



KENYA RAILWAY GOLF CLUB
P.O. Box 40476 - 00100, Nairobi, KENYA
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Email: manager@krgc.co.ke

TENDER NUMBER:
KRGC/PREQ/02/2025-2026
TENDER RE-ADVERTISEMENT

TENDER FOR THE PRE-QUALIFICATION OF
SUPPLIERS
FOR GOODS, WORKS AND SERVICES

PREQUALIFICATION OF SUPPLIERS

FOR
THE PERIOD JULY 2025 - JUNE 2026

CLOSING DATE: 28th July 2025

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1.THE PRE-QUALIFICATION

1.1 Introduction

The Kenya Railway Golf Club (KRGC) was established in the year 1921 under the society's rules, 1968 (Rule 4), and is strategically located in the Nairobi Central Business District. The club consists of a cosmopolitan, corporate and entrepreneurial membership covering various government and private sector decision-makers. Being the only 9-hole par 72 course with an active Railway line passing through the course, the club attracts over 2000 local and international guests and golfers throughout the year.

KENYA RAILWAY GOLF CLUB here after, "KRGC" invites applications from interested supplier for prequalification for supply and delivery of various categories of items for the period July 2025 – June 2026. The terms for supply are provided in this document.

1.2 Pre-qualification Objective

The main objective of the pre-qualification process is to identify potential suppliers of goods and services to the Club for the period stipulated above. Therefore, the Club invites established suppliers with capacity to provide quality goods and services within the terms and conditions specified in this document.

Bidders are required to submit their bids for the category of items that they have capacity and experience in. Therefore, bidders requested to submit bid documents clearly indicating the category and items that they intend to supply to the Club for the duration stipulated in this document. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

1.3 Invitation of Pre-qualification

In this connection, potential suppliers are invited to submit their PRE-QUALIFICATION documents to **'The General Manager, KENYA RAILWAY GOLF CLUB'**. The prospective Suppliers are required to supply mandatory information stipulated in this document.

1.4 Technical Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet and surpass the pre-qualification requirement

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information as requested.

1.6 Submission of Pre-Qualification Bid(s)

Original and one (1) copy of the completed pre-qualification bid document shall be submitted so as to reach:

**The General Manager,
Kenya Railway Golf Club
P. O. Box 40476 - 00100,
Nairobi, Kenya.**

Not later than **11.00A.M** on 28th July 2025, Nairobi Time

1.7 Clarifications/Questions Arising from Document

Any clarification(s)/Question(s) that may arise from the pre-qualification process should be directed to: **The General Manager, KENYA RAILWAY GOLF CLUB** whose address is given in paragraph 1.6 above or through email: **manager@krgc.co.ke** during working days, **Monday – Friday from 8.00am to 5.00pm.**

1.8 Additional Information

KRGC reserves the right to request submission of additional information from prospective bidders.

2.0 CATEGORIES AND LIST OF ITEMS

The items and their categories are listed below:

