



**STIMA INVESTMENT CO-OPERATIVE SOCIETY.**

**STIMA INVESTMENT PLAZA I,**

**MUSHEMBI ROAD,**

**P.O. Box 37895-00100**

**NAIROBI.**

**EXPRESSION OF INTEREST FOR PREQUALIFICATION / SHORTLISTING OF MAIN CONTRACTORS FOR THE  
PROPOSED MULTI DWELLING RESIDENTIAL DEVELOPMENT AT NGARA NAIROBI COUNTY – PHASE 2**

**TENDER NO: SICSL/EOI/02/2026**

**TENDER INVITATION DATE: WEDNESDAY 21<sup>ST</sup> OCTOBER 2026**

**CLOSING DATE: WEDNESDAY, 4<sup>TH</sup> NOVEMBER 2026**

**CLOSING TIME: 11.00 A.M (E.A TIME)**

## TABLE CONTENTS

|            |                                                                              |           |
|------------|------------------------------------------------------------------------------|-----------|
| <b>1</b>   | <b>CONTRACTUAL REQUIREMENTS.....</b>                                         | <b>3</b>  |
| <b>1.1</b> | <b>INVITATION TO TENDER.....</b>                                             | <b>3</b>  |
| 1.1.1      | Introduction .....                                                           | 3         |
| <b>1.2</b> | <b>INSTRUCTIONS TO TENDERERS .....</b>                                       | <b>3</b>  |
| 1.2.1      | General .....                                                                | 3         |
| 1.2.2      | Cost of Tendering .....                                                      | 4         |
| 1.2.3      | Modifications to Prequalification Documents.....                             | 4         |
| 1.2.4      | Preparation of Tender .....                                                  | 4         |
| 1.2.5      | Submission of Tender .....                                                   | 5         |
| 1.2.6      | Tender opening and evaluation.....                                           | 7         |
| 1.2.7      | Confidentiality .....                                                        | 7         |
| 1.2.8      | Clarification of Tenders .....                                               | 8         |
| 1.2.9      | Employer's right to accept any Tender and to reject any or all Tenders ..... | 8         |
| 1.2.10     | Miscellaneous .....                                                          | 8         |
| <b>1.3</b> | <b>QUESTIONNAIRE.....</b>                                                    | <b>10</b> |
| 1.3.1      | Prequalification Questionnaire .....                                         | 10        |
| 1.3.2      | Confidential Business Questionnaire .....                                    | 12        |
| <b>1.4</b> | <b>EVALUATION CRITERIA.....</b>                                              | <b>15</b> |
| 1.4.1      | Mandatory Requirements.....                                                  | 15        |
| 1.4.2      | Prequalification Capacity Evaluation .....                                   | 21        |

## 1 CONTRACTUAL REQUIREMENTS

### 1.1 INVITATION TO TENDER

#### 1.1.1 Introduction

- 1.1.1.1 **Stima Investment Co-operative Society Kenya** invites Tenderers for prequalification of the main contractors for Building and Civil Engineering works for The Proposed Multi Dwelling Residential Development at Ngara Nairobi County – Phase 2. The main contractors are expected to submit a complete proposal together with the relevant competent sub-contractors as stated under the evaluation criteria
- 1.1.1.2 **All bidders are invited** to express their interest for pre-qualification by filling out the vendor response forms attached and by submitting the requested pre-qualification documents as per the evaluation criteria attached to this EOI document to Stima Investment Co-operative Society not later than **4<sup>th</sup> November 2026 at 11:00 a.m. EA time**. The submission should state the EOI reference number and title in the subject header.
- 1.1.1.3 Please note that this EOI is not an invitation for submission of tenders. Its sole purpose is to pre-qualify vendors who would be shortlisted to participate in the subsequent upcoming tenders. The pre-qualification criteria and related annexes are attached to this document. The pre-qualified (shortlisted) vendors will be eligible to participate in any subsequent related tender for a period of **one year**, after the effective date of establishment of the shortlist.
- 1.1.1.4 Submitting a reply to this EOI does not therefore automatically guarantee that your company will be considered for issuance of the solicitation documents. Only vendors who, in the Stima Investment Co-operative Society's sole discretion, are deemed eligible and qualified, upon completion of an objective evaluation of the EOI submissions, may receive the final tender solicitation documents. Stima Investment Co-operative Society reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process.

