



**PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION
OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2024 - 2026**

SUBMISSION DEADLINE: THURSDAY 11TH JANUARY 2024 1700HRS

St John Ambulance of Kenya is a charitable organization established under the St John Ambulance of Kenya Act Cap 259 for the purposes of, among other things, offering relief to the injured and sick people without discrimination through its first aid and health programs.

St John Ambulance of Kenya invites applications from interested and eligible firms for pre-qualification for the supply of the under listed Goods, Services and Works for the Year 2024-2026. All the suppliers with whom we are currently engaged also need to re-apply.

Class A: Supply of Goods

Item Code	Category of goods and services	ELIGIBILITY	REQUIREMENTS
SJAK/2024-2025/1	Supply of general office stationery	Youth, Women, PWDS in business	As per the scoring criteria
SJAK/2024-2025/2	Supply of computer software & licenses and hardware equipment	All Bidders	Manufacturer or distributor license
SJAK/2024-2025/3	Supply of pre-printed materials (stationery and training manuals)	All Bidders	As per the scoring criteria
SJAK/2024-2025/4	Supply of uniforms: black askari sweaters, white pilot shirts, badges, black and white socks, black berets, black ties	All Bidders	As per the scoring criteria
SJAK/2024-2025/5	Supply and delivery of computer equipment and their accessories servers, routers, printers and scanners, headsets, mouse, laptops chargers, cables, etc. mobile phones, tablets, and related accessories	All Bidders	As per scoring criteria
SJAK/2024-2025/6	Design and supply of branded promotional materials e.g. banners, t- shirts, caps, uniforms, caps, bags, banners, hoodies, helmets, reflectors, packing bags, tents etc.	All Bidders	As per the scoring criteria
SJAK/2024-2025/7	Supply of competition trophies, awards, shields, plaques etc.	All Bidders	As per the scoring criteria
SJAK/2024-2025/8	Supply of dispensing drinking water	All Bidders	As per the scoring criteria
SJAK/2024-2025/9	Supply of genuine toners and cartridges	All Bidders	As per the scoring criteria
SJAK/2024-2025/10	Supply of cleaning materials (cleaning detergents, hand wash, toilet disinfectants and bleaching agents)	Youth, Women, PWDS in business	As per the scoring criteria
SJAK/2024-2025/11	Supply and delivery of motor vehicles and motor cycles tyres, batteries and accessories	All Bidders	As per the scoring criteria
SJAK/2024-2025/12	Supply of medical gas (oxygen) and gas cylinders	All Bidders	As per the scoring criteria
SJAK/2024-2025/13	Supply of fresh packet milk	All Bidders	As per the scoring criteria
SJAK/2024-2025/14	Supply of black uniform material – Kijana Uniform Italian collection	All Bidders	As per the scoring criteria
SJAK/2024-2025/15	Supply of office furniture, furnishings and fittings	All Bidders	As per the scoring criteria
SJAK/2024-2025/16	Hire and supply of public address systems, audio visual equipment and related services	All Bidders	As per the scoring criteria
SJAK/2024-2025/17	Supply of training medical equipment.	All Bidders	As per the scoring

	e.g. CPR manikins, ACLS Mannequin with Simulator, Obstetric mannequin, IV arms		criteria
SJAK/2024-2025/18	Supply of toiletries	All Bidders	As per the scoring criteria
SJAK/2024-2025/19	Supply of new ambulances, motor vehicles and motor cycles	All Bidders	As per the scoring criteria
SJAK/2024-2025/20	Supply of first aid kits (PSV, Universal, Occupational)	All Bidders	As per the scoring criteria
SJAK/2024-2025/21	Supply of medical and surgical supplies (pharmaceuticals) e.g. injectable	All Bidders	PPB Registration
SJAK/2024-2025/22	Supply and maintenance of fire safety equipment, signage, fire suppression, inspection and refills	All Bidders	As per the scoring criteria
SJAK/2024-2025/23	Supply of medical equipment and surgical supplies (non-pharmaceuticals)	All Bidders	PPB Registration
SJAK/2024-2025/24	Supply and maintenance of telephone systems equipment and accessories	All Bidders	As per the scoring criteria
SJAK/2024-2025/25	Supply and maintenance of CCTV and access control	All Bidders	Manufacturer or distributor license
SJAK/2024-2025/26	Supply of First Aid Manual (11th Edition)	All Bidders	As per the scoring criteria
SJAK/2024-2025/27	Supply of photography, videography and related items (cameras, camera bags, lens, tripod stands)	All Bidders	Manufacturer or distributor license
SJAK/2024-2025/28	Supply of personal protective equipment (PPE's), scanners, thermoguns, disposable face masks, safety boots, coveralls	All Bidders	PPB Registration
SJAK/2024-2025/29	Supply and maintenance of power back-up systems, generators, UPS and Inverters	All Bidders	As per the scoring criteria
SJAK/2024-2025/30	Supply of Badges and Rank Markings	All Bidders	As per the scoring criteria
SJAK/2024-2025/31	Supply of ambulance devices and equipment e.g. AEDs, Patient Monitors, Glucometers, BP Machine, Nebulizers, Transport Ventilators	All Bidders	As per the scoring criteria
SJAK/2024-2025/32	Supply of medical equipment; Sager splints, Kendrick Device, Spine board, scoop stretcher, ambulance stretcher, double crank beds	All Bidders	As per the scoring criteria
SJAK/2024-2025/33	Supply of trainer AEDs, ECG simulator, Defibrillator machine	All Bidders	Manufacturer or distributor license
SJAK/2024-2025/34	Supply and delivery of calling cards e.g. Safaricom, Airtel, Telkom scratch cards	All Bidders	As per the scoring criteria
SJAK/2024-2025/35	Supply of safety shoes	All Bidders	As per the scoring criteria

