

PRE-QUALIFICATION CRITERIA

(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION).

SUBMISSION CHECKLIST

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| **No.** | **Documentation** | **Applicable categories** |
| 1. | Duly filled in Business Questionnaire | All categories |
| 2. | Submission of copy of Company or Firm’s Certificate of Incorporation/Registration, licenses | All categories |
| 3. | Submission of copy of the Company’s Current Valid Tax Compliance Certificate, KRA Pin certificate , | All categories |
| 4. | Submission of Copy of Valid PIN certificate | All categories |
| 6 | Submission of resumes/CVs of at least three (3) key staff that will be directly involved in the area of assignment, detailing their skills and experience | All categories |

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| 8 | Submission of copies of at least three (3) recent/ existing evidence of recent/existing clients where supplier has supplied similar goods/services (evidence of existence of each  contract)/LPOs/LSOs | All categories |

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| 9 | Copy of manufacturer's authorization letter | ***Where applicable*** |
| 10 | Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services. | ***Where applicable*** |
| 11 | Current practicing certificate issued by the Law Society of Kenya and other professional services like HR practitioners, ICT  practitioners, | ***Where applicable*** |
| 12 | Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body or business permit | ***Where applicable*** |
| 13 | Association of Kenya insurers (AKI) as applicable to your organization.  Current license by Insurance regulatory authority | ***Where applicable*** |
| 14 | Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) or The  Institute of Internal Auditors (IIA) , Human resource institute etc  for the firm or partner | ***Where applicable*** |