



KIAMBU GOLF CLUB

P.O. BOX 139, KIAMBU. Tel: 020-2304304 or 0722783556
(Manager)

kiambugolf@gmail.com | www.kiambugolfclub.com

TENDER NO. KBU/GC/PREQ/001/2019-2020

**(PREQUALIFICATION OF SUPPLIERS YEAR
2019/2020)**

November, 2019

TABLE OF CONTENTS

1. INVITATION FOR PREQUALIFICATION
2. GENERAL INFORMATION
3. PREQUALIFICATION CATEGORIES
4. CONFIDENTIAL BUSINESS QUESTIONNAIRE
5. SUPPLIER'S DECLARATION

1. INVITATION FOR PREQUALIFICATION

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES YEAR 2019 – 2020

We invite proposals from interested and eligible suppliers for prequalification for the supply of goods and provision of services to Kiambu Golf Club for the year 2019 – 2020.

The prequalification documents may be obtained from Kiambu Golf Club website www.kiambugolf.com. Interested bidders must then pay a **non-refundable fee of kshs 3,000.00** per each set of tender documents. Payment may be made at our cash office or through Paybill number 850328 indicating your business name as the account.

Completed prequalification documents should be submitted in plain sealed envelopes bearing no indication of sender and indicating: **Prequalification of Suppliers [2019/2020]** _____ **Category** _____. addressed to:

**The Chairman
Tender Committee
Kiambu Club
P.O Box 139-00900**

And deposited in the tender box located at the reception of the club so as to be received by Monday 18th November 2019 at 3.00pm. The submissions will be opened on Wednesday 20th November 2019 at 2.00pm.

The prequalification documents **MUST** be accompanied by copies of the following:

- 1) Company profile
- 2) Business Certificate of Incorporation/Registration
- 3) PIN and VAT certificates
- 4) County Business permit.

Prices quoted must be inclusive of VAT and any other charges attracted by the goods/services fully delivered to the club.

Giving false information will lead to an automatic disqualification.

CURRENT SUPPLIERS MUST RE-APPLY TO BE CONSIDERED

2. GENERAL INFORMATION

1 Eligibility

This invitation for prequalification is open to all eligible legally registered suppliers as described in the document.

2 Eligible Goods

All goods to be supplied to Kiambu Golf Club should include county of origin. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced.

3 Cost of Tendering

The Tenderer shall bear all cost associated with the preparation and submission of its tender, and the Tender Committee, will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the tendering process.

4. The Prequalification Document Contents

The prequalification document comprises the documents listed below:

- 4.1. Invitation to Prequalification
- 4.2 General Information
- 4.3 Prequalification categories
- 4.4 Confidential Business Questionnaire
- 4.5 Supplier's Declaration
- 4.6 Price Schedule

5. Validity of prequalification Documents

- 5.1. Prequalification documents will be evaluated within 60 days from the date of opening.

6. Format and Signing of Prequalification Documents

6.1. Completed business questionnaire and price schedule must be returned accompanied by the other mandatory documents indicated in the Invitation for Prequalification.

6.2 The Prequalification Documents shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer.

6.2. The Prequalification documents shall have no erasures or overwriting except as necessary to correct errors made, in which case such corrections shall be signed against by the persons signing the Prequalification Documents.

