



**OMOH HOMES LTD  
P.O BOX 5941-00100  
NAIROBI, KENYA**

**PREQUALIFICATION AND REGISTRATION OF SUPPLIERS FOR 2024 - 2025**

**CLOSING DATE: FRIDAY 19<sup>TH</sup> JULY,2024**

Tenderer's Name.....  
Category Name.....  
Category Ref No.....



**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR 2024-2025**

OMOH HOMES LTD invites applications from interested and eligible firms for pre-qualifications for the supply of the under listed Services and Works.

**CATEGORY A: PROVISION OF GENERAL SERVICES**

<b>TENDER NO.</b>	<b>CATEGORY CODE</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
A1	OHL/001/24-25	Provision of General Printing work	AGPO
A2	OHL/002/24-25	Provision of Tagging of assets services	OPEN
A3	OHL/003/24-25	Provision of Fumigation and Pest Control Services	AGPO
A4	OHL/004/24-25	Provision of Office Cleaning and Sanitary Services.	AGPO
A5	OHL/005/24-25	Provision of CCTV, Alarm System, Access Control & Biometric Register Maintenance	AGPO
A6	OHL/006/24-25	Provision of Courier and Postage Services	AGPO
A7	OHL/007/24-25	Provision of Photography and Video Services	AGPO
A8	OHL/008/24-25	Provision of Repairs of Office Furniture and Fitting	AGPO
A9	OHL/009/24-25	Development of Radio and TV Documentary	AGPO
A10	OHL/010/24-25	Provision of Media Liaison Services	AGPO
A11	OHL/011/24-25	Provision of Events and Promotions, Organization and Management	AGPO
A12	OHL/012/24-25	Provision of Air Travel, Reservation and Ticketing Services (IATA Registered only)	OPEN
A13	OHL/013/24-25	Provision of Transport Services	AGPO
A14	OHL/014/24-25	Provision of Simple Maintenance	OPEN
A15	OHL/015/24-25	Provision of Designing Services for Forms and Advertising Materials	AGPO
A16	OHL/016/24-25	Provision of Auctioneer Services	OPEN
A17	OHL/017/24-25	Provision of Market Survey Research Services	OPEN
A18	OHL/018/24-25	Provision of Microsoft Office Licenses, Antivirus Software Licenses and Information System Security Services	OPEN

A19	OHL/019/24-25	Provision of General Graphic Design Works,	AGPO
A20	OHL/020/24-25	Provision of Art work design services and Provision of Modelling Services.	AGPO
A21	OHL/021/24-25	Provision of Car Hire and Taxi Services in Nairobi and in Major towns (preferably Mombasa, Kisumu, Eldoret, Nakuru, Naivasha, Nyeri, Isiolo, Nyahururu and Garissa	OPEN
A22	OHL/022/24-25	Provision of Comprehensive medical insurance cover, group life Cover, WIBA, GPA and general Insurance Services	OPEN
A23	OHL/023/24-25	Provision of Courier and Freight Services across all Counties	OPEN
A24	OHL/024/24-25	Provision of Signage and branding services	AGPO
A25	OHL/025/24-25	Provision of interior design and decoration services	AGPO
A26	OHL/026/24-25	Provision of creative design, Printing, binding, editorial Services, report typesetting etc	AGPO
A27	OHL/027/24-25	Provision of digital marketing services/premium rate mobile services (PRSP services)	OPEN
A28	OHL/028/24-25	Provision of Training and Team Building Services	OPEN
A29	OHL/029/24-25	Provision of Conference Facilities within Nairobi County and other counties.	OPEN
A30	OHL/030/24-25	Provision of Internet, Wide Area Networking and cloud solutions.	OPEN
A31	OHL/031/24-25	Provision of Data Communication Services, Computer Networks, Structured Cabling, website development, Hosting and Maintenance services	OPEN
A32	OHL/032/24-25	Supply, delivery and installation of Corporate Systems including Electronics Documents and Records Management System (EDRMS); Enterprise Resources Planning System; Dynamic & Interactive E-Learning Platform; helpdesk solution, onsite and offsite Data Backup Solution	OPEN
A33	OHL/033/24-25	Provision of car tracking services	OPEN
A34	OHL/034/24-25	Provision of General Insurance cover	OPEN

