



Football Kenya Federation

Affiliated to CECAFA - CAF - FIFA

P. O. Box 49911-00100
Nairobi

Tel: + 254 709 699 000

Email: info@footballkenya.org
Website: www.footballkenya.org

**PRE-QUALIFICATION TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS OF
GOODS AND SERVICES FOR THE FINANCIAL YEARS 2025 AND 2026**

TENDER

No FKF/PREQ/01/2025-2026

TENDER ANNOUNCEMENT DATE: 10 APRIL, 2025

TENDER CLOSING DATE: 21 APRIL, 2025 AT 10.00 AM

CATEGORY No _____

**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR
TWO YEAR ENDING 30TH JUNE, 2027.**

PRE - QUALIFICATION CATEGORIES

SUPPLY AND DELIVERY OF GOODS CATEGORIES

<u>CATEGORY NO</u>	<u>ITEM DESCRIPTION</u>
FKF/01/2025-2026	Supply and delivery of General Office Stationery
FKF/02/2025-2026	Supply and delivery of Printed Stationery, Calendars, booklets, Diaries, banners, bib numbers, thigh numbers etc.
FKF/03/2025-2026	Supply and delivery of computers and Computer accessories and peripherals, laptops, printers, photocopiers, projectors, telephones system (PABX) scanning machines, digital cameras, Software Licenses and consumables
FKF/04/2025-2026	Supply and delivery of bottled drinking water
FKF/05/2025-2026	Supply and delivery of uniforms, balls and shoes
FKF/06/2025-2026	Supply and delivery of Office furniture and general office equipment and appliances
FKF/07/2025-2026	Supply and delivery of uniforms, Merchandise, Marketing and Promotional materials (printed/branded materials)
FKF/08/2025-2026	Supply and delivery of trophies and medals for honors and awards
FKF/09/2025-2026	Supply and delivery of sanitary and cleaning agents (Women Only)
FKF/10/2025-2026	Supply of office consumables (toiletries, hand washing soaps, towels etc)- (Women, PWD and Youth)
FKF/11/2025-2026	Supply and delivery of pharmaceutical and non-medical items
FKF/12/2025-2026	Supply and delivery of Sports equipment/ implements
FKF/13/2025-2026	Supply and fitting of assorted office furniture and fittings including window blinds and curtains
FKF/14/2025-2026	Supply and delivery of promotional materials and branded items (T-Shirts, Caps, Vests, Bags, Umbrellas, Pens, Mugs, Key holders, clocks, banners etc)
FKF/15/2025-2026	Supply and delivery of branded uniforms and protective clothing
FKF/16/2025-2026	Supply and delivery of sports kits and sports shoes
FKF/17/2025-2026	Design and printing cards, diaries, newsletters, stickers, signage, flyers, brochures, booklets etc (Women, PWD and Youth)
FKF/18/2025-2026	Supply, repair and servicing of air condition equipment

FKF/19/2025-2026	Supply, installation and maintenance of network equipment and structured cabling (LAN)
FKF/20/2025-2026	Supply of airtime (Women, PWD and Youth)
FKF/21/2025-2026	Supply, installation and commissioning and servicing of CCTV systems
FKF/22/2025-2026	Supply and maintenance of fire suppression and firefighting equipment
FKF/23/2025-2026	Supply of electronic appliances, fittings and other related

PROVISION OF SERVICES CATEGORIES

CATEGORY NO	ITEM DESCRIPTION
-------------	------------------

FKF/01/2025-2026	Repair and maintenance of Air Conditioning Equipment
FKF/02/2025-2026	Installation and maintenance of security surveillance/CCTV cameras, installation of Network structured cabling, repairs and maintenance of Computers, Photocopiers, ICT equipment and other electronics
FKF/03/2025-2026	Provision of General Repairs and maintenance of Office Furniture and Fittings
FKF/04/2025-2026	Provision of specialized services in sports psychology and sports nutrition services
FKF/05/2025-2026	Provision of Repair and maintenance of Football Kenya Federation vehicles
FKF/06/2025-2026	Provision of courier services & freight services (local and international)
FKF/07/2025-2026	Provision of Legal services
FKF/08/2025-2026	Provision of Fumigation and pest control services
FKF/09/2025-2026	Provision of Office management and maintenance services
FKF/10/2025-2026	Provision of Insurance services (Medical, Travel, General and Group life cover)
FKF/11/2025-2026	Provision of Internet, website design, web hosting and maintenance services
FKF/12/2025-2026	Provision of Catering services and events set-up management services

