



Archdiocese of Nyeri
Nyeri Catholic Secretariat



**PREQUALIFICATION DOCUMENT FOR
CONSTRUCTION OF COMMERCIAL
DEVELOPMENT ON NYERI BLOCK
11/33` NYAATHA PLAZA` NYERI COUNTY.**

**ARCHDIOCESE OF NYERI
P.O BOX 288-10100
NYERI**

TABLE OF CONTENTS

Contents Page

1. Pre-qualification Instructions	4
1.0 Introduction	4
1.1 Objective	4
1.2 Invitation of Pre-qualification	4
1.3 pre-qualification Document	4
1.4 Submission and Receipt of Pre-qualification Documents	5
1.5 Questions arising from documents	5
1.6 Invitation to Tenders/Quotations	5
2.0 Brief Contract Regulations/Guidelines	5
2.1 Taxes on Imported Materials	5
2.2 Custom Clearance	5
2.3 Contract Price	6
2.4 Payments	6
2.5 Overseas Purchase	6
3.0 Pre-qualification data instructions	6
3.1 Pre-qualification data Forms	6
3.2 Qualification	6
3.3 Essential criteria for Pre-qualification	7
3.4 Statement	7
3.5 Withdrawal of pre-qualification	7
3.6 Outlined supply and delivery procedures	7
3.7 Pre-qualification Criteria	8
3.7 Qualification Mark	8
Form PQ 1 – Pre-qualification documentation	8
Form PQ 2 Pre-qualification data	9
1. Categ.....	9
2. Organization & Business Information.....	9
Form PQ-3 Supervisory personnel	9
Form PQ-4 Financial position	10
Form PQ-5 Past experience	10
Form PQ-6 Key Equipment	10
Form PQ-7 Sworn statement	11
Form PQ-8 Confidential business questionnaire	12
Form PQ-9 Litigation history	13

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Archdiocese of Nyeri would like to invite interested candidates who must qualify by meeting the set of criteria as provided by the procuring entity to perform the contract of **Construction of Proposed Commercial Development on Nyeri Block 11/33 ``NYAATHA PLAZA``Nyeri County.**

The development comprises of multi storey building with the following schedule of Accommodation

- Basement Parking
- Ground floor –Commercial space
- First Floor- Commercial Space
- Second floor- Commercial space
- Third Floor: -Residential space
- Fourth floor –Residential space
- Fifth floor- Residential space
- Sixth Floor Residential space
- Seventh floor- Penthouse.

The total build up area is ...**3406**...SM

1.2 Pre-qualification Objective

The main objective is to select competent contractors who will be invited to tender for Building Works and. Associated Services for the **Proposed Commercial Development on Nyeri Block 11/33 ``NYAATHA PLAZA``Nyeri County.**

1.3 Invitation of Pre-qualification

Construction companies registered with Registrar of Companies under the Law of Kenya in respective works are invited to submit their **PRE-QUALIFICATION** documents to the **Archdiocese of Nyeri** so that they may be pre-qualified for submission of **Tenders**. Bids may be submitted in complete lots singly or in combination. The prospective companies are required to supply mandatory information for pre-qualification.

Application Documents are available at our finance offices-Kamakwa as well as on our website www.adnyeri.org and adnhillfarm.co.ke

1.4 Experience

Prospective companies must have carried out successful works of similar nature, size and complexity.

Potential companies must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required for prospective companies.

In order to be considered for pre-qualification prospective companies must submit all the information herein requested

All documents from prospective companies must be properly bound, no loose papers/ documents will be allowed

1.6 Submission and Receipt of Pre-qualification Documents

Applicants shall submit the completed pre-qualification data and other requested information documents in plain sealed envelopes clearly marked with the relevant **application description** and addressed to:

**THE PROCUREMENT OFFICER
ARCHDIOCESE OF NYERI
P.O BOX 288-10100
NYERI**

Completed pre-qualification documents should be deposited in the Tender Box located at the **Finance Office – Kamakwa not later than Friday, May 27, 2022 at 12 noon.**

Applications will be opened at 12.30pm in the presence of the Bidders or their representatives who choose to attend at the Finance Office Hall

1.7 Questions arising from documents

Questions that may arise from the pre-qualification documents should be directed to the **Procurement Office Archdiocese of Nyeri** whose address is given in paragraph 1.6

1.8 Additional information

The **Archdiocese of Nyeri** reserves the right to request submission of additional information from prospective bidders.

1.9 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the **Archdiocese of Nyeri** after scoring **70** points and above soon after the completion of the prequalification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The works provider will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Custom Clearance

The works provider shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer. Prices quoted be inclusive of all delivery charges and taxes

2.4 Payments

All works done shall be on credit as it may be stipulated in the contract Agreement.

2.5 Overseas Purchase

All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data Forms

3.1.1. The attached questionnaire PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective works providers who wish to be pre-qualified for submission of tender for the **Category of Pre-qualification of**

contractors for building for Construction of Proposed Commercial Development on Nyeri Block 11/33 ``NYAATHA PLAZA`` Nyeri County

3.1.2. The pre-qualification 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 the English language and in ink.

3.2 Qualification

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the **Archdiocese of Nyeri** in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of **Archdiocese of Nyeri** 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 works.