**CATEGORY B: PROVISION OF CONSULTANCY SERVICES**

B1	OHL/035/24-25	Provision of Legal Services	OPEN
B2	OHL/036/24-25	Provision of Tax Consultancy Services	OPEN
B3	OHL/037/24-25	Provision of External Audit Services (SASRA Approved Only) and Information System audits	OPEN
B4	OHL/038/24-25	Provision of ICT Systems Audit Consultancy Services	OPEN
B5	OHL/039/24-25	Provision of Human Resource Consultancy Services	OPEN
B6	OHL/040/24-25	Provision of Valuation Services	OPEN
B7	OHL/041/24-25	Provision of Land Surveying Services	OPEN
B8	OHL/042/24-25	Physical Planning Services	OPEN
B9	OHL/043/24-25	Property Agency Services	OPEN
B10	OHL/044/24-25	Provision of Architectural services	OPEN
B11	OHL/045/24-25	Provision of Structural Engineering Services	OPEN
B12	OHL/046/24-25	Provision of Quantity Surveying Services	OPEN
B13	OHL/047/24-25	Provision of Civil Engineering Services	OPEN
B14	OHL/048/24-25	Provision of Formulation and Review of Strategic Plan Services	OPEN
B15	OHL/049/24-25	Provision of Formulation and Review of Policies	OPEN
B16	OHL/050/24-25	Provision of Staff/Customer/Member/Stakeholders Satisfaction Survey	OPEN
B17	OHL/051/24-25	Provision of Occupation Safety & Health Advisory Services (Training, Audits & Assessments)	OPEN
B18	OHL/052/24-25	Provision of Training Services for BOD, and Staff	OPEN
<b>CATEGORY C: WORKS</b>			
C1	OHL/053/24-25	Provision of Building Works and General maintenance Contractors registered by NCA	OPEN
C2	OHL/054/24-25	Provision of Borehole drilling and Maintenance Works	OPEN
C3	OHL/055/24-25	Provision of Road and Civil Works	OPEN
C4	OHL/056/24-25	Provision of Plumbing and Maintenance Works	OPEN
C5	OHL/057/24-25	Provision of Electrical Maintenance Works	OPEN
C6	OHL/058/24-25	Supply and Maintenance of Fire Equipment, Generators and Air Conditioners	OPEN

Pre-qualification instructions with detailed specifications should be downloaded electronically from our website **www.omohhomes.com**, go to **Omoh Fund, Tenders section**.

Youth, Women and persons with disabilities who have registered with the National Treasury (Directorate of Procurement) and County Government are encouraged to apply.

In order to participate in the prequalification exercise, interested firms must pay a non-refundable fee of **Kshs. 3,000/- per category** Payable through our MPESA Paybill **522533** Account Number **7869410**

Duly completed Pre-qualification documents in plain sealed envelopes clearly marked with the pre-qualification **Item number, prequalification number OHL/PREQ/2024-2025 - Category** for pre-qualification of suppliers should be addressed to:

**HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES  
OMOH HOMES LTD  
P.O Box 5941-00100 Nairobi**

And deposited in the Tender Box situated at **19 Floor, OMOH HOMES LTD View Park Towers, Utalii Lane, Nairobi** so as to be received on or before, **Friday 19th July, 2024 at 12:00 pm**

**“All Tenders MUST subscribe to 22770 for all OMOH Homes Tender Notifications, Updates and Guidelines. To subscribe, SMS 'TENDER' to 22770”**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

OMOH HOMES LTD would like to invite interested candidates who must qualify by meeting the set criteria as provided by OMOH HOMES LTD to perform the contract of supply and delivery or provision of goods and services to the Organization.

