

## CATHOLIC DIOCESE OF KITUI INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2023

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' for the year 2023.

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 22<sup>ND</sup> FEBRUARY 2023**. (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, Branch; Kitui** and attach the **cash deposit slip**, on the tender document **before** handing it in. **A single application is required per category.** (Those who wish to be considered for pre-qualification in more than one category should submit separate applications per category).

Completed tender documents should be **sealed** in a plain envelope and clearly marked with the "**Tender No. & Tender Description**" and addressed to:

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

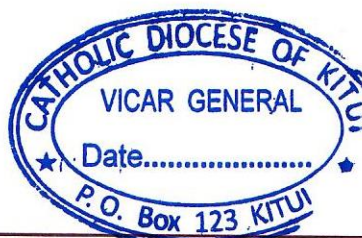
**and**

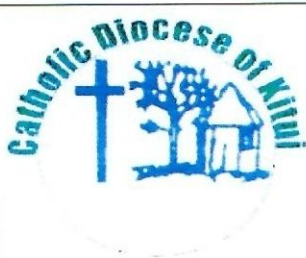
Be deposited in the Tender Box situated at St. Augustine's Secretariat Office; Main Reception, Kitui Town, Hospital Road, on or before **30<sup>th</sup> March 2023 at 10.00 am**. Tenders delivered after closure shall not be accepted. All current or previous suppliers **MUST RE-APPLY** afresh. Catholic Diocese of Kitui reserves the right to accept or reject any applications and is not bound to give reasons for its decisions.

Yours faithfully,



Very Reverend Fr. John Mwandia,  
The Vicar General  
Catholic Diocese of Kitui

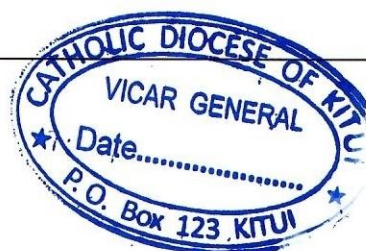




**PRE-QUALIFICATION OF SUPPLIERS  
FOR GOODS, SERVICES, AND WORKS FOR  
THE YEAR 2023**

**TENDER NO: CDK/PQ/..../2023**

**CATHOLIC DIOCESE OF KITUI  
ST. AUGUSTINE'S 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)**



**SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE**

**THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO SUPPLY GOODS, SERVICES AND WORKS TO CATHOLIC DIOCESE OF KITUI.**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE BY CDK**

**Cash Deposit Slip, Reference Number.....**

**Business/Company Name-----**

**Physical Location -----**

**Tel Number-----**

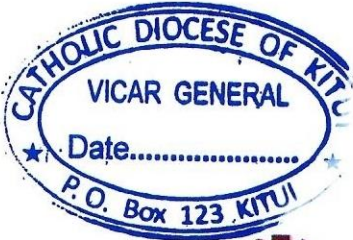
**E-mail-----**

All applicants must indicate the details below:

**Category applied for-----**

**Category Number -----**

**Item Description-----**



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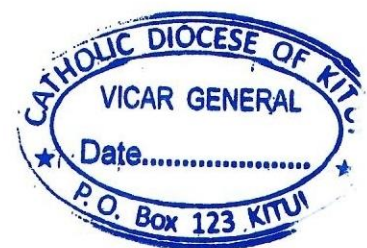
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## SECTION 1: INVITATION FOR PREQUALIFICATION

# DIOCESE OF KITUI

P. O. Box 300, 90200, Kitui, Kenya  
Tel: +254-(020) 240 83 51  
Email: [develop@dioceseofkitui.org](mailto:develop@dioceseofkitui.org)

### CATHOLIC DIOCESE OF KITUI INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2023

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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, Branch; Kitui** and attach the **cash deposit slip**, on the tender document **before** handing it in. **A single application is required per category**. (Those who wish to be considered for pre-qualification in more than one category should submit separate applications per category).