<u>LIST OF PRODUCTS AND SERVICES</u> PLEASE INDICATE BY TICKING ✓ IN THE APPROPRIATE BOX BELOW, IN WHICH SECTOR OF THE ECONOMY YOUR BUSINESS IS PREDOMINANTLY CARRIED OUT. LIST OF PRODUCTS AND/ OR SERVICES YOUR BUSINESS CAN SUPPLY TO THE CLUB AS SHOWN IN THE TABLE.				
	CATEGORY	ITEM DESCRIPTION	SPECIFIC ITEM DETAILS	
TICK	A. SUPPLY OF GOODS		TICK SPECIFIC ITEMS WHERE PROVIDED	
	KRGC/001/2025-2026	SUPPLY AND DELIVERY OF I.T EQUIPMENT SUPPLY OF COMPUTERS, LAPTOPS, SERVERS' UPS, PRINTERS, SCANNERS, & CONSUMABLES (MUST PROVIDE MANUFACTURER AUTHORIZATION CERTIFICATE/LICENSE).		
	KRGC/002/2025-2026	SUPPLY OF OFFICE FURNITURE, FITTINGS AND OFFICE EQUIPMENT		
	KRGC/003/2025-2026	SUPPLY & DELIVERY OF STAFF UNIFORMS, PROTECTIVE CLOTHING & FITTING OF CURTAINS, DRAPERIES AND BLINDS.		
	KRGC/004/2025-2026	SUPPLY & DELIVERY OF BEVERAGES	A.) SUPPLY OF WINES, SPIRITS, BEER AND OTHER LIQUORS B.) BOTTLED DRINKING WATER (MINERAL WATER) C.) SOFT DRINKS AND OTHER PACKAGED BEVERAGES	
	KRGC/005/2025-2026	SUPPLY & DELIVERY OF KITCHEN, CATERING EQUIPMENT & APPLIANCES		
	KRGC/006/2025-2026	SUPPLY & DELIVERY OF LAUNDRY MACHINERY & EQUIPMENT		
	KRGC/007/2025-2026	SUPPLY OF CLEANING MATERIALS, DETERGENTS AND DISINFECTANTS		
	KRGC/008/2025-2026	SUPPLY & DELIVERY OF ASSORTED HOTEL LINEN		
	KRGC/009/2025-2026	SUPPLY AND DELIVERY OF FUEL AND LPG GAS	A.) COOKING GAS	

			B.) BULK LPG GAS	
			C.) PETROL, DIESEL AND ESSENTIAL OIL & LUBRICANTS	
			D.) CHARCOAL FUEL	
			E.) WOOD FUEL	
	KRGC/010/2025-2026	SUPPLY AND DELIVERY OF GOLF SPORTS GEAR & EQUIPMENT	GOLF SHOES	
			GOLF CLUBS	
			CLOTHING	
			ACCESSORIES	
	KRGC/011/2025-2026	SUPPLY OF MOTOR VEHICLES, SPARES, TYRES, TUBES AND GENERAL CONSUMABLES		
	KRGC/012/2025-2026	SUPPLY OF CIGARETTES AND CIGARS		
	KRGC/013/2025-2026	SUPPLY AND SERVICING OF PUMPS AND IRRIGATION EQUIPMENT		
	KRGC/014/2025-2026	SUPPLY OF SAND, MANURE, BALLAST, HARD-CORE, BUILDING STONES AND TIMBER		
	B. PROVISION OF SERVICES			
	KRGC/015/2025-2026	PROVISION OF PHOTOGRAPHY, VIDEO GRAPIC, PUBLIC ADDRESS SYSTEM & OTHER RELATED SERVICES		
	KRGC/016/2025-2026	PROVISION OF DESIGN & PRINTING OF PROMOTIONAL BRANDED MATERIALS & OTHER RELATED SERVICES		
	KRGC/017/2025-2026	PROVISION OF FUMIGATION, PEST CONTROL SERVICES, SANITARY SERVICES & OTHER RELATED SERVICES		
	KRGC/018/2025-2026	PROVISION OF LEGAL SERVICES		
	KRGC/019/2025-2026	PROVISION OF INSURANCE SERVICES		
	KRGC/020/2025-2026	PROVISION OF ENTERTAINMENT SERVICES	DJ SERVICES	
			KARAOKE	
			EVENT MANAGEMENT	
			MC HOSTING SERVICES	
	KRGC/021/2025-2026	PROVISION OF GARBAGE COLLECTION AND EXHAUSTER SERVICES		