	systems, audio visual equipment and related services		criteria
SJAK/2024-2025/17	Supply of training medical equipment. e.g. CPR manikins, ACLS Mannequin with Simulator, Obstetric mannequin, IV arms	All Bidders	As per the scoring criteria
SJAK/2024-2025/18	Supply of toiletries	All Bidders	As per the scoring criteria
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SJAK/2024-2025/27	Supply of photography, videography and related items (cameras, camera bags, lens, tripod stands)	All Bidders	Manufacturer or distributor license
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SJAK/2024-2025/33	Supply of trainer AEDs, ECG simulator, Defibrillator machine	All Bidders	Manufacturer or distributor license
SJAK/2024-2025/34	Supply and delivery of calling cards e.g. Safaricom, Airtel, Telkom scratch cards	All Bidders	As per the scoring criteria
SJAK/2024-2025/35	Supply of safety shoes	All Bidders	As per the scoring criteria

SJAK/2024-2025/36	Supply of Outdoor and Indoor Signage	All Bidders	As per the scoring criteria
Class B: Provision Of Services And Works			
SJAK/2024-2025/37	Provision of external audit and tax consultancy services	All Bidders	ICPAK registration
SJAK/2024-2025/38	Provision of sanitary bins services/pest control (crawling / flying insects and rodents)	All Bidders	As per the scoring criteria
SJAK/2024-2025/39	Provision of security guarding services	All Bidders	As per the scoring criteria
SJAK/2024-2025/40	Provision of General Cleaning and Fumigation services.	Youth, Women, PWDS in business	As per the scoring criteria
SJAK/2024-2025/41	Provision of catering services in Nairobi, Mombasa, Embu, Nyeri, Kakamega, Eldoret, Kisumu, Nakuru Kiambu	All Bidders	Certificate of Health for Food Handling from County Government
SJAK/2024-2025/42	Provision of air travel, reservations and ticketing services. Include airport transfer	All Bidders	IATA License
SJAK/2024-2025/43	Provision of internet and allied services	All Bidders	As per the scoring criteria
SJAK/2024-2025/44	Provision of insurance brokerage services – general and medical insurance services	All Bidders	IRA License
SJAK/2024-2025/45	Provision of events management services (tents, chairs, decor and related items) in Nairobi, Mombasa, Nakuru, Embu, Nyeri, Kakamega, Eldoret, Kisumu, Kiambu	All Bidders	As per the scoring criteria
SJAK/2024-2025/46	Provision of photography, videography consultancy services	All Bidders	As per the scoring criteria
SJAK/2024-2025/47	Provision of car hire and taxi services in Nairobi, Mombasa, Nakuru, Embu, Nyeri, Kakamega, Eldoret, Kisumu, Kiambu,	All Bidders	Necessary Insurance covers.
SJAK/2024-2025/48	Provision of maintenance (Garages) services for motor vehicles and motor cycles in Nairobi, Mombasa, Nakuru, Embu, Nyeri, Kakamega, Eldoret, Kisumu, Kiambu,	All Bidders	As per the scoring criteria
SJAK/2024-2025/49	Provision of Motor Vehicle tracking systems/fleet management	All Bidders	As per the scoring criteria
SJAK/2024-2025/50	Provision of fuel and fuel management services i.e. Petrol and Diesel	All Bidders	As per the scoring criteria
SJAK/2024-2025/51	Provision of motor vehicle branding services	All Bidders	As per the scoring criteria
SJAK/2024-2025/52	Provision of advertising, publicity & public relations consultancy.	All Bidders	As per the scoring criteria
SJAK/2024-2025/53	Provision of asset disposal services	All Bidders	As per the scoring criteria
SJAK/2024-2025/54	Provision of clearing & forwarding services (customs clearance, Freight forwarding and transportation)	All Bidders	As per the scoring criteria
SJAK/2024-2025/55	Provision of bulk Sms, USSD, short code and mobile application services	All Bidders	As per the scoring criteria

