



# NURSING COUNCIL OF KENYA

PRE-QUALIFICATION DOCUMENT

2015-2016 & 2016-2017 FINANCIAL YEARS

NURSING COUNCIL OF KENYA  
P.O BOX 20056-00200  
NAIROBI

7/23/2015

**PRE-QUALIFICATION OF SUPPLIERS**  
**2015-2016, 2016-2017 FINANCIAL YEARS**

**RECEIPT NO:** .....

**TENDER'S REG.NO:** .....

**CATEGORY NO:** .....

**CLOSING DATE:** 14<sup>th</sup> August 2015

**TIME:** 11 AM

## **FORM NCK-PQ1: PRE-QUALIFICATION DOCUMENTATION**

All firms must provide:

1. Copies of certificates of registration
2. Copies of V.A.T certificate
3. Copies of PIN certificate of firm/company/individual
4. List of on-going contracts/projects (goods/services)

# FORM NCK-PC2: PREQUALIFICATION DATA

## 1. Contract Identification

Legal Name of Firm: .....

Post Office Address: .....

Street and Physical: .....

Address: .....

City: .....

Country: .....

Telephone No:.....

Person to Contact:.....

Title:.....

## 2. Organization And Business Information

Management Personnel:.....

Director:.....

Secretary:.....

General Manager:.....

Treasurer:.....

Others:.....

## 3. Partnership Information (if applicable)

Name of Partners.....

Business Founded or Incorporated:.....

Under Present Management since:.....

Net Worth equivalent in Ksh:.....

# FORM NCK-PQ 3: SUPERVISORY PERSONNEL

Name:.....

Age:.....

Academic Qualification:.....

Professional Qualification:.....

Length of service with Contractor or Supplier.....

Position Held.....

## 3.1 Construction supplying or services experience (if applicable)

a) Name of Project:.....

b) Character and Nature of Project:.....

c) Contract Value:.....

d) Location of Project:.....

e) Period of Project:.....

f) Title and Responsibility in Project:.....

g) Other:.....

### Proposed Technical Personnel

a).....

b) .....

c) .....

d) .....

e) .....

f) .....

g) .....

The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English language and in ink.

## 3.2 Qualification

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Nursing Council in determining according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Council they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

## 3.3 Essential Criteria for Pre-Qualification

### 3.3.1 Experience

- a) Prospective bidders shall have at least 1 year experience in the supply of goods, services and allied items. A potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective suppliers require special experience and capability to organize supply and deliver items or services on short notice.

### 3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individuals or groups to execute the contract must be indicated in form NCK PQ-3

### 3.3.3 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents from their bankers regarding supplier's credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

### 3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in form NCK PQ-5 where applicable.

## 3.4 Statement

Application must include a sworn statement (form PQ-6) by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Pre-Qualifications

Should conditions arise between the time of this pre-qualification to bid and bid opening date, which in the opinion of the client/NCK could substantially change the performance and qualification of the bidder and of his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Council reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### 3.6 Pre-Qualification Criteria

Required Information	Form Type	Points Scored
1. Registration Documents	PQ-1	20
2. Pre-Qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	20
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10
<b>TOTAL</b>		<b>100</b>

### 3.7 Qualification Mark

The qualification mark is 70 points and over.

## **FORM NCK-PQ4: FINANCIAL POSITION**

Attach a copy of the firm's two recent bank statements.



# FORM NCK-PQ5: PAST EXPERIENCE

NAMES OF APPLICANT'S CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. i) Name of Client/Organization.....

ii) Address of Client/Organization.....

iii) Names of contract person at the client.....

iv) Value of contract.....

v) Duration of contract.....

2. i) Name of 2<sup>nd</sup> Client/Organization.....

ii) Address of Client/Organization.....

iii) Names of contract person at the client.....

iv) Value of contract.....

v) Duration of contract.....

3. i) Name of 3<sup>rd</sup> Client/Organization.....

ii) Address of Client/Organization.....

iii) Names of contract person at the client.....

iv) Value of contract.....

v) Duration of contract.....

4. i) Name of 4<sup>th</sup> Client/Organization.....

ii) Address of Client/Organization.....

iii) Names of contract person at the client.....

iv) Value of contract.....

v) Duration of contract.....

5. i) Name of 5<sup>th</sup> Client/Organization.....

ii) Address of Client/Organization.....

iii) Names of contract person at the client.....

iv) Value of contract.....

v) Duration of contract.....

**6. Others**

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## **FORM NCK PQ-6: SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state;

1. The information furnished in our application is accurate to the best of our knowledge
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. When the call for tenders/quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
4. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:.....

Applicants Name:.....

Represented By:.....

Signature:.....

(Full name and designation of the person signing and stamp or seal)

# FORM NCK PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in part I and either part 2(a), 2(b) or 2(c) which ever applies to your type of business.

You are advised that it is serious offence to give false information on this form

**Part 1 - General**

Business Name.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Telephone No.....

Nature of business.....

Maximum value of business which you can handle at any time.....

**Part 2 (a) - Sole Proprietor**

Your Name in Full.....

Nationality.....Country of Origin.....

Citizenship details.....

**Part 2 (b) - Partnership**  
Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

**Part 2(c) Registered Company**

Private or Public.....

State the nominal and issued capital of company.....

Nominal.....

Issued.....

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Date ..... Signature of Candidate.....

**Note:** If Kenya citizen, indicate under citizenship details whether by Birth, Naturalization or Registration.

# FORM NCK PQ-8: LITIGATION HISTORY

Name of Contractor/Supplier.....

The Contractor/Supplier should provide information on any litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Date	Description of Litigation	Parties Involved	Conclusion