



CHRISTIAN HEALTH ASSOCIATION OF KENYA

SUPPLIER PRE-QUALIFICATION DOCUMENT REF: CHAK/PRE-2026-2027

BIDDERS CATEGORY CODE.....

CATEGORY NAME.....

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INTRODUCTION

CHAK intend to carry out pre-Qualification of its suppliers of goods and services for the year 2026-2027 in the categories indicated in prequalification of suppliers' advert.

Interested eligible bidders may obtain further information from the CHAK Secretariat offices during working hours or download the prequalification document from CHAK website www.chak.or.ke after paying a non-refundable fee of Ksh.3,000.00 per category to CHAK via CHAK Guest house pay bill number 882350.A/c number is the name organization.

The pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in a specified category.

Terms and Conditions

- I. All documents must be submitted in English Language
- II. The original document shall be prepared in legible and indelible ink. It shall contain no interlineation or overwriting, except if it as necessary to correct errors made by the supplier. Any such corrections must be initialized by the person who sign(s) the document.
- III. The completed document shall be signed off and initialized by the Director/partner of the organization on each page and signed on the last page in the space provided.
- IV. Certified copies of all supporting documents requested under the questionnaire must be submitted
- V. Please answer ALL questions in the questionnaire.
- VI. CHAK reserves the right to request submission of additional information from prospective suppliers.
- VII. CHAK will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this general questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- VIII. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law which has jurisdiction. Further, CHAK reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- IX. The information provided in the prequalification document is strictly confidential and solely for use by CHAK.
- X. This does not amount to any contractual obligation on the part of CHAK, and that CHAK is not

obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.

- XI. Suppliers will meet all costs associated with preparation and submission of their applications.
- XII. CHAK will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.
- XIII. The returned documents are bound and clearly marked as per clause.
- XIV. Pre- qualifications will be based on meeting the minimum criteria regarding the applicant's legal status, general and experience, personnel and financial position as demonstrated by responses in the attached forms.
- XV. The applicants should have a registered office and CHAK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods /services.
- XVI. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.
- XVII. Selected suppliers will be required to fill in gift disclosure, code of conduct and child safeguarding forms.

For this exercise CHAK defines the terms set forth below as follows:

- I. i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/employer in the pre-qualification process; and
- II. ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer and includes collusive practices among suppliers (prior to or after submission of documents) designed to establish prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free and open competition.

If you have any queries, please send to procurement@chak.or.ke

The completed questionnaire forms in plain sealed envelopes clearly marked with reference no. CHAK/PREQ/2026-2027 and the category number.

Tender Committee
Christian Health Association of Kenya (CHAK)
P.O Box 30690-00100

Nairobi, Kenya

Musa Gitau Road, Off Waiyaki Way
Telephone: 733-334419/0722-203617

And deposited in the Tender Box located at reception Area, CHAK Offices, Musa Gitau Road off Waiyaki way on or before 10:00am on Tuesday 30th September 2025. The documents will be opened on the same day

at 2:30pm at CHAK Guest House Hall I and representatives of the firms are welcome to witness the opening. Any document received after the deadline shall be rejected.

QUESTIONNAIRE

The questionnaire is to be completed by the respective supplier who wish to be prequalified for the specified tender category.

I. CORPORATE INFORMATION

	DETAILS	RESPONSE
I.1	Name of organization (As registered)	
I.2	Legal status of your organization (Tick as applicable)	
	Sole trader	
	Partnership	
	Private limited Company	
	Public Limited company	
	Consortium of companies	
	Others (Please specify)	
I.3	Company registration no:	
I.3.1	Date of registration	
	Type of business	Manufacturer <input type="checkbox"/> Reseller <input type="checkbox"/> Agent <input type="checkbox"/> Authorized distributor <input type="checkbox"/> Other (please specify) _____
I.4	Full Physical address of principal place of business (Clearly indicate the current location)	
I.5	Full postal address of the principal place of Business	
I.6	Registered address if different from the above	
I.7	Postal Code	
I.8	Telephone number	
I.10	E-mail address	
I.11	Website	
I.12	Company Tax PIN	
I.13	VAT Registration number	

1.14	Names of the shareholders, Directors, and Partners	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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1.15	Associated company (if any)	
1.16	Provide the name of company's certified Auditors	
1.17	Contact people within the organization to whom tender, or procurement enquiries should be made. (Please note this is the contact person to appear in our final vendor database if you are successful. The email address provided herein will be used when sending requests for quotations and LPOs if successful.	Name: _____ Title: _____ Tel: _____ Email: _____
1.18	Bank Details	Bank Code: _____ Bank Name: _____ Branch Code: _____ Branch Name: _____ Account Name: _____ Account Number: _____ Swift Code: _____

2. FINANCIAL INFORMATION

NO	PARTICULARS		
2.1	What was your turnover in the last two years?	- ----- Kshs) for the year end -----/-----/-----	- ----- Kshs) for the year ended -----/-----/-----
2.2	Has your organization met all its obligations to pay its creditors and staff during the past year? If no, please give reasons_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? If yes give details_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4	What is the name and branch of your bankers (who could provide a reference)?	Name	
Branch			
Telephone number			
		Postal Address	
		Contact person name	
		E-mail	