	KRGC/022/2025-2026	PROVISION OF ENVIRONMENTAL MANAGEMENT AUDIT CONSULTANCY SERVICES	
	KRGC/023/2025-2026	PROVISION OF OCCUPATIONAL HEALTH AND SAFETY CONSULTANCY SERVICES	
	KRGC/024/2025-2026	PROVISION OF TAXI HAILING SERVICES	
	KRGC/025/2025-2026	PROVISION OF SECURITY SERVICES	
	KRGC/026/2025-2026	PROVISION OF EXTERNAL AUDIT SERVICES (ICPAK REGISTERED)	
	KRGC/027/2025-2026	PROVISION OF BULK SMSS AND USSD SERVICES	
	C. REPAIR AND MAINTENANCE SERVICES		
	KRGC/028/2025-2026	REPAIR & SERVICING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES	
	KRGC/029/2025-2026	REPAIR & SERVICING OF ELECTRICAL AND MECHANICAL EQUIPMENT	
	KRGC/030/2025-2026	REPAIR & MAINTANANCE OF INFORMATION TECHNOLOGY AND COMPUTER SERVICES	
	D. SMALL WORKS CONTRACTORS AND ASSOCIATED SUPPLIES		
	KRGC/031/2025-2026	BUILDING AND CIVIL CONTRACTORS	
	KRGC/032/2025-2026	STRUCTURAL CONTRACTORS	
	KRGC/033/2025-2026	ELECTRICAL CONTRACTORS	
	KRGC/034/2025-2026	PLUMBING AND MECHANICAL CONTRACTORS	
	KRGC/035/2025-2026	SUPPLY & DELIVERY OF ELECTRICAL CONSUMABLES, PARTS AND FITTINGS	
	KRGC/036/2025-2026	SUPPLY & DELIVERY OF HARDWARE MATERIALS AND TOOLS	

Pre-qualification tender documents, containing detailed terms and conditions of qualification may be obtained from the Procurement Office, **KENYA RAILWAY GOLF CLUB, HAILE SELASSIE AVENUE** during normal office hours between 8am to 5pm, at a **non-refundable fee of KES 2,000**. Alternatively, the document may be downloaded from the KRGC website by visiting our website: www.krgc.co.ke

The Club reserves the right to accept or reject any bid in whole or in part without giving reasons.

Completed pre-qualification documents should be submitted in plain sealed envelopes (Original and a copy) clearly marked with **Tender number, Category Number and Item description**.

And addressed to: -

The General Manager,
KENYA RAILWAY GOLF CLUB
P. O. Box 40476 - 00100,
Nairobi, Kenya

The documents should be deposited in the Tender Box situated at KENYA RAILWAY GOLF CLUB Reception, along Haile Selassie Road, or sent via post to the above address so as to be received **on or before, 28th July 2025, 11.00 a.m.**

Bid documents will be opened immediately after the closing date and time in the presence of bidders or their appointed representatives. Appointed representatives will be required to submit their letters of appointment and fill-in their details in a Pre-Qualification Bid Opening Register.

3.0 PRE-QUALIFICATION REQUIREMENTS

Potential suppliers are required to abide by the following requirements;

3.1 Taxes on Imported Materials

The Supplier will be responsible for payment of all taxes payable as applicable for all imported materials to be supplied.

3.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported and materials.

3.3 Contract Price

The contract shall be based on unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

3.4 Payments

All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the negotiated Contract Agreement.

3.5 Quality of goods, Services and workmanship

The Club expects supply of qualify goods, services and workmanship and on timely basis. Potential suppliers are required to exercise due care when making supplies to the Club and in particular observe high level of hygiene standards for food items.

Bidders are notified that sub-standards goods/services and/or workmanship shall not be accepted. The entire cost for supply of substandard goods/services and/or workmanship will be borne by the supplier.

4.0 INSTRUCTIONS TO SUPPLIERS

- I. This application form must be completed in full, incomplete submissions will not be processed.**
- II. All the required and supporting documentations must be submitted jointly with the Form.**
- III. Failure to submit supporting and requested information will lead to your company not being pre-qualified.**
- IV. Bidders can only participate up to a maximum of two (2) categories.**
- V. The Checklist for Club Officials section is not to be completed by Suppliers.**
- VI. The Confidential Business questionnaire section is a pre-requisite for pre-qualification and therefore must be completed in full. Failure to complete this section will lead to your business not being pre-qualified.**
- VII. Potential Suppliers providing professional consultancy services, maintenance & support services or any other technical service are required to submit a schedule of the staff expected to be involved in the provision of services to the Club. The schedule should contain at the minimum the following; Full Name, designation, qualifications (Academic & Professional), day contact and email address using Form PQ-7. In addition, submit signed CV of the key personnel using the format provided in Form PQ-8. Those not offering those services should not fill out form PQ-5 Section b, PQ-7 and PQ-8.**
- VIII. It is compulsory to complete the categories and List of Items section. Please be specific in terms of products and/or services that your firm can supply to the Club. Please tick in the appropriate box.**
- IX. The Trade Experience section must be completed in full to give the Club an understanding of whether your firm has experience of supplying the products and services your firm is applying for.**
- X. The Financial Information Section must be completed to give the Club an understanding of your company'S financial standing. Latest audited financial statements must be supplied with the application.**
- XI. The Quality, Safety and Environmental section must be completed and supporting information must be supplied.**
- XII. The Declaration of Interest section is compulsory and must be completed in full. Failure to complete this section will lead to your company not being pre-qualified.**

- XIII. The Declaration by Business under Oath section is compulsory and must be completed in full by all suppliers. Failure to comply with this requirement will lead to your company not being registered.**
- XIV. The Club reserves the right to validate all information supplied and any misrepresentation of facts may lead to disqualification.**
- XV. A duly completed Form together with supporting documentation must be submitted to the address indicated on the front page.**
- XVI. The Club will inform suppliers of the outcome of their application in writing**
- XVII. The Club is not bound to accept the lowest price, or any, bid proposal that it may receive.**

NOTE:

Suppliers who provide false/fraudulent information or incomplete documentation will be disqualified. Suppliers who missed out on the previous advertisement are encouraged to apply.

FORM PQ-1: COMPULSORY REQUIRED DOCUMENTS

Documents Required	BUSINESS TYPE					
	Sole Proprietor	Corporations	Partnerships	Company Public/Private	Non- Profit Organizations	
1. Company Registration (Certified Copies)	N/A	Certificate of Incorporation (CR12)	Duly signed Partnership Agreement	Certificate of Incorporation (CR12)	Certificate of Incorporation (CR12)	Registrar of Companies
2. Proof of Ownership	Copy of ID (CERTIFIED)	Membership/ shareholding	Duly signed Partnership Agreement	Shareholder Agreement	Auditor's Letter	Registrar of Companies
3. Valid Tax Compliance Certificate	For the owner of the Business	For the Company	For the Partnership	For the Company	For the NPO/ Proof of Exemption	Kenya Revenue Authority
4. Proof of Registration to a statutory Body Regulating your Industry	If Applicable	If Applicable	If Applicable	If Applicable	If Applicable	Industry Regulatory Authority
5. People with Disability (Affidavit Confirming Disability)	If owner is Disabled	If owner or People are Disabled	If owner or People are Disabled	If owner or People are Disabled	If owner or People are Disabled	
6. Valid Business Trade License	From County of Operation.	From County of Operation	From County of Operation	From County of Operation	From County of Operation	Issued by Respective County Council
7. Certified copy of ID	Clear copy of Identification Card (ID)	Clear copy of Identity	Clear copy of Identity	Clear copy of Identity	Clear copy of Identity	
8. Audited Financial Statement.	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	

FORM PQ-2: CHECK LIST FOR CLUB OFFICIALS

FOR OFFICIAL PURPOSES ONLY:

BUSINESS NAME	
REGISTRATION NUMBER	

DOCUMENTS ATTACHED	YES	NO	
1. Company Registration (Certified Copies)			
2. Proof of Ownership			
3. Valid Tax Compliance Certificate			
4. Proof of Registration to a Professional Body Regulating your Industry			
5. Affidavit Confirming Disability (People with Disability)			
6. Certified Copy of ID (SOLE TRADERS)			
7. Audited Financial Statement			
8. VALID BUSINESS TRADE LICENSE			

COMPULSORY REQUIREMENTS

	BUSINESS REGISTRATION DETAILS		Please mark relevant box.	
S/N	BUSINESS TYPE	Documentary proof must be provided	Yes	No
1.	Sole Proprietor	Copy of ID (Certified)		
2.	Corporations	Certificate of Incorporation (CR12)		
3.	Partnerships	Duly Signed Partnership agreement		
4.	Company Public/ Private Ltd	Certificate of Incorporation (CR12)		
5.	Non- Profit Organisation (NPO)	Certificate of Incorporation (CR12)		

Checked By:

Designation.....

Signature

Date

FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

Part 1 – General: Business Name Location of business premises. Plot No.....Street/Road Postal Address Tel No. Fax E mail Nature of Business..... Registration Certificate No..... Maximum value of business which you can handle at any one time – Kshs																								
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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 20%; text-align: center;">Citizenship Details</th> <th style="width: 20%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....
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 Kshs..... Issued Kshs..... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 20%; text-align: center;">Citizenship Details</th> <th style="width: 20%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....
Name	Nationality	Citizenship Details	Shares																					
1.....																					
2.....																					
3.....																					
4.....																					
Date Signature of Candidate																								

If a Kenya Citizen, indicate under Citizenship by birth, naturalisation or registration

FORM PQ-4: TRADE EXPERIENCE

Do you have any previous contract work or tendering experience?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">Y</td> <td style="width: 50%; text-align: center; padding: 2px;">N</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Y	N			
Y	N					
<p>If yes, please complete the fields below. List the last contracts awarded to you (the tendering business) or previous experience with other business related to this type of work or supply.</p> <p style="text-align: center; margin: 20px 0;">COMMERCIAL</p> <p>Name 3 commercial references/referees of previous business and provide their name(s) and telephone numbers.</p>						
Business Name	Contact Number	Contact Person	No. of years			

Total number of years the firm has been in business.

--

FORM PQ-5: FINANCIAL INFORMATION

A.) Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt?

Yes/No.....

If yes, please elaborate:

B.) Indicate annual average turnover excluding Value Added Tax during the past three (3) years:

	Annual Turnover (KES)	Year
Annual Turnover R Year	<input type="text"/>	<input type="text"/>
Annual Turnover R Year	<input type="text"/>	<input type="text"/>
Annual Turnover R Year	<input type="text"/>	<input type="text"/>

NB: Attach copies of the latest audited Financial Statements.

FORM PQ-6: QUALITY, SAFETY AND ENVIRONMENT

1. Is your business a permit holder under the ISO?

YES	NO
-----	----

2. Does your business operate a Quality Management System?

NB: Attach your policy manual

YES	NO
-----	----

3. Do you have an Environmental Policy in place?

YES	NO
-----	----

4. Does your business have a Health and Safety Policy?

YES	NO
-----	----

FORM PQ-7 - STAFF COMPOSITION

(i) **Details of Directors / Partners of the Bidder**

Name	Designation	Academic & Professional Qualifications and qualification	Day contact and email address

(ii) **Bidders Technical / Management Staff**

Name	Position	Specialization and qualification

(iii) **Support Staff**

Name	Position	Specialization and qualification

FORM PQ-8: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF

Proposed Position: _____
Name of Firm: _____ Name of Staff: _____ Profession: _____
Date of Birth: _____ Years with Firm: _____ Nationality: _____ Membership in
Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: _____

Signature of staff member _____ Date: _____

Name of authorized representative of the firm _____

Signature of authorized representative _____ Date: _____

FORM PQ-9: DECLARATION OF INTEREST

No bid will be accepted from persons in the service/employee of Kenya Railway Golf Club.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Full Name:

Identity Number:

Company Registration Number:

Tax Reference Number (PIN).....

(Tick as appropriate)

- | | |
|---|--------|
| 1. Are you presently an employee of KRGC? | YES/NO |
| 2. Do you, have any relationship (spouse, child, family, friend, or other) with persons in KRGC? | YES/NO |
| 3. Do you know any person(s) who may be involved with the evaluation and or adjudication of this bid? | YES/NO |

CERTIFICATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

FORM PQ-10: DECLARATION BY BUSINESS UNDER OATH

I/We

..... declare

that the above particulars and information furnished to Kenya Railway Golf Club for the purposes of registering our organization on the supplier database are true in substance and in fact and that I/We fully understand the meaning thereof.

Name: ----- Signature: -----

Designation: -----

Name: ----- Signature: -----

Designation: ----- :

Signed and sworn to before me at _____ on this

theday of by the Deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

.....

COMMISSIONER OF OATHS