

**DIOCESE OF KITUI**

P. O. Box 300, 90200, Kitui, Kenya,  
Tel: +254-(44) 44 22 855;

Fax: +254-(44) 44 23 022

Email: [develop@dioceseofkitui.org](mailto:develop@dioceseofkitui.org)

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND  
WORKS FOR THE YEAR 2021**

CATHOLIC DIOCESE OF KITUI  
ST. AUGUSTINE SECRETARIAT OFFICES,  
HOSPITAL ROAD,  
P.O.BOX 300-90200, KITUI.  
TEL +254-(44) 44 22 855  
Email: [prequalification@dioceseofkitui.org](mailto:prequalification@dioceseofkitui.org)  
Website: [www.dioceseofkitui.org](http://www.dioceseofkitui.org)

CASH DEPOSIT SLIP, REFERENCE NUMBER.....

BUSINESS/COMPANY NAME.....

CATEGORY NO: .....

CATEGORY NAME: .....

DATE SUBMITTED.....



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## SECTION 1: INVITATION FOR PREQUALIFICATION

# DIOCESE OF KITUI

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### CATHOLIC DIOCESE OF KITUI INVITATION FOR PREQUALIFICATION FOR THE YEAR 2021.

Tenders for the registration of Suppliers, Service Providers, Contractors and Consultants are invited for the supply and delivery of goods, provision of services and works to the **Catholic Diocese of Kitui**, 'as and when required' basis for the year 2021.

Interested and eligible bidders will **only** be able to get the tender documents by downloading them from the Catholic Diocese of Kitui official website ([www.dioceseofkitui.org](http://www.dioceseofkitui.org)), with effect from **WEDNESDAY 27<sup>TH</sup> JANUARY 2021**. (note that the purchase of a printed hardcopy will not be available).

Pre-qualification Official e-mail: [prequalification@dioceseofkitui.org](mailto:prequalification@dioceseofkitui.org)

Interested bidders are expected to pay a registration fee of **kshs 2000, per category**, by way of **Cash deposit ONLY, at the National Bank of Kenya (NBK), CATHOLIC DIOCESE OF KITUI PROJECT A/C, A/C number; 01020075720000**, and attach the **cash deposit slip**, on the tender document before handing it in. **A single application is required per category**. (Those wishing to be considered for pre-qualification in more than one category should submit separate applications per categories).

Completed tender documents should be sealed in a plain envelope and clearly marked with the tender number and category name and addressed to:

THE TENDER COMMITTEE,  
CATHOLIC DIOCESE OF KITUI,  
P.O.BOX 300-90200,  
KITUI

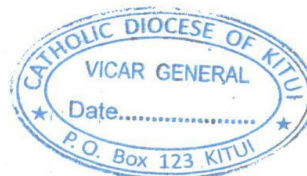
and/or

Be deposited in the Tender Box situated at the St. Augustine, Secretariat Office Reception at Kitui Town, Hospital Road, on or before **Tuesday 16<sup>th</sup> February 2021 at 10.00 am**. Tenders delivered after closure shall not be accepted. The tender committee reserves the right to accept or reject any tendering whole or in part without giving reasons thereof.

Yours faithfully,



Fr. John Mwandia,  
Vicar General  
Catholic Diocese Of Kitui



Sustenance • Innovation • Transformation



## SECTION 2: INSTRUCTIONS TO CANDIDATES

- MANDATORY REQUIREMENTS**

Eligible bidders should note that **only those meeting** the criteria indicated below, supported by the relevant and certified documents at submission will be considered for registration:

NO.	MANDATORY REQUIREMENT	RESPONSIVE OR NON-RESPONSIVE
1	Must submit a copy of certificate of Incorporation/ Business Registration	
2	Must submit a copy of the KRA Pin Certificate	
3	Must Submit a copy of a current/valid Tax Compliance or Exemption certificate from Kenya Revenue Authority	
4	Must submit a Copy of CR12 for Registered Limited Company and copies of ID cards of the Directors/Business proprietors	
5	Must submit a Valid Trade License (from county Governments)	
6	Must submit a Certificate from professional regulator e.g., NCA- Those submitting for WORKS)	
7	Must submit a dully filled and signed Business Questionnaire in the format provided	
8	Must fill, sign and stamp the Declaration form attached	
9	Must Submit a copy of Company/Business Profile (Nature of business/works)	
10	Any other documents with relevance to prequalification category.	

NOTE: For each category description and number, a separate application should be submitted if interested in more than one tender.

