



Diocese of Lodwar
P O Box 101-30500
Lodwar Kenya
Mobile: 0705-385-408
E-mail: info@dol.or.ke

Rejoice and again I say rejoice _____

PRE-QUALIFICATION NOTICE!!!!!!!!!!

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023.

The **DIOCESE OF LODWAR** invites applications for Pre-qualifications from interested, eligible and competent bidders for supply of the under listed Goods, Works and Services for the Year 2023.

Pre-qualification Tender documents may be downloaded from Caritas Lodwar website www.caritaslodwar.org under resources tender's section. Duly completed Pre-qualification/Registration documents containing a payment of a **non-refundable fee** of **Kshs. 1,000** per item No per category payable by **KCB Banker's Cheque** addressed to **DOL Accounting and Finance** in **plain sealed** envelopes clearly marked with the **Pre-qualification Category No.** should be deposited in the Tender Box provided at St. Mathew's block addressed to:-

**The Procurement Officer,
Diocese of Lodwar,
P. O. Box 101-30500,
Lodwar.**

To be received on or before close of business Friday 17th February 2023.

All the suppliers with whom the institution is currently engaged are invited to apply.



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Item No	CATEGORY A	SUPPLY AND DELIVERY OF GOODS
1	DOL/PQ/A/2023/01	Supply and delivery of Assorted Office stationery and academic learning materials.
2	DOL/PQ/A/2023/02	Supply and delivery of Computers, printers, photocopier machine and related accessories
3	DOL/PQ/A/2023/03	Supply and delivery of Office furniture, furnishing and fitting
4	DOL/PQ/A/2023/04	Supply and delivery of Electrical, electronic equipment and appliances (digital cameras, GPS, LCD Projectors, solar panels, bulbs etc.)
5	DOL/PQ/A/2023/05	Supply and delivery of Hardware and building materials(Sand, Ballast, Hardcore, Murram, Quarry stones)
6	DOL/PQ/A/2023/06	Supply and delivery of Dry foods (Cereals, sugar, rice, tea leaves, legumes etc.)
7	DOL/PQ/A/2023/07	Supply and delivery of animals, Agricultural seeds, tools, animal feeds, drip irrigation systems, farm lining pods, veterinary drugs/vaccines and related accessories.
8	DOL/PQ/A/2023/09	Supply and Delivery of Water pumps, Bore hole equipping materials and related accessories.
9	DOL/PQ/A/2023/10	Supply and delivery of medical suppliers
Item No	CATEGORY B	PROVISION OF SERVICES
1.	DOL/PQ/B/2023/01	Provision of Printing Services (Receipt Books, Banners)
2.	DOL/PQ/B/2023/02	Provision of general repair and maintenance i.e. masons, carpenters, plumbers, electricians etc.
3.	DOL/PQ/B/2023/03	Provision of hospitality services
4.	DOL/PQ/B/2023/04	Provision of Service and repairs of all office equipment, computers and printers
5.	DOL/PQ/B/2023/05	Provision of Transport services (Car Hire, Taxis, Pick-ups, Mini buses, Buses, and Lorries)
6.	DOL/PQ/B/2023/06	Provision of consultancy services (project evaluation, hydrological survey, surveys etc.)
Item No	CATEGORY C	WORKS
1	DOL/PQ/C/2023/01	Contractors for water work (Earth Dams, Sand dams, Shallow Wells, Rainwater harvesting structures, borehole drilling, and pipelines extension etc.)
2	DOL/PQ/C/2023/02	Contractors Building, construction, and structural contractors.
3	DOL/PQ/C/2023/03	Boats repair and maintenance



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1. FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic
 - a. Tax Register (ETR) certificates where applicable
4. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
5. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
6. Copy of Letter of recommendation from 3 previous organizations served with similar works
7. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
8. Copy of Memorandum of Understanding or Articles of Association
9. Transport Hire firms must attach evidence of having taken all the Insurance covers.
10. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
11. Copy of quality assurance certificates if any e.g. ISO 9000/9001

(Max 30 points)

Three (3) marks each for every requirement where applicable

2. FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/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 locationOrganization & Business

Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

- 3. Business founded or incorporated
- 4. Under present management since
- 5. Net worth equivalent Kshs.....
- 6. Bank reference and address
- 7. Bonding company reference address.....
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- 9. State any technological innovations or specific attributes which distinguish you from your
competitors
- 10. Indicate terms of trade/sale.....

(10 Points)

3. FORM PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

..... (*Attach 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)

4. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach letters of recommendation from the firm’s bankers- 10 marks

(2) State Credit period (minimum proposed is 60 days) – 10 marks

(20 Points)

5. 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
*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 your bankers.....

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

<i>No.</i>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Part 2 (c) – Registered Company:

Private or

Public.....

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

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

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

(15 Points)

6. FORM PQ-6: PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)
2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization).....
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
 - i) Name of Client (organization).....
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization).....
 - iv) Telephone No. of Client
 - v) Value of Contract
 - v) Duration of Contract (date)

(Attach documental evidence of existence of contract)
4. Others

(25 Points)

Three (8) marks each and an additional point for one other

7. 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.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

8. FORM PQ-8: 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. 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)

PREQUALIFICATION CRITERIA

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Confidential Report	PQ-5	15
5. Past Experience	PQ-6	25
6. Litigation History	PQ-7	<u>10</u>
<u>TOTAL</u>		<u>100</u>

The qualification is 70 points.