### 1.2 INSTRUCTIONS TO TENDERERS

#### 1.2.1 General

- 1.1.1.5 Prequalification documents can be downloaded from the Stima Investment Co-operative Society website [www.stimainvestment.co.ke](http://www.stimainvestment.co.ke)
- 1.1.1.6 Completed EOI documents are to be enclosed in plain sealed envelopes marked with EOI name and reference number and deposited in the tender Box at Stima Investment Plaza 1, 5th floor addressed to

**Chief Executive Officer,**

**Stima Investment Co-Operative Society Ltd,**

**P.O.BOX 37895 - 00100, GPO, Nairobi.**

**Stima Investment Plaza 1, Mushembi Road, Parklands**

to be received on or before **4<sup>th</sup> November 2026 at 11:00 a.m.**

The Expression of interest documents shall be opened immediately thereafter at the Stima Investment Boardroom on Stima Investment Plaza 1 5th floor, in the presence of Tenderers/Representatives who wish to attend.

## **1.2.2 Cost of Tendering**

- 1.1.1.7 The tenderer shall bear all costs associated with the preparation and submission of this tender and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **1.2.3 Modifications to Prequalification Documents**

- 1.1.1.8 The Client may amend the Prequalification Documents by publishing modifications before the submission deadline.
- 1.1.1.9 Any modification made on this Prequalification Documents will be uploaded on the website; [www.stimainvestment.co.ke](http://www.stimainvestment.co.ke) .All Tenderers are encouraged to regularly check for these.
- 1.1.1.10 The Client may, as necessary, extend the deadline for submission of the tenders, to give Tenderers sufficient time to take modifications into account when preparing their Tenders.

## **1.2.4 Preparation of Tender**

### **1.1.1.11 Language of Tender**

- 1.1.1.11.1 The language in which the Contract Documents have been drawn up is English, which shall be the "Ruling Language" and shall be used for all correspondence and meetings related to the Tender.
- 1.1.1.11.2 Supporting documents and printed literature furnished by the Tenderer may be in another language, provided they are accompanied by an accurate translation into the ruling language. For interpretation of the Tender, the ruling language will prevail. The English translation shall be on the Tenderer's letterhead and shall be signed by the duly authorised signatory signing the Tender and stamped with the Tenderer's stamp.

**1.1.1.12 Documents comprising the Tender**

- 1.1.1.12.1 The Tender Documents issued to the Tenderer, including any amendments instructed in an addendum to Tender Documents, shall be used without further amendment.

**1.1.1.13 Format and signing of Tenders**

- 1.1.1.13.1 The Tenderer shall prepare **ONE original** and **ONE copy** of the document comprising the Tender.
- 1.1.1.13.2 The Tender original and copies shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to bind the Tenderer to the Contract.
- 1.1.1.13.3 Proof of authorization shall be furnished in the form of a written Power of Attorney, which shall accompany the Tender. All pages of the Tender where entries, or amendments have been made, shall be initialled by the person or persons signing the Tender. The authorization shall be indicated by a written power of attorney granted by the Tenderer to the authorized person before a commissioner of oaths.

**1.2.5 Submission of Tender****1.1.1.14 Sealing and marking of Tenders**

- 1.1.1.14.1 **ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.**
- 1.1.1.14.2 **The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed/ identified.**
- 1.1.1.14.3 The inner and outer envelopes shall:
- 1.1.1.14.3.1 be addressed to the Employer at the address provided in the procurement notice;*
- 1.1.1.14.3.2 bear the name and identification number of the contract as defined in the procurement notice; and*
- 1.1.1.14.3.3 provide a warning not to open before the time and date for bid opening, as specified in the procurement notice.*
- 1.1.1.14.4 In addition to the identification, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".

- 1.1.1.14.5 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid. A Tender opened prematurely for this cause will be rejected by the Employer and returned to the Tenderer.

**1.1.1.15 Deadline for submission of Tenders**

- 1.1.1.15.1 Tenders must be received by the Client by the time and at the place specified in the Invitation to Tender.
- 1.1.1.15.2 The Client may, at their discretion, extend the deadline for the submission of Tenders through the issue of an Addendum in which case all rights and obligations of the Client and the Tenderers previously subject to the deadline shall thereafter be subject to the new deadline as extended.
- 1.1.1.15.3 Proof of posting will not be accepted as proof of delivery.