## SECTION 3: APPLICATION FORMS

### FORM 1: SUPPLIER/COMPANY/BUSINESS QUESTIONNAIRE FORM

1.	NAME OF FIRM:			
2.	COMPANY EMAIL ADDRESS:			
3.	COMPANY PHONE NUMBER:	NAME OF CONTACT PERSON:		
4.	POSTAL BOX:		POSTAL CODE:	
5.	PHYSICAL ADDRESS (LOCATION: TOWN/ STREET/ROAD/ BUILDING:			
6.	BUSINESS/ COMPANY PIN:	BUSINESS/ COMPANY V.A.T NUMBER:		
7.	VALID TAX COMPLIANCE CERTIFICATE NUMBER:			
8.	CERTIFICATE OF INCORPORATION:			
9.	LEAGAL STATUS: (PARTNERSHIP/ SOLE PROPRIETOR/ LTD COMPANY)			
10.	NATURE OF BUSINESS:			
11.	CURRENT TRADE LICENCE NO:		EXPIRY:	
12.	BANK NAME:			
	DETAILS OF DIRECTORS/ PARTNERS/ PROPRIETOR (S):	NATIONALITY:	% OF SHARES	
1				
2				
3				

**I/We hereby confirm and certify that the above information duly provided by the business/ company as detailed above is true:**

**For and on behalf of: .....**

**Name.....**

**Sign.....**

**FORM 2: CAPABILITY AND COMPETENCE TO DELIVER GOODS AND SERVICES**

1. What products/services do you want to be considered to supply.....

2. Are you a manufacturer/wholesaler/retailer/other? (Please specify) .....

3. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Catholic Diocese of Kitui.

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

4. What is maximum value of business, which you can handle at any one time?

Kshs.....

5. What is your average response time to a request for quotation/proposal?

.....

6. What is your average response to delivery of goods/services after issuance/signing of an LPO/Agreement?

.....



**FORM 3: REFERENCES**

**References: Obtain at least 2 referees from the list of Organizations you have worked with in Similar Assignment for the last two years.**

<p>1.</p>	<p>Name of the Organization: _____</p> <p>Destination of Officer _____</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;">Official Company Stamp</p>
<p>2.</p>	<p>Name of the Organization: _____</p> <p>Destination of Officer _____</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;">Official Company Stamp</p>



## SECTION 4: DECLARATIONS

### A. ANTI-FRAUDULENT PRACTICE DECLARATION

We (Insert the name of Company/ Business)

---

Make a declaration that the documents, certificates, licenses and any other information provided to the Catholic Diocese of Kitui, in support of this pre-qualification are authentic and genuine in all material respect. And that, the Catholic Diocese Of Kitui, is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company





**B. CONFLICT OF INTEREST**

We (Insert Name of the business/company),

\_\_\_\_\_ declares and guarantees  
that our company/business or the Directors has/have **no** business relationship with any  
Catholic Diocese of Kitui employee.

**Name:**.....

**Title:**.....

**Signature:** .....**Stamp**.....

**Date** .....

**For Official Use:**

**Reviewing Committee Representative**

**(Name)**.....

**Designation:**

.....

**Sign:**

.....

**Date:**.....

**Received stamp** .....



## SECTION 5: LIST OF SUPPLIER CATEGORIES

### CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
CDOK/G/001/2021	Supply of general stationeries e.g photocopying papers, pens, Tonners, computer cartridges
CDOK/G/002/2021	Supply of Assorted Items and Mali mali items eg sanitary towels, tissues, soap, tooth paste, non-woven bags, re-usable sanitary towels, hand sanitizers, Face masks.
CDOK/G/003/2021	Supply of office Equipment's e.g Safes, Fax machines, telephone heads etc
CDOK/G/004/2021	Supply of Uniforms e.g. dustcoats, protective clothing, staff uniforms
CDOK /G/005/2021	Supply of Electrical, fittings & Electronic Appliances e.g TV, Radios, bulbs, florescent tubes, fridges, dispensers etc
CDOK/G/006/2021	Supply of Cleaning Materials and Sundries e.g cleaning soaps, mops, omo, jik etc
CDOK/G/007/2021	Supply of Relief Non Food Items e.g Blankets, Jerri cans, Mosquito Nets, Kitchen Sets, Buckets and Basins, Tarpaulins, dignity kits etc
CDOK/G/008/2021	Supply of solar panels & accessories
CDOK/G/009/2021	Supply of hardware materials, paints, building materials, levelling boards and accessories
CDOK/G/010/2021	Supply of dry foods (cereals, rice, legumes etc)
CDOK/G/011/2021	Supply of Curtains and Curtain Blinds, Carpets Upholstery And Related Items
CDOK/G/012/2021	Supply of Laptops, Servers, Printers, Scanners, Ups Units And ICT Related Accessories
CDOK/G/013/2021	Supply of gas and fuel related products such as petrol, diesel, paraffin
CDOK/G/014/2021	Supply of firefighting equipment's, refill and related accessories
CDOK/G/015/2021	Supply of Radio equipment.

