



**PREQUALIFICATION
FOR
YEAR 2024 -2025**

PRE-QUALIFICATION INSTRUCTIONS

Introduction

Habitat for Humanity Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided by Habitat for Humanity Kenya to perform the contract of supply and delivery or provision of goods and services to the organization.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods & Services under relevant Tenders/Quotations to the Organization as and when required during the two-year period ending **31st March 2026**.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under Laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to The National Director, Habitat for Humanity Kenya, so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

1.4 Pre-qualification Documents

This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders.

In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/questionnaire.

1.5 Submission of Pre-qualification Documents

Duly completed pre-qualification and other supporting documents should be addressed to:

The National Director
Habitat for Humanity Kenya
P.O. Box 38948 – 00623
Kilimani, Nairobi-Kenya
CVS Plaza 3rd, Kasuku Lane Off Lenana Road
www.hfhkenya.or.ke

All filled prequalification documents should either be hand delivered and deposited in the tender box at Habitat for Humanity Kenya offices using the address above or sent by courier and a copy shared via email to: prequalification@hfhkenya.org (subject to read: PREQUALIFICATION OF SUPPLIERS' 2024-2025) on or before C.O.B 23rd February 2024. Kenyan time.

A non-refundable fee of **Kshs. 2,000** per set payable by cash deposit to the **Habitat for Humanity Kenya Mpesa Paybill number 506600 (Account ensure you insert your company/organization name)**

1.6 Pre-qualification

[Habitat for Humanity Kenya: Prequalification of Suppliers Year 2024 - 2025](#)

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Society in determining, according to its sole judgement and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

1.7 Essential Criteria for Pre-qualification

Experience- Prospective suppliers of goods and services should demonstrate the ability and experience to organize, supply and deliver any of the categories of goods and services in the Tender Notice.

Financial Capability- The supplier’s financial capability will be determined by examination of the latest 2 year audited financial statements submitted with pre-qualification documents as well as letters of references from the bankers regarding credit/financial position.

Past Performance- The past performance of suppliers shall be given due consideration in the pre-qualification exercise. Letters of reference from the past & present clients should be included.

Capacity of the Firm- Prospective suppliers should demonstrate that they have the technical, physical, logistical, and human resource capacity to supply and deliver the category of goods and /or services that they are seeking to be pre-qualified for.

1.8 Notification of Pre-qualification

All participants shall be notified formally of the outcome after completion of the pre-qualification process.

1.9 Presentation

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents.

2.0 Verification

The Organization shall have the right to visit the suppliers’ premises to verify the information provided in the document and ascertain as part of the pre-qualification process, that the supplier indeed has the capacity to provide the stated goods and or service.

PRE-QUALIFICATION CRITERIA

	REQUIRED INFORMATION	FORM REF
1	Prequalification documentation	PQ-1
2	Pre-qualification data	PQ-2
3	Financial position	PQ-3
4	Past Experience- References	PQ-4A
6	Past Experience- Volume of business	PQ-4B
6	Human, Technical and Logistical Capacity	PQ-5
7	Confidential report	PQ-6

FORM PQ-1

PRE-QUALIFICATION DOCUMENTS (ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)

SUBMISSION CHECKLIST

No.	Documentation	Applicable Categories
	A copy of the Deposit slip Kshs. 2,000. Quote the Mpesa reference no. for the payment done	All categories as indicated on the listing above
1.	Duly filled in registration details of the company	All categories
2.	Submission of copy of Company or Firm's Certificate of Incorporation/ Registration	All categories
3.	Submission of copy of the Company's Current Valid Tax Compliance Certificate	All categories
4.	Submission of Copy of Valid PIN Certificate	All categories
5.	Electronic Tax Invoice Management Systems (eTims) compliance	All categories
5.	Submission of Copy of the CR12 as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor	All categories
6.	Submission of resumes/CV's of at least three (3) Key Staff that will be directly involved in the area of assignment. Detailing their skills and experience	All categories
7.	Submission of copies of at least 5 recommendation letters from past and existing clients (2021 to date)	All categories
8.	Submission of copies of at least 5 recent/ existing clients where supplier has supplied similar goods/services (evidence of existence of each contract) /LPOs/LSOs	All categories
9.	Copy of manufacturer's authorization letter	
10.	Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services.	
11.	Current practicing certificate issued by the Law Society of Kenya	
12.	Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body or business permit.	
13.	Association of Kenya Insurers (AKI) as applicable to your organization. Current license by Insurance regulatory authority	
14.	Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The Institute of Internal Auditors (IIA) for the firm or partner	

NOTE: Expired Documents are deemed NOT-ATTACHED

FORM PQ 2
PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

Part 1 – General Information

I/We.....hereby apply for registration
(Name of Company/ Firm)

as supplier (s) of (Item Description)

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.....
(Category No.)