3. PRE-QUALIFICATION CATEGORIES

CATEGORY	PRODUCT	DESCRIPTION & UNIT OF MEASURE
KBU/GC/PREQ/001/2019-2020	Heineken	box containing 24 pieces by 330ml
	BRANDY	
KBU/GC/PREQ/004/2019-2020	Bee hive napoleon	750ml bottle
KBU/GC/PREQ/005/2019-2020	Beehive honey brandy	750ml bottle
KBU/GC/PREQ/006/2019-2020	Hennesy	700ml bottle
KBU/GC/PREQ/007/2019-2020	Martel VSOP	700ml bottle
KBU/GC/PREQ/009/2019-2020	Oude miester	750ml bottle
KBU/GC/PREQ/010/2019-2020	Remmy Martin	700ml bottle
	ENERGY DRINK	
KBU/GC/PREQ/011/2019-2020	Red bull	box containing 24 pieces by 250ml
	GIN	
KBU/GC/PREQ/014/2019-2020	GORDONS GIN (TOT)	750ml bottle
	JUICE	
KBU/GC/PREQ/015/2019-2020	Lime cordial	2 litres bottle
KBU/GC/PREQ/016/2019-2020	Delmonte apple	box containing 12 pieces by 1 litre
KBU/GC/PREQ/017/2019-2020	Delmonte apple	box containing 12 pieces by 250ml
KBU/GC/PREQ/018/2019-2020	Delmonte litchi	box containing 12 pieces by 1 litre
KBU/GC/PREQ/019/2019-2020	Delmonte mango	box containing 12 pieces by 1 litre
KBU/GC/PREQ/020/2019-2020	Delmonte mango	box containing 24 pieces by 250ml
KBU/GC/PREQ/021/2019-2020	Delmonte mixed berry	box containing 12 pieces by 1 litre
KBU/GC/PREQ/022/2019-2020	Delmonte pineapple	box containing 12 pieces by 1 litre
KBU/GC/PREQ/023/2019-2020	Delmonte passion	box containing 12 pieces by 1 litre
KBU/GC/PREQ/024/2019-2020	Delmonte passion	box containing 24 pieces by 250ml
KBU/GC/PREQ/025/2019-2020	Delmonte mango	box containing 12 pieces by 1 litre
KBU/GC/PREQ/026/2019-2020	Delmonte pineapple	box containing 24 pieces by 250ml
KBU/GC/PREQ/027/2019-2020	Delmonte tropical	box containing 12 pieces by 1 litre
KBU/GC/PREQ/028/2019-2020	Orange squash	2 litres bottle
	LIQUER	
KBU/GC/PREQ/031/2019-2020	Amarula	750ml bottle
KBU/GC/PREQ/032/2019-2020	Southern comfort	750ml bottle
	NON-ALCHOHOLIC	
KBU/GC/PREQ/033/2019-2020	Bavaria apple	box containing 24 pieces by 250ml
KBU/GC/PREQ/034/2019-2020	Bavaria regular	box containing 24 pieces by 250ml
	RUM	
KBU/GC/PREQ/035/2019-2020	Barcadi	750ml bottle

KBU/GC/PREQ/036/2019-2020	Barcadi black	750ml bottle
KBU/GC/PREQ/037/2019-2020	Captain morgan black	750ml bottle
KBU/GC/PREQ/038/2019-2020	Captain morgan spiced	750ml bottle
KBU/GC/PREQ/039/2019-2020	Maribu	750ml bottle
KBU/GC/PREQ/040/2019-2020	Myers rum	750ml bottle
KBU/GC/PREQ/041/2019-2020	Chivas regal	750ml bottle
KBU/GC/PREQ/042/2019-2020	Grant	750ml bottle
KBU/GC/PREQ/043/2019-2020	Glenfidich	750ml bottle
KBU/GC/PREQ/044/2019-2020	Hunters choice	750ml bottle
KBU/GC/PREQ/045/2019-2020	J&B	750ml bottle
KBU/GC/PREQ/046/2019-2020	Jack Daniels	750ml bottle
KBU/GC/PREQ/047/2019-2020	Jameson	750ml bottle
KBU/GC/PREQ/048/2019-2020	Scotish leader	750ml bottle
	WINE	
KBU/GC/PREQ/050/2019-2020	Campari	750ml bottle
KBU/GC/PREQ/052/2019-2020	Cellar cask red (sweet)	5litre cask
KBU/GC/PREQ/053/2019-2020	Cellar cask red (sweet)	375ml bottle
KBU/GC/PREQ/054/2019-2020	Cellar cask white (sweet)	5litre cask
KBU/GC/PREQ/056/2019-2020	Drostdyhof red (dry)	750ml bottle
KBU/GC/PREQ/057/2019-2020	Drostdyhof red (dry)	375ml bottle
KBU/GC/PREQ/058/2019-2020	Drostdyhof red (dry)	5litre cask
KBU/GC/PREQ/059/2019-2020	Drostdyhof white (dry)	375ml bottle
KBU/GC/PREQ/060/2019-2020	Drostdyhof white (dry)	750ml bottle
KBU/GC/PREQ/061/2019-2020	Drostdyhof white (dry)	5litre cask
KBU/GC/PREQ/062/2019-2020	Fernet blanca	750ml bottle
KBU/GC/PREQ/063/2019-2020	Frontera (dry)	750ml bottle
KBU/GC/PREQ/064/2019-2020	Gredanine syrup	750ml bottle
KBU/GC/PREQ/065/2019-2020	JHB red (sweet)	750ml bottle
KBU/GC/PREQ/066/2019-2020	JHB white (sweet)	750ml bottle
KBU/GC/PREQ/068/2019-2020	Martin bianco	750ml bottle
KBU/GC/PREQ/069/2019-2020	Martin rosso	700ml bottle
KBU/GC/PREQ/070/2019-2020	Mateous rose	750ml bottle
KBU/GC/PREQ/071/2019-2020	Milano bianco	750ml bottle
KBU/GC/PREQ/076/2019-2020	4TH street red (sweet)	750ml bottle
KBU/GC/PREQ/077/2019-2020	4TH street white (sweet)	750ml bottle
KBU/GC/PREQ/078/2019-2020	Black tower red (sweet)	750ml bottle
KBU/GC/PREQ/079/2019-2020	Black tower white (sweet)	750ml bottle
	DRY GOODS	

