



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

**TENDER NO. RVSC/PQ/025/2025/2027  
For**

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**PROVISION OF TENTS, CHAIRS, DECORATIONS  
ENTERTAINMENT AND EVENT MANAGEMENT.**

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**CLOSING DATE**

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

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# **RIFT VALLEY SPORTS CLUB**

## **Tender Notice**

**TENDER NO- /RVSC/PQ /025/2025-2027**

### **TENDER NAME:) PROVISION OF TENTS, CHAIRS, DECORATIONS AND EVENT MANAGEMENT**

Rift Valley Sports Club now invites sealed bids from eligible candidates for provision of tents, chairs, decorations and event management -.

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 paybill 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 **Tender Box** situated 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 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 directors 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. Such submitted quotations shall be the basis of a framework contracts.
- 2.4.3 All applicants are requested to read carefully the document on section 11 and fill all the information requested.

**SECTION II****PRE-QUALIFICATION TENDER NO. RVSC/PQ/ 025/2025-2027**

Prequalification Tender for the provision of tents, chairs and decorations and event management

The objective of this invitation is to identify, capable and eligible service providers for the above services for a period commencing August,2025

**A. GENERAL INFORMATION**

SUPPLIER'S NAME.....

ADDRESS.....

TELEPHONE.....

PHYSICAL  
LOCATION.....

NATURE OF  
BUSINESS.....

..... E-MAIL ADDRESS

.....

CURRENT TRADE LICENCE NO..... REG.  
NUMBER.....

V.A.T. NO..... P.I.N. ....  
RECEIPT NO..... DATE .....

**B. QUALIFICATION CRITERIA**

The following rating shall be used to assess applicants for event management -provision of tents, chair and decorations.

- a) Qualification and experience of the firm
- b) Adequacy of facility and equipment.
- c) Qualification and experience of key staff.

**C. COMPANY DETAILS**

Company.....  
.....

Partnership.....

Sole Proprietorship.....

Others  
(specify).....

**DETAILS OF DIRECTORS OR PARTNERS**

<b>NAME</b>	<b>NATIONALITY</b>
<b>SHARES</b>	
1. .....	.....
2. .....	.....
3. .....	.....
4. .....	.....

**D. TYPE OF BUSINESS****GOOD/SERVICES**

1. .....  
.....

SHARE CAPITAL.....

NAME OF BANKER.....

BRANCH.....

ADDRESS.....  
.....

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

**E. MANPOWER**

- Name of Managing Director
- Number of Employees
- Number of Technical Staff

- d) State qualification and experience of key staff (attach their C.V)

## **F. REFERENCES**

Provide a list of companies and other organizations to which you provide similar services

	<b>Name of Company</b>	<b>Telephone</b>	<b>Contact Person/ Telephone</b>
1			
2			
3			

## **G. DURATION**

The appointment period will be for duration of 2 years and may be extended for a further one year at the discretion of the company.

## **H. SPECIFIC INFORMATION**

- Has your company ever been involved in litigation/arbitration with clients/consultants?  
(If yes give details)
- Attach at least two (2) current letters of recommendation from your existing clients
- Contact person/sales manager.....
- Direct phone line/extension.....Year of establishment.....
- Are you a member of any certified bodies .....?
- Copy of NCA registration (attach if any)

## **I. REFERENCES**

Give details of your two clients :(Letters of recommendation attached)

1. Client:

Address:

Telephone No:

Contact Person:

Duration of Contract:

2. Client:

Address:

Telephone No:

Contact Person:

Duration of Contract:

***DECLARATION***

I hereby certify that the information provided is true and if established to be false may lead to my dis-qualification.

Name Tenderer..... Address.....

Name of witness..... Address .....

Signature of Tenderer.....

Date.....

***AFFIX COMPANY STAMP***

## 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  
MPESA PAYMENT REF NO, .....  
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	.....
DATE	.....

RUBBER STAMP .....

