



Presbyterian Church of East Africa

OFFICE OF THE GENERAL ASSEMBLY

P. O. Box 27573 - 00506
NAIROBI, KENYA

Mobile: 0722 - 205051, 0734 - 333040
E-mail : info@pcea.or.ke.

PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR 2025/2026/2027

SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION.

Bidders are invited to submit tenders for pre-qualification for the supply of goods, works, and services in the listed categories.

Tenderers must qualify by meeting the set criteria to perform the contract of supply of goods, works, and services to the PCEA Head Office and Milele Hotels- Nairobi.

Prospective suppliers should have successfully supplied and delivered similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

It is the institution's policy that the tenderers observe the highest standards of professionalism and moral ethics during the execution of such contracts, in accordance to this policy, the institution defines the following for this provision:

(a) "Corrupt practice"- means offering, giving, receiving or soliciting anything of value to influence the action of an officer or the purchaser/Employer in the pre-qualification process.

(b) "Fraudulent practice" means a misrepresentation of facts in order to influence the prequalification process.

(c) Will reject a tender for prequalification if it determines that a tenderer has engaged in corrupt or fraudulent activities for the contract in question.

(d). Will declare a tender ineligible for prequalification if at any time it determines that the tenderer has no legal capacity to enter into a contract of procurement.

(e). Will have a right to examine financial records relating to the performance of such services to determine capability.

(f). Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offense relating to procurement or has breached a contract for procurement before by another company.

Prequalification documents will be obtained from the **PCEA & MILELE HOTELS- NAIROBI WEBSITE .www.pcea.or.ke, www.milelehotels.com** Tender fee of **Kshs. 2,500/=** be deposited to Family Bank A/C 031000021416 Industrial Area or pay via Paybill 222111 A/C to 031000021416. Payment slip or Family Bank Paybill message be attached to the tender documents. Completed tender documents enclosed in plain sealed envelopes indicating the category of item code should be addressed to:

Secretary General
Presbyterian Church of East Africa
P. O. Box 27573-00506
NAIROBI, Kenya.
Tel: 254-020-603608/608849

THE SECRETARY GENERAL

PRESBYTERIAN CHURCH OF EAST AFRICA (PCEA)

P.O BOX 27573-00506

NAIROBI

The sealed envelopes be deposited during working days from Monday to Friday from 8:30 am to 4:30pm in the **TENDER BOX** at the Reception area of PCEA Head office South C Muhoho Avenue on or before 20th May 2025. Tender opening date 21st May 2025 at the Head Office.

Late bids shall not be accepted.

SECTION B

PRE-QUALIFICATION FOR SUPPLIERS OF GOODS WORK AND SERVICES

FOR THE YEAR 2025/2026/2027

	TENDER CODE	CATEGORY DESCRIPTION.
A .SUPPLY OF GOODS		
1	PRQ-PHO/01/2025/26/27	Supply of office supplies & stationery .
2	PRQ-PHO/02/2025/26/27	Supply of printing papers assorted
3	PRQ-PHO/03/2025/26/27	Supply of office furniture, furnishings and fittings.
4	PRQ-PHO/04/2025/26/27	Supply of electrical appliances fittings and accessories
5	PRQ-PHO/05/2025/26/27	Supply of hardware tools, plumbing, fittings and pipes
6	PRQ-PHO/06/2025/26/27	Supply and installation and repairs of computers & printers hardware, software, and toners.
7	PRQ-PHO/07/2025/26/27	Supply of cleaning materials, agents, toiletries & detergents
8	PRQ-PHO/08/2025/26/27	Supply of Hotel linen
9	PRQ-PHO/09/2025/26/27	Supply and branding of promotional materials and merchandise
10	PRQ-PHO/10/2025/26/27	Supply of Paints and its accessories
11	PRQ-PHO 11/2025/26/27	Supply of Cooking Gas . LPG bulk
12	PRQ-PHO/12/2025/26/27	Supply of staff uniforms, materials and protective clothing & equipment
13	PRQ-PHO/13/2025/26/27	Supply of kitchen Equipment & related kitchen ware
14	PRQ-PHO/14/2025/26/27	Supply & Installation of Electrical & Electronics
15	PRQ-PHO/15/2025/26/27	Supply, installation & maintenance of Audio Visual Equipment
16	PRQ-PHO/16/2025/26/27	Supply of Hotel furniture and fittings