KBU/GC/PREQ/081/2019-2020	Aluminium catering foil	45cm by 90m roll
KBU/GC/PREQ/082/2019-2020	Golden fry Cooking Fat	1 by 20 litres container
KBU/GC/PREQ/083/2019-2020	Prestige margarine (Croma)	10kgs carton
KBU/GC/PREQ/084/2019-2020	Drinking chocolate	500gms packet
KBU/GC/PREQ/085/2019-2020	Eggs	1 tray
KBU/GC/PREQ/086/2019-2020	Wheat Flour - EXE atta	2kgs packet
KBU/GC/PREQ/087/2019-2020	Wheat Flour - EXE mandazi	2kgs packet
KBU/GC/PREQ/088/2019-2020	Gharam masala	60grms packet
KBU/GC/PREQ/089/2019-2020	Zesta orange marmalade & red plum Jams	500gms packet
KBU/GC/PREQ/090/2019-2020	Processed & packed fresh milk	500ml packet
KBU/GC/PREQ/091/2019-2020	Wheat Flour - Pembe	2kgs packet
KBU/GC/PREQ/092/2019-2020	Maize Flour - Pembe	2kgs packet
KBU/GC/PREQ/093/2019-2020	Pishori rice	2kgs packet
KBU/GC/PREQ/094/2019-2020	Rosecoco beans	1kgs packet
KBU/GC/PREQ/095/2019-2020	Table Salt	2kgs packet
KBU/GC/PREQ/096/2019-2020	Dark soy sauce	750ml bottle
KBU/GC/PREQ/097/2019-2020	Spaghetti	1kg packet
KBU/GC/PREQ/098/2019-2020	Moto sawa	5litre container
KBU/GC/PREQ/099/2019-2020	Steelwool	1kgs
KBU/GC/PREQ/100/2019-2020	White mumias Sugar	50kgs
KBU/GC/PREQ/101/2019-2020	Supa brite	1 packet of 5pcs
KBU/GC/PREQ/102/2019-2020	Tea masala	60grms packet
KBU/GC/PREQ/103/2019-2020	Tomato paste	500grms packet
KBU/GC/PREQ/104/2019-2020	Vinegar	500ml bottle
KBU/GC/PREQ/105/2019-2020	White pepper	60grms packet
KBU/GC/PREQ/106/2019-2020	Milo	25gms sachet

VEGETABLES

KBU/GC/PREQ/107/2019-2020	Apple	1 piece
KBU/GC/PREQ/108/2019-2020	Broccoli	1 kg
KBU/GC/PREQ/109/2019-2020	Cabbage	1 piece
KBU/GC/PREQ/110/2019-2020	Carrots	1 kg
KBU/GC/PREQ/111/2019-2020	Cauliflower	1 piece
KBU/GC/PREQ/112/2019-2020	Celery	1 bunch
KBU/GC/PREQ/113/2019-2020	Courgets	1 kg
KBU/GC/PREQ/114/2019-2020	Cornstarch	1 kg
KBU/GC/PREQ/115/2019-2020	Cucumber	1 kg
KBU/GC/PREQ/116/2019-2020	Dhania	1 bunch