Essential criteria for Pre-qualification

3.3.1. Experience

Prospective bidder shall have at least 3 years' experience in the provision of the works and allied items. In case of potential works provider should show competence, willingness and capacity to service the contract.

3.3.2. Prospective works providers require special experience and capability to organize and deliver the works on short notice.

3.3.3. Personnel

Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs of the key personnel for individual or group to execute the contract must be indicated.

3.3.4. Key Equipment

The key equipment whether owned or leased to undertake the works is critical in evaluating the bids. Evidence shall be required.

3.3.5 Special consideration

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.

However, potential bidders should provide evidence of financial capacity to provide the works

3.3.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders.

Letters of reference from past customers and final completion certificates should be included. You may also include copies of delivery/invoice notes.

3.4 Statement

Application must include a sworn statement form PQ-6 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of pre-qualification

Should condition arise between the time one is pre-qualified to bid and the bid opening date which in the opinion of the client/ **Archdiocese of Nyeri** could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the **Archdiocese of Nyeri** reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Outlined supply and delivery procedures

The pre-qualified applicant should also submit a brief statement of supply, works and services delivery methods and procedures he plans to use to execute the contract from **PQ-2**.

3.7 Pre-qualification Criteria

Required information

Score Form Type Point

1. Registration Documentation PQ- 1..... (10Mks)
2. Pre-qualification Data PQ-2(10mks)
3. Supervisory Personnel PQ-3(15Mks)
4. Financial Position PQ-4..... (12Mks)

- 5. Past experience PQ-5(10Mks)
- 6. Key Equipment PQ6.....(13Mks)
- 7. Sworn Statement PQ-7(10Mks)
- 8. Confidential Questionnaire PQ-8..... (10 Mks)
- 9. Litigation History PQ-9..... (10Mks)

TOTAL 100

3.7 Qualification Mark

The Qualification Mark is **70 points** and above.

Form PQ 1 – Pre-qualification documentation

MANDATORY REQUIREMENTS FOR THE TENDERER

All firms must provide certified:

- 1. Copies of Certificate of Registration/Incorporation
- 2. Valid copy of V.A.T Registration Certificate
- 3. Valid Tax Compliance Certificate from KRA
- 4. Bank references
- 5. Registration certificates with National Construction Authority (NCA) 5 and above
- 6. Current Single Business Permit
- 7. Copy of CR 12 to be attached
- 8. Company profile that shall include details of the management team

Registration with **National Construction Authority (NCA) category NCA 5** and above and Ministry of Public works is a **MUST**

Form PQ 2 Pre-qualification data

1. Category No.....

- Item Identification.....
- Legal Name of Firm.....
- Post Office Address.....
- Street and Address.....
- City/Town
- Country.....Telephone No.....
- Person to contact.....
- Title.....

2. Organization & Business Information.....

Management Personnel.....
Director.....
Secretary.....
General Manager.....
Finance Manager.....
Others.....
... Partnership (if applicable)
Business founded or incorporated.....
Under present management since.....
Net worth Equivalent Kshs.....
Bank reference and address.....
Bonding Company reference and address.....
Enclose copy of the organization chart of the firm indicating the main fields of activities.

Form PQ-3 Supervisory personnel

Name.....
Age.....
Academic Qualification.....
Length of service with contractor or supplier position held.....
Construction Supplying or services experience
a) Name of project.....
b) Character and nature of project.....
c) Contract value.....
d) Location of project.....
e) Period of project.....
f) Title and responsibility in project.....
g) Other.....
Proposal Technical Personnel
a)
b)
c).....
d).....
e)
f)
g)

Form PQ-4 Financial position

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

Form PQ-5 Past experience

Names of at three (3) applicant's clients in the last two years.

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)

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).....

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.....
- (vi) Duration of contract (Date).....

Form PQ-6 Key Equipment

List as stated the equipment particulars owned by your business

Name of Equipment	No. of units	Description: -Type, make model, capacity, etc	Condition	Years of service	Present location

Form PQ-7 Sworn statement

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge.
2. 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 provision in the tender or quotation documents to follow.
3. When the call for Tender/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
4. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature..... 12

(Full name and designation of the person signing and stamp or seal) 11

Form PQ-8 confidential business questionnaire

You are requested to give the particulars indicted in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General:

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....
Postal Address.....Tel No.....
Nature of Business.....
Current Trade License No..... Expiring
Date.....
Maximum value of business which you handle at any one time
Name of your
bankers.....Branch.....
Email Address
(compulsory).....

PART 2(A) – Sole Proprietor:

Your name in full.....
Nationality.....Country of origin.....
Citizenship details.....
Part 2(b) – Partnership: -
Name Nationality Citizenship Details Shares
1.....
2.....
3.....
4.....

Part 2 (c) - Registered Company

Private or Public
State the nominal and issued capital of the company
Nominal K.....
Issued K.....

Give details of all directors as follows: 13
Name Nationality Citizenship Details Shares
1.....
2.....
3.....
4.....
5.....
Date.....Signature & Stamp of
Tender.....

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

Form PQ-9 Litigation history

Name of Contractor/Supplier	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (current value Kshs. Equivalent)
Contractors/ Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.			



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