

THE UNITED KENYA CLUB



PREQUALIFICATION FOR SUPPLY OF GOODS AND SERVICES

FOR THE PERIOD 2023-2025 FINANCIAL YEAR

PRE-QUALIFICATION NO UKC /PREQ-----2023/2025

ITEM -----

NAME OF APPLICANT -----

**The United Kenya Club
P.O Box 42220-00100
Nairobi.
Telephone :0733137222
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Introduction

The United Kenya Club (UKC) is a private members club started in 1946, now celebrating 76 years of existence. The Club has a long and distinguished history, which is intertwined with the history of independent Kenya. The United Kenya Club is open to all persons without any discrimination based on age, tribe, language, Region race or political affiliation. Its proximity to the Central Business District does offer tremendous advantages to members and other stakeholders.

VISION: A Prestigious club of choice Embracing Diversity and Human Dignity.

MISSION: To bring together members of different race, gender, social status, religion and political affiliation for a common goal of sharing professional ideas, business networking, socializing and encouraging individual dignity and societal development.

PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2023-2025

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SECTION 1: INVITATION FOR PREQUALIFICATION

1.1 CATEGORIES

CATEGORY	
UKC/ 01/2023-2025.Supply and delivery of Red Meat	<ol style="list-style-type: none">1. Beef carcass2. Whole goat3. Topside4. Beef fillet5. Minced meat6. Goat head7. T-bone steak

	<ol style="list-style-type: none"> 8. Osumbuko 9. Sirloin steak 10. Rumb steak
UKC/ 02/2023-2025. Supply and delivery White Meat	<ol style="list-style-type: none"> 1. Capon 2. Nile perch 3. Ngege 4. Chicken wings 5. Gizzards 6. Pork loin, pork loin chops, pork sausages 7. Pork shoulder spare ribs, 8. Drumsticks 9. Turkey 10. Kienyeji chicken
UKC/ 03/2023-2025. Supply and delivery of Dairy Products	<ol style="list-style-type: none"> 1. Milk-0.5ltrs 2. Cheese-1kg 3. Butter -1kg 4. Ice cream-2ltrs
UKC/ 04/2023-2025. Supply and delivery of Processed Meats	<ol style="list-style-type: none"> 1. Beef sausage 2. Choma sausage 3. Beef Choma sausage 4. Ham 5. Collar bacon 6. Chipolatas
UKC/ 05/2023-2025. Supply and delivery of Seafood	<ol style="list-style-type: none"> 1. Prawns 2. King fish 3. Craps 4. Tuna 5. Salmon 6. Lobster 7. Tilapia fillet
UKC/ 06/2023-2025. Supply and delivery of Juices	<ol style="list-style-type: none"> 1. Fresh juices 2. Packet juices
UKC/ 07/2023-2025. Supply and delivery of fresh Bread Bakery items and pastries	<ol style="list-style-type: none"> 1. Bread 2. Banquet bread 3. Pastries
UKC/ 08/2023-2025 Supply and delivery of. Dry Goods	<ol style="list-style-type: none"> 1. Rice and Legumes. 2. Spices. 3. Honey & Jams. 4. Tomato paste, tomato sauce

	<ol style="list-style-type: none"> 5. Chocolate & Patisserie. 6. Nuts, Seeds & Grains. 7. Pasta. 8. Sugar, Tealeaves Vanilla & Essences. 9. Vinegar and limes 10. Wimbi flour, uji mix 11. Aluminum foil, Cling film carrier bags 12. Wheat flour, Maize flour 13. Cooking oil and salt
UKC/ 09/2023-2025 Supply and delivery of. Cereals	<ol style="list-style-type: none"> 1. Ndengu 2. Yellow beans 3. Mbaazi 4. Pishori rice
UKC/ 010/2023-2025. Supply and delivery of fruits	<ol style="list-style-type: none"> 1. Spinach 2. Carrots 3. Onions 4. Tomatoes 5. Kunde 6. Manage 7. Kales 8. Baby marrow 9. Cucumber 10. Garden peas 11.
UKC/ 011/2023-2025. Supply and delivery of vegetables	<ol style="list-style-type: none"> 1. Water melon 2. Pineapples 3. Bananas 4. Sweet banana 5. Sweet melon
UKC/ 012/2023-2025. Supply and delivery of detergents soaps and disinfectant.	<ol style="list-style-type: none"> 1. Cleaning materials 2. Hand wash 3. Multipurpose 4. Disinfectant 5. Chemicals 6. Laundry detergents
UKC/ 013/2023-2025. Supply And Delivery Of Methylated Spirit and Charcoal	<ol style="list-style-type: none"> 1. Methylated spirit-20ltrs 2. Charcoal -sack

