



Presbyterian Church of East Africa

OFFICE OF THE GENERAL ASSEMBLY

P. O. Box 27573 - 00506
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13th August, 2025

To: All Presbytery Clerks
PRESBYTERIAN CHURCH OF EAST AFRICA

Dear Brethren,

**RE: RE-ADVERTISMENT OF PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS
AND SERVICES**

Receive Christian greetings.

Kindly note that we are re -advertising qualification of suppliers for the supply of goods, works and services for the year 2025/2026, 2026/2027 in the PCEA Head Office and Milele Hotels - Nairobi.

A complete tender document with instructions, schedules and categories can be accessed in the PCEA and Milele Hotel - Nairobi websites i.e. www.pcea.or.ke and www.milelehotels.com respectively. Those who had applied need not to reapply.

The closing date for the tender will be on **10th September, 2025 at 4:00 p.m.** with a non-refundable fee of Kshs. 2500/=

Please circulate the information to our Parishes for their further action.

Yours sincerely,

Rev. Robert Waihenya
SECRETARY GENERAL

- cc. - Moderator - 24th G.A
- Deputy Secretary General
- Honorary Treasurer
- All Heads of Departments
- Presbytery Moderators



Presbyterian Church of East Africa

OFFICE OF THE GENERAL ASSEMBLY

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RE-ADVERTISEMENT

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 categories listed.

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 Hotel -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 institutions 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 prequalification process.

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

(c) Will reject a tender for pre-qualification 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 pre-qualification 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 offence relating to procurement, has breached a contract for procurement before by another company.



Pre-qualification 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 **Paybill 222111 A/C 031000021416** Payment slip or message to be attached to the tender documents. Completed tender documents enclosed in a plain sealed envelope indicating the category of items addressed to:

THE SECRETARY GENERAL

PRESBYTERIAN CHURCH OF EAST AFRICA (PCEA)

P.O BOX 27573-00506

NAIROBI

The sealed envelopes be deposited in the **TENDER BOX** during working days from Monday to Friday from 8:30a.m to 4:30 pm at the Reception area of PCEA Head office South C Muhoho Avenue on or before 10th Sept 2025.

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	Office furniture and fittings
2	PRQ-PHO/02/2025/26/27	Supply of hardware plumbing, fittings and pipes
3	PRQ-PHO/03/2025/26/27	Supply of kitchen equipment and related kitchen ware
4	PRQ-PHO/04/2025/26/27	Supply of Electricals , fittings& accessories
5	PRQ-PHO/05/2025/26/27	Supply of Holy communion Trays and elements.
6	PRQ-PHO/06/2025/26/27	Supply of swimming pool Chemicals.
SUPPLY OF FOOD STUFF		
7	PRQ-PHO/07/2025/26/27	Supply of dry goods
8	PRQ-PHO/08/2025/26/27	Supply of cereals selected.

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13 AUG 2025

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9	PRQ-PHO/09/2025/26/27	Supply of Cake ingredients and accessories.
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C. PROVISION OF SERVICES

10	PRQ-PHO/ 10/2025/26/27	Repairs & Servicing of Motor Vehicle, generator, Borehole.
11	PRQ-PHO/11/2022/23/24	Repair and Maintenance of Swimming Pool
12	PRQ-PHO/12/2022/23/24	Hire of Tents chairs and Decorations
13	PRQ-PHO/13/2022/23/24	Servicing of freezers, fridges and cold rooms
14	PRQ-PHO/14/2022/23/24	Servicing and maintenance of Embroidery & printing machines
15	PRQ-PIIO 15/2025/2026/2027	Repairs & Maintenance of buildings

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SECTION C: PREQUALIFICATION CRITERIA

	REQUIRED INFORMATION	ALLOCATED SCORES
1	Registration documentation Registration certificate CR12	5 5
2	Valid Tax Compliance Certificate & PIN	20
3	Financial Capacity Bank statement for the last 3 months Willingness to give 30 days 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 and stamped	10
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)	10
	TOTAL	100



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.....



SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 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.....			

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.....



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)

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, and cereals attach your price list prices will be valid for 3 months.

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.....



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.....

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