



Questworks

PREQUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2019/ 2020

QWL/2019 – 2020

13th MARCH, 2019

CONTENTS

SECTION A: INSTRUCTIONS AND TERMS OF PREQUALIFICATION 3

SECTION B: TENDER NOTICE 3

SECTION C: BUSINESS INFORMATION 5

SECTION D: OWNERSHIP INFORMATION 5

SECTION E: CUSTOMER REFERENCES 6

SECTION F: TERMS OF ENGAGEMENT 6

SECTION G: ATTACHMENTS 7

SECTION H: DECLARATION 8

SECTION A: INSTRUCTIONS AND TERMS OF PREQUALIFICATION

- 1) Questworks intends to prequalify suppliers for the financial year 2019-2020. Suppliers registered under the Laws of Kenya are invited to submit their pre-qualification documents to Questworks for short listing.
- 2) In order to be considered for pre-qualification, prospective suppliers must complete all sections, and must attach the requested documents. Only candidates who meet the set criteria will be prequalified for subsequent Tenders/RFQs.
- 3) Questworks is a VAT Withholding Agent. Only candidates willing to work under these terms should apply for prequalification.
- 4) Questworks will not make any advance payment for goods supplied. However, suppliers shall get an LPO for goods to be supplied.
- 5) Payments are done only on Tuesdays and Fridays.
- 6) Prices should be valid for 30 days.

SECTION B: TENDER NOTICE

- 1) This prequalification document may be downloaded from the Questworks website:
<http://www.questworks.co.ke/procurement/>

- 2) The completed prequalification document and attachments should be sent to:

info@questworks.co.ke

PROCUREMENT DEPARTMENT

Subject: PRE-QUALIFICATION OF SUPPLIERS 2019-2020: TENDER NO:
QWL/PREQUALIFICATION/2019-2020

so as to be received not later than **Friday, 5th April 2019**. Documents submitted after this will not be accepted.

- 3) Enquiries that may arise from the prequalification document should be channeled to:

info@questworks.co.ke

PROCUREMENT DEPARTMENT

Subject: INVITATION TO TENDERS/QUOTATION/PROPOSALS

- 4) Any revisions to this prequalification will be posted on:

<http://www.questworks.co.ke/procurement/>

TENDER NO.	DESCRIPTION
CATEGORY A	SUPPLY OF GOODS
QWL/A/01/2019-20	SUPPLY AND DELIVERY OF STEEL , BRC, ANGLE LINES, HOLLOW SECTIONS AND OTHER CONSUMABLES
QWL/A/02/2019-20	SUPPLY AND DELIVERY OF CEMENT
QWL/A/03/2019-20	SUPPLY AND DELIVERY OF SAND, BALLAST, HARDCORE, QUARRY DUST, RIVER SAND, ROCKS AND, MURRAM
QWL/A/04/2019-20	SUPPLY AND DELIVERY OF ELECTRICAL ACCESSORIES, CABLES & CONSUMABLES
QWL/A/05/2019-20	SUPPLY AND DELIVERY OF TIMBER
QWL/A/06/2019-20	SUPPLY AND DELIVERY OF HOLLOW BLOCKS AND POTS
QWL/A/07/2019-20	SUPPLY AND DELIVERY OF BLOCK STONES
QWL/A/08/2019-20	SUPPLY AND DELIVERY OF FUEL & OILS
QWL/A/09/2019-20	SUPPLY AND DELIVERY OF TILES AND OTHER CONSUMABLES
QWL/A/10/2019-20	SUPPLY OF GLASSES AND OTHER CONSUMABLES
QWL/A/11/2019-20	SUPPLY AND DELIVERY OF PAINT AND OTHER CONSUMABLES
QWL/A/12/2019-20	SUPPLY AND DELIVERY OF PLUMBING MATERIALS AND OTHER CONSUMABLES
QWL/A/13/2019-20	SUPPLY AND DELIVERY OF MOUNTING STRUCTURES
QWL/A/14/2019-20	SUPPLY OF SAFETY ITEMS & PPE
QWL/A/15/2019-20	SUPPLY AND DELIVERY OF ROOFING MATERIALS
QWL/A/16/2019-20	SUPPLY AND DELIVERY OF PLYWOOD, BLOCK BOARDS, MDF BOARDS, FIBRE BOARDS
QWL/A/17/2019-20	SUPPLY OF LIGHTING FIXTURES AND MATERIALS
QWL/A/18/2019-20	SUPPLY AND DELIVERY OF GYPSUM BOARDS, GYPSUM CORNICES, GYPSUM STUDS & SCREWS
QWL/A/19/2019-20	SUPPLY AND DELIVERY OF SANITARY WARE AND FITTINGS
QWL/A/20/2019-20	SUPPLY OF PUMPS, VALVES, VOLTAGE SWITCHES ETC
QWL/A/21/2019-20	SUPPLY OF FLUSH MOUNTS, CEILINGS
QWL/A/22/2019-20	SUPPLY OF FIRE AND DETECTION SYSTEM
QWL/A/23/2019-20	SUPPLY AND DELIVERY OF GALVANISED TRUNKING
QWL/A/24/2019-20	SUPPLY AND DELIVERY OF MAZERAS

