



P.O. BOX 30131 NAIROBI, TEL: 020-3980 000/222
Email: info@newkcc.co.ke ; procurement@newkcc.co.ke
Website: www.newkcc.co.ke

**PREQUALIFICATION OF SUPPLIERS FOR THE PROVISION OF MOTOR
REWINDING SERVICES**

INVITATION DATE: 24th January 2025.

CLOSING/OPENING DATE: 10th February 2025 at 10am.

INVITATION FOR PREQUALIFICATION

Date.....

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR THE PROVISION OF MOTOR REWINDING SERVICES

The New Kenya Co-operative Creameries Ltd (NKCC) is a State Corporation and one of the largest dairy processors and market leader in Kenya. Its renowned for its top of the range, quality brands, which include KCC Finest Butter, KCC Superfine Ghee, Gold Crown Milk, KCC Fresh Milk, Safariland Milk Powder, KCC Mala & La Yoghurt among others.

NKCC intends to prequalify eligible Candidates for the PROVISION OF MOTOR REWINDING SERVICES across the various factories and plants as provided.

Bidders submitting their applications must have the necessary tools and resources in the stated region/County. Applications from firms in urban centers outside the stated county but within 50km of the New KCC factory/plant will be accepted.

Applicants must submit ONE (1) **Original** PREQUALIFICATION document.

Qualified and interested Candidates may obtain further information and inspect the prequalification Document during office hours [0900 to 1600 hours] at the office of the **Chief Manager Supply Chain Management, New KCC Ltd, Creamery House Dakar Road Industrial Area.**

A complete set of prequalification document can also be obtained/downloaded for free from the PPIP portal [PIIP Home \(tenders.go.ke\)](http://tenders.go.ke) and New KCC Website (www.newkcc.co.ke).

Completed tender documents in plain sealed envelope clearly marked with **Prequalification Number** and **Description** should be addressed to:

The Managing Director
New KCC Ltd
P.O. Box 30131-00100
Nairobi

All submitted Documents may be verified from the issuing agencies. NKCC Reserves the right to verify all submitted documents.

All interested bidders are required to continually check the NKCC Website: www.newkcc.co.ke and Public Procurement Information Portal (PPIP) for any other tender addenda or clarifications that may arise before the submission date.

MANAGING DIRECTOR

INSTRUCTIONS TO CANDIDATES

Applicants shall submit only one (1) **Original** PREQUALIFICATION document per category/region.

This application is for;

No	Prequalification Number	Description	Eligibility
1	NKCC/PR/28/2024-25	Provision of Motor Rewinding Services – Kiganjo factory (Nyeri County)	Open
2	NKCC/PR/29/2024-25	Provision of Motor Rewinding Services – Eldoret factory (Uasin Gishu County)	Open
3	NKCC/PR/30/2024-25	Provision of Motor Rewinding Services – Kitale factory (Trans Nzoia County)	Open
4	NKCC/PR/31/2024-25	Provision of Motor Rewinding Services – Nyahururu factory (Nyandarua County)	Open
5	NKCC/PR/32/2024-25	Provision of Motor Rewinding Services – Sotik factory (Kericho County)	Open
6	NKCC/PR/33/2024-25	Provision of Motor Rewinding Services – Miritini factory (Mombasa County)	Open
7	NKCC/PR/34/2024-25	Provision of Motor Rewinding Services – Dandora factory (Nairobi County)	Open

The evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No	Requirements	Score	Yes/No
1	Copy of certificate of registration /Incorporation	Mandatory	
2	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker	Mandatory	
3	Business/Company Profile	Mandatory	
4	Duly Filled PREQUALIFICATION forms	Mandatory	
5	The PREQUALIFICATION document must be sequentially serialized.	Mandatory	
6	A Copy of CR 12 for companies issued within the last 6 months	Mandatory	
7	Valid Single Business Permit from a County Government	Mandatory	
8	Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements or Business License	Mandatory	

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage

B: TECHNICAL EVALUATION (MANDATORY) OTHER REQUIREMENTS

S/No	Requirements	Score	Yes/No
1	Duly filled PREQUALIFICATION Data (Form PQ-2)	Mandatory	
2	State Credit period (minimum proposed is 60 days).	Mandatory	
3	State Price Validity of Bids (minimum proposed is 90	Mandatory	
4	State Duly filled and signed Confidential Business Questionnaire	Mandatory	
5	State Proposed delivery period upon receipt of PO (Minimum is 7 days for Standard goods and 14 days for non- standard Goods/Services)	Mandatory	
6	Provide names of at least three clients that the firm has done business with in the last two years (organizations) – fill the provided forms	Mandatory	
7	Qualification of Technical staff. Applicable to all technical services	Mandatory	
8	Evidence of a workshop and relevant tools for Garages and Engineering Services only	Mandatory	

Applicants must meet all the above requirements to qualify for PREQUALIFICATION.

New KCC Ltd will verify the information provided by visiting the prospective bidders premises before PREQUALIFICATION.

FORM PQ-2 -PREQUALIFICATION DATA

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

I/ We..... hereby apply for Prequalification
as Supplier (s)
(Name of Company/Firm)

of

.....
(Tender reference)

.....
(Description)

Post Office Address

.....

Town

.....

Street

.....

Name of building

Room/Office No.

Floor No.

Direct Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs.....

6. Bank reference and address

.....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

10. Indicate terms of trade/sale

.....

FORM PQ-3 TECHNICAL PERSONNEL (fill for each staff separately)

Name

Age

Academic Qualification

Diploma.....

Certificate

High School.....

Professional Qualification

Work Experience

FORM PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) State Credit period (minimum proposed is 60 days)_____

- (2) State Price Validity of Bids (minimum proposed is 90 days_____

- (3) State Proposed delivery period upon receipt of PO (Minimum is 7 days for and
14 days for non-standard Goods/Services_____

PAST EXPERIENCE

In this section, kindly give details and proof (copies of PO/ Contract/ Completion Certificates) of 3 clients that you have provided motor rewinding services. Greater merit will go to firms that have supplied goods, services or works to reputable clients who are of similar complexity or nature as NEW KCC LTD.

Client 1:

- a) Name of Client.....
- b) Contact Person in Client Organization:.....
- c) Postal Address:.....
- d)Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 2:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 3:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

WORKSHOP, TOOLS & EQUIPMENT NECESSARY TO UNDERTAKE THE SERVICE.

1. Workshop

Physical location _____

Provide evidence e.g. lease agreement, business license etc.

2. Tools and Equipment

List relevant tools and equipment available to undertake the service. State whether owned or leased.

- a.
- b.
- c.

PREQUALIFICATION FORM

The PREQUALIFICATION of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant

2. Physical Address

3. Postal Address: 4. Postal Code:

5. E-mail: 6. Mobile Phone No.

6. County of Location

7. Are you applying for youth, women or persons with disabilities?

8. Contact Person

9. Overview of the Enterprise

Type of ownership [Sole Proprietor] [Partnership] (please tick one) [Limited Company] [Others Specify]	Sole Proprietor]
	[Partnership]
	[Limited Company]
	[Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable
Name in Full:
Age:
Identity/Passport No:

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs Issued
KShs.....

Directors' Details

NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. PIN Number:

Name & Title:

Signature: Date: