



THE MOMBASA PARENTS CLUB

TENDER DOCUMENT

FOR

**PREQUALIFICATION OF SUPPLIERS OF GOODS AND
SERVICES FOR THE YEAR 2021-2022**

19/7/2021

PREQUALIFICATION INSTRUCTIONS

Mombasa Parents club, a private members club, are the owners and proprietors of The Nyali School situated in Mombasa off Links road. Mombasa Parents Club would like to invite interested suppliers who must qualify by meeting the set criteria as provided to perform the contract of supply and delivery or provision of goods and services.

The main objective of this process is to maintain a register of qualified suppliers in relevant categories for provision of goods and services through quotations/tenders/proposals as and when required during the period

This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services

The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initiated by person or persons signing prequalification. The prequalification document should be submitted bound and properly page numbered. MOMBASA PARENTS CLUB shall not be responsible for loss of documents not bound/loose.

Interested bidders are required to submit completed prequalification tender documents in a plain sealed envelope clearly marked ‘‘PREQUALIFICATION OF SUPPLIERS 2021/2022’’ indicating the name and reference number of the category being applied for addressed to: The Procurement Committee, MOMBASA PARENTS CLUB

Suppliers currently doing business with MOMBASA PARENTS CLUB should re-apply for this pre-qualification. Canvassing will lead to automatic disqualification. Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be disqualified. Phone requests will not be honoured. Any tender document received after the deadline will be disqualified. ONLY successful bidders shall be notified formally of the outcome after completion of the pre-qualification process

No tenderer will be considered for more than two categories. Multiple tenders sealed in one envelope will be disqualified from further review and consideration.

The list of suppliers will be maintained in MOMBASA PARENTS CLUB database and does not constitute any contractual obligation with any party. Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by MOMBASA PARENTS CLUB after meeting all the mandatory criteria. All deliveries of goods, works or services shall be on a credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

The declaration will be either pass or fail regarding the bidders' general and particular experience, personal and financial position, as submitted with the letter of application. MOMBASA PARENTS CLUB reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract. The qualification criteria are as specified in the other important Pre-requisites.

MOMBASA PARENTS CLUB reserves the right to request submission of additional information from prospective bidders or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

Should a condition arise between the time the firm apply for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, 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, MOMBASA PARENTS CLUB reserves the right to disqualify such supplier from further pre-qualification or reject the tender from such a supplier even though they have been initially prequalified.

MOMBASA PARENTS CLUB requires that Tenderers observe the highest standard of ethics during the prequalification process and execution of contracts (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive procuring entity of the benefits of free and open competition.

MOMBASA PARENTS CLUB will reject a proposal for pre-qualification if it determines that the Tenderer recommended for pre-qualification has engaged in corrupt or fraudulent practices in competing for the contract in question. Furthermore, a Tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future procurement in MOMBASA PARENTS CLUB.

It is understood and agreed that the pre-qualification data on prospective suppliers/service providers is to be used by MOMBASA PARENTS CLUB in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers/services providers to perform in respect to the Tender Category as described by the client. MOMBASA PARENTS CLUB will ensure information that is received from bidders is treated with the utmost confidentiality and shall be for the sole use of the organization. Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other has been announced.

Those offering legal services must attach professional certificates. Prequalification for other consultancies that require certification from relevant authorities or bodies shall provide such certification

The reference letter shall only be acceptable if it is on the referencing company letter head and has a company stamp. The letters must be current, relevant and valid for the prequalification category being applied.

LETTER OF APPLICATION

The letter of application will be prepared by the applicant and will follow the form presented herein;
The letter of application will be signed by duly authorized representatives of the applicant.

To The Procurement Committee MOMBASA PARENTS CLUB

Date.....

Dear Sir/Madam,

Being duly authorized to represent and act on behalf of _____ (name of firm)
(here in after referred to as (the bidder), and having reviewed and fully understood all of the
prequalification information provided, the undersigned hereby apply to be prequalified by
yourselves as a bidder for the following contract(s) under (Category ref No. and Description)

Category Reference Number Category Description

Attached to this letter are copies of original documents defining

a) The applicant’s legal status b) The principal place of business and c) The place of incorporation
(for applicants who are corporations), or the place of registration and the nationality of the owners
(for applicants who are partnerships or individually-owned firms).

MOMBASA PARENTS CLUB and its authorized representatives are hereby authorized to conduct
any inquiries or investigations to verify the statements, documents, and information submitted in
connection with this application, and to seek clarification from our bankers and clients regarding
any financial and technical aspects.