KBU/GC/PREQ/117/2019-2020	French beans	1kg
KBU/GC/PREQ/118/2019-2020	Garlic	1 kg
KBU/GC/PREQ/119/2019-2020	Ginger	1 kg
KBU/GC/PREQ/120/2019-2020	Green chilli	1 kg
KBU/GC/PREQ/121/2019-2020	Green maize	1 kg
KBU/GC/PREQ/122/2019-2020	Green pepper (Hoho)	1 kg
KBU/GC/PREQ/123/2019-2020	Pumpkin leaves (Kahorora)	1 bunch
KBU/GC/PREQ/124/2019-2020	fresh Lettuce (salad)	1 kg
KBU/GC/PREQ/125/2019-2020	Lemon	1 kg
KBU/GC/PREQ/127/2019-2020	Green bananas (Matoke)	1 piece
KBU/GC/PREQ/128/2019-2020	Arrowroots (Nduma)	1 kg
KBU/GC/PREQ/129/2019-2020	Sweet potatoes (Ngwaci)	1 kg
KBU/GC/PREQ/130/2019-2020	Onions	1 kg
KBU/GC/PREQ/131/2019-2020	Green peas	1 kg
KBU/GC/PREQ/132/2019-2020	Potatoes	90kgs suck
KBU/GC/PREQ/134/2019-2020	Spinach	1 bunch
KBU/GC/PREQ/135/2019-2020	Greens (Sukumawiki)	1 bunch
KBU/GC/PREQ/136/2019-2020	Tomatoes	1 kg
KBU/GC/PREQ/137/2019-2020	Leeks	1 kg

MEAT PRODUCTS

KBU/GC/PREQ/138/2019-2020	Indigenous chicken	1 piece by 1.3kgs
KBU/GC/PREQ/139/2019-2020	Fish fillet	1 kg
KBU/GC/PREQ/140/2019-2020	Whole fish - Tilapia	1 piece by 250gms
KBU/GC/PREQ/141/2019-2020	Live Goats	1 Goat
KBU/GC/PREQ/160/2019-2020	Beef Cubes	1 kg
KBU/GC/PREQ/161/2019-2020	Beef minced meat	1 kg
KBU/GC/PREQ/162/2019-2020	Beef steak	1 kg

FRUITS

KBU/GC/PREQ/142/2019-2020	Ripe bananas (Nyoro)	1 piece
KBU/GC/PREQ/143/2019-2020	Melon	1 kg
KBU/GC/PREQ/144/2019-2020	Pineapples	1 piece
KBU/GC/PREQ/145/2019-2020	Sweet bananaS (small)	1 bunch of 6 pieces
	ENERGY	
KBU/GC/PREQ/146/2019-2020	Charcoal	1 sack
KBU/GC/PREQ/147/2019-2020	LPG Gas	Refill of 500kgs cylinder
KBU/GC/PREQ/155/2019-2020	Diesel	Litre
KBU/GC/PREQ/156/2019-2020	Petrol	Litre

DETERGENTS AND LAUNDRY

KBU/GC/PREQ/148/2019-2020	All clean non perfumed detergent	20 kg
KBU/GC/PREQ/149/2019-2020	Laundry clean normal	5kg
KBU/GC/PREQ/150/2019-2020	Laundry clean Heavy duty	5 kg
KBU/GC/PREQ/151/2019-2020	Staysoft	5 kg
KBU/GC/PREQ/152/2019-2020	Imperial leather Cussons	1 piece by 200gms

KITCHEN EQUIPMENTS MAINTENANCE

KBU/GC/PREQ/153/2019-2020	Gas cookers/Microwaves/ Tea Urn	Labour charges / Hour
KBU/GC/PREQ/154/2019-2020	Refrigeration equipments	Annual Maintenance and services

FACILITIES MAINTAINANCE

KBU/GC/PREQ/157/2019-2020	Electrical installation repairs / maintenance	Labour charges / Hour
---------------------------	-----------------------------------------------	-----------------------

STATIONARY & PRINTING

KBU/GC/PREQ/164/2019-2020	Printing Catridge	1 piece
KBU/GC/PREQ/165/2019-2020	Printing papers A4	1 rim
KBU/GC/PREQ/166/2019-2020	Thermal rolls	1 by 79mm
KBU/GC/PREQ/167/2019-2020	Printing of order books(Carbonated)	printing of 1 book of 50 pages
KBU/GC/PREQ/168/2019-2020	Box files	1 piece
KBU/GC/PREQ/169/2019-2020	Spring files	1 piece
KBU/GC/PREQ/170/2019-2020	Bic Biro pens	1 piece

