

SAPCONE



SUSTAINABLE APPROACHES FOR COMMUNITY EMPOWERMENT

**PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS, WORKS &
SERVICES FOR FINANCIAL YEARS 2024 - 2026**

CLOSING DATE: 23RD APRIL 2024

Please indicate the item applied for as follows:



CATEGORY CODE :

CATEGORY DESCRIPTION:



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**PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS, WORKS & SERVICES FOR
FINANCIAL YEARS 2024 - 2026**

INVITATION

SAPCONE (Sustainable Approaches for Community Empowerment) invites applications for pre-qualification/registration of Suppliers from interested eligible bidders for supply of goods, works and services listed below for the **2024 - 2026** financial year. Interested eligible suppliers are invited to apply for pre-qualification, indicating the **Category Number** and **Category Description** of goods, works or services they wish to be considered for:

| CATEGORY CODE NO. | CATEGORY DESCRIPTION |
|-------------------|----------------------|
|-------------------|----------------------|

| No | SUPPLY OF GOODS | |
|----|----------------------------|--|
| 1 | SAP/LOD/2024/SUP001 | SUPPLY OF OFFICE OF CLEANING MATERIALS, TOILETRIES AND DETERGENTS |
| 2 | SAP/LOD/2024/SUP002 | SUPPLY OF GENERAL OFFICE STATIONERY |
| 3 | SAP/LOD/2024/SUP003 | SUPPLY OF SCHOOL SUPPLIES (TEXT BOOKS, EXERCISE BOOKS, PENS ETC) |
| 4 | SAP/LOD/2024/SUP004 | SUPPLY OF METALLIC AND/OR WOODEN SCHOOL DESKS AND CHAIRS |
| 5 | SAP/LOD/2024/SUP005 | SUPPLY OF PRINTERS, PHOTOCOPIERS, SCANNERS AND PRINTER SPARE PARTS |
| 6 | SAP/LOD/2024/SUP006 | SUPPLY OF KITCHEN CONSUMABLES (SUGAR, MILK, TEA LEAVES, COFFEE ETC) |
| 7 | SAP/LOD/2024/SUP007 | SUPPLY OF BOTTLED DRINKING WATER AND SOFT DRINKS |
| 8 | SAP/LOD/2024/SUP008 | SUPPLY OF MOTOR VEHICLE SPARE PARTS |
| 9 | SAP/LOD/2024/SUP009 | SUPPLY OF MOTOR BIKE TYRES AND TUBES AND OTHER ACCESSORIES |
| 10 | SAP/LOD/2024/SUP010 | SUPPLY OF COMMUNICATION EQUIPMENT (PHONES, LCD PROJECTORS ETC) |
| 11 | SAP/LOD/2024/SUP011 | SUPPLY OF ICT EQUIPMENT (LAPTOPS, DESK TOPS AND RELATED ACCESSORIES) |
| 12 | SAP/LOD/2024/SUP012 | SUPPLY OF BOAT ENGINES |
| 13 | SAP/LOD/2024/SUP013 | SUPPLY OF WOODEN BOATS/FIBRE BOATS |
| 14 | SAP/LOD/2024/SUP014 | SUPPLY OF FISHING GEARS AND RELATED ACCESSORIES |
| 15 | SAP/LOD/2024/SUP015 | SUPPLY OF FARM EQUIPMENT AND MACHINERY |
| 16 | SAP/LOD/2024/SUP016 | SUPPLY OF AGROVET AND AGRICULTURAL PRODUCTS (FARM INPUTS & TOOLS) |