FKF/13/2025-2026	Provision of Accommodation and related services.
FKF/14/2025-2026	Provision of travel agency services (ticketing both local & international-IATA certified)
FKF/15/2025-2026	Provision of Digital services
FKF/16/2025-2026	Provision of Human Resource and consultancy services
FKF/17/2025-2026	Provision of clearing and forwarding services
FKF/18/2025-2026	Provision of Information Systems development services
FKF/19/2025-2026	Provision of Research and Development services
FKF/20/2025-2026	Provision of Security Services (guarding services and VIP Protection)
FKF/21/2025-2026	Provision of Taxi and Transport Services
FKF/22/2025-2026	Provision of Gardening/Ground and Landscaping services (Women, PWD & Youth)
FKF/23/2025-2026	Provision of Forensic and Auditing and Services
FKF/24/2025-2026	Provision of travel documentation Processing services (visas)
FKF/25/2025-2026	Provision of Consultancy for Strategic Planning
FKF/26/2025-2026	Provisional of short-term leasing of out of office Photocopying and printing
FKF/27/2025-2026	Provision of Architectural Services
FKF/28/2025-2026	Provision of Survey Services and Quantity Survey Services
FKF/29/2025-2026	Provision of publicity services and media services
FKF/30/2025-2026	Provision of Procurement & Stores Management System Services (ERP)
FKF/31/2025-2026	Provision of Marketing services
FKF/32/2025-2026	Provision of Photography, documentary production, videography and live streaming services
FKF/33/2025-2026	Provision of FKF generator and lawn mower maintenance services

FKF/34/2025-2026	Provision of Ambulance services
FKF/35/2025-2026	Provision of outsourced petty cash management services
FKF/36/2025-2026	Provision of Quantity Surveying services
FKF/37/2025-2026	Provision of cleaning services, detergents, soaps, disinfectants and toiletries
FKF/38/2025-2026	Provision of ICT training and consultancy services
FKF/39/2025-2026	Provision of entertainment services
FKF/40/2025-2026	Provision of a baseline survey and related consultancy services on employee satisfaction, work environment, customer satisfaction and related performance-based consultancies
FKF/41/2025-2026	Provision of asset tagging/coding services
FKF/42/2025-2026	Provision of asset valuation services
FKF/43/2025-2026	Provision of office repairs and renovation
FKF/44/2025-2026	Provision of outdoor branding and signage works
FKF/45/2025-2026	Provision of team building consultancy services
FKF/46/2025-2026	Provision of general consultancy services

PROVISION OF WORKS CATEGORIES

CATEGORY NO	ITEM DESCRIPTION
-------------	------------------

FKF/01/2025-2026	Provision of Building construction works (all categories)
FKF/02/2025-2026	Provision of Mechanical (Plumbing/Refrigeration) engineering works (all categories)
FKF/03/2025-2026	Provision of Electrical engineering works (all categories)

NB: IF BIDDER IS PARTICIPATING IN MORE THAN ONE CATEGORY, THEN A SEPARATE DOCUMENT WILL BE FILLED FOR EVERY CATEGORY

Completed Pre-qualification documents should be deposited in the Tender box provided at The Football Kenya Federation HQS at Kasarani, Nairobi or via email: tenders@footballkenya.org, to be received **on or before Friday the 21st April, 2025 At 10 AM**, and should be addressed to:

The General Secretary/Chief Executive Officer,

Football Kenya Federation,

Kandanda House, Kasarani

P. O. Box 49911 – 00100 NAIROBI

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. To be considered for pre-qualification, a prospective supplier must submit all the information herein requested.

Invitation to Tender/Quotations

As the need arises, quotations will be invited from pre-qualified firms in the relevant category in accordance with the public procurement regulations.

PRE-QUALIFICATION DATA INSTRUCTIONS.

Pre-qualification data forms

- (i) The attached questionnaire forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 and PQ7 are to be completed by prospective suppliers/contractors who wish to be listed/registered as suppliers in the specified categories
- (ii) The Pre-qualification application forms must be filled fully; incomplete application will lead to disqualification.

Qualification

- (i) It is understood and agreed that the pre-qualification data on prospective bidder is to be used by Football Kenya Federation in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items/service required in the respective category.
- (ii) Prospective bidders will not be considered qualified unless in the judgment of Football Kenya Federation they possess capability, experience, qualified personnel available and equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services required.

