



**RIFT VALLEY SPORTS CLUB**  
**P.O. BOX 1 – 20100**  
**NAKURU**  
**CLUB ROAD-OFF KENYATTA AVENUE**

**TEL NUMBER:** 0735-776770  
**CLUB SECRETARY:** 0735 – 776770  
**MOBILE:** 0717 – 333 799  
**Email:** -info@rvsc.co.ke

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# **PREQUALIFICATION/ REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS AND SERVICES**

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## **PREQUALIFICATION FOR FINANCIAL YEAR 2023-2025**

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**Ref code**

.....  
.....

**Category**

**name**.....  
.....

**CLOSING DATE: 12<sup>th</sup> February, 2023**

**TIME: 5:00 PM**

**CLUB MANAGER**  
**RIFT VALLEY SPORTS CLUB**  
**P.O BOX 1-20100**  
**NAKURU**  
**Email: rvscnku@gmail.com**  
**TEL: 0717333799**

## 1. Introduction

Rift Valley Sports Club is the leading sports club in East Africa and is undertaking this prequalification program for the selection of potential suppliers, contractors and service providers. The purpose of the program is to promote supplier partnership and to improve on the quality of services whilst achieving the most competitive prices.

The Pre-qualification document and the response thereof shall be the **ONLY** basis for pre-qualification as a supplier, contractor and service provider in specified category.

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

## 2. Important Notes

a) The purpose of this document is to assist Rift Valley Sports Club in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.

b) All documents must be submitted in English Language.

c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.

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

e) Rift Valley Sports Club will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.

f) 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 Rift Valley Sports Club reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

g) The information provided in the prequalification document is strictly confidential and solely for use by Rift Valley Sports Club.

h) Participants to kindly note that this does not amount to any contractual obligation on the part of Rift Valley Sports Club, and that Rift Valley Sports Club is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate paper. 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 corrections must be initialed by the person or persons who sign(s) the document.

j) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.

l) Suppliers will meet all costs associated with preparation and submission of their applications. It is Rift Valley Sports club's policy to require that suppliers observe the highest standards of ethics during the selection and execution of such pre-qualifications.

In pursuance of this policy, Rift Valley Sports Club defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of s) designed to establish prices befits of free and open competition.
- (iii) Rift Valley Club 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;
- (iv) Rift Valley Sports Club will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- (v) Rift Valley Sports Club will have the right to inspect the business premises of the supplier.

If you have any queries please send to; [rvscnku@gmail.com](mailto:rvscnku@gmail.com).

The Completed questionnaire forms in plain sealed envelopes clearly marked "REF:.....**PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS & SERVICE PROVIDERS FOR CATEGORY** (*please indicate*)....." Should be addressed to:

**Tender and procurement Committee  
Rift Valley Sports Club,  
P.O. Box 1-20100  
Nakuru, Kenya.**

And deposited in the Tender Box located on, **at the main reception, of Rift Valley Sports Club Off Club Road.....**

**Ref code**

.....  
.....

**Category**

**name.....**  
.....

The Tender forms should be down loaded from the club website [www.rvsc.co.ke](http://www.rvsc.co.ke) .There will be a Tender document non-refundable fee of Ksh:3,000/= in form of a BANKERS CHEQUE

Any document received after the deadline time and date shall be rejected.