### **1.2 Objective**

The main objective of pre-qualification of suppliers is to supply and deliver assorted Goods and Services under relevant Tenders/quotations to the society as and when required.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to **HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES, OMOH HOMES LTD** so as to be pre-qualified for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification.

### **1.4 Pre-qualification Documents**

This document includes a questionnaire to be completed and returned with the tender and be supported by the requisite documents from eligible and competent bidders. In order to be considered for pre-qualification, prospective suppliers must submit all the

information required on the forms / questionnaire

#### **1.4 Submission of Pre-qualification Documents**

Duly completed pre-qualification and other supporting documents should be addressed to:

**HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES  
OMOH HOMES LTD  
P.O Box 5941-00100 Nairobi**

And be deposited in the Tender Box at **19<sup>th</sup> Floor, OMOH HOMES LTD View Park Towers, Utalii Lane, Nairobi** so as to be received on or before **Friday 19th July, 2024 at 12:00 pm.**

All applicants should clearly indicate in the envelope the category they are interested in. One document shall present **ONLY ONE category**. For those interested in various categories, they should submit separate documents in the various categories

#### **1.5 Pre-qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Organization in determining, according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect with the tender category as described by the client.

#### **1.6 Essential Criteria for Pre-qualification**

**Experience** - Prospective suppliers of goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the Tender Notice.

#### **Financial Capability**

The supplier's financial capability will be determined by examination of the latest 2 year audited financial statements submitted with prequalification documents as well as letters of references from the bankers regarding credit/financial position.

#### **Past Performance**

The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included.

#### **Capacity of the Firm**

Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

#### **1.7 Notification of Pre-qualification**

All participants shall be notified formally of the outcome via **Omoh Homes Code - 22770**, after the successful completion of the pre-qualification process.

## 1.8 Presentation

A table of contents illustrating the contents of the documents is compulsory, as it creates ease of evaluation and will help verify the contents

## 2.0 Verification

The Procuring entity shall have the right to visit the suppliers' premises to verify the information provided in the document and ascertain as part of the prequalification process, that the supplier in deed has the capability to provide the stated goods or services.

### PRE-QUALIFICATION CRITERIA

	<b>REQUIRED INFORMATION</b>	<b>FORM REF</b>
1	Prequalification documentation	PQ-1
2	Pre-qualification data	PQ-2
3	Financial position	PQ-3
4	Past Experience- References	PQ-4A
6	Past Experience- Volume of business	PQ-4B
6	Human, Technical and Logistical Capacity	PQ-5
7	Confidential report	PQ-6

## **FORM PQ-1**

### **PRE-QUALIFICATION DOCUMENTS (ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)**

All firms must provide: -

1. Copy of Certificate of Registration/ Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of current Trade License
5. A utility Bill for proof of physical presence
6. Attach the Mpesa SMS/KCB Message as a proof of payment for this tender.



**FORM PQ 2**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**Part 1 - General Information**

I/We ..... hereby apply for registration  
(Name of company/firm)

as supplier(s) of .....  
(Item Description)

.....  
(Category No.)

Physical Location of Business Premises:

.....

Postal Address:

.....

Business Registration Ref No:

.....

Date of registration of business:

.....

Telephone No.....

Mobile No/s: .....

E-mail: .....

Nature of Business:

.....

Full name of applicant

.....

Other business branches (if any)

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.....  
.....

**Part 2 (a) - Sole Proprietor**

Name: .....

Age: .....

Nationality: .....

ID/Passport No: .....

**Part 2 (b) - Partnership**  
**Give details of partners as follows:**

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

**Part 2 (c) - Registered Company**

Private or Public Company: .....

Please state Nominal and Issued capital for the Company:

Nominal Kshs.:

.....

