



**PRE-QUALIFICATION OF CONSULTANCY AND PROFESSIONAL SERVICES FOR  
THE PERIOD 2025/2026**

**CATEGORY.....**

**NUMBER .....**

**CLOSING DATE AND TIME**

**4<sup>TH</sup> MARCH 2025 AT 5 PM**

.....

# CONTENTS

SECTION A: PRE-QUALIFICATION NOTICE .....	3
SECTION B: IMPORTANT NOTES TO CANDIDATES .....	6
PRE-QUALIFICATION DATA INSTRUCTIONS .....	7
PQ-1 - PRE-QUALIFICATION DATA.....	9
PQ-2 SUPERVISORY PERSONNEL.....	11
PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	12
PQ-4 PAST EXPERIENCE .....	15
PQ-5 SWORN STATEMENT .....	18

*Pre-qualification of consultancy and professional services*

NO	<b>CONSULTANT CONTACT DETAILS</b>	
1	NAME OF CONSULTANT	
2	POSTAL ADDRESS	
3	PHYSICAL LOCATION OF THE OFFICE	
4	NAME OF CONTACT PERSON	
5	OFFICIAL EMAIL ADDRESS	
6	TELEPHONE NUMBER	
7	WEBSITE ADDRESS	
8	CATEGORY APPLIED FOR	

**SECTION A: PRE-QUALIFICATION NOTICE****PRE-QUALIFICATION FOR CONSULTANCY AND PROFESSIONAL SERVICES**

Uraia Trust invites applications from interested vendors (including current suppliers/Consultants) for pre-qualification for the provision of consultancy and professional services for the period 2025 to 2026

<b>CONSULTANCY PRE-QUALIFICATION FOR THE PERIOD 2025-2026</b>	
Category Code	Category Description
UT/CS/001	Project/Programme Evaluations
UT/CS/002	Baseline Surveys
UT/CS/003	Resource Mobilisation
UT/CS/004	Project Management
UT/CS/005	Leadership, Democracy and Governance Experts
UT/CS/006	Strategy Development and Review
UT/CS/007	Gender Experts
UT/CS/008	Succession Planning
UT/CS/009	Monitoring and Evaluation
UT/CS/010	Team Building & Performance Improvement
UT/CS/011	Recruitment Services
UT/CS/012	Asset Valuations
UT/CS/013	Provision of IT Services, Software Solutions, Web Design & App Developers
UT/CS/014	Technical Editors and Writers (annual reports, donor reports, etc)
UT/CS/015	Legal and Arbitration Services
UT/CS/016	Transcription and Translation services (English, Swahili, local languages in Kenya, sign language)

## Pre-qualification of consultancy and professional services

UT/CS/017	Provision of activity resource services such as rapporteuring, event facilitators, MC's, Social Media Influencers, Sign language interpretation, artists
UT/CS/018	Video Animations, Illustrations and Cartoonists
UT/CS/019	Risk Management and Business Continuity
UT/CS/020	Financial Management
UT/CS/021	Procurement Management
UT/CS/022	Human Capital Management
UT/CS/023	ICT Consultancy, ERP and Document Management Systems
UT/CS/024	Proposal writing and development
UT/CS/025	Safety and Security
UT/CS/026	Communication and Visibility
UT/CS/027	Executive Coaching and Leadership development
UT/CS/028	Provision of survey and polls services
UT/CS/029	Provision of Edutainment Services/performance artists including spoken words, poetry, drama, acoustic performances, theatre performances etc
UT/CS/030	Provision of Artistic Services including Virtual artists,
UT/CS/031	Provision of photography & videography services including live streaming services
UT/CS/032	Provision of audio visual and sound services

Interested eligible candidates can download pre-qualification document from the Uraia website link <https://uraia.or.ke/tender/>

Completed pre-qualification documents marked with the category code should be submitted through the email address below.

[tender@uraia.or.ke](mailto:tender@uraia.or.ke), to be received on or before 4th March 2025 at 5 PM.

The email subject line should be **PRE-QUALIFICATION OF CONSULTANTS 2025-2026:**  
**CATEGORY NO.....**

Only electronic bids will be accepted and should be received not later than 4<sup>th</sup> March 2025,  
at 5 PM

**PROCUREMENT OFFICER**

**For: HEAD OF FINANCE AND SUPPORT SERVICES**

## **SECTION B: IMPORTANT NOTES TO CANDIDATES**

### **1. PRE-QUALIFICATION INSTRUCTIONS**

#### **1.1. Introduction**

Uraia Trust would like to invite interested candidates who must qualify by meeting the set criteria as provided by Uraia to perform the contract of provision of consultancy and professional services.

#### **1.2. Pre-Qualification Objective**

The main objective is to provide consultancy and professional services under relevant tenders/quotations to Uraia Trust as and when required during the stated period.

#### **1.3. Invitation Pre-qualification**

Consultants registered with Registrar of Companies under the Laws of Kenya in respective services or unregistered individuals operating consulting services are invited to submit their Pre-Qualification documents to the Head of Finance and Support Services so that they may be pre-qualified for submission of quotations of bids. The prospective suppliers are required to supply mandatory information for pre-qualification.

#### **1.4. Experience**

Prospective suppliers and consultants must have carried out successful undertaking and delivery of services to Government/corporations/ NGOs/ institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### **1.5. Pre-qualification Document**

This document includes questionnaire forms and documents required from prospective suppliers.