17	PRQ-PHO/17/2025/26/27	Supply of laundry Machines Equipment & accessories
18	PRQ-PHO/18/2025/26/27	Supply of Firewood and Charcoal
19	PRQ-PHO/19/2025/26/27	Supply of Holy Communion trays, Cups and elements
20	PRQ-PHO/20/2025/26/27	Supply of swimming pool chemicals

B.SUPPLY OF FOOD STUFF

21	PQ-PHO/21/2025/26/27	Supply of dry food stuff (dry goods)
22	PQ-PHO/22/2025/26/27	Supply of fruits & vegetables
23	PQ-PHO/23/2025/26/27	Supply of cereals selected
24	PQ-PHO/24/2025/26/27	Supply of beverages soft drinks
25	PQ-PHO/25/2025/26/27	Supply of dairy products. Milk, eggs, sausages, bacon.cheese
26	PQ-PHO/26/2025/26/27	Supply of meat- chicken, beef, pork, mutton, tripe, fish
27	PQ-PHO/27/2025/26/27	Supply of Spices
28	PQ-PHO/28/2025/26/27	Supply of disposables &packaging
29	PQ-PHO/29/2025/26/27	Supply of cake ingredients and accessories
30	PQ-PHO/30/2025/26/27	Supply of plastic water bottles 500ml, 2ltr 5ltr, and caps

C. PROVISION OF SERVICES

31	PQ-PHO/31/2025/26/27	Repair and servicing of motor vehicles, Generators and Boreholes.
32	PQ-PHO/32/2025/26/27	Repair and maintenance of computer hardware and related services.
33	PQ-PHO/33/2025/26/27	Repair and maintenance of electricity and electrical appliances.
34	PQ-PHO/34/2025/26/27	Repair and maintenance of CCTVS and Screens
35	PQ-PHO/35/2025/26/27	Repair and Maintenance of the swimming pool
36	PQ-PHO/36/2025/26/27	Provision of video and photography Services
37	PQ-PHO/37/2025/26/27	Provision of laundry services
38	PQ-PHO/38/2025/2026/27	Provision of fumigation services
39	PQ-PHO/39/2025/2026/27	Provision of sewing and repairs services
40	PQ-PHO/40/2025/2026/27	Provision of publishing services
41	PQ-PHO/41/2025/2026/27	Provision of tour and travel services

42	PQ-PHO/42/2025/2026/27	Provision of Cargo ,Flight, shipping and transportation services
43	PQ-PHO/43/2025/2026/27	Provision of security services
44	PQ-PHO/44/2025/2026/27	Hire of Tents Chairs and Decoration Services.
45	PQ-PHO/45/2025/2026/27	Provision of Fire Extinguishers inspection and servicing
46	PQ-PHO/46/2025/2026/27	Servicing of fridges, freezers and coldrooms.
47	PQ-PHO/47/2025/2026/27	Maintenance of garment and embroidery machines

D. WORKS

48	PQ-PHO/48/2025/2026/27	Painting works
49	PQ-PHO/49/2025/2026/27	Repair and maintenance of buildings& plumbing works.

Secretary General
Presbyterian Church of East Africa
P. O. Box 27573-00506
NAIROBI, Kenya.
Tel: 254-020-603608/608849

SECTION C: PREQUALIFICATION CRITERIA

	REQUIRED INFORMATION	ALLOCATED SCORES
i	Registration documentation Certificate of incorporation/Registration certificate PIN Certificate	5 5
2	Valid Tax Compliance Certificate	20
3	Financial Capacity Bank statement for the last 6 months Mode of payment and willingness to give credit	5 5
4	Past experience and performance Number of years in business (at least 3 yrs minimum) Three referees (mostly clients) attach proof	5 10
5	Confidential business questionnaire Dully filled Fixed premises for business to be inspected/verified	10 5
6	Good conduct certificate	5
7	Other certificates eg KEBS, registration with professional bodies and respective certifications.	5
8	Manpower and expertise Experience and expertise of key personnel attach C.V	10 5
9	Contact details, Business Address, Telephone number & Email(s)	5
	TOTAL	100

Secretary General
 Presbyterian Church of East Africa
 P. O. Box 27573-00506
 NAIROBI, Kenya.
 Tel: 254-020-603608/608849

SECTION D: APPLICATION FORM

REGISTRATION OF SUPPLIER'S APPLICATION FORM

I/We (Firm Name).....hereby apply for registration as a
supplier of.....

