



SUPPLIER PRE-QUALIFICATION DOCUMENT

PRE-QUALIFICATION FOR 2023-2024
CATEGORY (Please Indicate: Item number and Description)

Mavuno Church Organisation
P.O. Box 27584 - 00506
Nairobi –Kenya
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ORDINARY PEOPLE . FEARLESS INFLUENCE

www.mavunochurch.org

1. INTRODUCTION

Mavuno Church – Hill City Campus is located in Athi River and serves as both the headquarters and the central campus of the Mavuno Church Organisation

In order for the Mavuno Church to maintain its leadership as a model for other churches, the church is undertaking this supplier prequalification program for the selection of potential suppliers. The purpose of the program is to promote supplier partnership and to improve on the quality of products and services while achieving the most competitive prices.

Mavuno Church will prequalify and enlist prospective bidders for the provision of goods & services from among those who will have submitted their documents in accordance with the prequalification requirement to undertake the assignments described herein. All suppliers currently prequalified with Mavuno Church should note that they too have to re-apply afresh as all other previous pre-qualification shall stand cancelled.

The pre-qualification document and the response thereof shall be the ONLY basis for prequalification as a supplier in 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.

Mavuno Church does not bind itself to assign provision of goods & services but shall endeavor to ensure tenders for specific services will be treated equitably.

Please read through this document carefully and provide the requested information together with ALL required supporting documents.

2. IMPORTANT NOTES FOR SUPPLIERS

2.1 The purpose of this document is to assist Mavuno Church in the identification and evaluation

of potential suppliers who may subsequently be invited to tender or give quotation for the supply of goods and/ or services within the specified category.

2.2 All documents must be submitted in English Language

2.3 You may also be asked to clarify your answers to provide more details. Please answer ALL questions. If the question does not apply to you, please write N/A.

2.4 Mavuno Church will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/ or provide written answers to any further question or requested additional information for clarification may result in the supplier's elimination from further consideration.

2.5 Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, Mavuno Church reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

- 2.6** The information provided in the prequalification document is strictly confidential and solely for use by Mavuno Church.
- 2.7** Participants to kindly note that this does not amount to any contractual obligation on the part of the Mavuno Church, and Mavuno Church is not obliged to invite tender/quotation from any or all who express interest by responding to this pre-qualification process.
- 2.8** Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- 2.9** The original Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such correction must be initialed by the person or persons who sign(s) the Document.
- 2.9.1** The completed documents shall be signed off and initialed by the Director/ Partner of the organization and signed on the last page in the space provided.
- 2.9.2** Suppliers will meet all cost associated with preparation and submission of their application.
- 2.9.3** It is Mavuno Church's policy to require that supplier observe the highest standard of ethics during the selection and execution of such pre-qualifications. In pursuance of this policy, Mavuno Church:
- 2.12.1.** Defines, for the purpose of this provision, the terms set forth below as follows: 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of any officer of the Purchaser/ Employer in the pre-qualification process; and 'Fraudulent practice' means a misrepresentation of facts in order to influence the prequalification process to the detriment of the Purchaser/ Employer designed to establish prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free and open competition.
- 2.12.2.** Will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre- qualification in question.
- 2.12.3.** Will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- 2.12.4.** Will have the right to inspect the business premises of the supplier.
- 2.12.5.** Will declare a supplier ineligible for pre-qualification if at any time it determines that the supplier has not legal capacity to enter into a contract for the procurement.
- 2.12.6.** Will declare a supplier ineligible for prequalification if an any time Mavuno Church determines that the supplier is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing.
- 2.12.7.** The completed questionnaire forms in plain sealed envelopes clearly marked PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (Please indicate)
Should be addressed to the following address:

The Head of Operations
Mavuno Church
P. O. Box 24387 — 00506
Nairobi, Kenya

The documents will need to be deposited at Mavuno Church – Hill City Campus, Operations office, Athi-River next to Great Wall Apartments Phase 4 on or before 15th November 2022 at 1200HRS.

The closing date and time for prequalification shall be 15th November 2022 at 1200HRS. Any documents received after the deadline shall be rejected as a late pre-qualification document and shall not be considered further.

3. PRE-QUALIFICATION QUESTIONNAIRE

Description of Supplies

NO.	PARTICULARS	RESPONSE
3.1	Full name of organization	
3.2	Is your organization (please tick one)	
	i) A limited company? If yes, attach certificate of incorporation.	
	ii) A partnership? Yes attach partnership deed.	
	iii) A sole trader? Yes attach business certificate.	
	iv) O t h e r (please specify)	
3.3	Date of Registration	
3.4	Full physical address of principal place of business Full postal of the principal place of business	
3.5	Registered address if different from the above: Post Code	
3.6	Telephone number	
3.7	Fax number	
3.8	Email address:	
3.9	Website address (if any)	
3.10	Company Tax PIN: (Kindly provide a copy of the PIN certificate)	