SJAK/2024-2025/56	Provision of asset tagging services	Youth, Women, PWDS in business	As per the scoring criteria
SJAK/2024-2025/57	Provision of website, mobile app development and maintenance services.	All Bidders	As per the scoring criteria
SJAK/2024-2025/58	Provision of computerized ERP services	All Bidders	As per the scoring criteria
SJAK/2024-2025/59	Provision of GIS mapping	All Bidders	As per the scoring criteria
SJAK/2024-2025/60	Provision of printers and photocopiers servicing	Youth, Women, PWDS in business	As per the scoring criteria
SJAK/2024-2025/61	Provision of general and hazardous waste management services	All Bidders	As per the scoring criteria
SJAK/2024-2025/62	Provision of corporate training, executive coaching, leadership development and consulting services	All Bidders	As per the scoring criteria
SJAK/2024-2025/63	Provision of hotel conference, training and accommodation facilities in Nairobi, Mombasa, Nakuru, Embu, Nyeri, Kakamega, Eldoret, Kisumu, Kiambu	All Bidders	As per the scoring criteria
SJAK/2024-2025/64	Provision of construction services; including extensions, renovation, plumbing, office partitions and general refurbishments.	All Bidders	As per the scoring criteria
SJAK/2024-2025/65	Provision of security printing services for certificates	All Bidders	As per the scoring criteria
SJAK/2024-2025/66	Provision of valuation services; motor vehicles, land & buildings	All Bidders	As per the scoring criteria
SJAK/2024-2025/67	Provision of web hosting services	All Bidders	As per the scoring criteria
SJAK/2024-2025/68	Provision of maintenance, repairs and services of medical equipment	All Bidders	As per the scoring criteria
SJAK/2024-2025/69	Provision of consultancy services (baseline survey, end of project evaluations and others)	All Bidders	As per the scoring criteria
SJAK/2024-2025/70	Provision of calibration of medical equipment and apparatus	All Bidders	As per the scoring criteria
SJAK/2024-2025/71	Supply, Installation and renovation of Shipping Containers	All Bidders	As per the scoring criteria
SJAK/2024-2025/72	Leasing of multifunctional printers	All Bidders	As per the scoring criteria
SJAK/2024-2025/73	Development and maintenance Learning Management System	All Bidders	As per the scoring criteria
SJAK/2024-2025/74	Installation, maintenance, and repair services of electrical and electronic equipment and fittings.	All Bidders	As per the scoring criteria

Prospective bidders should download the pre-qualification documents from St John Ambulance of Kenya website (www.stjohnkenya.org). A non-refundable payment of Kes 2,000 per category should be made through our **Mpesa Paybill No. 224444, Account No: Company Name#Category No.**

Attach Mpesa Reference Number upon return of the form(s).

Completed tender documents will be submitted in plain sealed envelopes clearly marked “Category No. & Category Description.” The sealed envelopes will be deposited in the tender box on the 1st Floor, St John House (Next to Bunge Tower) not later than 11th January 2024 5:00pm and addressed to:

Tender Committee
St John Ambulance of Kenya
St John House, St Johns Lane, off Parliament Road
P.O Box 41469-00100
Nairobi

Bids will be opened on 12th January 2024 at 10:00am at St John House Main Board Room 2nd Floor in the presence of interested bidders.

St John Ambulance of Kenya reserves the right to accept or reject any applications.

1. GENERAL INSTRUCTIONS

- 1.1 Provide particulars as accurate as possible and where the provided space is not sufficient, please use a separate sheet of paper and attach to this form.
- 1.2 St John Ambulance of Kenya attaches great importance to accurate information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 1.3 St John Ambulance of Kenya reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 1.4 All the information provided would be treated as confidential.
- 1.5 This Prequalification Document is eligible for one Item Code (one Category) which should be clearly written at the top of the form/envelope.
- 1.6 Your prequalification documents should be submitted properly bound, filled and page numbered. St John Ambulance of Kenya shall not be responsible for loss of documents not bound (loose).