**1.1.1.16 Late Tenders**

- 1.1.1.16.1 Any Tender received by the Client after the prescribed deadline for submission of Tenders will be returned unopened to the Tenderer.
- 1.1.1.16.2 No liability can be accepted for late delivery of Tenders. Late Tenders will be rejected and will not be evaluated

**1.1.1.17 Modification and withdrawal of Tenders**

- 1.1.1.17.1 The Tenderer may modify or withdraw his Tender after Tender submission, provided that written notice of the modification or withdrawal is received by the Employer prior to the prescribed deadline for submission of Tenders.
- 1.1.1.17.2 The Tenderer's modifications or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of Tenders with the envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate. A withdrawal notice may also be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline, for submission of Tenders.
- 1.1.1.17.3 No Tender may be modified subsequent to the deadline for submission of Tenders.
- 1.1.1.17.4 Tenderers are responsible for ensuring that their Tender and all accompanying documents reach the addressee in time. The Employer does not guarantee to help over this matter and in particular cannot ensure that the documents are not opened or delayed by customs authorities.

## 1.2.6 Tender opening and evaluation

### 1.1.1.18 *Opening of Tenders*

- 1.1.1.18.1 The Employer will open the prequalification documents, including submissions made in public and in the presence of Tenderers' representatives who choose to attend, on ***the date and time specified in the invitation to tender*** at the following address:

**Chief Executive Officer,  
Stima Investment Co-Operative Society Ltd,  
P.O.BOX 37895 - 00100, GPO, Nairobi.  
Stima Investment Plaza 1, Mushembi Road, Parklands**

- 1.1.1.18.2 The Tenderer's representatives who are present shall sign an attendance register.
- 1.1.1.18.3 Tenders for which an acceptable notice of withdrawal has been submitted shall not be opened. The Employer will examine the Tenders to determine whether they are complete, whether the documents have been properly signed, and whether the Tenders are generally in order. Envelopes marked "withdrawal" will be opened and read out first. Tenders for which acceptable notice of withdrawal has been given will not be opened but returned to the Tenderer.
- 1.1.1.18.4 The prequalification documents shall be opened one at a time, and the following read out and recorded:
- 1.1.1.18.4.1 The name of the Bidder;*
- 1.1.1.18.4.2 whether there is a modification or substitution;*
- 1.1.1.18.4.3 any other details as the Employer may consider appropriate.*
- 1.1.1.18.5 The Employer shall prepare, for his own records, minutes of the Tender opening, including the information disclosed to those present.

## 1.2.7 Confidentiality

- 1.1.1.19 After the public opening of Tenders, information relating to the examination, clarification, evaluation and comparison of Tenders shall not be disclosed to Tenderers or other persons not officially concerned with such process.

- 1.1.1.20 Any attempt by the Tenderer to influence the Employer in the process of examination, clarification, evaluation and comparison of Tenders and decisions may result in the rejection of the Tenderer's Tender.

#### **1.2.8 Clarification of Tenders**

- 1.1.1.21 The request for clarification and the response shall be in writing.

#### **1.2.9 Employer's right to accept any Tender and to reject any or all Tenders**

- 1.1.1.22 The Employer reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders, at any time without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Employer's action.

- 1.1.1.23 In the event of cancellation of the Tender procedure, Tenderers will be notified of the cancellation by the Employer. If the Tender procedure is cancelled before the outer envelope of any Tender has been opened, the sealed envelopes will be returned, unopened, to the Tenderers.

- 1.1.1.24 Cancellation may occur where:

1.1.1.24.1 the Tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile Tender has been received, or there has been no response at all;

1.1.1.24.2 there have been irregularities in the procedure, in particular where these have prevented fair competition.

1.1.1.24.3 In no circumstances will the Employer be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a Tender, even if the Employer has been advised of the possibility of damages.

#### **1.2.10 Miscellaneous**

- 1.1.1.25 Ethics.

1.1.1.25.1 Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of their tender and may result in administrative penalties.

1.1.1.25.2 When putting forward a tender, the tenderer must declare that there is no conflict

of interest, and that they have no particular link with other tenderers or parties involved in the project.

### 1.3 QUESTIONNAIRE

#### 1.3.1 Prequalification Questionnaire

Please fill in block letters.

1. Full names of Applicant

.....

2. Category of works being applied for (**NCA Class**)

.....

3. Full address of Applicant to which prequalification correspondence is to be sent (unless an agent has been appointed below)

.....

4. Telephone number (s) of applicant

.....

5. E-mail address of applicant

.....

