



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES, AND WORKS FOR THE YEAR 2026-2027

TENDER NO: CDK/PQ/... /2026

**CATHOLIC DIOCESE OF KITUI
ST. AUGUSTINE'S SECRETARIAT OFFICES,
HOSPITAL ROAD**

**P.O.BOX 119-90200, KITUI.
TEL +254-(44) 44 22 855**

**Email: prequalification@dioceseofkitui.org
Website: www.dioceseofkitui.org**



SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO SUPPLY GOODS, SERVICES AND WORKS TO CATHOLIC DIOCESE OF KITUI.

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE BY CDK

Cash Deposit Slip, Reference Number: _____

Business/Company Name: _____

Physical Location: _____

Tel Number: _____

E-mail: _____

All applicants must indicate the details below:

Category applied for: _____

Category Number: _____

Item Description: _____

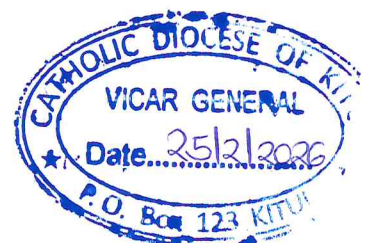
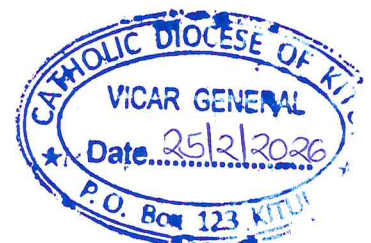


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**SECTION 1: INVITATION FOR PREQUALIFICATION
CATHOLIC DIOCESE OF KITUI INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR
THE YEAR 2026 - 2027**

Tenders for the registration of Suppliers, Service Providers, Contractors, and Consultants are invited for the supply and delivery of goods, provision of services, and works to the **Catholic Diocese of Kitui**, 'as and when required' for the year 2026 - 2027.

Interested and eligible bidders will **only** be able to get the tender documents by downloading them from the Catholic Diocese of Kitui official websites (www.dioceseofkitui.org or www.caritaskitui.org), with effect from Monday 9th March 2026. **(Note that the purchase of a printed hardcopy will not be available).**

Pre-qualification Official e-mail: prequalification@dioceseofkitui.org

Interested bidders are expected to pay a registration fee of **Kes 2000, per category**, by way of **Cash deposit ONLY**, at the **National Bank of Kenya (NBK), CATHOLIC DIOCESE OF KITUI PROJECT A/C, A/C number; 01020075720000, Branch; Kitui** and attach the cash deposit slip, on the tender document **before** handing it in.

A single application is required per category. Those who wish to be considered for pre-qualification in more than one category should submit separate applications per category.

Completed tender documents should be **sealed** in a plain envelope and clearly marked with the "**Tender No. & Tender Description**" and addressed to:

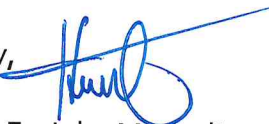
**THE TENDER EVALUATION COMMITTEE CHAIRPERSON,
CATHOLIC DIOCESE OF KITUI,
P.O.BOX 300-90200, KITUI**

and

Be deposited in the Tender Box situated at St. Augustine's Secretariat Office: Main Reception, Kitui Town, Hospital Road, on or before 30th March 2026 at 10.00 am. Tenders delivered after closure shall not be accepted. All current or previous suppliers **MUST RE-APPLY** afresh.

Catholic Diocese of Kitui reserves the right to accept or reject any applications and is not bound to give reasons for its decisions.

Yours faithfully,



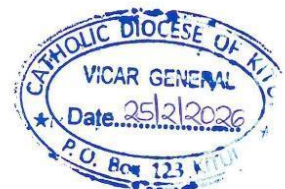
Very Reverend Fr. John Mwandji,
The Vicar General
Catholic Diocese of Kitui