UKC/ 014/2023-2025.Supply and delivery of Wines and Spirits	<ol style="list-style-type: none"> 1. SPIRITS <ol style="list-style-type: none"> a. Gin b. Whisky c. Liqueur d. Vodka e. Rum f. Brandy 2. WINES <ol style="list-style-type: none"> g. Red wine h. White wines i. Rosee j. Sparkling wine k. Champagne l. Fortified wine
UKC/ 015/2023-2025.Supply and delivery of Beers	<ol style="list-style-type: none"> 1. International beers 2. Local beers
UKC/ 016/2023-2025.Supply and delivery of Non Alcoholic Beverages	<ol style="list-style-type: none"> 1. Carbonated drinks 2. Squashes 3. Mineral water 4. Flavored water
UKC/ 017/2023-2025.Supply and delivery of Cigarettes	<ol style="list-style-type: none"> 1. Cigarettes 2. Roasted Cashew nuts 3. Roasted peanuts
UKC/ 018/2023-2025.Supply and delivery of Assorted stationaries	<ol style="list-style-type: none"> 1. Writing pads and pens 2. Staplers 3. Calculators 4. Pins 5. Printing 6. Machine rolls 7. Photocopy papers
UKC/ 019/2023-2025.Provision Of Print And Graphic Design Services	<ol style="list-style-type: none"> 1. Website design 2. Branding design 3. Publishing design 4. Print design 5. Banners 6. Posters 7. Brochures 8. Digital adverts
UKC/ 020/2023/2025.Supply and maintenance of security Services and systems.	<ol style="list-style-type: none"> 1. CCTV Surveillance and maintenance 2. Security Guards

	<ol style="list-style-type: none"> 3. Alarms and detectors 4. Access control system
UKC/ 021/2023-2025. Supply and maintenance of Laundry and housekeeping equipment machines.	<ol style="list-style-type: none"> 1. Drying machines 2. Washing machines 3. Steam press 4. Iron press 5. Wet and dry Vacuum cleaner 6. Calendar(Roller iron)
UKC/022/2023-2025 Provision of garbage collection	<ol style="list-style-type: none"> 1. Garbage collection
UKC/023/2023-2025 Provision of servicing of sanitary bins	<ol style="list-style-type: none"> 2. Sanitary bin services
UKC/ 024/2023-2025.provision for fumigation and pest control services	<ol style="list-style-type: none"> 1. Rooms 2. Apartments 3. Lounge 4. Dining hall 5. Main kitchen 6. Garden restaurant 7. Gym 8. Compound
UKC/025/2023-2025. Supply of Beddings	<ol style="list-style-type: none"> 1. Orthopedic mattress 2. Pillows 3. Cushions
UKC/ 026/2023-2025. Supply of Staff Uniforms	<ol style="list-style-type: none"> 1. Staff uniform 2. Shoes
UKC/ 027/2023-2025. Supply And Maintenance Of Gym Equipment	<ol style="list-style-type: none"> 1. Treadmill 2. Stationary bicycle 3. Barbell Set 4. Rowing machine 5. Low-impact treadmills
UKC/ 028/2023-2025. Supply Of Building /Hardware Materials And Maintenance Of Buildings	<ol style="list-style-type: none"> 1. Plumbing 2. Electricals 3. Painting 4. Sand 5. Building materials
UKC/ 029/2023-2025. Supply And Servicing of printers	<ol style="list-style-type: none"> 1. Toners 2. Cartridges 3. Printers
UKC/ 030/2023-2025. Supply And Servicing Of Computer and computers systems.	<ol style="list-style-type: none"> 1. Servicing of computers 2. Supply of computers and computer accessories 3. System web hosting
UKC/031/2023-2025 Supply And Delivery Of Gas	<ol style="list-style-type: none"> 1. Bulk gas

