



**RIFT VALLEY SPORTS CLUB  
P.O BOX 1-20100  
NAKURU**

**TENDER NO. RVSC/PQ/021/2025/2027  
For**

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**PROVISION OF TRAINING AND HUMAN DEVELOPMENT  
SERVICES.**

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**CLOSING DATE**

**25<sup>th</sup> JULY, 2025**

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# **RIFT VALLEY SPORTS CLUB**

## **Tender Notice**

**TENDER NAME: /RVSC/PQ /021/2025-2027**

**TENDER NO: PROVISION OF TRAINING AND HUMAN DEVELOPMENT SERVICES.**

Rift Valley Sports Club now invites applications from Training Firms.

A complete set of Pre- qualification tender document may be obtained by interested candidates from the procurement office upon payment of a non-refundable fee of Ksh 2,000.00 Through the club pay bill no. **933832** account name. **TENDER**

Completed pre-qualification tender documents in plain sealed envelopes marked with the tender number should be deposited in the Club's **Tender Box** at Club Reception

Should be addressed to:

**The Club manager**

**Rift Valley Sports Club**

**P.O. Box 1-20100**

**NAKURU**

So as to reach on or before **25th July 2025 at 10.00 a.m.**

Tenders will be opened on **25th July 2025 at 10.30 am** in the presence of candidates' representatives who choose to attend at the Club Board room

**Club Manager**

## **INSTRUCTIONS TO BIDDERS**

- 2.2.1 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.2 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

### **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 Prequalified firms shall be asked to submit their quotations from time to time as and when the need arises.
- 2.4.3 All applicants are requested to read carefully the document on section 11 and fill all the information.

**PRE-QUALIFICATION TENDER NO. RVSC/PQ/ 021/2025-2027 FOR  
PROVISION OF PROVISION OF TRAINING AND HUMAN DEVELOPMENT  
SERVICES.**

**INTRODUCTION:**

The objective of this invitation is to identify and pre-qualify for registration capable and eligible firms for provision of Training Services. Pre-qualified training firms shall be called upon to submit financial quotations from time to time during the year 2025-2027.

Bidders are requested to give their particulars in all parts of this questionnaire.

**PART (I) GENERAL**

Firm` s Name.....

Location of Firms Premises:

.....  
Physical location: .....Street/Road.....

Postal Address: .....

Telephone No: .....Mobile.....

NO.....

.....  
Email address: .....

**PART (II) FIRM` S DETAILS**

Is the firm a partnership? Yes/no. If so, give details of names of partners

.....  
.....  
Company` s capacity - maximum number of workers .....

Name of Bankers: .....

Branch and Address.....

Preferred mode of payment ..... Credit period

.....  
.....  
.....  
.....  
.....

**PART (III) KNOWLEGDE, EXPERIECNCE AND SKILLS**

Provide details of partners, associates or consultants

<b>NAME</b>	<b>NATIONALITY</b>	<b>QUALIFICATION</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....

N/B State academic and professional Qualification of key management personnel (attach CVs)

## REFERENCES

Provide a list of companies and other organizations to which you provide similar services  
Indicate the specific Trainings undertaken: -

	<b>Name of Company</b>	<b>Telephone</b>	<b>E-mail</b>	<b>Contact Person/Details of Training carried out</b>
1				
2				
3				
4				

**Applicants must attach the following documents: -**

- Copy of Certificate of Incorporation or Registration
- Copy of Pin Certificate
- Copy of VAT Registration Certificate
- Copy of Certificate of Registration with DIT
- Copy of Registration certificate with Professional Bodies i.e., Professional Trainers Association of Kenya.

Signature .....

Date.....

**RIFT VALLEY SPORTS CLUB  
CONFIDENTIAL QUESTIONNAIRE FORM**

TENDER/ PREQUALIFICATION REF: NO.....

TENDER/ PREQUALIFICATION DESCRIPTION.....

SUPPLIER'S NAME .....

POSTAL ADDRESS.....

PHYSICAL ADDRESS.....

TOWN.....

ROAD/STREET.....

BUILDING.....

TELEPHONE NUMBER.....

E-MAIL ADDRESS.....

CERTIFICATE OF INCORPORATION.....ATTACH COPY

VAT NUMBER.....ATTACH COPY

PURCHASE MPESA RECEIPT NUMBER..... ATTACH COPY

LOCAL AUTHORITY PERMIT NO.....ATTACH COPY

**NAMES OF REFEREES**

1.....

2.....

3.....ATTACH RECOMMENDATION LETTERS

**DETAILS OF DIRECTORS OR PARTNERS**

NAME	NATIONALITY	SHARES
1.....	.....	.....
2 .....	.....	.....
3.....	.....	.....

**DECLARATION**

I certify that the above information is correct in all respects

NAME .....

SIGNATURE .....

POSITION .....

RUBBER STAMP .....