## CATEGORY B: PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION
CDOK/SW/016/2021	Repair, maintenance and servicing of telecommunication equipment, Radio Communication equipment and accessories e.g PABX
CDOK/SW/017/2021	Repair and maintenance of Office furniture, fixtures and fittings
CDOK/SW/018/2021	Provision of Servicing and Maintenance of Medical Equipments
CDOK/SW/019/2021	Provision of Fumigation and pest control services
CDOK/SW/020/2021	Repair, Servicing and maintenance of Air Plants e.g Air conditioner
CDOK/SW/021/2021	Repairs and Maintenance of Motor vehicles, Motor bikes, Generators and Mechanical engines.
CDOK/SW/022/2021	Provision of Tents, chairs, tables Public address systems and related services, (Provision of Event organization Services.)
CDOK/SW/023/2021	Repair and Maintenance of Buildings e.g. plumbing, painting, renovations, electrical, masonry etc
CDOK/SW/024/2021	Supply and Maintenance of Generators, electrical water pumps, fire extinguishers
CDOK/SW/025/2021	Provision of Veterinary Services.
CDOK/SW/026/2021	Provision of radio equipment
CDOK/SW/027/2021	Provision of Insurance Sevices
CDOK/SW/028/2021	Provision of security services

## CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
CDOK/ICT/029/2021	Repair and maintenance of Computer equipment e.g Toners, Servers, routers, printers and scanners, Mobile phones, CCTV,s, Biometric Machines
CDOK/ICT/030/2021	Provision of Voice, Data Communication Services and Computer Networks
CDOK/ICT/031/2021	Provision of Software Solutions and Licensing.
CDOK/ICT/032/2021	Internet Service providers/ distributors.



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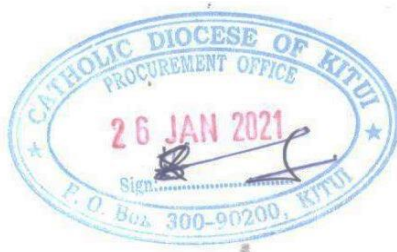
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## CATEGORY D: HIGH VALUE SUPPLIES

CATEGORY NO.	ITEM DESCRIPTION
CDOK/HV/033/2021	Supply of Office furniture & fittings and curtains e.g. blinds, desks, chairs, book shelves & tables
CDOK/HV/034/2021	Supply of Building materials in CDOK operations areas e.g. electrical, hardware, building river sand, Coral blocks, Ballast, Iron sheets, paints, timber & timber products, wood preservatives & termite killer chemicals.
CDOK/HV/035/2021	Supply of Promotional/ branded materials e.g T-shirts, Banners, Caps, bags, balls etc. Design and printing of calendars, diaries, Christmas cards, brochures
CDOK/HV/036/2021	Supply of Motor vehicle spare parts eg Tyres and Tubes, Batteries and Spare parts accessories
CDOK/HV/037/2021	Supply of Medical /Surgical/Laboratory Equipment and supplies
CDOK/HV/038/2021	Supply of Human Medical Drugs and vaccines
CDOK/HV/039/2021	Supply of Veterinary and agrovet related chemicals and farm inputs equipment.
CDOK/HV/040/2021	Supply and installation of Plastic Water Tanks
CDOK/HV/041/2021	Construction of Buildings, Classrooms, VIP Latrines Construction and Structural Works, Earth-dam, Pipeline Extension, Shallow Wells, Sand Dams Specialists, Boreholes etc
CDOK/HV/042/2021	Air Travel Agency services and flight agencies
CDOK/HV/043/2021	Provision of transportation services (Taxi, Pickups, lorries and matatus).
CDOK/HV/044/2021	Hotel, Accommodation and Conference Facilities



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## CATEGORY E: POUTRY, LIVESTOCK AND FARMING

CATEGORY NO:	ITEM DESCRIPTION
CDOK/PLF/045/2021	Supply of tree seedlings, certified seeds, shed nets and potting bags
CDOK/PLF/046/2021	Supply of livestock (pure galla goats, bulls, dairy/local cows, donkeys, Poultry and poultry chicks, sheep, rabbits, etc)
CDOK/PLF/047/2021	Supply of egg incubators
CDOK/PLF/048/2021	Supply of kienyeji and broiler eggs

## CATEGORY F: CONSULTANCY SERVICES

CDOK/CS/049/2021	End-line, Base line and other forms of survey consultancies, Development of organizational policies and procedures.
CDOK/CS/050/2021	Environmental Impact Assessment, Agro- Ecology, Financial Consultants, land issues and assets, architectural/ structural services
CDOK/CS/051/2021	Financial Audits, Assets Evaluations, Systems Audits,
CDOK/CS/052/2021	Development of documentaries and case studies, Videography and Graphics design.
CDOK/CS/053/2021	Consultancy services on Feasibility studies and other professional studies.
CDOK/CS/054/2021	Provision of Technical training services.
CDOK/CS/055/2021	Provision of legal services

**NOTE: OTHER MEDIA YOU CAN DOWNLOAD THE PREQUALIFICATION DOCUMENTS ARE: [www.caritaskitui.org](http://www.caritaskitui.org)**

**NOTE: MAKE SURE YOU ATTACH A COPY OF THE BANK DEPOSIT SLIP WITH YOUR TENDER DOCUMENT.**