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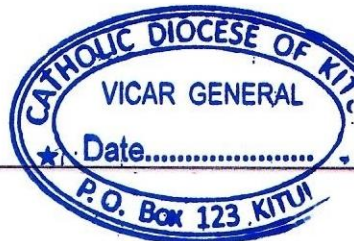
**THE TENDER EVALUATION COMMITTEE CHAIRPERSON,  
CATHOLIC DIOCESE OF KITUI,  
P.O.BOX 300-90200, KITUI**

and

Be deposited in the Tender Box situated at St. Augustine's Secretariat Office; Main Reception, Kitui Town, Hospital Road, on or before **30<sup>th</sup> March 2023 at 10.00 am**. Tenders delivered after closure shall not be accepted. All current or previous suppliers **MUST RE-APPLY** afresh. Catholic Diocese of Kitui reserves the right to accept or reject any applications and is not bound to give reasons for its decisions.

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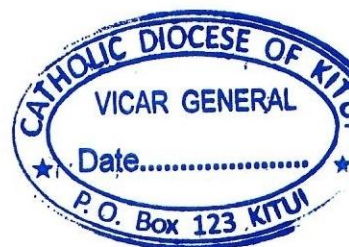
## SECTION 2: INSTRUCTIONS TO CANDIDATES

- **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 Certificate from professional regulator/Certification by regulatory bodies (e.g KPLC, Ministry of public works, NEMA, KEBS, NCA-Those submitting for WORKS)	
6	Must submit a <b>duly filled and signed</b> Business Questionnaire in the format provided	
7	Must <b>fill, sign and stamp</b> the Declaration form attached	
8	Must Submit a copy of Company/Business Profile (Nature of business/works)	
9	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**

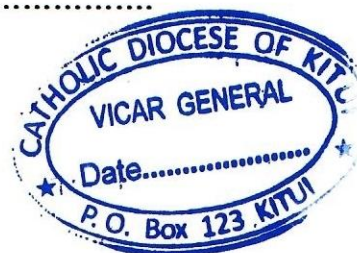
**I/We hereby confirm and certify that the above information duly provided by the business/ company as detailed above is true:**

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

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

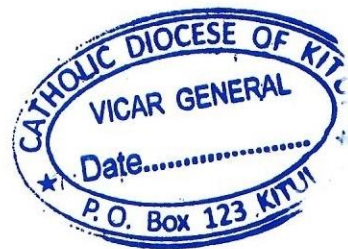
**Name:**.....

**Sign:**.....





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

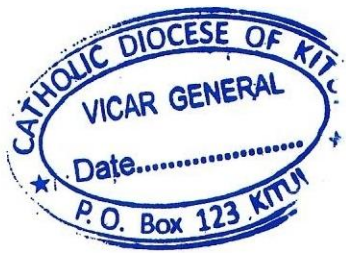
1. What products/services do you want to be considered to supply.....
  
2. Are you a manufacturer/wholesaler/retailer/other? (Please specify) .....
  
3. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Catholic Diocese of 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**

<b>References: Obtain at least 2 referees from the list of Organizations you have worked within Similar Assignment for the last two years.</b>	
<b>1.</b>	Name of the Organization: _____ Destination of Officer _____ Signature: _____ Date: _____  
<b>2.</b>	Name of the Organization: _____ Destination of Officer _____ Signature: _____ Date: _____  

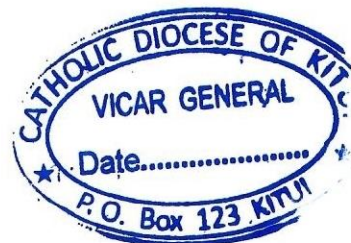


**SECTION 4: DECLARATIONS**

**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)**.....

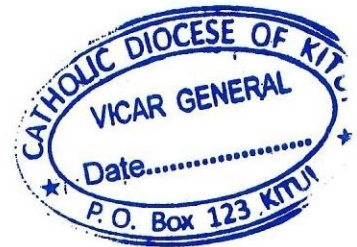
**Designation:**

.....

**Sign:**

.....