SECTION 2: INSTRUCTIONS TO CANDIDATES

GENERAL INSTRUCTIONS

1. Incorrectly addressed envelopes will NOT be opened. Late submissions will also NOT be accepted.
2. The procuring entity's employees, committee members, board members, and their relatives (spouses and children) are not eligible to participate in the tender.
3. In the selection of suppliers, CDK will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works.
4. Registered service providers, contractors, manufacturers, as well as retailers, and dealers are encouraged to apply within the lines of their registered business.
5. The serialized/paginated tender document MUST be signed by the authorized representative of the organization, stamped, and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
6. Participants to kindly note that this does not amount to any contractual obligation on the part of the Catholic Diocese of Kitui and that the Catholic Diocese of Kitui is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
7. Failure to provide Information that is essential for effective evaluation of the applicant's qualification or provision of false information and documentation will result in the application being disqualified.
8. Indicate the number of years your company/Firm has been involved in the business it is applying to be prequalified.
9. In order to simplify this process, you need to provide copies of all supporting documents requested under the Principal Tender Notice alongside the following additional documents which are mandatory for each supplier submitting a request to be prequalified by the Catholic Diocese of Kitui:
 - i. Audited Accounts for the last 2 years (2024-2025) OR Bank statements for the last three months.
 - ii. Prior experience for the category applied to be prequalified. (Copies of LPOs, LSOs, and contract agreements MUST be attached)
 - iii. Must submit a copy of a valid Registration Certificate by the National Construction Authority (NCA 7 for Waterworks and above) complete with a valid practicing certificate.
 - iv. Those applying for the transport category MUST also attach the following copies: Vehicle logbooks, vehicle insurance, driver's driving license, Inspection report and speed governor inspection compliance certificate (for commercial vehicles), and any other relevant transport document.
 - v. List of key personnel and proof of their qualification/ Business profile
10. Interested bidders are also notified of the following additions to the particulars of the above tenders:

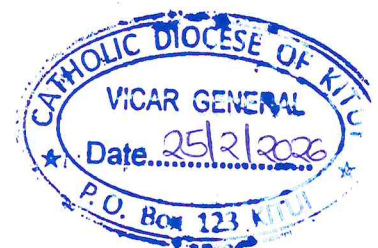


MANDATORY REQUIREMENTS

Eligible bidders should note that only those meeting the criteria indicated below, supported by the relevant and certified documents at submission will be considered for registration.

NO.	MANDATORY REQUIREMENT	RESPONSIVE OR NON-RESPONSIVE
1.	Must submit a copy of Certificate of Incorporation/Business Registration	
2.	Must submit a copy of KRA PIN Certificate	
3.	Must submit a copy of a current/ Valid Tax Compliance or Exemption Certificate from KRA	
4.	Must submit a copy of CR12 for Registered Limited Companies and copies of ID cards of Directors/ Business Proprietors	
5.	Must submit a copy of Professional Regulator Certification / certification from regulatory bodies (e.g., NCA for Works, NEMA, KEBS)	
6.	Must submit a copy of duly filled and signed Business Questionnaire in the format provided	
7.	Must fill, sign and stamp Declaration Form attached	
8.	Must submit a copy of Company/Business Profile (Nature of Business/ work)	
9.	Any other documents with relevance to prequalification category	

NOTE: For each category description and number, a separate application should be submitted if interested in more than one tender.



EVALUATION CRITERIA

Seq.	Evaluation Attribute	Documentary Evidence	Max Score
TS1	Firm's experience in performing similar assignments	Provide LPOs/LSOs/Contracts and corresponding delivery notes/ completion certificates or recommendation letters from at least 3 Clients whom you have supplied with goods/rendered services (5 marks for each)	15
TS2	Firm's ability to offer satisfactory goods/service	Provide recommendation letters from at least 2 clients & Indicate the number of years your company/Firm has been involved in the business it is applying to be prequalified	15
TS3	Commitment to delivering bids on a timely basis – average response time to a request for quotation/proposal	Delivery period: <ul style="list-style-type: none"> • Within three days – 20 marks • Within five days – 10 marks • Within seven days – 5 marks • Beyond 7 days – 0 marks 	20
TS4	Information about the bidder	Company profile highlighting bidder's capabilities	20
FS1	Business's Financial Standing	Copy of Audited Accounts for the last 2 years (2024/2025) OR Bank Statements for the last 3 months	15
FS2	Commitment to delivering on a timely basis – Average response time to delivery of goods/services/works after issuance/signing of LPO/Agreement	Delivery period: For Goods <ul style="list-style-type: none"> • Within one day – 15 marks • Within two days – 12 marks • Within three days – 10 marks For selected goods, services & works <ul style="list-style-type: none"> • Within five days – 12 marks • Within one week – 10 marks For selected services & works <ul style="list-style-type: none"> • Within 2 weeks – 12 marks • Within 3 weeks – 10 marks • Beyond the above timeframe – 0 marks 	15
Total Score			100
The pass mark will be 70%.			
Bidders who will not attain the pass mark will not be listed in the suppliers' register.			



