



Equality across society

PRE-QUALIFICATION OF SUPPLIERS FOR 2024-2025

1.1 Introduction

PEACE AND SOCIAL SUPPORT AGENCY would like to invite interested candidates who must qualify by meeting the set criteria as provided by PASSA to perform the contract of supply and delivery or provision of goods and services to the society.

1.2 Objective

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the Society as and when required.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the laws of Kenya, business names and any other relevant organization in respective merchandise or services are

invited to submit their pre-qualification documents to **The PROCUREMENT OFFICER** , so as to be prequalified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

1.4 Pre-qualification Documents

This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders. In order to be considered for pre-qualification, prospective suppliers must submit all the information required on the forms / questionnaire

1.5 Pre-qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Society in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

1.6 Essential Criteria for Pre-qualification

Experience – Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

Financial Capability

The supplier's financial capability will be determined by examination of the latest 2 year audited financial statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

Past Performance

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

Capacity of the Firm

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

1.7 Notification of Pre-qualification

All participants shall be notified formally of the outcome after completion of the prequalification process

1.8 Presentation

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

1.9 Verification

The Society shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods and or service

2.0 Submission of Pre-Qualification Documents

Interested suppliers may download forms from our website www.passake.org or collect them physically from our office during working hours.

A non –refundable payment of **Kshs. 3,000** per category should be paid via our Bank account as follow;

Account Name: PEACE AND SOCIAL SUPPORT AGENCY

Bank Name: Kenya Commercial Bank

Branch: GARISSA

Account Number: 1313183474

Duly completed documents to be put in plain sealed envelope marked with category number and addressed to

The CEO,

PEACE AND SOCIAL SUPPORT AGENCY,

P.O. BOX PO.BOX 1709-00200 NAIROBI KENYA

And should be deposited in the Sacco Tender box at the reception, RUPRANI HOUSE
by 23th JULY 2024, by 5:00 p.m.