



PRE-QUALIFICATION CRITERIA

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

SUBMISSION CHECKLIST

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
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

9	Copy of manufacturer's authorization letter	<i>Where applicable</i>
10	Copies of relevant certificates/licenses that mandate your organization to provide auctioneering services.	<i>Where applicable</i>
11	Current practicing certificate issued by the Law Society of Kenya and other professional services like HR practitioners, ICT practitioners,	<i>Where applicable</i>
12	Copies of relevant certificates/licenses that mandate your organization to provide debt collection services from a recognized accreditation body or business permit	<i>Where applicable</i>
13	Association of Kenya insurers (AKI) as applicable to your organization. Current license by Insurance regulatory authority	<i>Where applicable</i>
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	<i>Where applicable</i>