6. Name of applicant's representative to be contacted on matters of the prequalification during the prequalification period

.....

7. Details of applicant's nominated agent (if any) to receive prequalification notices. This is essential if the applicant does not have his registered address in Kenya (name, address, telephone, email)

.....

.....

---

Signature of Applicant

Make copy and deliver to:

**Chief Executive Officer,  
Stima Investment Co-Operative Society Ltd,  
P.O.BOX 37895 - 00100, GPO, Nairobi.  
Stima Investment Plaza 1, Mushembi Road, Parklands**

**1.3.2 Confidential Business Questionnaire**

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

You are advised that it is a serious offence to give false information on this Form.

**Part 1 – General**

Business Name .....

Business Reg. No .....

Physical Location of business premises.....

Country/Town.....

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

Postal Address..... Tel No..... Cell No.....

E-mail.....

Nature of Business.....

Current Trade License No..... Expiring date.....

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

Name of your bankers.....

Branch.....

**Part 2 (a) – Sole Proprietors**

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

## **Part 2 (b) – Partnership**

Give details of partners as follows:

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

## **Part 2(c) – Registered Company:**

Private or public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Kshs.....

Give details of all the directors as follows:

Name in full. Nationality. Citizenship Details\*. Shares.

- 1.....
- 2.....
- 3.....
- 4.....

**Part 2 (d) – Interest in the Firm:**

Are there any person/persons in Stima Investment Cooperative Society who has an interest in this firm?

Yes/No..... (Delete as necessary).

I certify that the above information is correct.

.....

(Title)

.....

(Signature)

.....

(Date)

## 1.4 EVALUATION CRITERIA

### 1.4.1 Mandatory Requirements

#### 1.4.1.1 Main Contractor's Mandatory Requirements.

| Item | Requirements                                                                                                                                                                                                                                                              | YES | NO |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.   | Company name, address and contacts                                                                                                                                                                                                                                        |     |    |
| 2.   | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 3.   | Copy of <b>valid</b> KRA Tax Compliance Certificate                                                                                                                                                                                                                       |     |    |
| 4.   | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. (Must specify the shareholding)                                                                                                                                 |     |    |
| 5.   | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 6.   | Valid registration with the National Construction Authority (NCA 1) under Building Works category with valid annual contractors practicing license.                                                                                                                       |     |    |
| 7.   | Must attach a duly filled confidential business questionnaire.                                                                                                                                                                                                            |     |    |
| 8.   | Must submit copies of the 2 most recent audited financial reports (not older than 2024) certified by an audit firm registered by the Institute of Certified Public Accountants (ICPAK).                                                                                   |     |    |
| 9.   | The main contractor to provide sub-contractors who qualify for the relevant works in each category (each proposed sub-contractor <b>MUST</b> meet the criteria set under their category).                                                                                 |     |    |
| 10.  | Provide 3 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 3 letters will lead to disqualification)</i> |     |    |
| 11.  | Attach at least 2 award letters from clients for ongoing projects                                                                                                                                                                                                         |     |    |
| 12.  | Attach at least 3 recommendation letters from clients                                                                                                                                                                                                                     |     |    |
| 13.  | Litigation history (provide current Sworn Affidavit) <i>(full disclosure for the last 10 years allow client to confirm)</i>                                                                                                                                               |     |    |
| 14.  | Proof of access to lines of credit                                                                                                                                                                                                                                        |     |    |
| 15.  | Company Profile showing organogram                                                                                                                                                                                                                                        |     |    |

|     |                                                             |  |  |
|-----|-------------------------------------------------------------|--|--|
| 16. | Referees /Recommendations from previous clients/consultants |  |  |
|-----|-------------------------------------------------------------|--|--|

#### 1.4.1.2 General Electrical Installations sub-contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 5.                              | Energy and Petroleum Regulatory Authority (EPRA) License                                                                                                                                                                                                                  |     |    |
| 6.                              | Valid registration with the National Construction Authority <b>(NCA 3 and above) in electrical works.</b>                                                                                                                                                                 |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |
| 8.                              | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |     |    |
| 9.                              | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |     |    |

