed envelope clearly marked with the respective **Category No** and **Category description**, and should be deposited in the tender box situated in the **Main Sanctuary** or submitted at the **Procurement Office** located at **Benaiah Office Block, 1st Floor**; and should be addressed to;
The Chairperson,
Board of Trustees, Parklands Baptist Church
Professor Saitoti Avenue, Off Rhapta Road
P.O Box 14446-00800, Nairobi Kenya
6. So as to be received on or before **Friday, 30th October 2026 at 12 Noon**.
7. Applications for pre-qualifications will be opened after the closing date
8. Late applications will not be accepted

The Chairperson, Bob Nyanja
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 (perishables); Fruits & Vegetables
A2	Supply of Milk and Dairy Products
A3	Supply of Soft Drinks & Fresh Juices
A4	Supply of Pastries & Confectionaries
A5	Supply & Delivery Dry Foodstuff; (cereals, cooking oil, sugar, rice, flour, maize meal, cakes, tea leaves etc)
A6	Supply of Fresh Meat/Processed Meat Products; Beef, Fish, Chicken & Eggs
A7	Supply of General Stationery
A8	Supply of LPG Gas
A9	Supply of Electrical Appliances/Equipment & Related Accessories; Kitchen equipment, Air Conditioners
A10	Supply and delivery of Kitchen utensils, crockeries and cutleries
A11	Supply of ICT Equipment & Accessories; Computer Hardware & Software, Apple Products, Projectors, Printers, Toners
A12	Supply of Motor Vehicle fittings and Accessories; (Tires, Batteries)
A13	Supply of Office Furniture, Fixtures & Fittings (including window blinds & carpets)
A14	Supply of Audio-Visual Equipment & Accessories; LED Screens & Lighting
A15	Supply & Installation of CCTV cameras, Intruder Alarms, Access Control & Hand-held metal detectors
A16	Supply of Firefighting Equipment, and related accessories
A17	Supply of Assorted Hardware Material; plumbing material – pipes, fittings, taps, valves, sanitary ware, water tanks, garden tools
A18	Supply of Building Material; Cement, Sand, Ballast, timber, iron sheets, tiles, glass, paints, coatings and sundries
A19	Supply of Electrical Material; cables, switchgears, lighting, bulbs, sockets, conduits
A20	Supply of Cleaning Material, Sundries & related accessories; Sanitizers, Hand cream, detergents, Jumbo Tissues, hand paper towels
A21	Supply of Bible Study Materials/Resources
A22	Supply of Sports equipment & trophies
A23	Supply of Pharmaceutical Products, Medical Equipment & Accessories
A24	Supply of Uniforms/Tailoring Services, Protective Gear/Clothing, Safety Shoes
A25	Supply of Water Treatment Chemicals

CATEGORY B: PROVISION OF SERVICES

B1	Provision of Car Hire Services; Salon Cars, 7 Seaters, 4x4, Land Cruisers, Tour vans, Coasters/Rosa, Buses
B2	Provision of Air-Ticketing Services, Transfers and related services (IATA/KATA registered)
B3	Provision of Hotel Accommodation & Conferencing, Retreat Centers, Guest Houses, Airbnb, Camping sites (Nairobi & Various Counties)

B4	Design & Printing of Branded/Promotional Material; Signages, T-shirts, banners, fliers, posters and Corporate Gift items
B5	Printing Services; publications, booklets & training resources
B6	Provision of Fumigation & Pest Control Services
B7	Provision of Garbage collection Services & Management, E-Waste Services & Management
B8	Provision of Landscaping services and materials; plants, trees, manure, grass, fertilizers, agro-chemicals
B9	Provision of Events Management & Entertainment services; Hire of Tents, Chairs, Tables, Stage, Portable toilets, PA system, Screens, Lighting
B10	Provision and Maintenance of Networking Services, Structured cabling, Trunking
B11	Provision of Website development services
B12	Provision of Security Guarding Services

