



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

**TENDER NO. RVSC/PQ/029/2025/2027
For**

PROVISION OF COMPANY SECRETARIAL SERVICES

CLOSING DATE

25th JULY, 2025

Table of Contents

	Page
TENDER NOTICE	3
INSTRUCTIONS TO BIDDERS	4
PRE-QUALIFICATION DOCUMENT	5-6
CONFIDENTIAL QUESTIONNAIRE FORM	7-8

RIFT VALLEY SPORTS CLUB

Tender Notice

TENDER NO- /RVSC/PQ /029/2025-2027

TENDER NAME: PROVISION OF COMPANY SECRETARIAL SERVICES.

Rift Valley Sports Club now invites sealed bids from eligible candidates for provision of company secretarial services

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 2000.00. 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** 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 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. 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 requested.

SECTION II

PRE-QUALIFICATION TENDER NO. RVSC/PQ /029/2025-2027 FOR PROVISION OF COMPANY SECRETARIAL SERVICES.

INTRODUCTION:

The objective of this invitation is to identify and pre-qualify for registration capable and eligible firms for provision of company secretarial services to Rift Valley Sports Club. Bidders are requested to give their particulars in all parts of this questionnaire.

PART (I) GENERAL

Firms

Name.....

Location of Firms Premises:

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

Postal Address:

Telephone No:Mobile.....

.....
FAX
NO.....

.....
Email address:

PART (II) FIRM'S DETAILS

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

.....
.....

Name of Bankers:

.....
Branch and Address.....

PART (III) KNOWLEGDE, EXPERIECNCE AND SKILLS

Provide details of partners, associates or consultants

NAME	NATIONALITY	QUALIFICATION
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.....

.....

.....
N/B State academic and professional Qualification of all the Auditors in the firm (attach CVs)

(IV) REFERENCES

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

	Name of Company	Telephone	E-mail	Contact Person
1				
2				
3				
4				

(V) LITIGATION HISTORY

Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

Applicants must attach the following documents

- Copy of Certificate of Incorporation or Registration
- Copy of Pin Certificate
- Copy of VAT Registration Certificate
- Practicing Certificates from Institute of Certified Secretaries (ICS) or equivalent
- Attach CVs of key personnel
- Demonstrated experience in providing company secretarial services to similar organizations or institutions (minimum 3 years recommended).

Date.....

Rubber Stamp.....

CONFIDENTIAL QUESTIONNAIRE FORM

TENDER/ PREQUALIFICATION REF: NO.....

TENDER/ PREQUALIFICATION DESCRIPTION.....

FIRM'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 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