This letter of Application will also serve as authorization to any individual or authorized
representative of any institution referred to in the supporting information, to provide such
information deemed necessary and as requested by you to verify statements and information
provided in this application, such as the resources, experience and competence of the applicant.

This application is made with full understanding that: Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Name _____

Designation _____

Signature _____

Date _____

Mobile _____

Email _____

Company Rubber Stamp

FINANCIAL POSITION

- a. If Pre-qualified, will you require advance from MOMBASA PARENTS CLUB Kenya Office to supply goods or services? -----Yes/No

- b. What will be your preferred payment terms? (MOMBASA PARENTS CLUB proposes a minimum of 30 days credit terms)

- c. What will be your preferred mode of payment? (MOMBASA PARENTS CLUB pays via EFT or cheque)

SWORN STATEMENT

Having studied the pre-qualification information presented above, I/We hereby state:

- a. That the information furnished in my/our application is accurate to the best of my/our knowledge and it is agreed that all responses can be substantiated, if requested to do so.

- b. That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.

- c. That I/We give MOMBASA PARENTS CLUB, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- d. That MOMBASA PARENTS CLUB reserves the rights to accept or reject my prequalification documents without necessary providing a reason for such a decision.
- e. That pre-qualification does not mean automatic contract award for the goods or services my/our company have been pre-qualified for. Business award will be based on availability of resources, needs and competitive quotations and/or bids and if not competitive, I/we will not be awarded the contract.
- f. That in case during the period of the pre-qualification, I/we are not able to do business with MOMBASA PARENTS CLUB for whatever reason, I/We will not hold MOMBASA PARENTS CLUB responsible and I/we absolve MOMBASA PARENTS CLUB of any blame for lack of business engagement.
- g. That I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not subject of legal proceedings for any of the foregoing.
- h. That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.

Applicant's Name

.....

Designation.....

Date

Signature.....

Company Stamp/Seal.....

For Official Use:

Date Received.....

Receiving officer:

Name:

Designation:

Sign:

Received stamp

Category I: Registration for provision of Goods

Category No	Category Description
G1/19-20/001	Supply of Computer Software and Licenses
G1/19-20/002	Supply and Installation of CCTV and Access Control
G1/19-20/003	Supply of Electrical and Hardware Items
G1/19-20/004	Supply of General office stationery, Toners and cartridges
G1/19-20/005	Supply of office furniture
G1/19-20/006	Supply of books
G1/19-20/007	Supply of generators and related machinery
G1/19-20/008	Supply of dry foods
G1/19-20/009	Supply of kitchen consumables and food items
G1/19-20/010	Supply of meat
G1/19-20/011	Supply of kitchen utensils and cutleries
G1/19-20/012	Supply of cooking gas
G1/19-20/013	Supply of cleaning materials
G1/19-20/014	Supply of fuel
G1/19-20/015	Supply of staff uniforms
G1/19-20/016	Supply of pool chemicals
G1/19-20/017	Supply of furniture
G1/19-20/018	Supply of motor vehicle tyres, lubes, batteries and other accessories

Category II: Registration for provision of services

Category No	Category Description
S1/19-20/001	Designing and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets, Security/Accountable Documents, Corporate Promotional Material and Annual Reports
S1/19-20/002	Provision of Comprehensive sanitation services Fumigation & Pest Control Services
S1/19-20/003	Provision of advertisement and promotional services
S1/19-20/004	Provision of Maintenance of firefighting equipment services
S1/19-20/005	Provision of Repair, service and maintenance of motor vehicles and generators
S1/19-20/006	Repair and maintenance of office equipment e.g computers, photocopiers
S1/19-20/007	Provision of pool servicing and maintenance services
S1/19-20/008	Provision of public relations and other consultancy services
S1/19-20/009	Provision of valuation services
S1/19-20/010	Provision of asset tagging and labelling services
S1/19-20/011	Provision of legal services
S1/19-20/012	Provision of insurance brokerage services
S1/19-20/013	Provision of sanitary and garbage collection services
S1/19-20/014	Provision of car tracking services
S1/19-20/015	Provision of audit services
S1/19-20/016	Repair and maintenance of sewage and boreholes

Category III: Registration for Renovations, General and building works

Category No	Category Description
W1/19-20/001	Repair and maintenance of offices, classrooms, walkways, pool areas
W1/19-20/002	Small works-electrical works
W1/19-20/003	Small works-plumbing works