CATEGORY C: SMALL WORKS & MAINTENANCE SERVICES

C1	Repair and Maintenance of Motor Vehicles; Service, spray painting & panel beating
C2	General Repair & Maintenance of Buildings/Renovations (NCA registered firms), Partitioning, Minor alterations
C3	Repair & Maintenance; Electrical works
C4	Repair & Maintenance; Plumbing works and drainage systems
C5	Repair & Maintenance; Fabricators & Welders
C6	Repair & Maintenance of Electrical appliances; refrigeration units, air condition systems
C7	Repair & Maintenance; Carpentry, Furniture & Fittings, Canvas tent repairs & Upholstery
C8	Repair & Maintenance; Painting Works
C9	Repair & Maintenance of Generator
C10	Repair and Maintenance of Audio-Visual Equipment, Cameras & accessories, Music Instruments
C11	Repair and Maintenance Kitchen equipment; LPG burners, Kitchen hoods
C12	Repair and Maintenance of CCTV Cameras, Access control, electrical fence, walkthrough metal detectors)
C13	Repair and Maintenance/Servicing; Emergency Exit & Firefighting equipment
C14	Repair & Maintenance of ICT Equipment; Laptops, Desktops, Macbooks, Printers, UPS, Servers & related Accessories
C15	Repair & Maintenance of Water Treatment plant
C16	Repair & Maintenance of the Borehole, water pumps

CATEGORY D: PROVISION OF CONSULTANCY SERVICES

D1	Provision of HR Consultancy, Training Services, Team Building/Capacity Building
D2	Provision of Consultancy Services for Occupational, Safety and Health Audit Services
D3	Provision of Energy Audit Services
D4	Provision of Nema Audit Services

SECTION III – INSTRUCTIONS TO PREQUALIFICATION CANDIDATES

3.1 Introduction

PBC would like to invite interested candidates to apply for Prequalification of Suppliers for goods, services and small works for the period 2026 - 2028.

3.2 Prequalification 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 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 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 & PQ-8, are to be completed by prospective candidates who wish to be pre-qualified for submission of RFQ's for the specific categories.

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 and pertinent information 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-7 by the applicant ensuring the accuracy of the information given.

f) Prequalification Criteria

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

No	Required	Form Type	Max Score
1.	Mandatory Registration Documents	PQ-1	Mandatory
2.	Prequalification Data	PQ-2	15
3.	Financial Position	PQ-3	15
4.	Past Experience	PQ-4	15
5.	Confidential Business Questionnaire	PQ-5	15
6.	Litigation History	PQ-6	15
7.	Sworn Statement	PQ-7	10
8.	Conflict of Interest Declaration Form	PQ-8	15
	TOTAL		100

4. FORM PQ-1 PREQUALIFICATION DOCUMENTS

All firms must provide:

	Mandatory Requirements	YES/NO
1	Copy of Certificate of Registration or Incorporation	

2	Copy of Valid Tax Compliance Certificate	
3	Copy of PIN Certificate of Firm/Company	
4	Copy of CR12 (where applicable)	
5	Copy of valid Business Permit	
8	Company Profile that should 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.

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 have the financial capacity to execute contract(s) once prequalified, attach recommendation letter or bank references and any other financial support.

7. FORM PQ – 4 PAST EXPERIENCE

Letters of Recommendation from Three (3) Major Clients indicating contact person(s) and their phone number

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:

- 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 due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- 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.

Date:

Signature:

11. FORM PQ 8 - CONFLICT OF INTEREST DECLARATION

Declaration:

☐ I / We declare that a **POTENTIAL** or **ACTUAL** conflict of interest exists, as described above.

Describe the circumstances giving rise to the conflict of interest.

Full Name of Applicant:.....

Registration / Company No.:

Position / Title:.....

Contact Email / Phone:.....

Signature & Stamp;

Date;.....