SECTION 3: APPLICATION FORMS

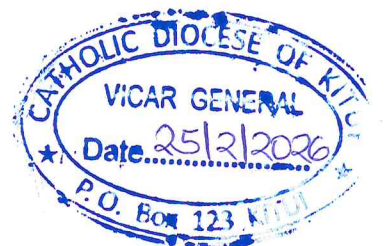
FORM 1: SUPPLIER/COMPANY/BUSINESS QUESTIONNAIRE FORM

1.	NAME OF FIRM:		
2.	COMPANY EMAIL ADDRESS:		
3.	COMPANY PHONE NUMBER:	NAME OF CONTACT PERSON:	
4.	POSTAL BOX:	POSTAL CODE:	
5.	PHYSICAL ADDRESS (LOCATION: TOWN/STREET/ROAD/BUILDING:		
6.	BUSINESS/ COMPANY PIN:	BUSINESS/ COMPANY VAT NUMBER:	
7.	VALID TAX COMPLIANCE CERTIFICATE NUMBER:		
8.	CERTIFICATE OF INCORPORATION:		
9.	LEGAL STATUS: (PARTNERSHIP/ SOLE PROPRIETORSHIP/ LIMITED COMPANY):		
10.	NATURE OF BUSINESS:		
11.	CURRENT TRADE LICENCE NO:	EXPIRY:	
12.	BANK NAME:		
	DETAILS OF DIRECTORS/ PARTNERS/ PROPRIETOR	NATIONALITY	% OF SHARES
1.			
2.			
3.			
4.			
5.			

For and on behalf of:

Name:

Sign:



FORM 2: CAPABILITY AND COMPETENCE TO DELIVER GOODS AND SERVICES

1. What products/ services do you want to be considered to supply?

.....

2. Are you a manufacturer/ wholesaler/ retailer/ other? (Please specify)

.....

3. To what extent is you firm/ company E-enabled with your clients and suppliers and how do you intend to carry out business with Catholic Diocese of Kitui?

.....
.....
.....
.....

4. What is the maximum value of business, which you can handle at any one time?

Kes.

5. What is your average response time to request for quotation/ proposal?

..... (days/ weeks/ months)

6. What is your average response time to deliver goods/ services after issuance / signing of an LPO/Agreement?

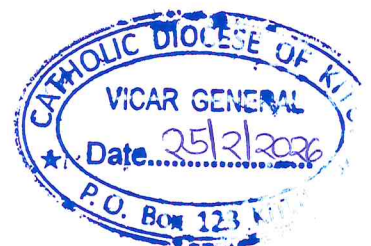
..... (days/ weeks/ months)



FORM 3: REFERENCES

Provide at least 2 referees from organizations you have worked with on similar assignments in the last two years:

1.	<p>Name of Organization: _____</p> <p>Designation of Officer: _____</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;">Official Company Stamp</p>
2.	<p>Name of Organization: _____</p> <p>Designation of Officer: _____</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;">Official Company Stamp</p>



SECTION 4: DECLARATIONS

Anti-Fraudulent Practice Declaration

We (*insert name of company/ business*)

make a declaration that the documents, certificates, licenses, and any other information provided to the Catholic Diocese of Kitui, in support of this prequalification are authentic and genuine in all material respect. And that, the Catholic Diocese of Kitui, is hereby authorized to make such inquiries to the said information including the firm's/ company's client and bankers as it may deem necessary without prior notice to the firm/ company.



B. Conflict of Interest

We (*insert name of company/ business*)

declare and guarantees that our company/ business or the directors has/ have no business relationship with any Catholic Diocese of Kitui employee.

Name:

Title:

Signature: Date:

Stamp:

For Official Use:

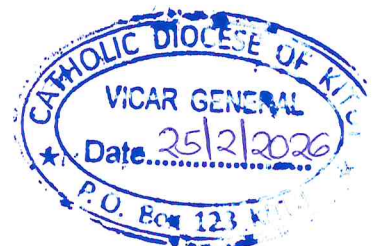
(Reviewing Committee Representative)

Name:

Designation:

Sign: Date:

Received Stamp:



