



THE KANGEMA HIGH SCHOOL

P.O BOX 63-10202, TEL: 0727 230794 KANGEMA

EMAIL: kangemahighschool@yahoo.com

:kangemahighschool2020@gmail.com

VISION: To produce academically sound, self respecting young men who will have a positive impact in the society

KHS/PQ26/26/27 PROVISION AND MAINTENANCE OF COMPUTERS, PRINTERS AND ACCESSORIES

PRE-QUALIFICATION TENDER DOCUMENT

For: Provision and Maintenance of Computers, Printers, and Accessories

Financial Year: 2026-2027

1. Invitation for Pre-Qualification

The Kangema High School invites applications from eligible and qualified suppliers for pre-qualification for the provision and maintenance of computers, printers, and accessories for the financial year 2026-2027.

Scope of Services includes but not limited to:

- Supply of new computers, laptops, printers, and accessories.
- Routine and emergency maintenance services.
- Installation and configuration of computer hardware and software.
- Repair services for faulty IT equipment.
- Supply of consumables (e.g., toners, cartridges).

- 2. Instructions to Applicants

- This is not a tender for supply but a pre-qualification process.
- Only those firms that pre-qualify will be invited to bid in the restricted tender process
- Late submissions will not be considered.

3. Mandatory Requirements (Preliminary Evaluation)

Applicants must submit copies of the following documents:

- Certificate of Incorporation/Registration.
- Valid Tax Compliance Certificate.
- Valid Business Permit/Trading License.
- Registration with relevant ICT authority (if applicable).
- Company Profile detailing experience in ICT equipment and maintenance.
- List of at least 3 recent clients (with contact details) for similar services.
- Manufacturer's Authorization Letter (for dealers/resellers).
- Declaration that the company is not debarred from participating in public procurement.

4. Technical Evaluation Criteria

NO	CRITERIA	SCORE
1	Relevant Experience (Min 3 years)	20
2	Technical staff qualifications	15
3	Client reference letters(Min 3)	15
4	Physical location of office	10
5	Warranty& after sale service	10

6	Manufacturer authorization	10
7	Financial Capability	10
8	Value addition	10

Pass Mark: 70% and above to be pre-qualified.

5. Submission Instructions

Completed pre-qualification documents in plain sealed envelopes marked:

"Pre-Qualification for Provision and Maintenance of Computers, Printers, and Accessories - [Tender No.....]"

should be addressed to:

THE B.O.M SECRETARY

KANGEMA HIGH SCHOOL

P.O.BOX 63-10202

KANGEMA

And deposited in the tender box located at the school

Deadline for submission: 1st July 2026 at 10am.

6. Confidentiality & Disclaimer

- The institution reserves the right to accept or reject any application without assigning reasons.
- Pre-qualification does not amount to a contract award

- 7. Declaration Form

(The supplier must sign a declaration confirming authenticity of the information provided and understanding of the tender process.)