Essential Criteria for Pre-qualification.

- (i) Experience: Prospective bidder shall have at least three (2) years in the supply of goods or services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the contract (newly registered firms are exempted)

- (ii) Prospective supplier must possess all the statutory documents i.e. VAT registration, PIN and must provide valid tax compliance certificates and valid Business Permit/Trade License – PQ1

Financial Condition

- i) The supplier’s financial condition will be determined by latest financial statement (**latest 2 years audited accounts or 6 Months’ Bank Statement**) submitted with the pre-qualifications documents as well as letters of reference from their bankers regarding supplier’s credit position. Potential supplier/contractor will be pre-qualified on the satisfactorily information given.
- ii) Special consideration will be given to the financial resources available as working capital, (Data on form PQ4). Potential bidders should provide evidence of financial capability to execute contract.

Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers must be included in form PQ3 and documentary evidence of contracts executed where applicable. (Newly registered/incorporated firms are exempted).

Sworn Statement

Application must include a sworn statement (form PQ6) by the person tendering to ensure the accuracy of the information given.

Pre-qualification Criteria

<u>Required information</u>	<u>Form Type</u>	<u>Points Score</u>
1.Registration Documents	PQ-1	20
2.Pre-qualification Data	PQ-2	10
3.Past Experience	PQ-3	20
4.Financial Statement	PQ-4	10
5.Confidential Questionnaire	PQ-5	20
6.Litigation History	PQ-6	10
7.Sworn Statement	PQ-7	<u>10</u>
		100

3.8 Qualification Mark.

The qualification mark is 80 points and over.

FORM PQ1: REGISTRATION DOCUMENTATION.

This is the preliminary registration of statutory documents which shall be provided by all bidders.

- i) Copy of certificate of registration or incorporation
- ii) Copy of valid tax compliance certificate from Kenya Revenue Authority.
- iii) Copy of PIN Certificate
- iv) Copy of Valid Business Permit
- v) Certificate of Registration from the Directorate of Procurement under AGPO.
- vi) Practicing Certificate for all Professional services like auditing, architectural, legal services etc.
- vii) NCA certificates for contractors
- viii) Physical address (please attach copy of **lease agreement or ownership**)
- ix) Indicate website, email address and telephone

NB: Failure to submit any of the above mandatory requirements will lead to **Automatic Disqualification**.

FORM PQ 2: PRE-QUALIFICATION DATA CONTRACTOR IDENTIFICATION.

1. Legal Name
Physical address.....
Post office address.....code.....
City.....Country.....
Land line Telephone No(s).....
Person to Contact.....
Cell phone NoEmail.....
Title.....

2. Organization & Business information.....
Director.....
Secretary.....
General Manager.....
Treasurer.....
Others.....

3. Partnership (if applicable)
Name of other partners.....
Business founded or incorporated.....
Under present management since.....
Bank reference and address.....

Enclose copy of the organization chart of the firm indicating the main field of activities.

FORM PQ3: PAST EXPERIENCE

1. Name of client (Organization).....
Address
Telephone No.....Email.....
Highest value of contract.....
Contact person.....
Signature.....
Office stamp of the organization

2. Name of client (Organization).....
Address
Telephone No.....Email.....
Highest value of contract.....
Contact person.....

Signature.....
Office stamp of the organization

3. Name of client (Organization).....
Address
Telephone No.....Email.....
Highest value of contract.....
Contact person.....
Signature.....
Office stamp of the organization

Others

NB: Provide documentary evidence of contracts executed.

FORM PQ4: FINANCIAL STATEMENT

Attach a copy of the firm's most recent 2 years audited and certified financial statement giving summary of quick assets and current liabilities/or any other financial support like bank statement.

FORM PQ5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part2 (a) or 2(c) whichever applies in your type of business.

Part 1- General:

Business Name

Location of Business premises.....

Plot No.....Street/Road.....

Postal address.....Tel No.....

Nature of Business.....

Current trade License No

Expiring date.....

Maximum value of business which you can handle at any given time.....

Name of your bankers.....

Branch.....

FORM PQ7: SWORN STATEMENT

Having studied the pre-qualification information for the above project 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 tenders or quotation(s) on the basis of provision in the quotation or tender document.

Applicant's Name.....

Represented by.....

Signature.....

Date.....

(Full name and designation of the person signing and stamp or seal of the firm)