(Category No.).....

Postal

Address.....

.....

Telephone Number..... Mobile.....

Email Address.....

Town.....Street.....

Building.....Floor.....Room/Office.....

Other branches/Locations.....

.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

Secretary General
Presbyterian Church of East Africa
P. O. Box 27573-00506
NAIROBI, Kenya.
Tel: 254-020-603608/608649

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part1 and either part 2(a), 2(b) or 2(c) whichever applies to 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.....Expiry Date.....
Maximum value of business you can handle at any one time ksh.....
Name of your bankers.....Branch.....

PART 2 (A)- SOLE PROPRIETOR

Your name in full.....Age.....
Nationality.....
Citizenship details.....

PART 2(B) PARTNERSHIP

Give details of partners as follows

<i>Name</i>	<i>Nationality</i>	<i>citizenship Details</i>	<i>shares</i>
1.....			
2.....			
3.....			
4.....			

Secretary General
Presbyterian Church of East Africa
P. O. Box 21579-00508
NAIROBI, Kenya.
Tel: 254-020-603608/608849

PART 2 (C)-REGISTERED COMPANY

Public or

Private.....

Give details of directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>citizenship details</i>	<i>shares</i>
-------------	--------------------	----------------------------	---------------

1.....

2.....

3.....

Date..... Signature of the Tenderer.....

Secretary General
Presbyterian Church of East Africa
P. O. Box 27573-00506
NAIROBI, Kenya.
Tel: 254-020-603608/608849

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

- 1. Certificate of Registration/Incorporation.....(Attach copy)
- 2. Valid Trade License.....(Attach copy)
- 3. State VAT Registration No.....(Attach copy)
- 4. PIN NO.....(Attach copy)
- 5. Proof of being up to date in VAT& Income Tax Returns.....(Attach copy of Tax Compliance Certificate)

1.State whether you are a Manufacturer, Dealer or appointed Distributor(Agent), Wholesaler, Retailer etc.....

2. State any technological innovations or specific attributes that distinguish you from your competitors.....

3. Other important certificates e.g. KEBS, Professional bodies, Good Conduct Certificate. Attach proof.

SECTION G: FINANCIAL POSITION AND TERMS OF TRADE.

PART 1- BANK STATEMENTS

Attach bank statements for the last three months

PART 2-TERMS OF TRADE PAYMENTS

PCEA Head Office and Milele Nairobi Hotel would wish to work on deliveries after issuance of Local Purchase order/Service Order and payments after 30 days credit period.

Confirm acceptance of this: **Acceptable/ Not acceptable**

NB: Suppliers of foodstuffs ie, fruits and vegetables, dry goods, and cereals attach your price list prices will be valid for 3 months.

9

Secretary General
 Presbyterian Church of East Africa
 P. O. Box 27573-00506
 NAIROBI, Kenya.
 Tel: 254-020-602000/000000

SECTION H: CLIENT DETAILS

Give details of at least three reputable organizations where you are supplying the category of goods/ service applied for.(Attach Proof)

1.Organization Name.....

Address.....

Tel No.....

Contact Person.....

Position in the Organization.....

E- mail address.....

2.Organization Name.....

Address.....

Tel No.....

Contact Person.....

Position in the Organization.....

E mail address.....

3.Organization Name.....

Address.....

Tel No.....

Contact Person.....

Position in the Organization.....

E mail address.....

Secretary General
Presbyterian Church of East Africa
P. O. Box 27573-00506
NAIROBI, Kenya.
Tel: 254-020-603608/608849

SECTION I: MANPOWER AND EXPERTISE OF STAFF.

Qualifications and experience of key personnel proposed for the administration and execution of the contract. Attach Curriculum Vitae(CV's) where applicable and should be duly signed by the proposed personnel.

POSITION	NAME	QUALIFICATIONS	Experience in proposed position.

SECTION J: DECLARATION

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped.....
 Name.....
 Position in the Company.....
 Date.....

*Secretary General
 Presbyterian Church of East Africa
 P. O. Box 27573-00506
 NAIROBI, Kenya.
 Tel: 254-020-803608/608843*