1.6. To be considered for pre-qualification, prospective suppliers/consultants must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

#### **1.7. Distribution of Pre-Qualification Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted through email not later than 4<sup>th</sup> March 2025, at 5 PM

#### **1.8. Questions Arising from Documents**

Tenderers may request clarification on the Pre-qualification Document up to 7 (seven) days before the submission date. Any request for clarification must be sent in writing to [tender@uraia.or.ke](mailto:tender@uraia.or.ke). Uraia Trust will respond in writing to such requests.

## **2. PRE-QUALIFICATION DATA INSTRUCTIONS**

### **2.1. Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, are to be completed by prospective suppliers/consultants who wish to be pre-qualified for submission of tender for the various categories.

- 2.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English

### **2.2. Qualification**

- 2.2.1 It is understood and agreed that the pre-qualification data on prospective bidders are to be used by Uraia Trust in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.
- 2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Uraia Trust they possess the capability, experience, qualified personnel available, and suitability of the equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **2.3. Essential Criteria for Pre-qualification**

- 2.3.1 (a) Experience: Prospective bidders shall have at least 4 years of experience in the delivery of services and potential supplier/consultant should show competence, willingness, and capacity to service the contract.
- (b) Prospective supplier/consultant requires special experience and capability to organize the execution and delivery of services at short notice.

#### 2.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-2.

#### 2.3.3 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-4 (at least from four organizations- attach a copy of LPO/LSO/Contract)

### **2.4. Statement**

The application must include a sworn statement Form PQ-5 by the Tenderer ensuring the accuracy of the information given.



*Pre-qualification of consultancy and professional services*

**2.5.** Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Uraia Trust reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

2.5.1 The firm/consultant must declare any conflict of interest concerning any member of staff. Uraia Trust will not seek services from suppliers/consultants where the employees have not declared a conflict of interest

2.5.2 Uraia Trust will carry out a source audit exercise for the shortlisted prequalified suppliers/consultants.

2.5.3 Any effort by the tenderer to influence Uraia in the tender evaluation, tender comparison, or contract award decisions will result in the rejection of the tenderers' tender.

**2.6. Pre-qualification Criteria**

No	Require information	Form Type	Point Scores
1	Pre-qualification/Consultancy Data	PQ-1	15
2	Supervisory Personnel	PQ-2	10
3	Confidential Report	PQ-3	10
4	Past Experience	PQ-4	20
6	Sworn statement	PQ-5	5
7	Total		60

The qualification is 60% and above. Bids scoring below 60% will be considered nonresponsive.

**FORM PQ-1 - PRE-QUALIFICATION DATA**

1. Name of Consultancy Firm

.....

or

Name of lead consultant

.....

2. Email

address.....

.....

3. Telephone.....

.....

4. Category number and description applied

for.....

5. Proposed daily consultancy

rate.....

6. Education (include all college or university degrees)

Name and location of the institution	Degree	Major	Year

7. Employment (in the last 3 years) start with the latest

Position	Employer's name and telephone	Employment period	
		From	To

Pre-qualification of consultancy and professional services

8. Specific relevant consultancy services (give last five (5) years)

services performed	Company name, contact person, and telephone	Dates of service Dd/mm/yy		Daily rate	Days at rate
		From	To		

Consultant certifies that in submitting this form that he/she has taken reasonable steps to ensure the accuracy of the information contained in this form. The consultant understands that Uraia Trust will make necessary contacts to verify the information. Consultant understands that Uraia Trust may rely on the accuracy of such information in negotiating rates with the consultant. Applicant understands that the making of certifications that are false, fictitious, or fraudulent may result in appropriate remedial action by Uraia, taking into consideration all the pertinent facts and circumstances, which may include immediate termination of any relationship with Uraia Trust.

Name .....Signature.....Date.....

**PQ-2 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Undergraduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification .....

.....

(Attach Certificates)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)-

**PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offense to give false information on this form

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization, or Registration.

**Part I- General:**

Business Name .....

Location of business premises.....

Street/Road.....

Postal Address.....

Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade Licence. No..... Expiring date.....

The maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers.....Branch

Account No.....Branch.....

Swift code.....Branch code.....

**Part 2 (a) Sole proprietor**

Your name in full.....

Age.....

Nationality.....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

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

**Part 2 (c) – Registered Company:**

Private or Public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

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

Name.....Signature.....Date:.....



**FORM PQ-4 PAST EXPERIENCE**

1. Name of Client (organization)

.....

2. Address of Client (organization)

.....

3. Name of Contact Person at the client (organization)

.....

4. Telephone No. of Client

.....

5. Value of Contract

.....

6. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract and reference letter)

1. Name of 2<sup>nd</sup> Client (organization)

.....

2. Address of Client (organization)

.....

3. Name of Contact Person at the client (organization)

.....



*Pre-qualification of consultancy and professional services*

4. Telephone No. of Client

.....

5. Value of Contract

.....

6. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract and reference letter)

1. Name of 3<sup>rd</sup> Client (organization)

.....

2. Address of Client (organization)

.....

3. Name of Contact Person at the client (organization)

.....

4. Telephone No. of Client

.....

5. Value of Contract

.....

6. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract and reference letter)

1. Name of 4<sup>th</sup> Client (organization)

*Pre-qualification of consultancy and professional services*

.....

2. Address of Client (organization)

.....

3. Name of Contact Person at the client (organization)

.....

4. Telephone No. of Client

.....

5. Value of Contract

.....

6. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract and reference letter)

**FORM PQ-5 SWORN STATEMENT**

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

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c) We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicants Name.....

Signature.....

Uraia Trust reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision. Late bids will be rejected