| | | |
|----|------------------------------|---|
| 17 | SAP/LOD/2024/SUP017 | SUPPLY OF BEE-HIVES,BEE-SUITES AND OTHER BEE KEEPING EQUIPMENT |
| 18 | SAP/LOD/2024/SUP018 | SUPPLY OF SPORTING EQUIPMENT AND RELATED ACCESSORIES |
| 19 | SAP/LOD/2024/SUP019 | SUPPLY OF BRANDED PROMOTIONAL MATERIALS:T-SHIRTS,UMBRELLAS FLYERS,POSTERS AND BANNERS AND OTHER RELATED ITEMS |
| 20 | SAP/LOD/2024/SUP020 | SUPPLY OF SCHOOL UNIFORMS AND RELATED PRODUCTS |
| 21 | SAP/LOD/2024/SUP021 | SUPPLY OF SPORTS EQUIPMENT (SPORTS KITS,BALLS AND TROPHIES) |
| 22 | SAP/LOD/2024/SUP022 | SUPPLY OF OFFICE FURNITURE AND FITTINGS |
| 23 | SAP/LOD/2024/SUP023 | SUPPLY OF IRRIGATION EQUIPMENT |
| 24 | SAP/LOD/2024/SUP024 | SUPPLY AND MAINTENANCE OF WATER PUMP EQUIPMENT |
| 25 | SAP/LOD/2024/SUP025 | SUPPLY OF WATER TREATMENT,QUALITY TESTING EQUIPMENT,RE-AGENTS AND CONSUMABLES |
| 26 | SAP/LOD/2024/SUP026 | SUPPLY OF HARDWARE AND BUILDING MATERIALS |
| 27 | SAP/LOD/2024/SUP027 | SUPPLY OF NON-FOOD ITEMS (PLASTIC WATER TANKS,JERRY CANS |
| 28 | SAP/LOD/2024/SUP028 | SUPPLY OF PETROLEUM PRODUCTS (PETROL AND DIESEL) |
| 29 | SAP/LOD/2024/SUP029 | SUPPLY OF MOTORCYCLES |
| 30 | SAP/LOD/2024/SUP030 | SUPPLY OF SOLAR EQUIPMENT AND ACCESSORIES,SOLAR PANELS,SOLAR BATTERIES AND INVERTER BATTERIES |
| 31 | SAP/LOD/2024/SUP031 | SUPPLY AND INSTALLATION OF AIR CONDITIONING AND REFRIGERATION SERVICES |
| 32 | SAP/LOD/2024/SUP032 | SUPPLY OF DOMESTICATED ANIMALS |
| 33 | SAP/LOD/2024/SUP033 | SUPPLY OF INCUBATORS |
| | PROVISION OF SERVICES | |
| 34 | SAP/LOD/2024/SS032 | PROVISION OF INTERNET AND TELECOMMUNICATION SERVICES |
| 35 | SAP/LOD/2024/SS033 | PROVISION OF CONFERENCE AND ACCOMMODATION FACILITIES, OUTSIDE CATERING AND EVENTS MANAGEMENT |
| 36 | SAP/LOD/2024/SS034 | REPAIR AND MAINTENANCE OF LAPTOPS,DESKTOPS,PRINTERS,SERVERS,PHONES AND NETWORK |
| 37 | SAP/LOD/2024/SS035 | SUPPLY OF PRINTING AND PUBLISHING SERVICES |
| 38 | SAP/LOD/2024/SS036 | REPAIR AND MAINTENANCE OF BUILDINGS |

| | | |
|---------------------------|---------------------------|--|
| 38 | SAP/LOD/2024/SS037 | REPAIR AND MAINTENANCE OF OFFICE FURNITURE AND FITTINGS |
| 39 | SAP/LOD/2024/SS038 | MAINTENANCE OF AIR CONDITIONERS AND REFRIDGERATORS |
| 40 | SAP/LOD/2024/SS039 | PROVISION OF SECURITY SERVICES |
| 41 | SAP/LOD/2024/SS040 | PROVISION OF VEHICLE HIRE AND TAXI SERVICES |
| 42 | SAP/LOD/2024/SS041 | PROVISION OF WATER TRANSPORT SERVICES |
| 43 | SAP/LOD/2024/SS042 | PROVISION OF GENERAL AUTOMOTIVE MAINTENANCE AND REPAIRS |
| 44 | SAP/LOD/2024/SS043 | PROVISION OF MOTOR CYCLE SERVICING AND MAINTENANCE |
| 45 | SAP/LOD/2024/SS044 | PROVISION OF MOTOR VEHICLES/ MOTORCYCLES INSURANCE SERVICES |
| 46 | SAP/LOD/2024/SS045 | PROVISION OF RADIO/AUDIO VISUAL PRODUCTION SERVICES |
| 47 | SAP/LOD/2024/SS046 | PROVISION OF CONSULTANCY AND FACILITATOR SERVICES |
| 48 | SAP/LOD/2024/SS047 | PROVISION OF AIR TRAVEL AND AIR TICKETING SERVICES |
| PROVISION OF WORKS | | |
| 49 | SAP/LOD/2024/SW048 | PROVISION OF GENERAL CONSTRUCTION WORKS (BOREHOLES DRILLING SERVICES) |
| 50 | SAP/LOD/2024/SW049 | PROVISION OF GENERAL CONSTRUCTION WORKS (BORE HOLES REHABILITATION SERVICES) |
| 51 | SAP/LOD/2024/SW050 | PROVISION OF GENERAL CONSTRUCTION WORKS (GENERAL CONTRACTORS) |
| 52 | SAP/LOD/2024/SW051 | PROVISION OF METAL WORKS (DOORS, WINDOWS AND GATES) |

Interested suppliers/vendors should obtain the Pre-qualification/Registration of supplier's documents from SAPCONE – Procurement/Logistics Office, Kanamkemer, Kambi Mpya Road during working hours (8:00am to 5:00pm).

