

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF

GOODS AND SERVICES FOR THE FINANCIAL YEARS

2026/7

CLOSING DATE: 29th July 2026 at 11.00 A.M.

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INVITATION TO PRE-QUALIFICATION NOTICE

The Jubilee Party invites applications from interested eligible bidders for pre-qualification, for the financial years 2025/2026/7

When Applying for more than one tender, please fill in each application separately

NO	PREQUALIFICATION FOR PROVISION OF SERVICES	REF. No	Select Tender Applied for
1	Provision of Car hire Services	JP/PQ /08/202-2027	☐
2	Provision of Air Tickets	JP/PQ /09/2026-2027	☐
3	Provision of HR Consultancy	JP/PQ /10/2026-2027	☐

Suppliers who qualify for any or all of the categories may apply for Pre-qualification. The documents can be downloaded on the website www.jubileeparty.ke free of charge. Instructions and mandatory requirements are contained in the prequalification document. Applicants shall be checking the website for any updates or addendum.

Completed prequalification documents clearly marked appropriately “**Tender No. & Tender Description**” along with any other additional information the applicants may wish to provide, should be delivered to the main entrance to our offices, or posted so as to reach,

**Finance/Procurement,
JUBILEE PARTY
P. O. Box 38601 – 00623
NAIROBI**

-

All tender documents should reach us on or before 29th July 2026 which will be the opening day.

Finance/Procurement,
JUBILEE PARTY

PREQUALIFICATION INSTRUCTIONS

1.1 Introduction: The Jubilee Party would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods and services.

1.2 Prequalification Objective: The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Jubilee Party as and when required during the period ending 31st August, 2027.

1.3 Invitation of Prequalification Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit **their prequalification documents to Jubilee Party offices at Daraja house, along State House Road**. A single application is required per category. Those willing to be considered for prequalification in more than one category should submit separate applications per category.

1.4 Experience: Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Prequalification Document: This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for prequalification, prospective suppliers must submit all the information herein requested.

1.7 Submission and Receipt of Pre-qualification Documents: One copy of the completed prequalification data and other requested information shall be submitted to reach the Jubilee Party Offices on or before **29th July 2026 at 11.00 a.m.** Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and **description** only and addressed to:

**Finance/Procurement,
JUBILEE PARTY
P. O. Box 38601 – 00623
NAIROBI**

Not later than **29th July, 2026 at 11.00 a.m.** (local time)

1.8 Questions Arising from Documents: Questions that may arise from the prequalification documents should be directed to finance/ procurement Jubilee Party.

1.9 Invitation to Tenders/Quotations: Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Jubilee Party committee after scoring **70 points** and above soon after the completion of the prequalification process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials: The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance: The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price: The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all taxes and delivery charges.

2.4 Payments: All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

2.5 Overseas Purchase: All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

PREQUALIFICATION DATA INSTRUCTIONS

3.1 Prequalification data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the **specified category**.

3.1.2 The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the prequalification data on prospective bidders is to be used by Jubilee Party Committee in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Jubilee Party Committee they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, and services.

3.3 Essential Criteria for Prequalification

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel: The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition: The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

3.4 Statement: Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification Should be done when a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Jubilee Party could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Jubilee Party Committee reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Prequalification/Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

3.8 Pre-qualification Criteria

Required information	Score Form Type	Points
1. Prequalification Documentation (MANDATORY)	PQ-1	18
2. Pre-qualification Data	PQ-2	6
3. Supervisory Personnel	PQ-3	6
4. Financial Position	PQ-4	20
5. Confidential Questionnaire	PQ-5	20
6. Past Experience	PQ-6	15
7. Litigation History	PQ-7	5
8. Sworn Statement	PQ-8	10
TOTAL		100

NB: The Qualification Mark **SHALL** be 70 points and over.

FORM PQ-1 PREQUALIFICATION DOCUMENTS

2.11 Prequalification Criteria

1. Mandatory Requirement

Mandatory Requirement		Y/N
a	A copy of certificate of Registration /incorporation certificate	
b	A copy of valid tax compliance certificate	
c	A copy of PIN certificate/ VAT certificate	
d	Proof of registration with relevant body/institution where applicable	
e	Proof registration certificate under procurement preference & reservation group where applicable	

Y – RESPONSIVE; N- NON -RESPONSIVE

FORM PQ-2 –DATA PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

I/we(Name of Company/Firm)

hereby apply for prequalification as Supplier of.....

.....(Item Description)..... (Category No.)

Post Office Address

Town.....

Street

Name of building

Room/Office No.....

Floor No.....

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

2. Business founded or incorporated

3. Under present management since

4. Net worth equivalent Ksh.....

5. Bank reference and address

.....

6. Bonding company reference and address
7. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
8. State any technological innovations or specific attributes which distinguish you from your
Competitors
-
-
-
9. Indicate terms of trade/sale.

PQ-3 SUPERVISORY PERSONNEL

Name

Age.....

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c)

Whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form Part

I- 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 one time: Ksh.....

Name of your bankers.....

Branch

Part 2 (a) – Sole Proprietor

Your name in full.....

Age.....

Nationality.....

Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			

Name Signature Date

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Prequalification.

FORM PQ-6: PAST EXPERIENCE

**NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS NAMES OF
OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (organization)

- i. Name of Client (organization).....
.....
- ii. Address of Client (organization)
.....
- iii. Name of Contact Person at the client (organization)
.....
- iv. Telephone No. of Client.....
- v. Value of Contract.....
- vi. Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of Client (organization).....
.....
- ii. Address of Client (organization)
.....
- iii. Name of Contact Person at the client (organization)
.....
- iv. Telephone No. of Client.....

- v. Value of Contract.....
- vi. Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of Client (organization).....
.....
- ii. Address of Client (organization)
- iii. Name of Contact Person at the client (organization)
- iv. Telephone No. of Client.....
- v. Value of Contract.....
- vi. Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

Form PQ-7: Litigation history

Name of Contractor/Supplier.....

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year Award for or against Name of client cause of Litigation and matter in Dispute

Disputed Amount (current value Ksh.....or Equivalent). The Jubilee Party invites interested and eligible suppliers, service providers, consultants and contractors for the supply and delivery of goods and services to the Jubilee Party for the period ending

F/Y 2025-2026/7

FORM PQ-8: SWORN STATEMENT

Having studied the registered 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 registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Jubilee Party committee.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Jubilee Party committee and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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