SECTION 5: LIST OF SUPPLIER CATEGORIES

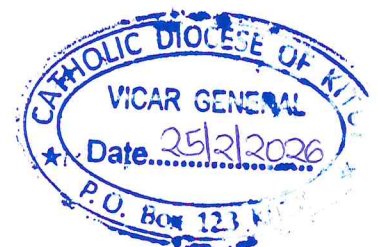


CATHOLIC DIOCESE OF KITUI
P.O. BOX 119- 90200, KITUI

REGISTRATION/ PREQUALIFICATION OF SUPPLIERS & CONTRACTORS FOR THE SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE 2026-2027		
Catholic Diocese of Kitui invites Applications from interested, competent, and eligible firms for prequalification for the under-listed goods works, and services		
REGISTRATION FEE: KES. 2000.00 PER CATEGORY		
MODE OF PAYMENT: Cash of banker's cheque payable to CATHOLIC DIOCESE OF KITUI PROJECT; Account Number: 01020075720000; Bank: National Bank of Kenya (NBK) Branch: Kitui Branch		
CATEGORY A: WORKS		
Ref No.	Tender No.	Category Description
1	CDK/PQ/1A/2026	Contractors for Building and Civil Works including structural construction, renovations, partitioning, and general building maintenance.
2	CDK/PQ/2A/2026	Contractors for Water Infrastructure Development including earth dams, sand dams, shallow wells, pipelines, and related civil works.
3	CDK/PQ/3A/2026	Borehole Drilling and Equipping including drilling, casing, test pumping, and installation of related infrastructure.
4	CDK/PQ/4A/2026	Provision of Electrical, Solar and Renewable Energy Installation Works including solar panels, inverters, batteries, solar pumps, and associated systems.
5	CDK/PQ/5A/2026	Provision of Plumbing and Drainage Works including water reticulation systems, pipe installation, and sanitation infrastructure.
CATEGORY B: SUPPLY OF GOODS		



Ref No.	Tender No.	Category Description
6	CDK/PQ/6B/2026	Supply and Delivery of Construction and Hardware Materials including cement, sand, ballast, stones, timber, roofing materials, fencing materials, paints, and related supplies.
7	CDK/PQ/7B/2026	Supply and Delivery of Office Supplies, Furniture and Institutional Equipment including stationery, office furniture, fixtures, fittings, and related items.
8	CDK/PQ/8B/2026	Supply and Delivery of ICT Equipment and Accessories including computers, laptops, printers, scanners, servers, networking devices, and related accessories.
9	CDK/PQ/9B/2026	Supply and Delivery of Motor Vehicle Spare Parts and Accessories including tyres, batteries, tubes, and automotive components.
10	CDK/PQ/10B/2026	Supply and Delivery of Agricultural Inputs and Livestock including seeds, seedlings, veterinary drugs, agro-inputs, livestock, poultry, and related farm equipment.
11	CDK/PQ/11B/2026	Supply and Delivery of Foodstuffs and General Supplies including cereals, sugar, rice, milk, mineral water, and other bulk consumable goods.
CATEGORY C: PROVISION OF SERVICES		
Ref No.	Tender No.	Category Description
13	CDK/PQ/13C/2026	Motor Vehicle and Machinery Repair and Maintenance including servicing of vehicles, generators, pumps, and diesel machinery.
14	CDK/PQ/14C/2026	Transport Services including provision of vehicles such as buses, minibuses, pickups, and lorries for official assignments.
15	CDK/PQ/15C/2026	Project-Based Professional Consultancy Services including Environmental Impact Assessments (EIA), baseline/endline surveys, policy development, and technical advisory services.
16	CDK/PQ/16C/2026	Hotel, Accommodation and Conference Facilities within operational areas.
17	CDK/PQ/17C/2026	Media, Communication and Event Management Services including printing, branding, documentary production, public address systems, and event coordination services.



Note:

Prequalification Document may be viewed and downloaded from the websites: www.caritaskitui.org or www.dioceseofkitui.org.

Completed prequalification documents clearly marked appropriately "**Tender No. & Tender Description**" along with a **copy of the payment receipt/ bank deposit slip &** any other additional information the applicant may wish to provide, **should be sealed and deposited in the tender box** at the main entrance to the administration block, or posted so as to reach,

The Tender Evaluation Committee Chairperson
Catholic Diocese of Kitui
P.O. Box 119-90200, Kitui

on or before 30th March 2026 at 10.00 am.

Suppliers and service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be invited to bid for the supply of goods and services under those categories as and when required.

NB: All current or previous suppliers **MUST RE-APPLY** afresh. All applicants **MUST** indicate **the preferred category of good works and services** they wish to be registered. Catholic Diocese of Kitui reserves the right to accept or reject an applications and is not bound to give reasons for its decisions.

Any form of canvassing to influence the award of the tender(s) shall lead to automatic disqualification

TENDER EVALUATION COMMITTEE CHAIRPERSON