**Date:**.....



**Received stamp** .....

**SECTION 5: LIST OF SUPPLIER CATEGORIES**



**CATHOLIC DIOCESE OF KITUI  
P.O BOX 300-90200, KITUI**

<b>REGISTRATION / PREQUALIFICATION OF SUPPLIERS &amp; CONTRACTORS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE YEAR 2023</b>		
Catholic Diocese of Kitui invites applications from interested, competent, and eligible firms for prequalification for the under-listed goods, works, and services.		
<b>REGISTRATION FEE: KSHs 2,000.00 PER CATEGORY</b>		
<b>MODE OF PAYMENT:</b> Cash or banker's cheque <b>Payable to</b> CATHOLIC DIOCESE OF KITUI PROJECT; <b>Account number:</b> 01020075720000; <b>Bank:</b> NATIONAL BANK OF KENYA; <b>Branch:</b> KITUI BRANCH		
<b>CATEGORY A: CONSTRUCTION WORKS</b>		
<b>NO</b>	<b>TENDER NUMBER:</b>	<b>TENDER DESCRIPTION</b>
1.	CDK/PQ/1A/2023	Contractors for earth dams, sand dams, shallow wells, and pipelines
2.	CDK/PQ/2A/2023	Borehole drilling specialists, service & maintenance
3.	CDK/PQ/3A/2023	Building and structural contractors
4.	CDK/PQ/4A/2023	Provision of minor construction works, building repairs, maintenance, and partitioning
5.	CDK/PQ/5A/2023	Provision of minor plumbing works and drainage
<b>CATEGORY B: SUPPLY AND DELIVERY OF GOODS</b>		
6.	CDK/PQ/6B/2023	Supply and delivery of general office stationery
7.	CDK/PQ/7B/2023	Design/Artwork, and Printing Services of Calendars, Diaries, Brochures, Banners, Branded clothing (T-shirts, Coats etc), and other, Promotional Materials/branded items
8.	CDK/PQ/8B/2023	Supply and delivery of computer hardware, laptops, servers, iPads,/tablets, shredders, printers, scanners, UPS units, LCD Projectors, and ICT-related accessories.
9.	CDK/PQ/9B/2023	Supply and delivery of Computer and Photocopier Consumables (toners, ribbons, and cartridges)
10.	CDK/PQ/10B/2023	Supply and delivery of office furniture, furnishing, and office fittings
11.	CDK/PQ/11B/2023	Supply and delivery of motor vehicle tyres, tubes, batteries, and spare parts

12.	CDK/PQ/12B/2023	Supply and delivery of tree seedlings, certified seeds, conservation materials - liners, shed nets, potting bags, nature-based enterprises – aloe vera suckers, cassava cuttings.
13.	CDK/PQ/13B/2023	Supply and delivery of Motorcycle Riding Gear & Accessories, Protective Clothing, and Footwear.
14.	CDK/PQ/14B/2023	Supply and delivery of building sand, ballast, murrum, natural stones, hardcore, baked bricks, concrete blocks, and allied products in CDK operation areas
15.	CDK/PQ/15B/2023	Supply and delivery of hardware materials (cement, fencing/roofing materials, waterpipes, nails, timber, paints, leveling boards, building materials, and plastic water tanks.
16.	CDK/PQ/16B/2023	Supply and delivery of electronic equipment, (Digital Cameras, GPS gadgets, etc), and appliances
17.	CDK/PQ/17B/2023	Supply and delivery of livestock (pure galla goats, bulls, dairy/local cows, donkeys)
18.	CDK/PQ/18B/2023	Supply and delivery of Food Stuff/ dry Foods (wholesalers of cereals, sugar, rice, tea leaves, mineral water, milk, legumes, etc.)
19.	CDK/PQ/19B/2023	Supply and delivery of veterinary drugs/gro vet-related chemicals,planting seeds and Assorted Vegetable Seeds, farm tools, equipment & inputs, Poultry & Animal Equipment.
20.	CDK/PQ/20B/2023	Supply, delivery, and installation of water pumping systems (solar/Diesel pumps, Afridev etc) borehole equipping materials, and related items
21.	CDK/PQ/21B/2023	Supply and installation of drip irrigation systems, greenhouses, farm pond linings
22.	CDK/PQ/22B/2023	Supply and delivery of charcoal kilns, cook stoves, & briquette-making machines, biogas accessories & fittings
23.	CDK/PQ/23B/2023	Supply, Delivery, Installation & Repair of IP Telephone systems, Telephone Heads, Telecommunication/Radio Equipment/broadcasting equipment (transmitters, studio microphones & headphones), and Accessories
24.	CDK/PQ/24B/2023	Supply and delivery of assorted items/mali mali items (wholesalers of sanitary towels, tissues, soap, toothpaste, cups, and watches)
25.	CDK/PQ/25B/202	Supply and delivery of Poultry (Chicken kienyeji,broiler), egg incubators
26.	CDK/PQ/26B/2023	Supply, delivery & servicing of firefighting equipment, refill, and related accessories
27.	CDK/PQ/27B/2023	Supply, delivery, and installation of solar panels and accessory
<b>CATEGORY C: PROVISION OF SERVICES</b>		
28.	CDK/PQ/28C/2023	Repair and Maintenance of Office Furniture & equipment