3. PERSONNEL

NO	PARTICULARS
3.2	How many staff does your organization have? (Attach CVs of at least 5 key staff) Indicate the number under each category. i) Technical (Permanent-----, Temporary)----- ii) Semi skilled (Permanent-----, Temporary-----) iii) Other-----

4.COMPANY EXPERIENCE

Please provide in the table below details of at least five (5) projects you have undertaken over the last three (3) years, relevant to the goods/services you propose to supply. (Please attach at least 5 LPOs/contracts and also at least 5 reference letters)

No	Customer Organization (name)	Customer phone number	Goods/services supplied	Date of contract	Value of business transacted (Ksh)
1					
2					
3					
4					
5					

5. MANAGEMENT POLICIES

a) Customer Service

Does the firm have a documented policy on customer service? If yes, please attach copy.

Yes ☐ No ☐

b) Code of conduct/Ethics

Does your company have a documented code of Conduct? Yes ☐ No ☐
If yes, please attach

a copy.

c) Does your company subscribe to a professional body with a code of conduct/ethics. If yes, please attach a copy.

Yes ☐ No ☐

6. CERTIFICATIONS, ACCREDITATIONS AND APPROVALS

a) List any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certification may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

i) _____

ii) _____

iii) _____

iv) _____

b) List any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.

i) _____

ii) _____

iii) _____

iv) _____

7. BUSINESS PROBITY & LITIGATION MANAGEMENT

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section will result in your exclusion as a potential CHAK supplier.

NO	PARTICULARS	RESPONSE
7.1	Please state if any Director shareholder / partner of the Organization is currently employed or has been employed in the past three years by CHAK	
7.2	Please state if any Director shareholder / partner of the Organization has a close relative who is employed by CHAK. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children	
7.3	Has any partner, Director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his or her professional conduct?	
7.4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
7.5	Provide any litigation or arbitration history resulting from any contractual obligation. If none, state so.	

8. INSURANCE

Please provide details of your current business insurance cover		Value (Kshs)
1		
2		
3		
4		

9. MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION

You shall be required to attach the following documents as a mandatory requirement.

- i) Certificate of Incorporation/ Registration
- ii) Valid Business permit
- iii) PIN Certificate
- iv) Certificate and licensing from relevant authorities where applicable
- v) VAT Registration Certificate
- vi) Valid Tax Compliance certificate
- vii) List of Directors, telephone, and their postal address (Attach CR12)
- viii) Certified last 6months bank statement of account (sole traders/ partnership) and a letter of reference from bankers regarding the suppliers credit position/Audited bank accounts for the last 2years (ltd company).
- ix) CVs of Senior or Technical Staff of the Company
- x) Supporting documents and LPOs of contracts awarded and completed in the last two years (attach 5copies)
- xi) Kenya Bureau of Standards certification where applicable
- xii) Mpesa confirmation message or receipt of payment for the tender documents.
- xiii) Statement to indicate willingness to provide goods and services on credit facilities.

10. DECLARATION

The information provided in the application is accurate to the best of my knowledge. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CHAK.

The terms and conditions attached have also been read.

Authorized Signature_____

Name: _____

Designation. _____

Telephone. _____

Date. _____

Official Stamp

ANNEX:I**EVALUATION CRITERIA**

Suppliers who do not meet any of the mandatory requirements as specified will automatically be disqualified. CHAK Reserves the right to accept or reject any/ all applications and is not bound to give reasons for its decision. Late applications will be rejected.

NO	Pre-qualification Statutory requirements	Max Score
1	Payment confirmation message	Pass/Fail
2	Duly filled Pre-qualification Questionnaire	Pass/ Fail
3	Certificate of Incorporation/Business Registration	Pass/ Fail
4	Current Tax Compliance Certificates	Pass/ Fail
5	PIN/VAT Certificate	Pass/ Fail
6	Current Trade License / Business Permit	Pass/ Fail
7	Certificate and licensing from relevant authorities where applicable	Pass/ Fail
8	Kenya bureau of Standards certification where applicable	Pass/Fail
9	Experience	
	a) Age of Company 0 to 2 years – 2 marks 2 to 5 years – 3 marks Over 5 years – 5 marks	5
10	b) Five Letters of recommendation from current clients – Total 15 Marks	15
11	c) At least five copies of LPOs or Contracts – Total 15 Marks	15
12	Relevant experience for supplying goods or services to similar organizations. 2Mark for each	10

13	Audited financial statements for the last 2 years (limited companies)-20mks. or Bank statement in place of audited accounts within the last 6 months (sole traders/partnership)-20marks Attach letters of reference from the Bankers to support bank relations = 10 marks	30
14	Manpower and staffing Company Profile (organogram, Business overview, products/services, clients, vision& mission)– 1 mark each total = 5 Marks CVs of Key Management and supervisory team – 5CVs 3marks each	20
15	CR12 or search details from Registrar of companies	5
	TOTAL (Weighted to 100%)	100

The minimum points acceptable for pre-qualification are Seventy percent (70%). You are encouraged to attach proof and evidence to increase your chances of being pre-qualified.