Issued Kshs.:

..... Give

details of all Directors as Follows:

No	Name	Citizenship	Residence	Shares
1				
2				
3				
4				
5				

**Part 3 - Names of All Associated or Holding Companies (if any)**

1 .....

2 . .....

3 .....

4 .....

5 .....

**NB: If more companies are applicable, please give the information on a separate sheet of paper**

## **FORM PQ-3**

### **FINANCIAL POSITION**

Attach a copy of firm's latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

Attach letters of reference from the bankers regarding supplier's credit position.

**FORM PQ-4A  
PAST EXPERIENCE- REFERENCES**

**Names of Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders.**

**1<sup>st</sup> Organization**

Name of client (organization) .....

Address of client  
(organization).....

Name of contact person at the  
client/organization.....

Telephone No. of  
client.....

Value of  
Contract.....

Duration of Contract  
(date).....

(Attach documental evidence of existence of contract- attachment )

**2<sup>nd</sup> Client (organization)**

Name of client (organization)  
.....

Address of client  
(Organization).....

Name of contact person at the  
Client/organization.....

Telephone No. of  
Client.....

Value of  
Contract.....

...

Duration of Contract  
(date).....

(Attach documental evidence of existence of contract - attachment)

**3<sup>rd</sup> client (organization)**

Name of client (organization)

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Address of client

(organization).....

Name of contact person at the

Client/organization.....

Telephone No. of

Client.....

Value of

Contract.....

Duration of Contract

(Date).....

(Attach documental evidence of existence of contract - attachment)

**FORM PQ-4B  
PAST EXPERIENCE- VOLUME OF BUSINESS**

**State three highest value of business you have handled in the past 12 months**

Name of Highest value contract

Name of client (organization)

.....

Value of

Contract.....

Name of 2<sup>nd</sup> Highest value contract

Name of client (organization)

.....

Value of

Contract.....



Name of 3<sup>rd</sup> Highest value contract

Name of client (organization)

.....

Value of

Contract.....

**FORM PQ-5  
HUMAN, TECHNICAL AND LOGISTICAL CAPACITY**

**Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender**

**Physical facilities**

Evidence of physical premises (place of business) e.g. attachment of latest utility bill (Electricity, Water bill, Council Rates payments, etc)

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**Managerial and key Personnel Competency**

List the key managerial and technical staff of your organization (attach their CVs)

Name of Key Staff	Position held	Position Held from (Date)



**FORM PQ 6**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE-  
(To be filled by All Prospective Suppliers)**

**Part 1**

(a) How many years have you been in business under the present business name?

.....  
.....  
...

(b) What is the maximum value of business which you can handle at any one time?

Kshs

.....  
.....

(c) State some of the factors that in your own opinion distinguish you from other competitors.

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(d) State whether or not you have experienced, in the area of non- performance by your company, any problem(s) with any contract(s) awarded to you by any organization during the last 12 months and give a brief explanation/description of the problem(s) and how you managed to solve it.

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(e) Give any other information relating to your company that you may consider relevant to your bid to do business with OMOH HOMES LTD

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**Part 2**

**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

(a) VAT Registration Number

.....

(b) PIN Number

.....

.....

(c) State any Quality Assurance Certification **e.g. ISO 9000** held by the company

.....

.....

.....

(d) State if the Company is a subject of bankruptcy proceedings, in receivership, administrative receivership or any other form of liquidation as defined by the applicable law.

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.....

**(e) Assets and Liabilities: -**

Total Assets in Kshs

.....  
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Current Assets in Kshs

.....

Total Liabilities in Kshs

.....

Net Worth (Total Assets-Total Liabilities)

.....

Working Capital .....

**(f) Terms of Sale / Trade: -**

Credit Period Yes/ No

**(If Yes Please Indicate Number of Credit Days)**

**(g) Name of Bankers and Branch**

**Part 3**

**DECLARATION**

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name .....

For and on behalf of .....

Position.....

Signature.....

Date .....

**Stamp**