<b>CATEGORY A</b>	<b>SUPPLY OF GOODS</b>
<b>CODE. NO</b>	<b>ITEM DESCRIPTION</b>
RVSC/PQ/001/2023/25	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENTS, STATIONERY & OTHER RELATED ITEMS
RVSC /PQ/002/2023/25	SUPPLY & DELIVERY OF FRESH FRUITS, VEGETABLES AND GROCERIES
RVSC /PQ/003/2023/25	SUPPLY & DELIVERY OF DRY FOOD STUFFS, CEREALS AND DRY GOODS
RVSC /PQ/004/2023/25	SUPPLY & DELIVERY OF STAFF UNIFORMS & PROTECTIVE CLOTHING
RVSC /PQ/005/2023/25	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL APPLIANCES, FITTINGS & OTHER RELATED ITEMS
RVSC /PQ/006/2023/25	SUPPLY & DELIVERY OF FRESH MILK AND DAIRY PRODUCTS
RVSC /PQ/007/2023/25	SUPPLY & DELIVERY OF CLEANING MATERIALS, DETERGENTS, DISINFECTANTS AND BRANDED TOILETRIES
RVSC /PQ/008/2023/25	SUPPLY & DELIVERY OF BEERS, WINES, SPIRITS AND OTHER LIQUORS
RVSC /PQ/009/2023/25	SUPPLY & DELIVERY OF BOTTLED WATER (MINERAL WATER) AND LEASING OF DISPENSERS
RVSC /PQ/010/2023/25	SUPPLY & DELIVERY OF SWIMMING POOL CHEMICALS AND RELATED PRODUCTS
RVSC /PQ/011/2023/25	SUPPLY & DELIVERY OF POULTRY AND POULTRY PRODUCTS
RVSC /PQ/012/2023/25	SUPPLY AND DELIVERY OF SOFT DRINKS AND OTHER PACKAGED BEVERAGES
RVSC /PQ/013/2023/25	SUPPLY AND DELIVERY OF FRESH BUTCHER'S LAMB, GOAT MEAT, BEEF CUTS AND FISH PRODUCTS
RVSC /PQ/014/2023/25	SUPPLY AND DELIVERY OF CHARCOAL AND WOOD FUEL
RVSC /PQ/015/2023/25	SUPPLY & DELIVERY OF HOTEL LINEN, BED SHEETS, BED COVERS AND TOWELS
RVSC /PQ/016/2023/25	SUPPLY & DELIVERY OF COOKING GAS AND SERVICING
RVSC/PQ/017/2023/25	SUPPLY & DELIVERY OF GYM EQUIPMENTS AND SERVICING
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>
<b>CODE. NO</b>	<b>ITEM DESCRIPTION</b>
RVSC /PQ/018/2023/25	PROVISION OF TRAINING AND HUMAN DEVELOPMENT SERVICES
RVSC /PQ/019/2023/25	PROVISION OF LEGAL SERVICES
RVSC/PQ/020/2023/25	PROVISION OF AUDIT SERVICES
RVSC/PQ/021/2023/25	PROVISION OF PRINTING & BRANDING
RVSC/PQ/022/2023/25	PROVISION OF EVENT MANAGEMENT SERVICES (TENTS, CHAIR & DECORATIONS)
RVSC/PQ/023/2023/25	PROVISION OF SECURITY SERVICES
RVSC /PQ/024/2023/25	PROVISION AND SERVICING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES

### 1. Confidential Business Questionnaire

No.	PARTICULARS	RESPONSE
1.1	Full name of organization	
1.2	Is your organization (Please tick as appropriate)	
	i) A public limited Company?  If yes, please attach copies of the company's memorandum of association and articles including any change of name.	
	ii) Public listed Company? If yes, attach copies as (i) above	
	iii) A limited company? If yes, attach copies as (i) above	
	iv) A partnership? If Yes attach partnership deed.	
	v) A sole trader? If Yes, attach business certificate.	
	vi) Other (please specify)	
1.3	Date of Registration:	
1.4	Full physical address of principal place of business:  Full postal of the principal place of business:	
1.5	Registered address if different from the above:  Post Code:	
1.6	Telephone number:	
1.7	Fax number:	
1.8	E-mail address:	
1.9	Website address (if any):	

1.10	Company Tax PIN: (Kindly provide a copy of the PIN Certificate)	
1.11	VAT Registration number: (Kindly provide a copy of the VAT Certificate)	
1.12	Period in which you have been in the specific business for which you wish to be pre-qualified	
1.13	Names of the Shareholders, Directors and Partners <b>Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors and shareholders of the company (Companies For CR 12). The report should not be more than one month old.</b>	
1.14	Associated companied (if any)	
1.15	Provide the name company's certified Secretary/Auditors	
1.16	<i>Please provide a copy of the most recent annual return together with a filing receipt.</i>	
1.17	Name of (ultimate) parent/holding company (if this applies):	
1.18	Companies Registry number of parent/holding company (if this applies):	
1.19	Contact person within the organization to whom	<b>NAME:</b>
		<b>TITLE</b>
		<b>TEL:</b>
		<b>FAX:</b>
		<b>EMAIL:</b>

## 2. FORM OF INVITATION FOR TENDERS

To: \_\_\_\_\_ [date]  
\_\_\_\_\_ [name of Contractor]  
\_\_\_\_\_ [address]  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

Reference \_\_\_\_\_ [Contract Name]