	2. Gas cylinder (50kg,13kg)
UKC/ 032/2023-2025.Suply and installation of digital PABX and telephone	1. Extension telephone 2. Cables
UKC/ 033/2023-2025.Supply of Curtains And Linens	1. Rooms and apartment (linen) <ul style="list-style-type: none"> a. Bedsheets b. Pillow cases c. Under blankets d. Blankets e. Duvet/covers f. Bed throw g. Towels (Bath, hand and Mat h. Curtains (heavy and sheers) 2. Dining hall <ul style="list-style-type: none"> a. Table napkins b. Table cloths c. Waiter cloths d. Cocktail table cloths e. Roseslip cloth f. Tray cloth g. Hot towels
UKC/ 034/2023-2025.Supply and delivery of Furniture And Fittings	1. Sofas 2. Coffee tables 3. Banquet chairs 4. Office chairs and tables 5. Dining tables 6. Reading tables 7. Resting chairs 8. Beds 9. Side board 10. Cocktail tables
UKC/ 035/2023-2025.Hire of Event tents, furniture ,sound system and related services	1. Hire of tents, 2. Hire of chairs, 3. Hire of bouncing castles 4. Hire of kid's train 5. Hire of swing 6. Hire of slides 7. Hire of crockery and cutlery
UKC/ 036/2023-2025.Provision of transport Services	1. Staff transport
UKC/ 037/2023-2025 Supply and maintenance of kitchen equipment's	1. Commercial ovens 2. Fryers 3. Grills 4. Toasters

	<ol style="list-style-type: none"> 5. Commercial dish washers 6. Dish tables 7. Dish rack 8. Food trolley 9. Commercial blenders 10. Slicers 11. Dough mixer 12. Grinders 13. Mincing machines 14. Peelers 15. Meat tenderizer 16. Salamander 17. Conical strainer 18. Vegetables skimmer 19. Chopping boards 20. Electric meat saw
UKC/ 038/2023-2025 Supply and delivery of cutlery, crockery and food service equipment.	<ol style="list-style-type: none"> 1. Knives 2. Butcher knives 3. Pans 4. Baking sheets 5. Chafing dishes 6. Serving trays 7. Serving spoons 8. Tongs, 9. Sizzlers 10. Food covers 11. Hot pass 12. Wash-up boiler 13. Serving trays 14. Wine opener 15. Ice bucket 16. Tot measure 17. Ice maker 18. Weighing scale
UKC/ 039/2023-2025 Supply and delivery of fire safety equipment's and systems	<ol style="list-style-type: none"> 1. Fire suppression systems 2. Extinguishers 3. Fire blanket 4. First aid kit 5. Horse reels 6. Helmets 7. Gloves
UKC/ 040/2023-2025 Supply and delivery of refrigeration and cold room services.	<ol style="list-style-type: none"> 1. Freezers -600ltrs 2. Chillers double door 3. Refrigerator
UKC/ 041/2023-2025 Supply and service of ventilation and exhaust system	<ol style="list-style-type: none"> 1. Hoods 2. Fans