SWIMMING POOL SUPPLIES

KBU/GC/PREQ/171/2019-2020	Pool salt	50kg bag
KBU/GC/PREQ/172/2019-2020	Super touch	1kg packet

SERVICES

KBU/GC/PREQ/173/2019-2020	Security	Monthly Security and guards services
KBU/GC/PREQ/174/2019-2020	Fumigation	Quartely Club house fumigation
KBU/GC/PREQ/175/2019-2020	Garbage collection	Monthly Garbage collection
KBU/GC/PREQ/176/2019-2020	Internet Wifi etc	Monthly internet charges
KBU/GC/PREQ/177/2019-2020	Sanitary	Sanitact Units
KBU/GC/PREQ/178/2019-2020	Insurance and Brokerage services	
KBU/GC/PREQ/179/2019-2020	Borehole maintenance and service	Annual maintenance and service
KBU/GC/PREQ/180/2019-2020	Generator services and maintenance	Quarterly generator service

WATER

KBU/GC/PREQ/181/2019-2020	Dispenser water	20 ltr
KBU/GC/PREQ/182/2019-2020	Mineral water	½ ltr
KBU/GC/PREQ/183/2019-2020	Mineral water	1 ltr

CIGARETTES

KBU/GC/PREQ/184/2019-2020	Dunhill light	1 packet
KBU/GC/PREQ/185/2019-2020	Dunhill switch	1 packet
KBU/GC/PREQ/186/2019-2020	Dunhill double switch	1 packet
KBU/GC/PREQ/187/2019-2020	Embassy kings	1 packet
KBU/GC/PREQ/188/2019-2020	Embassy light	1 packet
KBU/GC/PREQ/189/2019-2020	Sportsman	1 packet
KBU/GC/PREQ/190/2019-2020	Sweet Menthol	1 packet

Prices quoted must be inclusive of VAT and any other charges attracted by the commodity fully delivered to the club.

4. CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) **Business/Company**

Name.....

(Must attach company profile indicating organizational structure, key personnel and total number of employees)

b) **Location of business premises:**

Head Office:

Country/Town:

Plot No:

Street/Road:

Name of Building

Floor: Room No:

Branches (if any)

1.

2.

3.

c) **Postal Address**

Code:Town:

Tel No:Mobile Number

Email Address:

d) **Nature of Main Business**

Manufacturer:Authorized Agent:Trader:

Consulting Firm: Other (Please Specify:

(Attach dealership appointment letter [where applicable])

Number of Years in Business>:

e) Registration Details

Certificate of Registration/Incorporation No: (Attach copy)

Trade License No.....Expiring date..... (Attach copy)

PIN No: (Attach Copy)

Valid City/County Council License No: (Attach Copy)

(Must attach copies of all the above documents)

f) Bankers:

Branch:

g) Annual Turnover in (Kshs).

h) Provide at least three referees from your current clients and their detailed contacts [i.e.]

	Organization	Contact Person	Position	Telephone
1				
2				
3				

PART TWO (a) – SOLE PROPRIETOR

Your Name in Full:

Age:

Nationality:

PART TWO (b)- PARTNERSHIP

Give details of partners as follows:

Name in Full Nationality Citizenship Details Shares

1.

2.

3.

4.

5.

PART TWO (c) – REGISTERED COMPANY

a) Private or public (state whichever is applicable)

.....

b) Give details of all directors as follows:

Name in Full Nationality Citizenship Details Shares

1.

2.

3.

4.

5.

5. SUPPLIER'S DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions e.g. NSSF and NHIF for our employees.

If our company.....is found to be involved in corruption or fraud or arrangements made with fraudulent intentions or any practice involving any threat to use force, we will consent to having any contract with cancelled immediately, Irrespective of the contractual terms. Kiambu Golf Club

If we are not able to dispel any suspicion of any irregularity within a term of 4 weeks by presenting adequate evidence, we will consent to having the necessary authorities informed of the existing suspicion.

We undertake to compensate Kiambu Golf Club of any damage, loss or other detriment caused by such irregularity on our part.

We also confirm that no article provided by our company, whether manufactured under our control or procured from other sources, is produced by means of child labour and that all products we provide are made in compliance with labour and social security legislation of the country of production.

Signed and Sealed:

For and on behalf of:

Position in Company:

Date:

Company seal/stamp: