

KANGEMA HIGH SCHOOL

PRE-QUALIFICATION DOCUMENT

TENDER NO: KHS/PQ/33/25/26

FOR

PROVISION, MAINTENANCE AND SERVICING OF CCTV CAMERAS

FOR THE FINANCIAL YEAR 2025/2026

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, Maintenance and Servicing of CCTV Cameras for the 2025/2026 Financial Year.

Tender No: KHS/PQ/33/25/26

Category: Provision, Maintenance and Servicing of CCTV Cameras

Submission Deadline: 1st July 2025 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 CCTV works in similar 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:

- Supply and installation of new CCTV cameras and accessories

- Maintenance and regular servicing of existing CCTV systems
- Repair or replacement of defective parts or components
- Upgrading CCTV system software where necessary
- Providing technical support and user training to the school staff

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/33/25/26

PRE-QUALIFICATION FOR PROVISION, MAINTENANCE AND SERVICING OF CCTV CAMERAS

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 2025 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: _____