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from the **Rift Valley Sports Club of P.O BOX 1-20100 Nakuru.**

Upon payment of a non-refundable fee of **Kshs: 3,000** inform of Bankers cheque payable to **Rift Valley Sports Club.**

All tenders must be delivered to **Rift Valley Sports Club of P.O BOX 1-20100 Nakuru**  
On or before **12<sup>th</sup> February, 2023 by 5PM.**

Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Yours faithfully,

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Name and Title

### 3. FORM OF TENDER

TO: \_\_\_\_\_ [Name of Employer] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of

Kshs: \_\_\_\_\_ [Amount in figures] Kenya

Shillings \_\_\_\_\_  
\_\_\_\_\_ [Amount in words]

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.

3. We agree to abide by this tender until \_\_\_\_\_ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.

4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign tenders for and on behalf of

\_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

Witness; Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NB: CONSTRUCTION WORK ONLY**



#### 4. Financial Information Questionnaire.

No.	PARTICULARS		
2.1	What was your turnover in the last two years?	..... for year ended --/--/----	..... for yea rended ..././.....
2.2	Has your organization met all its obligations to pay its creditors and staff during the past year?	Yes / No	
	If No, please give details		
2.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No	
	If yes, please give details:		
2.4	If “No” please explain why:		
2.5	What is the name and branch of your bankers (who could provide reference)?	Name:	
		Branch:	
		Telephone Number:	
		Postal Address:	
		Contact Person Name:	
		Contact Position	
		Contact E-mail:	

#### 5. Business Activities

No.	PARTICULARS	
3.1	What are the main business activities of your organization?	
3.2	How many staff does your organization have? ..... Indicate the number under each category	
	i. Technical (Permanent....., Temporary.....)	

	ii. Semiskilled (Permanent....., Temporary ..... )
3.3	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by Rift Valley Sports club

## 6. Trade References

6.1 Please provide in the table below details of projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this pre-qualification document.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## 7. Certifications, Accreditations and Approvals

Detail any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

## 8. Agencies and Partnerships

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

## 9. Management Policies

### a) Employee Integrity

How does the firm ensure the integrity of staff? Detail any related policies

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.....

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### b) Code of Conduct/Ethics

Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of Conduct/ethics.

### c) Company employment policy

Does the firm have a documented employment policy? What are key highlights from this policy if in existence?

### d) Customer Service

- Does the firm have a documented policy on Customer Service?
- Which position in your firm is responsible for customer service and how is this position supported by other functions?
- Does your firm use any performance management techniques, including customer satisfaction measurement? If so, what are the key parameters?

Note: Rift Valley Sports Club may require that customers for products/service provided by your firm fill out an appraisal form and rate your services for use in subsequent decisions on whether to shortlist your company.

## 10. 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 Rift Valley Sport Club contractor and or service provider.

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, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it established?	
10.2	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/=.	
10.3	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?	
10.4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Authority or similar authority in the country in which your organization is established?	
10.5	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?	
10.6	Please state if any Director, shareholder, Partner and / or Company Secretary of the organization is currently employed or a member of Rift Valley Sports Club.	

## 11. Insurance

Please provide details of your current insurance cover.		Value
11.1	Employer's Liability:	
11.2	Public Liability:	
11.3	Professional Indemnity (if applicable)	
11.4	Other (specify)	

## 12. EVALUATION

### (a) Mandatory Requirements for Pre-Qualification

**You shall be required to attach the following mandatory documents where applicable.**

- 1) Certificate of Incorporation/Partnership deed/business
- 2) Trading Certificate where applicable
- 3) Certificate from relevant authorities where applicable
- 4) VAT Certificate/ PIN Certificate
- 5) Tax Compliance certificate.
- 6) List of Directors, telephone and their postal address
- 7) Official Companies Registry Ownership Report CR 12
- 8) Annual Returns and receipt
- 9) Accounts Information
- 10) CVs of Senior Staff
- 11) List of items for which you wish to be considered (attach separate sheet)
- 12) All other information as specified in the pre-qualification advert

***NB: Attach all the above documents***

**(b) Additional Requirements**

- I. Agents/Distributors shall provide copies of Letters of appointment by the manufacturers to be dealers.
- II. Kenya Bureau of Standards certifications /or equivalent where applicable.
- III. Attach catalogues and brochures for the items you wish to supply.

**13. Declaration**

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

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