



## **SUPPLIERS PREQUALIFICATION**

### **PRE-QUALIFICATION OF SUPPLIERS, GOODS AND SERVICES**

#### **INVITATION FOR PRE-QUALIFICATION**

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#### **PREQUALIFICATION INSTRUCTIONS**

##### ***1.1 Introduction***

ForumCiv is a Swedish organization that supports civil society in over 70 countries. We work with both development cooperation, advocacy, project support and capacity development. We have offices in Sweden (Stockholm Head office), Lithuania, Colombia, Cambodia, Kenya and Liberia.

ForumCiv herein referred to as the "Organization" would like to invite interested candidates who must qualify by meeting the set criteria as provided by ForumCiv to perform the contract of supply and delivery or provision of goods and services to the Organization.

##### ***1.2 Prequalification Objective***

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations to ForumCiv as and when required.

##### ***1.3 Invitation of Prequalification***

The prospective suppliers are required to supply mandatory information for pre-qualification as required on the pre-qualification requirements. Forumciv will also check if candidates appear on the EU and USA sanction lists.

##### ***1.4 Instructions for submission***

Completed prequalification documents form and all required documents should be submitted via email: [procurement.kenya@forumciv.org](mailto:procurement.kenya@forumciv.org) with the **Category as the subject of the email**, following the order as it flows in the prequalification document.

Each category should be applied for via separate email for applicants applying for more than one category.

The closing time and date will be **11:59 PM on 12th August 2025**. ForumCiv is not bound to accept any application or give reason/s for rejecting, if any. ForumCiv will contact only the successful service providers/suppliers after short listing.

**N/B: Please note that late submission of documents will not be accepted.**

1	Name of Company	
2	Address for all correspondence Address for the contact person	
3	Contact Name	
4	Designation of the contact Person	
5	Telephone Numbers	
6	E-mail Address	
7	Location of Business Premises- Building, Street, Town/city etc.  (Area of operation/geographical presence)  (Attach a recent utility bill or lease agreement)	
8	Nature of Company (e.g. Sole Proprietorship, Plc, Partnership etc.).	
9	Names of the Directors/ Owners or Partners (Attach a valid copy of the company's CR12, issued within the last six (6) months)	1)
		2) 3) 4)
10	Year established	
11	Company Registration No. (Attach Copy of Cert of Registration or Incorporation)	
12	VAT Registration No. (Attach Copy)	
13	VAT Compliance Certificate (Attach Copy current year)	
14	Current Trade License (Attach Copy)	
15	Income tax PIN	

**PART B:- FINANCIAL STATUS**

14	Name of Bank & Branch (from which a financial reference may be sought)	
15	Bank Account Name	
16	Bank Account Number	
17	Swift code	
18	Bank branch code	
19	Provide details of the Annual Turnover (Attach certified copies of bank statements for the last 6 months) (Attach copy of latest audited accounts last 2 years)	
20	Mpesa Information (for payments up to KES 150,000) <ul style="list-style-type: none"><li>• Mpesa Registered Name</li><li>• Mpesa registered number</li></ul>	<i>(Applicable to Sole proprietorship/community suppliers/service providers)</i>

**PART C: REFERENCES**

19	<b>Relevant experience and happy clients; Attach testimonials, referral letters and samples of previous LPOs/LSOs for similar services.</b>	
20	<b>Provide contact details for 3 referees for previous/current work that is similar or the same to that required by this requirement. Note that contact will be made with referees without further references to you.</b>	
A	Organization: Contact Name: Telephone No E-mail Address: Service provided:	
B	Organization: Contact name: Telephone number: E-mail Address: Services provided:	
C	Organization: Contact Name: Telephone number: E-Mail Address: Service provided:	

## **PART D: UNDERSTANDING YOUR COMPANY/ GENERAL INFORMATION**

1. Indicate the products / services that you deal in
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
2. Provide Current Dealership / Authorization Certificates (copies) on products and services as you have indicated above, from the manufacturers. If the authorization is from a distributor, the authorization letter for the distributor by the manufacturer must also be attached.
3. Where necessary each firm must attaché evidence of registration with Professional bodies/Authorities Certificate from relevant authorities where applicable e.g. Air travel must be registered with IATA
4. Interested vendors should submit a detailed company profile outlining the organization's background, legal registration status, areas of expertise, key personnel, and operational capacity.

## **PART E: CERTIFICATION**

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Having studied the pre-qualification information as required by ForumCiv we/I hereby state: -

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) 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.
- c) We enclose all the required documents and information required for the pre-qualification process.

**Applicants Name**\_\_\_\_\_

**Signature**\_\_\_\_\_

**Title**\_\_\_\_\_

**Date**\_\_\_\_\_

**Company Name and Stamp**



**Category of goods/Services**

- 1. Provision of creative design and general printing services**
- 2. Design and supply of promotional materials / branding services**
- 3. Supply of office stationery**
- 4. Supply and Repair of Office Furniture, Furnishings and Fittings**
- 5. supply of Consumables for Printers and Photocopy Machines**
- 6. Provision of Events Organization and Management Services, Entertainment**
- 7. Office cleaning and tea services**
- 8. Provision of office snacks and meals**
- 9. Supply of Office Equipment including Computer Hardware, Printers, Laptops, iPads Servers, CCTV Door Access System and Accessories**
- 10. Provision of Air Ticketing Services -IATA Registered Firms Only**
- 11. Repair & General Maintenance of Office Equipment Computers, Printers, Servers, CCTV Door Access System and Accessories**
- 12. Provision of Consultancy Services on Human Resources Management**
- 13. Provision of Advertising Agency Services (Video and Audio Production)**
- 14. Provision of Consultancy Services on Corporate Management and Organizational Development**
- 15. Provision of Legal Audit Services**
- 16. Provision of Legal Services**
- 17. Provision of OSHA audit services**
- 18. Provision of WIBA/GPA insurance services for staff**
- 19. Provision of GLA insurance services for staff**
- 20. Provision of medical insurance coverage for staff**
- 21. Provision of vehicle and motorcycle insurance**
- 22. Provision of hotel services, venue, conference and accommodation (include the current rate cards)**
- 23. Provision of taxi and car hire services**