



INSTITUTE OF QUANTITY SURVEYORS OF KENYA

Blue Violets Plaza, Office Suite 106, 1st Floor
P.O. Box 13929-00800, Nairobi Kenya
Cell: +254 721 676823 / 786 676824
Email: info@iqskenya.org / iqsknrb@gmail.com
Website: www.iqskenya.org

STANDARD EO/TENDER DOCUMENT FOR SUPPLY OF GOODS AND SERVICES

1.1 Invitation to Submit Expression of Interest

The Institute of Quantity Surveyors of Kenya (IQSK) invites suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya in respect to merchandise or services to express their interest to be included in the Institutes list of suppliers/service providers by submitting their pre-qualification documents. The prospective supplier's/service providers must provide mandatory information for pre-qualification.

1.2 Objective of the Prequalification

The Institute of Quantity Surveyors of Kenya (IQSK) would like to update its list of suppliers and service providers for the year 2025 and 2027. The supply of goods/provision of services will be on the basis of quotations as and when required.

1.3 Registration of Suppliers/Service Providers

Only those supplier's/service providers who meet the criteria as outlined in this document will be registered.

1.4 Experience

Prospective supplier's/service providers must have undertaken successful supply and delivery of similar items/services and must provide evidence of meeting this requirement.

1.5 Pre-qualification Documents Submission

Prospective supplier's/service providers will be required to submit one **PDF File document** made up of: all the mandatory documents listed in Form **PQF 1**, filled-in Questionnaire Forms **PQF 2-6**.

The document shall be submitted via email address: procurement@iqskenya.org with a copy to treasurer@iqskenya.org so as to be received on or before **12:00 noon 22nd August 2025**.

For Enquiries, please contact IQSK via email: info@iqskenya.org or Tel:0721676823



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1.6 Request for Proposals/Quotations

IQSK will make requests for quotations only to those bidders whose expression of interest will be accepted after the pre-qualification evaluation process.

2 BRIEF CONTRACT GUIDELINES

2.1 Contract Price

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

2.2 Contract Price Payments

All purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Goods Supply or Service Provision Contract Agreement.

3 PRE-QUALIFICATION INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQF-1, PQF-2, PQF-3, PQF-4, PQF-5, PQF-6, PQF-7 are to be completed by prospective supplier's/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Form Filling and Language

Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.



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3.2 Qualification

3.2.1 Consent

It is understood and agreed that the pre-qualification data on prospective bidders is used by IQSK in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Prequalification Category as described by the client.

3.2.2 Working Capital

Prospective bidders will not be considered qualified unless in the judgement of IQSK, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification

3.3.1 Experience

Unless stated otherwise under the requirements for each category of goods/services, Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract if selected.

3.3.2 Capability

Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice **without demanding for a down payment**.

3.4 Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form PQF-2.

3.5 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding supplier's/service providers' credit position. Potential supplier's/service providers will be pre-qualified on the basis of information given.



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3.6 Past Performance Contract (Relevant Experience)

Past performance will be given due consideration in pre-qualifying of bidders. Letters of reference from past customers must be included in Form PQF-4.

3.7 Statement Application

Statement Application must include a sworn statement (Form PQF-5) by the tenderer vouching for the accuracy of the information provided.

3.8 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, IQSK reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.9 Registration

The firm must be registered in Kenya, with Certificate of Registration and CR12, copies of which must be provided.

3.10 Statutory Obligation

The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

3.11 Pre-qualification Documents

All these are **MANDATORY** and failure to attach any of the documents will lead to automatic disqualification.

	Required Information	Form Type
1	Registration Documents	PQF-1
2	Pre-Qualification Data	PQF-2
3	Financial Position	PQF-3
4	Past Relevant Experience	PQF-4



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5	Sworn Statement	PQF-5
6	Confidential Business Questionnaire	PQF-6



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FORM PQF-1 MANDATORY PREQUALIFICATION DOCUMENTATION

All bidders must provide:

- a) Copies of Certificate of Registration or Incorporation
- b) Copy of CR12/ Articles of Association
- c) Partnership Deed (For Partnerships)
- d) Proof of Business Registration (For Sole Proprietors)
- e) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- f) Current Business License/Permit
- g) Copies of PIN Certificates of Firm/Company/Individual
- h) List of ongoing contracts (goods/services)
- i) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone numbers and email addresses.
- j) Bank reference letters.
- k) Company profile that shall include details of the management team and the staff to execute the assignments.
- l) Transport firms must attach evidence of having taken all the NTSA/insurance covers.
- m) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities attach practicing certificate.

PQF-2 PREQUALIFICATION DATA

1. Service Provider Identification

Legal Name of Firm _____

Post Office Address _____

Physical Office Address _____

City _____

County _____

Telephone Number _____

Email Address _____

Contact Person _____

Title _____

2. Organization & Business Information



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Management Personnel _____

Personnel to execute the contract (can list more than one) _____

3. Net Worth Equivalent _____

4. Bank Reference and Address _____



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PQF-3 FINANCIAL POSITION

Attach a copy of the firm's two recent and certified financial statements or six months bank statement giving summary of assets and current liabilities/or any other financial support.