All applicants must have Personal Identification Number (P.I.N), Value Added Tax (VAT) **Registration and Tax Compliance certificates** and **must be ITAX registered with KRA online**

Complete application forms must be enclosed in plain sealed envelopes indicating clearly the preferred **Code No** and **Category Description**, as indicated above and deposited in the tender Box situated in opposite finance office or addressed to:

The Procurement/Logistics Office,
SAPCONE,
P.O. Box 125-30500, LODWAR, Kenya
Phone +254 728 641763
Email: procurement@turkanapeople.org
Between 8:00 am and 5.30 pm

The completed Pre-qualification/Registration document should be received on, **or before, 1700Hrs (EAT) April 23, 2024**. Late applications will not be accepted.

NOTE: All Existing Suppliers who wish to be retained in the pre-qualification list **MUST** re-apply and submit information requested in the current Pre-Qualification Documents.

SAPCONEr reserves the right to accept or reject any application(s) and shall not be bound by any offer submitted.

Pascal Mutanda
Procurement Department

Amoni Amfry
Executive Director

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) **SAPCONE** attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) **SAPCONE** reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Prequalification/Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Your prequalification documents should be submitted **properly bound, filled** and **page numbered**. SAPCONE shall not be responsible for Loss of documents not bound (loose).



1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

SAPCONE (Sustainable Approaches for Community Empowerment) would like to invite interested candidates who must qualify by meeting the set criteria as provided by SAPCONE to perform the contract of supply and delivery or provision of goods, services and works to SAPCONE

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant Prequalification categories to SAPCONE on **as and when** required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Procurement Committee, SAPCONE so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

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

Note:

1. SAPCONE may waive some of the conditions in this document in line with the SAPCONE Procurement and Disposal rules and Regulations.
2. Special Group firms (registered with AGPO) will be treated in accordance with the Public Procurement and Disposal (Preference and Reservation) Regulations, 2013

1.5 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.

1.6 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Procurement/Logistics Office,
SAPCONE,
P.O. Box 125-30500, LODWAR, Kenya
Phone +254 728 641763
Email: procurement@turkanapeople.org

Between 8:00 am and 5.30 pm
Not later than the dates and time that will be indicated.

17. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following address:

The Procurement/Logistics Office,
SAPCONE,
P.O. Box 125-30500, LODWAR, Kenya
Phone +254 728 641763
Email: procurement@turkanapeople.org
Between 8:00 am and 5.30 pm

1.18 Additional Information

SAPCONE Procurement Committee reserves the right to request submission of additional information from prospective bidders. Request for quotations will be made available only to those bidders whose qualifications are accepted by SAPCONE Procurement Committee after scoring a minimum of **75%** after the completion of the pre – qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

2.2 Customs Clearance

The contractors 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 on the authority of the Procurement Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms described as part II, III, IV are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified 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 English and indelible 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 SAPCONE Procurement Committee in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of SAPCONE Procurement Committee 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 goods/services.

3.3 Essential Criteria for Pre-qualification (exempted for {AGPO} - Access to Government Procurement Opportunities, registered firms)

- 3.3.1** (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, and 5 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance Company.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- (c) SAPCONE reserves to request for additional qualification information at the prequalification/registration stage to suit particular procurement.

3.3.2 Financial Condition (Exempted for AGPO registered firms)

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.

3.3.3 Past Performance (exempted for AGPO registered firms)

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in part III.

3.4 Statement

Application must include a sworn statement on part IV by the Tenderer ensuring the accuracy of the information given.

3.5 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, SAPCONE reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 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.

- 3.6.1 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

A: MANDATORY REQUIREMENTS

| No. | Requirements | Score |
|-----|--|-----------|
| 1 | Certified copy of Certificate of Registration/Incorporation/Trust Deed | Mandatory |
| 2 | Certified copy of Valid Tax Compliance Certificate | Mandatory |
| 3 | Personal Registration Number (P.I.N) which is ITAX Registered | Mandatory |
| 4 | VAT Registration Certificate (Applies to those firms Registered for VAT) | Optional |
| 5 | Transport hire firms must attach evidence of having taken all the necessary insurance covers and advance tax payment receipt | Mandatory |
| 6 | Construction Firms must attach National Construction Authority (NCA) Certificates. Current Business Permit from Municipal Council or certificate/letter of exemption or professional services from municipal authorities (AGPO registered firms are exempted) Evidence of physical registered office | Mandatory |

B: MANDATORY REQUIREMENTS

| No. | Requirements (submit evidence) | PART No. | Score (%) |
|-----|---|----------|------------|
| 1 | Registration Documentation | I | 25 |
| 2 | Supplier Pre-qualification Data | II | 5 |
| 3 | Financial Position (Bank Statements & Audited Financial Statement if any) | III | 20 |
| 4 | Manpower/Key personnel | IV | 20 |
| 5 | Past Performance & Experience | V | 25 |
| 6 | Litigation History | VI | 5 |
| | Total | | 100 |

