

**PRE-QUALIFICATION OF SUPPLIERS FOR 2025-2026**

**1.1 Introduction**

GLOBAL AGAINST HUNGER would like to invite interested candidates

who must qualify by meeting the set criteria as provided by GAH to perform the

contract of supply and delivery or provision of goods and services to the society.

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, business

names and any other relevant organization in respective merchandise or services are invited to submit their pre-qualification documents to The PROCUREMENT OFFICER ,

so as to be prequalified 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

1.5 Pre-qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to

be used by the Society 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 after completion of the

prequalification 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

1.9 Verification

The Society 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 and or service

2.0 Submission of Pre-Qualification Documents

Interested suppliers may download forms from our website www.gahke.org or collect

them physically from our office during working hours.

A non –refundable payment of Kshs. 3,000 per category should be paid.

Duly completed documents to be put in plain sealed envelope marked with category

number and addressed to

The CEO,

GLOBAL AGAINST HUNGER ,

P.O. BOX PO.BOX 1586-00200 NAIROBI KENYA

And should be deposited in the Sacco Tender box at the reception, CHINA HOUSE by 13th th January 2025