PQF-4 PAST EXPERIENCE

Names of the Applicant's Clients in the last three years

Name of 1st Client (Organization)

- i. Name of Organization _____
- ii. Address of Organization _____
- iii. Name of Contact Person at the Organization _____
- iv. Telephone Number of Organization _____
- v. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____

Name of 2nd Client (Organization)

- i. Name of Organization _____
- ii. Address of Organization _____
- iii. Name of Contact Person at the Organization _____
- iv. Telephone Number of Organization _____
- v. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____

Name of 3rd Client (Organization)

- i. Name of Organization _____
- ii. Address of Organization _____
- iii. Name of Contact Person at the Organization _____
- iv. Telephone Number of Organization _____
- v. Email Address _____
- vi. Value of Contract _____
- vii. Date of Contract (Date) _____



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PQF-5 SWORN STATEMENT

Having studied the pre-qualification information for the above pre-qualification and supplier registration we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Applicant's Name _____

Represented By _____

Signature _____

Date _____

(Full name and designation of the person signing and stamp or seal)

PQF-6 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Plot No _____

Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____



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Current Trade License No _____ Expiring Date _____

Maximum value of business which you can handle at one time in Kshs _____

Name of your Bankers _____ Branch _____



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PART 2 (A) – SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PART 2 (B) – PARTNERSHIP

	Name	Nationality	Citizenship	Details	Shares
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

PART 2 (C) – REGISTERED COMPANY

Private or Public _____

State the nominal and issue capital of the company

Nominal Kshs _____

Issued Kshs _____

Give details of all directors as follows:

	Name	Nationality	Citizenship	Details	Shares
1)	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____



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Date _____

Signature & Stamp of Tenderer _____



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BID EVALUATION CRITERIA

SN	Description Criteria	Maximum Score	Mandatory Requirements	Marks Awarded
A	GENERAL REQUIREMENTS	30mks		
1	Proof of statutory compliance. Attach copies of Registration documents, KRA PIN and tax Compliance certificate. Compliance certificate from NSSF and NHIF	Complied/ Not Complied	Attached all the relevant Statutory Documents	PASS/FAIL
2	Number of years the company has been operational a) Below 2yrs (3mk) b) 2 years to 5 years (7mks) c) more than 5 years (10mks)	10	As evidenced by the documents in 1 above	
3	Evidence of physical address (2mks)	2	Attach copies of lease, title, rental arrangement or latest utility bills	
4	Proof of contractual liability cover in Kshs per event as per below ranges. a) 0-50,000 (1mk) b) 50,001-100,000 (2mks) c) 100,001-250,000 (3mks) d) Above 250,000 (5mks)	5	Copy of policy	
5	Organization's latest two years certified audited financial statements giving summary of assets and liabilities, income and expenditure and cash flow Statement or latest six months bank statement (13mks)	13	Attach copies of audited financial statements for the last two years latest six months bank statement	
	TOTALS MARKS (Part A)	30		



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NB

For a bidder to be considered for part B evaluation, they must have submitted all the relevant registration and statutory documents (This will be dependent on the nature of the firm).

SN	Description Criteria	Maximum Score	Mandatory Requirements	Marks Awarded
B	SPECIFIC REQUIREMENTS <i>Based on the listed requirements for each category</i>	70mks		
1	Indicate 3 current or past assignments of at least similar magnitude (Within last 3 years) (15mks)	15	3 copies of contract of assignment of similar magnitude	
2	Recommendation letters from reputable organizations that you are or have worked with (15mks)	15	Attach at least 3 recommendation letters	
3	Proof of having met the requirements under each category Note: Marks will be awarded on prorated basis, based on the number of requirements for each category	40	Attached or proved evidence of the specific requirements	
	TOTAL MARKS (Part B)	70		
	GRAND TOTAL MARKS	100		

NB

For a bidder to be considered successful, they must attain a grand total score of at least 70 Marks.



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4. SUPPLIER PRE-QUALIFICATION FORM

1. Company Details:

Name of Company: _____

Nature of Business: Sole Proprietor ☐ Private ☐ Public ☐
Limited

Partnership ☐ Other ☐

Postal Address: _____

Physical Address: _____

Telephone Nos.: _____

Mobile Nos.: _____

Email Address: _____

Contact Person: _____

Bank Details for Electronic Payments:

Name of _____

Bank: Branch: _____

Account Name: _____

Account No: _____

Bank Code: _____ Branch Code: _____

2. Registration:

Company Registration _____

No.: Date of Registration: _____

VAT No.: _____

PIN No.: _____

ETR Compliancy: Yes ☐ ☐