



# PREQUALIFICATION DOCUMENT

## FOR

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PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2022/24

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**AFRICERT LIMITED**  
P. O. Box 74696-00200,  
Nairobi,  
Kenya  
Email: [info@africertlimited.co.ke](mailto:info@africertlimited.co.ke)  
Website: [www.africertlimited.co.ke](http://www.africertlimited.co.ke)  
Tel: +254 715 041339

November 2021

# PRE-QUALIFICATION FORM

You are requested to provide particulars as indicated in the following as accurately as possible, and where space is not sufficient, please use a separate paper.

## SECTION 1: REQUIREMENTS

1. Category No. You are applying for: .....

2. Name of Company: .....

3. Address (physical and postal): .....

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4. Telephone no. :

□ Land line .....

□ Mobile(s) .....

5. E-mail address: .....

6. Year the business started:

7. Nature of Business (Tick)

Manufacturer  Wholesaler  Distributor  General Stockist

Dealer/Agent  Any other (please specify)

**8. Business Name and Bank Account details**

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**9. List of major clients served in the last two years:**

No.	Name of Client	Email Address	Tel./Cellphone No.	Name of Contact person

**10. Details, scope and status of business executed by the applicant with clients listed above (contract sum, commencement and completion dates must be indicated).**

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## **SECTION 2: TERMS AND CONDITIONS**

1. Payment is made 30 days after completion of delivery and acceptance of goods/services
2. Delay in delivery of goods and services will cause cancellation of the order.
3. The supplier will replace goods, which do not meet the specified quality at the time of delivery.
4. The supplier will guarantee after-service at least one year for permanent equipment.

## **SECTION 3: CERTIFICATION**

I/We do hereby confirm that the information given above is correct, and

I/We do accept that we shall follow the conditions and terms stipulated in the procurement procedures or any other terms and conditions imposed.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

Stamp:

## FORM PQ-1 QUALIFICATION DOCUMENTATION

All firms must provide:-

- a) Certified copy of Certificate of Registration.
- b) Certified copy of V.A.T Registration Certificate.
- c) Current Tax compliance Certificate from Kenya Revenue
- d) Certified copy of Pin Certificates of Firm/Company/Individual.
- e) A fee of Kshs 3,000 in banker's cheque is payable upon submission of prequalification documents.

You can also make cash deposit to the following bank account and attach the deposit slip:

<b>Account Name:</b>	<b>Africert Limited</b>
<b>Bank Name:</b>	<b>Equity Bank Limited</b>
<b>Bank Branch:</b>	<b>Mombasa road</b>
<b>Account Number</b>	<b>0550292990898</b>
<b>Bank and Branch Code</b>	<b>Bank 068, Branch 108</b>
<b>Swift code</b>	<b>EQBLKENA</b>
<b>Currency:</b>	<b>KES</b>