



**CALL FOR PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE YEAR 2025**

**ABOUT THE SDGS KENYA FORUM**

The SDGs Kenya Forum was formed in 2015 and brings together diverse organisations working across the counties on the Sustainable Development Goals (SDGs). The Forum is a voluntary membership entity open to CSOs, academia, media, the Private Sector, Government Departments and UN Agencies who subscribe to the aspirations of the 2030 Agenda, particularly the Sustainable Development Goals. Its formation was informed by the need to influence multi-stakeholder policies and actions for the achievement of the SDGs in Kenya.

The Mission of the Organisation is to promote a participatory and accountable approach towards the implementation of SDGs in Kenya.

The SDGs Kenya Forum invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the prequalification documents.

**CATEGORY A; SUPPLY OF GENERAL GOODS AND SERVICES**

No.	Reference No.	Category
1.	SDG/A1/2025	Supply and delivery of general office stationery



2.	SDG/A2/2025	Supply and Delivery of Office Window Blinds.
3.	SDG/A3/2025	Supply and delivery of office furniture
4.	SDG/A4/2025	Supply of IT Equipment and accessories including phones, Laptops.

#### **CATEGORY B; PROVISION OF SERVICES**

No.	Reference No.	Category
1.	SDG/B1/2025	Provision of Photography, live streaming, and Videography Services
2.	SDG/B2/2025	Provision of Courier Services Countrywide
3.	SDG/B3/2025	Provision of Razzmatazz/Book launching services.
4.	SDG/B4/2025	Provision of outside catering services.
5.	SDG/B5/2025	Provision of accommodation and conferencing services in Laikipia, Uasin-Gishu, Nakuru and Makueni counties.

#### **CATEGORY C; PROVISION OF CONSULTANCY SERVICES**

No.	Reference No.	Category
1.	SDG/C1/2025	Consultancy on development of documentary and videography services.
2.	SDG/C2/2025	Media consultancy services.

##### **1.1. Pre-qualification Objective**

The main objective of prequalification is to maintain a register of suppliers and service providers under relevant tenders/quotations to SDGs Kenya Forum on as and when required basis.

##### **1.2. Invitation of Pre-qualification**

Suppliers/Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Procurement Committee – SDGs Kenya Forum so that they may be pre-

qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

### 1.3. Experience

Prospective suppliers/Service Providers/contractors must have undertaken successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### 1.4. Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers/Service Providers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

N/B: All filled prequalification documents should be emailed, applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be e.g. (SDG A1/2025- Supply and Delivery of General office stationeries)

### 1.5. Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other required information shall be submitted to reach: [info@sdgkenyaforum.org](mailto:info@sdgkenyaforum.org) not later than **20th February 2025 at 5.00pm**

### 1.6. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address [info@sdgkenyaforum.org](mailto:info@sdgkenyaforum.org) not later than **14th February 2025**.

### 1.7. Additional Information

SDGs Kenya Forum reserves the right to request submission of additional information from prospective bidders.

### 1.8. Request for quotations.

Request for quotations will be made available only to those bidders whose qualifications are accepted by SDGs Kenya Forum at the disclosure of the Procurement Committee after the completion of the pre – qualification process.

### 1.9 Evidence

Suppliers shall provide such evidence of their continued eligibility satisfactory to SDGs Kenya Forum, as the Forum shall request.

## 2.0 Qualification Criteria

a) Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4 are to be completed by prospective suppliers who wish to be registered for submission of tenders.

b) Application

The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

c) Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

d) Financial Condition

The Suppliers financial condition will not be forming part of the evaluation criteria to determine the supplier's eligibility at this stage.

e) Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

f) Past Performance

Past performance will be given consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

g) Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-

h) Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and SDGs Kenya Forum will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

## 2. BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1. Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of

the Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for 30 days.

## 2.2 Payments

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

## 2.3 Eligible Suppliers

2.3.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to SDGs Kenya Forum so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.3.2 Evidence Suppliers shall provide such evidence of their continued eligibility satisfactory to SDGs Kenya Forum, as the Forum shall request.

## REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority
4. Copy of Current Trade License.
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly Completed Confidential Business Questionnaire
8. For provision of Ticketing Services prospective service providers **MUST** be registered with IATA/KATA.
9. Attach CR 12/ Directorship of the company.
10. CVs for consultants.

## FORM RQ-1 - REGISTRATION DATA SUPPLIERS APPLICATION FORM

I/We ..... hereby apply for registration (Name of Company/Firm) as suppliers of (Item Description) Category

No..... Other branches and location  
.....

Organization & Business Information Management

Personnel ..... Job Title.....  
.....  
.....

Partnership (if applicable) Names of Partners  
.....  
.....

Indicate terms of trade/ sale /Payment.....

**Attach copy of the Company profile**

**RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Part 1- General:

Business Name.....  
Plot No.....  
Location of Business Premises.....  
Street/Road.....  
Email address.....  
Postal Address..... Tel No.....  
Nature of Business..... Current Trade license.....  
Expiring.....  
Maximum Value of Business which you can manage at any given Time: Ksh.....  
Name of Your Bankers..... Branch.....  
Organisation Contact Person: Name.....  
Title..... Tel.  
No.....

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:

Name	Nationality	Citizenship	Details	Shares
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

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 .....  
**FORM RQ-3 PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any other tender in SDGs Kenya Forum? (YES/NO) \_\_\_\_\_. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

\_\_\_\_\_

\_\_\_\_\_

b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to SDGs? Yes/No: \_\_\_\_\_, if yes indicate hereunder the financial year, the goods, or services that you supplied and their value. Financial year Goods or service supplied.

Financial Year	Goods or services supplied	Total Value

**PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**

1.Name of 1st Client (organization)  
 Name of Client (organization) .....  
 Address of Client (organization).....  
 Name of Contact Person at the Client (organization) .....  
 Telephone No. of Client .....  
 Duration of Contract (date) .....  
 Signature and Stamp of Organization.....

2.Name of 2nd Client (organization)  
 Name of Client (organization) .....  
 Address of Client (organization) .....  
 Name of Contact Person at the Client (organization) .....  
 Telephone No. of Client .....  
 Duration of Contract (date) .....  
 Signature and Stamp of Organization.....

3.Name of 3rd Client (organization)

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the Client (organization) .....

Telephone No. of Client .....

Duration of Contract (date) .....

Signature and Stamp of Organization.....

4. All applicants applying for various consultancies and services kindly attach samples of past related work products e.g. Reports, Videos etc.

**FORM RQ-4 - LITIGATION HISTORY, COMPLIANCE, DECLARATION**

4.1 Litigation History

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE DISPUTED	AMOUNT (CURRENT, KSHS.EQIVAL)

**4.2 COMPLIANCE WITH KENYAN PROCUREMENT LEGISLATION**

SDGs Kenya Forum will disqualify any supplier who:

(a.) is bankrupt or is being wound up, where his/her affairs are being administered by the court, where he has entered an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.

(b.) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations.



(c.) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct.  
(d.) has committed any act of grave professional misconduct.  
(e.) has not fulfilled obligations relating to the payment of all government statutory payments.  
(f.) has not fulfilled obligations relating to the payment of taxes in accordance with the Legal provisions of Kenya.  
(g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

(h.) has been the subject of a conviction for participation in a criminal organization. i. has been the subject of a conviction for corruption. j. has been the subject of a conviction for fraud. k. has been the subject of a conviction for money laundering. Please confirm whether any of the above applies to your organization or its directors or any other person who has powers of representation, decision, or control of the organization.  
Yes / No

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Where the answer is affirmative, please provide details.

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SDGs may seek evidence later, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. If at any time in the tender procedure SDGs receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

### I. DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any SDGs Kenya Forum employee. Do you have a relationship with any SDGs employee that would cause any real or perceived conflict of interest? Yes/No \_\_\_\_\_

(Specify

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I ..... declare, for and on behalf of .....  
(Company/firm) that all the information furnished to SDGs Kenya Forum in connection with this prequalification is true and accurate in all material respect.

### H. AUTHORISATION

Form completed by:

Name:

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Tel No:

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Signature:

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Date:

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Position:

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Thank you for completing this questionnaire. The information it contains will be held in confidence by SDGs Kenya Forum and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.