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

St John Ambulance of Kenya would like to invite interested candidates who meet the set criteria as provided by St John Ambulance for supply and delivery or provision of goods, works and services.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to St John Ambulance of Kenya on as and when required during the two-year period (2024-2026).

2.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya are invited to submit their Pre-Qualification documents so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGO/Government/Corporation/ institutions of similar size. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

2.6 Submission of Pre-Qualification Documents

Completed tender documents will be submitted in plain sealed envelopes clearly marked "Category No. & Category Description." The sealed envelopes will be deposited in the tender box on the 1st Floor, St John House not later than 11th January 2024 5:00pm and addressed to:

**Tender Committee
St John Ambulance of Kenya
St John House, St Johns Lane, off Parliament Road
P.O Box 41469-00100
Nairobi**

2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following email address: tenders@stjohnkenya.org

2.8 Additional Information

St John Ambulance reserves the right to request submission of additional information from prospective bidders.

2.9 Qualifications

Request for quotations will be made available only to those bidders whose qualifications are accepted by St John Ambulance of Kenya.

2.10 Conflict of Interest declaration

Potential suppliers are required to declare any conflict of interest in relation to members of staff if any. St John Ambulance will not procure goods or services from suppliers where the employees have not declared conflict of interest.

2.11 Canvassing

Any effort by the tenderer to influence St John Ambulance of Kenya in the evaluation of applications or decisions related to this exercise may result in the rejection of the supplier's application.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

The supplier shall pay custom duty, VAT and all other taxes as required by the law. Take note, St John Ambulance is exempt on VAT by the KRA and exemption letter shall be shared with successful vendors for invoicing.

3.2 Customs Clearance

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

3.3 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 on the authority of the Tender Committee. Prices quoted should be inclusive of all delivery charges. Even so, the quotation should be exclusive of VAT 16% as St John Ambulance is Exempt on VAT by the KRA.

3.4 Payments

All Local Purchase Orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.5 Personnel

The Suppliers/Contractors/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.

3.6 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.7 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 to be filled/ provided on Part II. However, potential bidders should provide evidence of financial capability to execute the contract.

3.8 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included (from at least three organizations accompanied by the respective PO/SO/Contract).

3.9 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date 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, St John Ambulance reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.10 Registration

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.11 Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority.

4. PRE-QUALIFICATION EVALUATION CRITERIA

St John Ambulance shall examine the applications to determine completeness, general orderliness and sufficiency in responsiveness by the applicants.

Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

The applicants must have registered offices and St John Ambulance 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, works or services.

Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

There shall be two phases of carrying out the evaluation of registration applications:

- i. Preliminary Evaluation
- ii. Qualification Evaluation

i) Preliminary Evaluation (Mandatory Requirements)

Eligible Tenderers must submit the following requirements that will be used on Preliminary Evaluation (**non-submission of any of the documents below will lead to an automatic disqualification.**)

Submission Checklist

- Certificate of Registration/Incorporation
- PIN/VAT Certificate
- Valid Tax Compliance Certificate
- Current Trade License/Business Permit

A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

ii) Qualification Evaluation

Evaluation Criteria

No	Preliminary requirements(mandatory)	Max Score
1	Duly filled Confidential Business Questionnaire	Pass/ fail
2	Sworn Statement	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
7	Valid CR 12 or CR 13	Pass/ fail
8	Mpesa Payment Receipt	Pass/ fail

Experience		
9	Age of company Below 1 year – 2 marks 1 to 2 years – 4 marks 2-3 years – 6 marks 3-4 years - 8 Marks Over 4 Years – 10Marks	10
10	Three letters of recommendation from current clients) not more than 3 years old (Where applicable as per the category applied for) Recommendations, 5 marks each – Total 15 Marks	15
11	At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
12	Provide Professional License Or Practicing license/Certificate where required as per category required	15
13	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
Financial Capacity		
14	Audited financial statements for the last 3 years signed by auditors– 15 marks or Bank statements/ Mpesa Statement for the last 6 months – 5 marks Attach a letter of reference from the Bankers to support bank relations - 5 marks	25
Manpower And Staff		
15	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks CVs of Key Management and supervisory team – 5 CVs 1mark each	10
	TOTAL (Weighted to 100%)	100

Evaluation for Special Groups (Youth, Women, PWDs)

No	Preliminary requirements(mandatory)	Max Score
1	Duly filled Confidential Business Questionnaire	Pass/ fail
2	Sworn Statement	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	5