#### 1.4.1.3 ICT Installations Sub-Contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |                                                                                                                                                  |     |    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                      | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                 |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                     |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b> |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                  |     |    |

|    |                                                                                                                                                                                                                                                                           |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 5. | Energy and Petroleum Regulatory Authority (EPRA) License                                                                                                                                                                                                                  |  |  |
| 6. | Valid registration with the National Construction Authority ( <b>NCA 4 and above</b> ) in <b>electrical works</b> .                                                                                                                                                       |  |  |
| 7. | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |  |  |
| 8. | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |  |  |
| 9. | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |  |  |

#### 1.4.1.4 Security Installations Sub-Contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 5.                              | Communications Authority of Kenya (CAK) Telecommunications Contractor Licence                                                                                                                                                                                             |     |    |
| 6.                              | Valid registration with the National Construction Authority ( <b>NCA 4 and above</b> ) in <b>electrical works</b> .                                                                                                                                                       |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |
| 8.                              | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |     |    |
| 9.                              | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |     |    |

#### 1.4.1.5 Generator Installations Sub-Contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |             |     |    |
|---------------------------------|-------------|-----|----|
| No.                             | Particulars | YES | NO |

|    |                                                                                                                                                                                                                                                                           |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 1. | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |  |  |
| 2. | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |  |  |
| 3. | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |  |  |
| 4. | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |  |  |
| 5. | Energy and Petroleum Regulatory Authority (EPRA) License                                                                                                                                                                                                                  |  |  |
| 6. | Valid registration with the National Construction Authority <b>(NCA 4 and above) in electrical works.</b>                                                                                                                                                                 |  |  |
| 7. | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |  |  |
| 8. | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |  |  |
| 9. | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |  |  |

#### 1.4.1.6 Lift Installations sub-contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 5.                              | Energy and Petroleum Regulatory Authority (EPRA) License                                                                                                                                                                                                                  |     |    |
| 6.                              | Valid registration with the National Construction Authority <b>(NCA 4 and above) in electrical works.</b>                                                                                                                                                                 |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |
| 8.                              | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |     |    |
| 9.                              | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |     |    |

**1.4.1.7 Plumbing, Drainage & Firefighting Installations sub-contractor's Evaluation Criteria**

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 6.                              | Valid registration with the National Construction Authority <b>(NCA 4 and above) in mechanical works.</b>                                                                                                                                                                 |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |
| 8.                              | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |     |    |
| 9.                              | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |     |    |

**1.4.1.8 Heating, Ventilation and Air-conditioning Installations sub-contractor's Evaluation Criteria**

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 6.                              | Valid registration with National Construction Authority <b>(NCA 4 and above) in mechanical works.</b>                                                                                                                                                                     |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |

|   |                                                                  |  |  |
|---|------------------------------------------------------------------|--|--|
| 8 | Attach at least 1 award letter from clients for ongoing projects |  |  |
| 9 | Attach at least 2 recommendation letters from clients            |  |  |

#### 1.4.1.9 LPG Installations sub-contractor's Evaluation Criteria

| Mandatory Requirements (YES/NO) |                                                                                                                                                                                                                                                                           |     |    |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| No.                             | Particulars                                                                                                                                                                                                                                                               | YES | NO |
| 1.                              | Copy of Certificate of Incorporation/Certificate of Registration                                                                                                                                                                                                          |     |    |
| 2.                              | Copy of valid KRA Tax Compliance Certificate                                                                                                                                                                                                                              |     |    |
| 3.                              | Copy of CR12 issued within 12 months or copies of identification cards for Sole Proprietors/Partnerships. <b>(Must specify the shareholding)</b>                                                                                                                          |     |    |
| 4.                              | Must provide a copy of a valid business Trading License relevant to this tender                                                                                                                                                                                           |     |    |
| 6.                              | Valid registration with National Construction Authority <b>(NCA 4 and above) in mechanical works.</b>                                                                                                                                                                     |     |    |
| 7.                              | Provide 2 no. Award letters/PO/Completion Certificate accompanied by Recommendation Letters for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <i>(Failure to attach 2 letters will lead to disqualification)</i> |     |    |
| 8                               | Attach at least 1 award letter from clients for ongoing projects                                                                                                                                                                                                          |     |    |
| 9                               | Attach at least 2 recommendation letters from clients                                                                                                                                                                                                                     |     |    |

**Note 1: All the above documents from the main contractor to the sub-contractors should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.**

**Note 2: Bidders who do not attach ANY of the MANDATORY REQUIREMENTS will be considered non-responsive and will NOT be evaluated further.**