3.11	VAT Registration number: (Kindly provide a copy of VAT certificate)		
3.12	Period in which you have been in the specific business for which you wish to be prequalified.		
3.13	Associated company if any		
3.14	Contact person within the organization to whom enquiries about this bid should be directed:	NAME:	
		TITLE:	
		DIRECTOR:	
		TEL:	
		FAX:	
		EMAIL	

4. FINANCIAL INFORMATION

NO.	PARTICULARS	RESPONSE
4.1	Has your organization met all its obligations to pay its creditors and staff during the past year If No, please give details	
4.2	Have you had any contacts terminated for poor performance in the last three years, or any contract where damages have been claimed by the contracting authority? If Yes, please give details	
4.3	What is the name and branch of your bankers	BANK
		BRANCH

5. BUSINESS ACTIVITIES

NO.	PARTICULARS	RESPONSE
5.1	What are the main business activities of your organization? (please specify)	

6. TRADE REFERENCE

Please provide in the table below details of at least three (3) jobs you have undertaken relevant to the job you are bidding for performed over the last three years, or that are relevant to this prequalification document.

I. 1st Client (Organization)

Name of Client Organization: _____

Name of contact person at the client organization: _____

Address: P.O.BOX _____

Telephone No. _____

E-mail address: _____

Value of Contract: _____

II. 2nd Client (Organization)

Name of Client Organization: _____

Name of contact person at the client organization: _____

Address: P.O.BOX _____

Telephone No. _____

E-mail address: _____

Value of Contract: _____

III. 3rd Client (Organization)

Name of Client Organization: _____

Name of contact person at the client organization: _____

Address: P.O.BOX _____

Telephone No. _____

E-mail address: _____

Value of Contract: _____

Account Number:	
Address	

7. AGENCIES AND PARTNERSHIP

- a) Detail any agencies and partnerships that you have and are relevant to the categories of goods and/or services you are interested in supplying.
- b) List your primary sources of supply for goods that you propose to supply

8. BUSINESS PROBITY AND LITIGATION MANAGEMENT

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Mavuno Church Supplier.

No.	PARTICULARS	RESPONSE
10.1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors or any analogous situation arising from similar proceedings in Kenya or the country which it is established.	
10.2	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	

No.	PARTICULARS	RESPONSE
10.3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anticorruption authority or similar authority in the country in which your organization is established?	
10.4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
10.5	Please state if any Director shareholder/partner and/or Company Secretary of the Organization is currently employed or had been employed in the past three years by Mavuno Church.	
10.6	Please state if any Director/ Partner and / or Company Secretary of the organization has a close relative who is employed by Mavuno Church and who is in a position to influence the award of any supply. For purposes of pre-qualifications process close relative refers to parents, siblings spouse or children	
10.7	Please state if any Director/ Partner and / or Company Secretary of the organization is a registered member of Mavuno Church.	

9. EVALUATION

- 9.1.** A committee shall open the pre-qualification documents immediately after the closing time for submission of the documents.
- 9.2.** The returned documents must be bound and clearly marked as per clause 2.12.7
- 9.3.** Mavuno Church will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- 9.4.** The suppliers shall not contact Mavuno Church on matters relating to their documents from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the suppliers to influence Mavuno Church in the evaluation shall result in the cancelation of their documents.
- 9.5.** Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 9.6.** The applicants must have registered offices and Mavuno Church reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods or services or works.
- 9.7.** Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of services as and when required.
- 9.8. Mandatory Requirements for Pre-qualification**
- 9.8.1.** Certificate of Incorporation/ Registration.
- 9.8.2.** Current Tax compliance certificate
- 9.8.3.** Trading Certificate where applicable
- 9.8.4.** TAX PIN Certificate
- 9.8.5.** Valid VAT Certificate
- 9.8.6.** Certificate from relevant authorities where applicable
- 9.8.7.** Current Trading License/ Business Permit
- 9.8.8.** Company Profile

The suppliers who do not meet the above criterion shall be declared non responsive and thus disqualified from further analysis.

10. PRE-QUALIFICATION SUBMISSION FORM

To: Head of Operations
Mavuno Church
P. O. Box 24387 – 00506
Nairobi, Kenya

Dear Sir,

We, the undersigned, offer to supply the required goods and services in accordance with your request for prequalification of suppliers for the provision of goods & services indicated and hereby submit our prequalification document.

Our pre-qualification document is binding to us and if found acceptable we shall be pleased to be included in the list of the prequalified suppliers.

We understand you are not bound to accept either in part or whole any tender you receive. We remain.

Yours sincerely,

Authorized Signature:
Name of Signatory:
Title of Signatory:
Name of Supplier:
Address:

11. DECLARATION

I/we the undersigned declare that to the best of my/our knowledge the answers submitted in this pre-qualification questionnaire (and any supporting document) are correct. I/we give Mavuno Church authority to seek any other references concerning my/our company from whatever source deemed relevant e.g. Company Registry, Bankers, Kenya Revenue Authority, etc. and I/we understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Mavuno Church.

FORM COMPLETED BY:	
Name:	
Position (Job Title)	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/ Seal:	

FORM WITNESSED BY:

Name:

Position (Job Title)

Date:

Telephone number:

Email:

Signature:

Stamp/ Seal: