



PUBLIC RELATIONS SOCIETY
OF KENYA

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR 2025-2028

JULY 2025

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Public Relations Society of Kenya (PRSK) intends to undertake an update of its register of suppliers for various goods and services for the Financial Years 2025-2028. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR 2025-2028

No.	CATEGORY	ITEM DESCRIPTION
	A	Supply of General Goods/Services
1	PRSK/PQ/01/2025-2028	Design and production of materials e.g. printed stationery, notebooks, folders, banners, promotional materials, etc.
2	PRSK/PQ/02/2025-2028	Supply and delivery of general office stationeries e.g. printing paper, toner cartridges, etc.
3	PRSK/PQ/03/2025-2028	Supply of computers, laptops, computer software, printers and hardware equipment
4	PRSK/PQ/04/2025-2028	Supply of office furniture
	B	Provision of Services
5	PRSK/PQ/05/2025-2028	Provision of air ticketing and other travel agency services
6	PRSK/PQ/06/2025-2028	Provision of courier services
7	PRSK/PQ/07/2025-2028	Hotel services and/or conference facilities
8	PRSK/PQ/08/2025-2028	Provision of photography and videography services
9	PRSK/PQ/09/2025-2028	Provision of event management services e.g. PA system, plasma screens, décor, entertainment, etc.
10	PRSK/PQ/10/2025-2028	Provision of transport and taxi services
11	PRSK/PQ/11/2025-2028	Provision of website upgrade and management services
12	PRSK/PQ/12/2025-2028	Provision of legal services
13	PRSK/PQ/13/2025-2028	Provision of tagging services for assets
14	PRSK/PQ/14/2025-2028	Provision of IT services
15	PRSK/PQ/15/2025-2028	Provision of creative design artworks
16	PRSK/PQ/16/2025-2028	Repair, servicing and maintenance of computers, laptops, photocopier and office furniture
17	PRSK/PQ/17/2025-2028	Provision of Insurance Services
18	PRSK/PQ/18/2025-2028	Provision of Fumigation Services
19	PRSK/PQ/19/2025-2028	Provision of Outside Catering Services

Complete pre-qualification documents should be enclosed in plain sealed envelopes, clearly marked with the relevant reference number and tender description and addressed to:

**The Chief Executive Officer
Public Relations Society of Kenya
P.O. Box 43098-00100
Wu Yi Plaza, Wing B, 2nd Floor, B4, Galana Road**

The duly completed tender documents should be delivered to Wu Yi Plaza, Wing B, 2nd Floor, B4, Galana Road so as to be received on or before **28th July 2025 at 4.00pm**. Tenders shall be opened soon after at the above address in the presence of bidders in attendance or their authorized representatives.

1.1 Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers to PRSK on as and when required basis through quotations for the Financial Year 2025 to 2028.

1.2 Registration of Suppliers/Service Providers

PRSK will only register those suppliers/service providers who meet the criteria as spelt out in this document.

1.3 Invitation of Pre-qualification

Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya in respect to merchandise or services are invited to submit the pre-qualification documents to the President, PRSK in order to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.5 Pre-qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to be considered for pre-qualification suppliers/service providers must provide all information herein requested.

1.6 Distribution of Pre-qualification Document

A copy of the completed pre-qualification data and other required information shall be submitted to reach the address below **at 4.00 pm on 28th July 2025**.

**The Chief Executive Officer
Public Relations Society of Kenya
P.O. Box 43098-00100
Wu Yi Plaza, Wing B, 2nd Floor, B4, Galana Road**

1.7 Additional Information

Public Relations Society of Kenya reserves the right to request submission of additional information from prospective bidders.

1.8 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by Public Relations Society of Kenya after scoring more than 70 points on completion of the pre-qualification evaluation process.

2. BRIEF CONTRACT REGULATIONS

2.1 Contract Price

The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.2 Payments

All purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is used by Public Relations Society of Kenya in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of Public Relations Society of Kenya, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contact.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form 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 as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contact and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract

Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form PQ-6

3.4 Statement Application

Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, PRSK reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

3.7 Pre-qualification Documents

All these are **MANDATORY** and failure to attach any of the documents will lead to an automatic disqualification.

	Required Information	Form Type
1	Registration Document	PQ-1
2	Pre-qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Experience	PQ-4
5	Sworn Statement	PQ-5
6	Confidential Questionnaire	PQ-6
7	Tax Compliance	PQ-7

4. FORM PQ-1 PREQUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration or Incorporation
- b) Copy of VAT Registration Certificate
- c) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- d) Copies of PIN Certificates of Firm/Company
- e) List of ongoing contracts (goods/services)
- f) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number.
- g) Bank references.
- h) Company profile that shall include details of the management team.
- i) Transport firms must attach evidence of having taken all the insurance covers.
- j) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities.
- k) Air Ticketing firms must be IATA registered

N/B: Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.

5. FORM PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification _____

Legal Name of Firm _____

Post Office Address _____

Legal Office Address _____

City _____ Country _____

Telephone Number _____

Contact Person _____

Title _____

2. Organization & Business Information _____
 Management Personnel _____
3. Net Worth Equivalent _____
4. Bank Reference and Address _____

FORM PQ-3 FINANCIAL POSITION

Attach a copy of firm's two recent and certified financial statements giving summary of assets and current liabilities/or any other financial support.

6. FORM PQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)
 - i) Name of Organization _____
 - ii) Address of Organization _____
 - iii) Name of Contact Person at the Organization _____
 - iv) Telephone Number of Organization _____
 - v) Value of Contract _____
 - vi) Date of Contract (Date) _____
2. Name of 2nd Client (Organization)
 - i) Name of Organization _____
 - ii) Address of Organization _____
 - iii) Name of Contact Person at the Organization _____
 - iv) Telephone Number of Organization _____

v) Value of Contract _____

vi) Date of Contract (Date) _____

3. Name of 3rd Client (Organization)

i) Name of Organization _____

ii) Address of Organization _____

iii) Name of Contact Person at the Organization _____

iv) Telephone Number of Organization _____

v) Value of Contract _____

vii) Date of Contract (Date) _____

7. FORM PQ-5 SWORN STATEMENT

SWORN STATEMENT

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

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

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

8. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Plot No _____ Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____

Current Trade License No _____ Expiring Date _____

Maximum value of business which you can handle at one time in Kshs _____

Name of your Bankers _____ Branch _____

PART 2 (A) – SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PART 2 (B) – PARTNERSHIP

Name	Nationality	Citizenship	Details	Shares
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____

3) _____

4) _____

5) _____

PART 2 (C) – REGISTERED COMPANY

Private or Public _____

State the nominal and issue capital of the company

Nominal Kshs _____

Issued Kshs _____

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____

Date _____

Signature & Stamp of Tenderer _____

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

9. FORM PQ-7 LITIGATION HISTORY

Name of Supplier/Service Provider should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or Against	Name of Client, Cause of Litigation and Matter in Dispute	Disputed Amount (Current Value, Kshs Equivalent)



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