

KANGEMA HIGH SCHOOL

PRE-QUALIFICATION DOCUMENT

TENDER NO: KHS/PQ/25/26/27

FOR

PROVISION, REPAIR AND MAINTENANCE OF ENERGY SAVING JIKOS

FOR THE FINANCIAL YEAR 2026/2027

TO BE ADDRESSED TO:

The B.O.M Secretary
Kangema High School
P.O. Box 63-10202
Kangema

INVITATION FOR PRE-QUALIFICATION

Kangema High School invites sealed applications from interested, eligible and competent firms for the Pre-Qualification for Provision, Repair and Maintenance of Energy Saving Jikos for the 2026/2027 Financial Year.

Tender No: KHS/PQ/25/26/27

Category: Provision, Repair and Maintenance of Energy Saving Jikos

Submission Deadline: 1st July 2026 at 10.00 AM

INSTRUCTIONS TO APPLICANTS

Interested applicants must provide the following information certified and arranged in the order listed below:

1. Mandatory Requirements:

- Copy of Certificate of Business Registration/Incorporation
- Valid Tax Compliance Certificate (from KRA)
- Valid Business Permit from County Government
- CR12 for Limited Companies (Issued within the last 12 months)
- Proof of Physical Address (attach utility bill or lease agreement)
- Company Profile detailing services offered, experience and capacity
- At least three (3) Recommendation Letters from previous clients for similar services
- Evidence of past contracts or LPOs for supply, repair and maintenance of energy saving jikos in institutions
- Audited Financial Statements for the last two (2) years
- List of Technical Staff (Attach CVs and copies of relevant certificates)

- List of relevant Tools & Equipment owned by the firm
- Duly filled and signed Confidential Business Questionnaire
- Declaration that the firm is not debarred from participating in public procurement (from PPRA)

2. Scope of Works:

- Fabrication, supply and installation of energy saving jikos
- Routine inspection and servicing of existing energy saving jikos
- Repair or replacement of worn out parts
- Advising the institution on best energy saving jiko models and technology
- Training of kitchen staff on proper usage and maintenance of the jikos

3. Evaluation Criteria:

- Compliance with mandatory requirements (Pass/Fail)
- Experience in similar assignments (20 marks)
- Technical and professional capacity (20 marks)
- Financial capability (20 marks)
- Client references and past performance (20 marks)
- Availability of relevant equipment and tools (20 marks)

4. Submission Instructions:

The completed tender documents should be enclosed in a plain sealed envelope clearly marked:

TENDER NO: KHS/PQ/25/26/27V

PRE-QUALIFICATION FOR PROVISION, REPAIR AND MAINTENANCE OF ENERGY SAVING JIKOS

And addressed to:

The B.O.M Secretary
Kangema High School
P.O. Box 63-10202
Kangema

And deposited in the Tender Box at the School's Reception on or before:

1st July 2026 at 10.00 AM

Late submissions will not be accepted.

Kangema High School reserves the right to accept or reject any application wholly or partially and is not bound to give reasons thereof.

APPLICANT'S DECLARATION

I/We the undersigned, having read and fully understood the instructions and requirements in this pre-qualification document, do hereby declare that the information provided is true and correct.

Name of Applicant: _____

Signature: _____

Date: _____

Official Stamp: _____