## 1.4.2 Prequalification Capacity Evaluation

### 1.4.2.1 Assessment of Technical and Financial Capacity (100 marks)

| <b>Detailed Technical Specifications/Description of requirements</b>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Description of the works.</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Scope of work covers Deep excavations, concrete works, new walling and partitions, windows, internal finishes, joinery fittings and builders' work in connection with specialist installations. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |
| 1.                                                                                                                                                                                              | <b>Key Personnel</b><br>Provide detailed company profile including CVs and Academic Certificates for;<br><b>1(a) Site Agent/Project Manager with:</b> <ul style="list-style-type: none"> <li>• Experience of 10 or More years - 5mks</li> <li>• Experience of less than 10 years - 3mks</li> <li>• Degree in Building related course - 5mks</li> <li>• Diploma in Building-related course - 3mks</li> <li>• Certificate in Building-related course - 2mks</li> </ul> <b>1(b) At least 3 Foremen with: (attach first appointment letters)</b> <ul style="list-style-type: none"> <li>• Trade Certificate in a building-related course and an experience of 10 or More years – 5mks</li> <li>• Trade Certificate in a building-related course and an experience of less than 10 years – 3mks</li> </ul> | <b>15 Marks</b>                  |
| 2.                                                                                                                                                                                              | Provide at least 3 award letters/PO/contracts accompanied by completion certificates for works of similar magnitude and complexity completed in the last six (6) years, i.e. from 2020 to date. <b>3mrks each.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>15 Marks</b>                  |
| 3.                                                                                                                                                                                              | Attach at least 3 recommendation letters from clients above – <b>1 mark each.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>3 Marks</b>                   |
| 4.                                                                                                                                                                                              | Attach at least 2 award letters from clients for ongoing projects – <b>2.5 marks each.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>5 Marks</b>                   |
| 5.                                                                                                                                                                                              | <b>Key Equipment</b><br>Schedule of contractor's equipment and transport (attach proof or evidence of ownership/lease)<br>Relevant Transport (at least 5 No - 1mks each) <ul style="list-style-type: none"> <li>• Means of transport (Vehicle) e.g. lorries, tippers, pickups <b>5mrks</b></li> <li>• No means of transport..... <b>0mrk</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>15 Marks</b>                  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|     | <p>Relevant Equipment (at least 5 No. each 2 marks) (Excavator, backhoe, Dumper, Concrete Mixers/ batching plant, generator, cranes, scaffolding)</p> <ul style="list-style-type: none"> <li>• Has relevant equipment for work being tendered ....<b>10mrks</b></li> <li>• No relevant equipment for work being tendered..... <b>0mrk</b></li> <li>• Lease agreements containing the relevant equipment is also accepted.</li> </ul>                                                    |                  |
| 6.  | Firm's proof of ownership/lease of premises/workshop and/or office (Attach Utility bills/ Lease agreement or title deed)                                                                                                                                                                                                                                                                                                                                                                | <b>4 Marks</b>   |
| 7.  | <p><b>Name, Address and Telephone of Contractor Main Bank (Contractor to provide) Provide letter of authorization to seek information from the bank</b></p> <ul style="list-style-type: none"> <li>• Information and authorization provided ..... <b>5 marks</b></li> <li>• Dully filled signed and stamped reference letter from the bank indicating having financial capacity to undertake the tendered works (attach original bank reference letter) ..... <b>5 marks</b></li> </ul> | <b>10 Marks</b>  |
| 8.  | <p>Turnover - an average annual turnover of over Ksh. 1 Billion for the year 2024 and the year 2025 (refer to the audited accounts) – <b>20marks</b></p> <p>Any amounts below 1 billion shall be prorated; <b>(x/1 billion) x 20marks</b></p>                                                                                                                                                                                                                                           | <b>20 Marks</b>  |
| 9.  | Proof of access to lines of credit (The bidder must attach an original letter from a bank showing proof of access to line of credit.) Any bidder who fails to attach will score zero (0)                                                                                                                                                                                                                                                                                                | <b>10 Marks</b>  |
| 10. | <p><b>Litigation History</b></p> <ul style="list-style-type: none"> <li>• Duly Filled ..... <b>3mrks</b></li> <li>• Not Filled ..... <b>0mrks</b></li> </ul>                                                                                                                                                                                                                                                                                                                            | <b>3 Marks</b>   |
|     | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>100 Marks</b> |

***Only bidders attaining a minimum score of 70% in the Capacity Evaluation shall qualify for second stage of the tender process.***