Physical Location of Business Premises:

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Postal Address:

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Business Registration Ref No:

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Date of registration of business:

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Telephone No:

Mobile No/s:

E-mail:

Nature of Business:

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Full name of applicant

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Other business branches (If any)

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Part 2 (a) – Sole Proprietors

Name:

Age:

Nationality:

ID/Passport No:

Part 2 (b) – Partnership

Give details of Partners are follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Part 2 (c) – Registered Company

Private or Public Company:

Please state Nominal and Issued Capital for the Company:

Nominal Kshs:

Issued Kshs:

Give details of Directors are follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

Part 3 – Names of All Associated or Holding Companies (if any)

1.
2.
3.
4.
5.

NB: If more companies are applicable, please give the information on a separate sheet of paper.

FORM PQ 3

FINANCIAL POSITION

Attach a copy of firm's last two years certified audited financial statements giving summary of assets and liabilities, income, and expenditure, cashflow statement or most recent one year bank statement.

Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ 4A

PAST EXPERIENCE -REFERENCES

Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders.

1st Client (Organization)

Name of client (Organization).....

Address of client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No of client (Organization).....

Value of contract

Duration of contract (date)

(Attach documental evidence of existence of contract- attachment)

2nd Client (Organization)

Name of client (Organization).....

Address of client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No of client (Organization).....

Value of contract

Duration of contract (date)

(Attach documental evidence of existence of contract- attachment)

3rd Client (Organization)

Name of client (Organization).....

Address of client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No of client (Organization).....

Value of contract

Duration of contract (date)

(Attach documental evidence of existence of contract- attachment)

FORM PQ 4B

PAST EXPERIENCE -REFERENCES

State three highest value of business you have handled in the past 12 months.

Name of Highest value contract

Name of client (Organization).....

Value of Contract.....

Name of 2nd highest value contract

Name of client (Organization).....

Value of Contract.....

Name of 3rd highest value contract

Name of client (Organization).....

Value of Contract.....

FORM PQ 5

HUMAN, TECHNICAL AND LOGICTICAL CAPACITY

Please provide the following information and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender.

Physical facilities

Evidence of physical premises (place of business) e.g. attachment of last utility bill (Electricity, Water bill, Council rates payments, etc.)

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Managerial and key Personnel Competency

List the key managerial and technical staff of your organization (attach their CVs)

Name of Key Staff	Position held	Position held from (Date)

Briefly describe how you would manage a situation where you are coincidentally engaged in three major yet critical client assignments concurrently. How would you go about ensuring that all the client assignments/contracts are delivered on a timely and quality basis while ensuring that all clients are satisfied with the level of customer service?

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FORM PQ 6

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be filled by All Prospective Suppliers)

Part 1

a) How many years have you been in business under the present business name?

b) What is the maximum value of business which you can handle at any one time?

Kshs.....

c) State some of the factors that in your own opinion distinguish you from other competitors.

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d) State whether or not you have experienced, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.

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e) Give any other information relating to your company that you may consider relevant to your bid to do business with Habitat for Humanity Kenya.

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Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

a) VAT Registration Number

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b) PIN Number

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c) State any Quality Assurance Certification. **e.g. ISO 9000** held by the company.

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d) State if the Company is subject of bankruptcy proceedings, in receivership, administrative receivership or any other form of liquidation as defined by the applicable law.

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e) Assets and Liabilities: -

Total Assets in Kshs

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Current Assets in Kshs

.....

Total Liabilities in Kshs

.....

Net Worth (Total Assets- Total Liabilities)

.....

Working Capital

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f) Terms of Sale / Trade: -

Credit Period Yes/No

(If Yes, Please Indicate Number of Credit Days)

g) Name of Bankers and Branch

Part 3

DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name.....

For and on behalf of.....

Position.....

Signature.....

Date.....

Stamp