QWL/A/25/2019-20	SUPPLY OF ALUMINIUM FRAMES AND OTHER CONSUMABLES
QWL/A/26/2019-20	SUPPLY OF IRON MONGERY
QWL/A/27/2019-20	SUPPLY AND DELIVERY OF MARINE BOARDS
QWL/A/28/2019-20	SUPPLY AND DELIVERY OF INSULATION
QWL/A/29/2019-20	SUPPLY OF WATER PROOFING
QWL/A/30/2019-20	SUPPLY OF POWER TOOLS & MECHANICAL TOOLS
QWL/A/31/2019-20	SUPPLY OF DISPENSERS & BOTTLED WATER
QWL/A/32/2019-20	SUPPLY OF OFFICE STATIONERY
QWL/A/33/2019-20	SUPPLY OF HOUSE-KEEPING ITEMS

SECTION C: BUSINESS INFORMATION

Tender Number and Description _____

Business / Company Name _____

Physical Address _____

P.O. Box _____ Tel _____

Alt Tel _____ Email _____

Contact Person and Designation _____

Number of Years in Business _____

SECTION D: OWNERSHIP INFORMATION

1) Type of Registration

Sole Proprietorship [] Limited Company [] Partnership []
 Other (*please state*) []

2) Registration Number _____ PIN Number _____

3) Regulatory body certificate (if any) _____

4) Other certificates (if any) _____

	Name of Owner / Directors / Partners	ID Card / Passport Number
1.		
2.		
3.		
4.		
5.		

5) Details of Litigation history if any

SECTION E: CUSTOMER REFERENCES

Project Name and Goods Supplied	Client Name	Client Phone Number

SECTION F: TERMS OF ENGAGEMENT

1) Supplier Category

Manufacturer () Exclusive Distributor () Dealer ()

Wholesaler () Retailer () Other () _____

2) Preferred mode of payment _____

3) Maximum value of business you can handle at any one time _____

4) Minimum order quantity _____

5) Do you deliver? Yes () No ()

Terms of delivery:

6) Time it will take to deliver:

		Days
1.	Official quote following a request from Questworks	
2.	Delivery of goods after receiving a local purchase order	

5) Credit Period following delivery of invoice

Days	Tick Where Applicable (√)
0	
30	
45	
60	
90	
120	

SECTION G: ATTACHMENTS

Please attach a copy of:

- 1) Certificate of Registration or Incorporation
- 2) PIN Certificate
- 3) Valid Tax Compliance Certificate
- 4) Owner / Directors / Partners ID Cards (certified copies)
- 5) Owner Certificates of Good Conduct (sole proprietorship only)
- 6) CR 12 for Companies or Partnerships (certified copies)
- 7) Company Profile

- 8) 4 Reference letters
- 9) 2 year audited financial statements (companies and partnerships only)
- 10) 6 months' bank statements
- 11) Regulatory body certificate (if any)

SECTION H: DECLARATION

We the undersigned state that the above information is correct and that we give Quest Works Limited authority to seek references from our previous clients.

Signed _____

Name _____

Capacity _____

Date _____

Company's Stamp