Note:

3. The minimum score to qualify for prequalification shall be 75%. Applicants who will not meet this minimum score shall be disqualified at this stage.
4. AGPO registered firms shall be evaluated separately.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration.
2. Valid Tax Compliance Certificate from Kenya Revenue Authority.
3. Kenya Revenue Authority Pin.
4. Copy of current Single Business Permit from National/County/Municipal Council or exemption where applicable
5. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, CCK, LSK, ACPAK, ISPAK, Pest Control Board etc.
6. Current letters of recommendation from previous organizations served (**provide at least two**) where applicable.
7. Copies of current practicing Certificates for all professionals where applicable from relevant/ applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
9. CVs for Senior Staff for Consultancy Services
10. Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

PART II: SUPPLIER PREQUALIFICATION DATA

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 SAPCONE supplier.

| No. | Particulars | Responses |
|-----|---|-----------|
| 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 Kshs 500,000/= | |
| 3 | Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya 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 Kenya Law? | |

APPLICATION FOR PRE-QUALIFICATION OF SUPPLIERS 2024/2025

I. SUPPLIER PREQUALIFICATION DATA

A. Statutory Requirements and Contacts

- 1. Business Name: _____
- 2. Type of Business: _____
- 3. Certificate of Registration/Incorporation No. _____
- 4. VAT Registration No. _____
- 5. Tax Compliance Certificate No: _____
- 6. Current Business/Practice License No: _____
- 7. (For Contractors only): Categorization by Ministry of Public Works:
 Category: Registration No.....
- 8. Physical Address: _____
- 9. Postal Address: _____
- 10. Telephone: Landline: _____ Mobile _____
- 11. Fax: _____
- 12. E-mail: _____

B. Sole Proprietor (Name/Nationality) _____

C. Partnership

Names and Details of Partners:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

D. Limited Companies

Names and Details of Directors

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Share Capital: Authorized: Kshs. _____ Issued and Paid: Kshs. _____

E. Financial Capability

1. Name of Bank _____
Address _____ Telephone: _____
2. Financial Information
 - i. Total Assets _____
 - ii. Current Assets _____
 - iii. Total liabilities _____
 - iv. Current Liabilities _____
3. Attach Audited Accounts for the last 2 years
4. Terms of Payment (maximum credit period) _____

F. Contact Person (s)

| | NAME | DESIGNATION |
|----|-------|-------------|
| A. | _____ | _____ |
| B. | _____ | _____ |
| C. | _____ | _____ |
| D. | _____ | _____ |

H. Experience: *Some organizations to which you have rendered similar Services*

1. **Name of Organization:** _____
Type of service offered: _____
Number of months/years of service to client: _____
Name of officer: _____ Designation: _____
Post Office Address: _____
Telephone: _____ Fax: _____
Email: _____

Stamp: _____

2. **Name of Organization:** _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____ Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Stamp: _____

3. **Name of Organization:** _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____ Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Stamp: _____

4. **Name of Organization:** _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____ Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Stamp: _____

5. **Name of Organization:** _____

Type of service offered: _____

Number of months/years of service to client: _____

Name of officer: _____ Designation: _____

Post Office Address: _____

Telephone: _____ Fax: _____

Email: _____

Stamp: _____

PART: IV OTHER IMPORTANT PRE-REQUISITES

i) State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

.....
.....
.....
.....

ii) Do you have any contingent liabilities arising from tax, court decree or other sources? YES/NO
..... If YES, give reason(s) and sources for the contingent liabilities

.....
.....
.....

iii) Proof of attainment of ISO/Kenya Bureau of Standards certification/equivalent certificate will be an added advantage. *(Attach copy of proof).*

.....
.....

iv) Proof of professionalism and accreditation to professional bodies for the last three years. *(Attach copies of proof).*

.....
.....

v) Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to the procuring entity.

.....

Attach Company Profile indicating qualification of key personnel *(Attach copies of their certificates).*

Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years

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.....

PART: V PRE-QUALIFICATION OF SUPPLIERS

a) **Categories you wish to be considered for.**

b) **Attach COPIES of the following documents when returning this questionnaire:**

- i. **Certificate of Registration/Incorporation,**
- ii. **VAT Registration (For registered entities)**
- iii. **Current Business Permit/Practice License.**
- iv. **Tax Compliance Certificate**

Note: Tenderer's business premises may be inspected by a team of officers from the SAPCONE to verify the above information. Ensure that you stamp all your documents and we encourage that you give valid email address.

PART VI: DECLARATION STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my firm/business organization ineligible to participate in any future business activities with SAPCONE

NAME _____ **DESIGNATION** _____

SIGNATURE _____

DATE AND STAMP _____