



**PCEA SUKARI PARISH**

**REGISTRATION OF SUPPLIERS FOR PROVISION OF PLUMBING  
AND ELECTRICAL SERVICES**

**FOR**

**FINANCIAL YEAR 2025-2027**

**TENDER DOCUMENT NUMBER: PCEA/KS/217/2025-2027**

**CLOSING DATE:  
30<sup>TH</sup> DECEMBER, 2025**

**PCEA Sukari Parish,  
P.O Box 63597-00619,  
Nairobi**  
Telephones: *0738 274 343*  
Website: (*www.church.pceasukari.org/opportunities*)  
Email: *mercyngatia@pceasukari.org* or *administrator@pceasukari.org*)

**INTRODUCTION**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2025 – 2026 AND 2026 – 2027**

PCEA Sukari Parish wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration of contractors for the provision of plumbing and electrical services for the period between 2025-2027. Interested bidders may view and download the above registration documents from PCEA Sukari Parish website [www.church.pceasukari.org](http://www.church.pceasukari.org). Completed Registration documents MUST be submitted on or before **30<sup>th</sup> December 2025 at 11:00 am** in plain sealed envelopes clearly marked: -

**FOR REGISTRATION OF SUPPLIERS FOR PROVISION OF PLUMBING AND ELECTRICAL SERVICES FOR THE PERIOD 2025-2027**

**CATEGORY REFERENCE:**

.....

**CATEGORY NAME: .....**

**And addressed to:  
The Session Clerk,  
PCEA Sukari Parish,  
P.O Box 63597-00619  
Nairobi.**

The categories for consideration are listed below: -

NO	CATEGORY REFERENCE	CATEGORY NAME	TICK PREFERRED CATEGORY
1	PCEA/KS/02	Provision of plumbing services	
2	PCEA/KS/03	Supply of electrical services	

**NB: All bidders must submit the required documents for every category selected.**

**PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

NO	Requirements	Remarks
1	Signed and stamped confidential business questionnaire	Mandatory
2	Duly filled and stamped declaration form	Mandatory
3	Copy of Certificate of Registration/Incorporation	Mandatory
4	Copy of PIN Registration Certificate	Mandatory
5	Copy of Valid Tax Compliance Certificate	Mandatory
6	Valid Single Business Permit from a County Government	Mandatory
8	Detailed company profile and organization structure	Mandatory
9	A Copy of CR 12 for companies showing shareholding of directors	Mandatory
10	Copy of CR13 for sole proprietorship companies	Mandatory
11	Letters of recommendation/completion certificates/LSO/Contract from four (4) clients. The attachments provided should be related to the category applied for.	Mandatory
12	Submission of Audited Financial Statements. The audited financial statements required must be those that are reported within the last three years ie 2021-2024	Mandatory
13	Certificates showing qualifications for provision of plumbing and electrical services for the applicable category.	Mandatory
14	Curriculum vitae of all professional staff	Mandatory
15	Certificates from affiliated Professional Bodies/ Associations.	Mandatory
16	NCA 7 and above certificate for both plumbing and electrical works and EPRA certificate for electrical works.	Mandatory

**All bidders must meet all requirements of the evaluation for them be included in the list of registered suppliers.**

**FORMS TO BE FILLED & RETURNED**

**11.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

All Tenderers are requested to give the particulars indicated in Part 1 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 offence to give false information on this form.

<p><b>Part 1 – General</b></p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No. ....Street/ Road .....</p> <p>Postal Address ..... Postal Code .....</p> <p>Tel Nos.....</p> <p>Facsimile.....</p> <p>Mobile and/ or CDMA No.....</p> <p>E-mail.....</p> <p>Nature of your business .....</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any time KSh.....</p> <p>Name of your Bankers .....Branch... ..</p> <p>*Names of Tenderer’s contact person(s) .....</p> <p>Designation/ capacity of the Tenderer’s contact person(s) .....</p> <p>Address, Tel, Fax and E-mail of the Tenderer’s contact person(s) .....</p> <p>.....</p> <p>.....</p>
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**Part 2 (a) Sole Proprietor**

Your name in full .....

Nationality .....Country of origin .....

\*Citizenship details.....

**Part 2 (b) Partnership**

Give details of partners as follows: -

Names	Nationality	*Citizenship Details	Shares
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1.....

2.....

3.....

4.....

5.....

**Part 2 (c) Registered Company**

Private or Public .....

State the nominal and issued capital of company-

Nominal KSh.....

Issued KSh.....

Give details of all directors as follows

Name	Nationality	*Citizenship Details	Shares
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1.....

2.....

3.....

4.....

5.....

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

**Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date: \_\_\_\_\_

[Signature of staff member]

Date; \_\_\_\_\_

[Signature of authorized representative of the firm]

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**DECLARATION FORM**

Date: \_\_\_\_\_

**To:**

PCEA Sukari Parish

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) \_\_\_\_\_  
\_\_\_\_\_ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) That I/ We do hereby confirm that all the information given in this Tender is accurate, factual and true to the best of our knowledge.
- e) That I/ We are not associated with any other Tenderer participating in this registration

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorised person signing the Tender

\_\_\_\_\_  
Name and Designation of duly authorised person signing the Tender

\_\_\_\_\_

Stamp or Seal of Tenderer