	3. Cooling system
UKC/ 042/2023-2025 Supply and delivery of beverage equipment	1. Coffee machine 2. Juice dispenser 3. Tea -urn
UKC/ 043/2023-2025 Supply and delivery of tissues and serviettes	1. Jumbo 2. Nice and soft tissue 3. Qikdri 4. Serviettes 5. Toilet balls
UKC/ 044/2023-2025 Provision of insurance services	1. Medical
UKC/ 045/2023-2025 Maintenance and servicing of generator	2. Generator
UKC/ 046/2023-2025 provision for consultancy services	1. Human resource 2. Finance 3. Building and construction

1.2. PURCHASE OF SUPPLIER PREQUALIFICATION DOCUMENT

To purchase the prequalification document please follow steps below;

- i. Make the payment of a non-refundable fee of kes 1,000.00 for the prequalification document through our pay bill no 822610 account number auto generated category number or pay at the reception to validate your payment.
- ii. Download and fill the data form dully signed
- iii. Attach a copy of the payment receipt in the prequalification document
- iv. The prequalification document must be chronologically serialized all through, sealed in a plain envelope, and left at the reception prequalification box.
- v. Completed prequalification document must be delivered to the address below on or before June 25th 2023 at 2:00pm
- vi. The bids will be opened on Monday 2.00pm in the presence of bidders or representatives who wish to attend.

The General Manager
United Kenya Club
P.O Box 42220-00100
Nairobi

SECTION TWO (2) MANDATORY REQUIRED DOCUMENT

NO	Requirements	
MR1	Must provide organization profile.	
MR2	Must provide Duly filled and stamped pre-qualification data form.	
MR 4	Relevant past experience	
MR 5	Price list of items in the selected bid category	
	In addition, provide clear photocopies of the following	
	a. Copy of registration certificate(attach copy)	
	b. Copy of KRA pin certificate (attach copy)	
	Certificate from relevant authorities where applicable e.g.	
	a. Copy of vat certificate.	
	b. Must provide Trading license/Business Permit (attach copy)	
	c. Must submit annual practicing license from national authority for chemicals control (NACC) (attach copy)	
	d. Must submit annual practicing license from meat control act and a letter from public health license. (attach copy)	
MR 6.	Must provide a copy of UKC receipt for the purchase of pre-qualification document.(attach copy)	

SECTION THREE (3) PREQUALIFYING ORGANISATION DATA FORM

PARTICULARS	RESPONSE
Full name of organizations:	
Is your organization (please tick one)	
1) A public limited company	
2) Public listed company	
3) A limited company	
4) A partnership company	
5) A sole trader	
6) Other	
Date of registration	

Full physical address of the business	
Postal address of the business	
Post code	
Telephone number	
E-mail address	
Period in which you have been in the specific business for which you to be pre-qualified	
Supplier banking details.	
Name of directors and partners (for companies and partnership)	
Associated companies (if any)	
Contact person within the organization to whom enquires about this bid should be directed.	
Name	
Telephone	
Title	
E-mail	
State credit period (minimum proposed is 60days)	
Price validity of bids (minimum proposed 1year)	
Indicate average delivery time upon receipt of LPO	
Maximum value of business which you can handle at any one time	KShs -----

SECTION FOUR (4) REFEREES

NAME ATLEAST THREE CLIETS

A. 1ST Referee organization

- 1) Name of the organization-----
- 2) Address
- 3) Name of the contact person -----
- 4) Telephone no -----
- 5) Value of the contract-----
- 6) Duration of contract (date)-----

(Attach documents)

B. 2nd referee organization

- 1) Name of the organization-----
- 2) Address
- 3) Name of the contact person -----
- 4) Telephone no -----
- 5) Value of the contract-----
- 6) Duration of contract (date)-----

C. 3rd referee organization

- 1) Name of the organization-----
- 2) Address
- 3) Name of the contact person -----
- 4) Telephone no -----
- 5) Value of the contract-----
- 6) Duration of contract (date)-----

SECTION 8: AFFIDAVIT FORM

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

- a) The information given in our application is accurate to the best of our knowledge.
- b) We enclose all the required documents and information required for the pre-qualification

Name-----

Signature-----

Title-----

Date-----

Company stamp