TEMBO VENTURES
HOUSING CO-OPERATIVE

SUPPLIER PRE-QUALIFICATION APPLICATION FORM

Period 2027 – 2028

1. Instructions to Applicants

Please complete this form in block letters or type and attach copies of all the documents listed in Section 6. Incomplete applications may be disqualified. Applicants may apply for one or more categories; attach supporting documents for each category applied for.

Completed forms, in a sealed envelope clearly marked "Pre-qualification No. & Description", should be addressed to The Chairman, Board of Directors, Tembo Ventures Housing Co-operative Society Ltd, P.O. Box 91 0 00618, Nairobi, and dropped at Tembo Complex, Ground Floor, Garden Estate Road, on or before [date] at 12.00 noon.

Pre-qualification does not guarantee any business. Prequalified suppliers will be invited to bid for supplies and services on an as-and-when-required basis.

2. Applicant Details

Name of firm / business	
Type of business (Limited company, partnership, sole proprietor, other)	
Certificate of Incorporation / Registration No.	
Date and country of registration	
KRA PIN	
Tax Compliance Certificate No. and expiry date	
Business Permit No. and expiry date	
Postal address	
Physical address / Location	
Telephone	
Email	
Website (if any)	
Contact person and designation	

3. Directors / Proprietors / Partners

No.	Full Name	ID / Passport No.	Nationality and shareholding (%)

4. Category(ies) Applied For

Tick the category or categories you are applying for.

No.	Category	Item Description	Tick
1	TVHCS/PQ/STAT/27/28	Supply and Delivery of General Office Stationery	
2	TVHCS/PQ/COMP/27/28	Supply of Computers, Laptops, Software, Printers, LAN and Hardware equipment	
3	TVHCS/PQ/PROD/27/28	Design and Production of Materials (printed stationery, notebooks, folders, banners, pens, promotional materials)	
4	TVHCS/PQ/FURN/27/28	Supply of office furniture	
5	TVHCS/PQ/AUDI/27/28	Provision of Audit Services	
6	TVHCS/PQ/MEDI/27/28	Provision of Medical Insurance Services	
7	TVHCS/PQ/LEGA/27/28	Provision of Legal Services	
8	TVHCS/PQ/SURV/27/28	Provision of Land Survey Services	
9	TVHCS/PQ/PHOT/27/28	Provision of Photography and Videography Services	
10	TVHCS/PQ/EVEN/27/28	Provision of Event Management Services	
11	TVHCS/PQ/WEBS/27/28	Provision of Website upgrade, Hosting and Management services	
12	TVHCS/PQ/VALU/27/28	Provision of Land Valuation Services	
13	TVHCS/PQ/GRAP/27/28	Provision of Graphic Design and Artworks	
14	TVHCS/PQ/TRAN/27/28	Provision of Transport, Courier and Taxi services	
15	TVHCS/PQ/FENC/27/28	Provision of Fencing Services	
16	TVHCS/PQ/BORE/27/28	Provision of Hydrological Survey, Drilling, equipping and construction of Borehole	
17	TVHCS/PQ/TRNG/27/28	Provision of Training and Team Building Services	
18	TVHCS/PQ/REPA/27/28	Repair, Servicing and Maintenance of computers, laptops, photocopier and office furniture	

5. Experience and Capacity

List up to four similar contracts or assignments completed in the last three years.

No.	Client / Organisation	Contract / Assignment	Value (KES)	Year	Contact Person & Tel.

Number of full-time staff	
Key equipment / facilities available for the categories applied for	

6. Documents Checklist

No.	Document	Attached (Yes/No)
1	Certificate of Incorporation / Registration (company, partnership, sole proprietor or co-operative)	
2	CR12 / CR13 (or equivalent) dated within the last 12 months showing directors and shareholding	
3	Valid Single Business Permit / County Business Licence	
4	Copy of KRA PIN Certificate	
5	Valid Tax Compliance Certificate	
6	Copies of national ID / passport of directors or proprietor	
7	Valid professional / regulatory licence for the category applied for (see note below)	
8	Company profile and relevant brochures / catalogues	
9	Proof of similar work done: completion certificates, LPOs or contract copies	
10	Audited accounts or bank statements for the last 2 years	
11	Evidence of Access to Government Procurement Opportunities (AGPO) registration, if applicable	
12	Duly signed Declaration (Section 9) and Confidentiality / Anti-Corruption Statement	

Note: *Examples of professional or regulatory licences: ICPAK registration (audit), LSK practising certificate (legal), Land Surveyors Registration Board licence (survey), Valuers Registration Board licence (valuation), IRA licence (medical insurance), Water Resources Authority drilling licence (borehole), NCA registration (fencing and construction works).*

7. Referees

Provide three organisations that can confirm your past performance.

No.	Organisation	Contact Person	Telephone / Email

8. Financial Capacity

Bankers and branch	
Account name and number	
Annual turnover, last financial year (KES)	
Annual turnover, previous year (KES)	

9. Declaration

I/We, the undersigned, certify that the information given in this form and in the attached documents is true and correct. I/We understand that giving false information will lead to disqualification or removal from the list of prequalified suppliers.

I/We further declare that neither the firm nor any of its directors has been blacklisted or debarred from public or private procurement, is party to any pending litigation that could affect our ability to perform, or has offered or will offer any gift or inducement to any officer, director or employee of Tembo Ventures Housing Co-operative Society Ltd in connection with this application. I/We agree to disclose any conflict of interest.

Name:	Designation:
Signature:	Company Stamp / Seal:
Date:	Tel / Email:

FOR OFFICIAL USE ONLY	
Date received:	Received by:
Documents complete: Yes / No	Evaluation outcome: Prequalified / Not prequalified
Evaluation committee remarks:	