5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	5
7	Valid CR 12	5
8	Payment Receipt	Pass/ fail
Experience		
9	Age of company Below 1 year – 2 marks 1 to 2 years – 4 marks 2-3 years – 6 marks 3-4 years - 8 Marks Over 4 Years – 10Marks	10
10	Three letters of recommendation from current clients) not more than 3 years old (Where applicable as per the category applied for) .Recommendations, 5 marks each – Total 15 Marks	15
11	At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
12	Proof of belonging to special groups e.g. AGPO , Registration with PWDs Board	10
13	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
Financial Capacity		
14	Bank statements/ Mpesa Statement for the last 24 months	15
Manpower And Staff		
15	Company Profile (Organogram, Business overview, products/services, clients, vision, mission, markets – 2 marks each	10
	TOTAL (Weighted to 100%)	100

Note:

The qualification pass mark shall be determined solely at the discretion of the St John Ambulance tender committee.

PART I: SUPPLIER PREQUALIFICATION DATA

Part 1: General Information

I/We..... hereby apply for registration

(Name of company/firm)

As supplier(s) of

(Item Description)

.....

(Category No.)

Physical Location of Business Premises:

.....

Postal Address:

.....

Business Registration Ref No:

.....

Date of registration of business:

.....

Telephone No.....

Mobile No/s:

E-mail:

Nature of Business:

.....

Full name of applicant

.....

Other business branches (if any)

.....

.....

.....

Part 2 (a) - Sole Proprietors

Name:

Age:

Nationality:

ID/Passport No:

Part 2 (b) - Partnership

Give details of partners as follows:

No.	Name	Citizenship	Residence	Shares
1				
2				
3				
4				

Part 2 (c) - Registered Company

Private or Public Company:

Please state Nominal and Issued capital for the Company:

Nominal Kes. :.....

Issued Kes.

Give details of all Directors as Follows:

No.	Name	Citizenship	Residence	Shares

Nature of Business

➤ Please list the goods or services you provide specific to item Code, Item Description applied for:.....

➤ For Contractors, state your area of specialization specific to item Code, Item Description applied for:.....

PART II: FINANCIAL POSITION / INVESTMENT

Company's Capital

Authorized Shares Kes

Issued Shares Kes.

Partnership & Sole Proprietorship:

Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time

.....

Assets and Liabilities: -

Total Assets in Kes

.....

Current Assets in Kes

.....

Total Liabilities in Kes

.....

Net worth (Total Assets-Total Liabilities)

.....

Working Capital

State terms of payment in preference order

i.

ii.

Note: St John Ambulance prefers payment to be made within 30 days after delivery of goods/services.

PART III: MANPOWER

Name of Chief Executive Officer/Principal Officer

.....

How many staff does your organization have?.....

(Indicate the number in each category)

Technical (Permanent..... Temporary.....)

Semi-Skilled (Permanent..... Temporary.....)

Experience and expertise

Please describe generally the experience and expertise your organization possess that will generally enable you to effectively and efficiently undertake and provide the goods/services that you are applying for as required by St John Ambulance of Kenya

Name of Key Staff	Position Held	Position Held From (Date)

(Attach CV's of key professional/technical personnel)

PART IV: PAST PERFORMANCE & EXPERIENCE

a) Past Clients/Supplies

Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years,

Name of 1st 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)

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)

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)

(Attach documental evidence of existence of contract)

Name of 4th 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 documentary evidence of existence of contract)

b) Trade References

a) Attach at least four (4) current letters of recommendation from reputable organizations that you have supplied goods, works/service for the last three years.

b) Name and address of your Bankers

.....

c) Have you ever had an order/contract issued and cancelled in whole or part by St John Ambulance of Kenya?
 Yes/No

If yes give reasons for cancellation

.....

d) Do you have any objection in St John Ambulance of Kenya obtaining a confidential financial report from your bankers?

.....

e) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

PART V: BUSINESS PROBITY AND LITIGATION HISTORY

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 St John Ambulance of Kenya supplier.

NO	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kes 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police. Anti-Corruption Commission or similar authority in the country in which your organization is established?	
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?	

PART VI: SWORN STATEMENT

I, declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct.

Having studied the pre-qualification information for the above provision of goods and services applied for I hereby state:

- 1) The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with St John Ambulance.
- 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 provisions in the tender or quotation documents to follow.
- 3) We enclose all the required documents and information required for the pre-qualification evaluation.
- 4) We will not engage in corrupt practices with the St John Ambulance of Kenya members/staff.
- 5) We have not been debarred from participating in Public Procurement Proceedings.

Name

For and on behalf of

Position.....

Signature.....

Date

Stamp