29.	CDK/PQ/29C/2023	Provision of Repair and Maintenance of Computer Hardware, printers, scanners, CCTVs, and other IT-related equipment, Preventive Maintenance services.
30.	CDK/PQ/30C/2023	Repair and maintenance of electrical fittings & appliances, air conditioning equipment
31.	CDK/PQ/31C/2023	Repair and maintenance of Motor vehicles (cars, pick-ups), Motorcycles, and mechanical engines
32.	CDK/PQ/32C/2023	Provision of guard security services for CDK offices
33.	CDK/PQ/33C/2023	Provision of transport services (tour vehicles, pick-ups, mini-buses, buses, lorries, and taxis)
34.	CDK/PQ/34C/2023	Provision of Documentary Production, News Coverage, Photography Services, Video Graphics, Public address system, Audiographer production, and editing services
35.	CDK/PQ/35C/2023	Provision of consultancy services on employee Satisfaction, work environment, customer satisfaction, end-line & base-line surveys, agro-ecology, Environmental Impact Assessments (EIA) /EAs, development of organizational policies & procedures, Business plans, Marketing
36.	CDK/PQ/36C/2023	Repair and Maintenance of generators, pumps (solar/Diesel pumps, Afridev), and other power diesel machinery.
37.	CDK/PQ/37C/2023	Supply, Delivery, Installation, and servicing of network equipment and structured cabling; Provision of Internet Connectivity Services
38.	CDK/PQ/38C/2023	Provision of hotel, accommodation, and conference facilities in CDK operation areas
39.	CDK/PQ/39C/2023	Provision of Radio Services
40.	CDK/PQ/40C/2023	Provision of audit services (financial audits & system audits), asset valuation services
41.	CDK/PQ/41C/2023	Provision of Event Management & Related Services (Decor, Tents, Chairs, PA systems, DJs, MCs, Band, etc), exhibition booth Services, Roadshows, Track sound, and Convoys, Interactive Performance, Creative Theatre and Community Education (Skits and theatre)
42.	CDK/PQ/42C/2023	Water Service Provision (Water Vending systems, including water kiosks, water points, and private boreholes, among others)- within Kitui
43.	CDK/PQ/43C/2023	Repair and Maintenance of Water Bowsers and Backhaul loader (within Kitui)
44.	CDK/PQ/44C/2023	Provision of Car Wash Services (within Kitui)

45.	CDK/PQ/45C/2023	Provision of Software Design, Development, and Maintenance services (Website Development, Redesign, upgrading and training)
46.	CDK/PQ/46C/2023	Provision of Fabrication, welding, and joinery services
47.	CDK/PQ/47C/2023	Provision of services in Creative arts/artwork, drawings, and minor masonry

**NOTE:** Prequalification Document may be viewed and downloaded from the website: [www.caritaskitui.org](http://www.caritaskitui.org) or [www.dioceseofkitui.org](http://www.dioceseofkitui.org). Completed prequalification documents clearly marked appropriately “**Tender No. & Tender Description**” along with a **copy of the payment receipt/bank deposit slip &** any other additional information the applicants may wish to provide, should be sealed & deposited in the tender box at the main entrance to the Administration Block, or posted so as to reach,

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

**on or before 30<sup>th</sup> March 2023 at 10.30 am.** Suppliers and service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/quotation documents to bid for the supply of goods and services under those categories as and when required.

NB. All current or previous suppliers **MUST RE-APPLY** afresh. All applicants **MUST** Indicate the **preferred category of Goods, works, or services** they wish to be registered. Catholic Diocese of Kitui reserves the right to accept or reject any applications and is not bound to give reasons for its decisions.

Any form of canvassing to influence the award of the tender(s) shall lead to automatic disqualification.

**TENDER EVALUATION COMMITTEE CHAIRPERSON**

