



ST. MARY'S SCHOOL

P.O. Box 40580, 00100 NAIROBI, Kenya

Telephone: (254)-721490140/ (254) -735337809

E-mail: info@stmarvys.ac.ke

PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2026/2027

St. Mary's School is a Catholic day school owned and managed by the Archdiocese of Nairobi offering both national and international curriculum education in its kindergarten, Primary school, Secondary school and the International Baccalaureate Diploma Programme (IBDP) school.

St. Mary's School aims at promoting the holistic growth of our students and pupils through the teaching of Christian values, character formation and academic excellence by adapting the ethos of the Catholic tradition.

The school wishes to prequalify suppliers of the following categories of items/ services for the period 2026-2027.

CATEGORY 1: ACADEMIC ITEMS	
SMS 01/01/2026	General Office stationery and Printing services
SMS 02/01/2026	Textbooks / Library books /Hymnals
SMS 03/01/2026	Laboratory chemicals and equipment
SMS 04/01/2026	Games uniforms, T/Shirts and sports Equipment
SMS 05/01/2026	Staff uniforms

CATEGORY 2: FOOD ITEMS	
SMS 01/02/2026	Dry foods and cereals
SMS 02/02/2026	Fresh Milk & Milk products and Water-Reserved
SMS 03/02/2026	Fresh bread
SMS 04/02/2026	Cooking Oil
SMS 05/02/2026	Sauces, pastes and baked beans
SMS 06/02/2026	Beverages -Natural Fresh Fruit Juice
SMS 07/02/2026	Fresh Vegetables and fruits
SMS 08/02/2026	Fresh meat and meat products

CATEGORY 3: CLEANING & TOILETRY ITEMS	
SMS 01/03/2026	Cleaning Materials and detergents
SMS 02/03/2026	Swimming pool & fish pond chemicals and other related accessories.
SMS 03/03/2026	Provision of tissues, serviettes and other related consumables

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CATEGORY 4: MECHANICAL, ELECTRICAL & HARDWARE ITEMS	
SMS 01/04/2026	Motor vehicle, tractor and generator spare parts
SMS 02/04/2026	Electrical materials and fittings
SMS 03/04/2026	General hardware materials
SMS 04/04/2026	Construction materials
SMS 05/04/2026	General and Office Furniture

CATEGORY 5: FUELS & LUBRICANT ITEMS	
SMS 01/05/2026	Fuel, lubricants
SMS 02/05/2026	Gas & related products

CATEGORY 6: COMPUTER & COMPUTER ACCESSORIES	
SMS 01/06/2026	Provision, repairs & maintenance of Computers, printers, interactive boards, projectors & other related items.
SMS 0/06/2026	CCTV cameras- repairs & maintenance

CATEGORY 7: OTHER PRODUCTS / SERVICES	
SMS 01/07/2026	First Aid drugs, ambulance and other medical services
SMS 02/07/2026	Cleaning – Garbage collection, fumigation, Sanitary bins collection & disposal etc.
SMS 03/07/2026	Tents and Chairs
SMS 04/07/2026	Public Address Systems/Photography & Videography
SMS 05/07/2026	Branding and promotion materials and services
SMS 05/07/2026	Tours and Travel services

All applications will be made on a prescribed 'pre-qualification of suppliers' form which can be downloaded on our website: <http://www.stmarys.ac.ke/tenders>

Completed applications in sealed envelopes stating clearly the category of item/service and marked "prequalification of suppliers 2026/2027" should be addressed as below and dropped in the tender box at our offices at St. Mary's School – James Gichuru Rd., Nairobi between Monday and Friday from 8am to 4pm on or before **Monday 15th December 2025**

**The Administrator,
St. Mary's School - Nairobi,
P.O Box 40580 – 00100,
NAIROBI**

*Prequalification applications received after the stated date shall be returned to the bidders unopened. Applications will be opened on **Tuesday 16th December 2025 from 9am**. St. Mary's School reserves the right to accept or reject any application in whole or in part without giving reasons for doing so.*

PAYMENT DETAIL: PAYBILL: 741116 ACC/NO TENDER (PLUS COMPANY NAME)

NB: Those currently supplying items/ services to the school and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

PRE-QUALIFICATION FORM

SECTION 1: CONFIDENTIAL QUALIFICATION QUESTIONNAIRE

PART I: INSTRUCTIONS

- 1) Applicants are requested to provide particulars as in part II, III, IV, V, VI & VII of this form.
- 2) St. Mary's School attaches great importance to correct information given. If the information given is found to be incorrect, the applicants shall be rendered ineligible for qualification.
- 3) The school reserves the right to visit and inspect business of all applicants.
- 4) All the information provided will be treated as confidential but will not necessarily be used as the only basis of qualifying or rejecting an applicant.
- 5) Applicants are required to attach copies of all relevant registration certificates and/ or licenses.
- 6) This form is eligible for one category/specialty of goods/services. Suppliers who wish to be qualified for more than one category need to buy a form for each category. A supplier cannot apply for more than two (2) categories. A non-refundable amount of Kes. **3,000** is required per application.
- 7) Applicants must meet the set selection criteria to be eligible for pre-qualification in the supply, delivery and provision of goods and services to the school.
- 8) The application should be in a sealed envelope to maintain confidentiality.

- 9) Applicants must demonstrate the requisite experience, willingness and commitment to meet the pre-qualification criteria through the provision of the necessary documents and testimonials.
- 10) The school will engage in a rigorous verification process that may include contacting referees given in the application.
- 11) Enquiries that may arise from the pre-qualification document should be channeled to the email: info@stmarys.ac.ke
- 12) Interested firms may download registration documents from the school website – www.stmarys.ac.ke

PART II SUPPLIER DETAILS

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**)
hereby apply for registration as a supplier for Category No.....

Postal Address.....
Telephone Number (Fixed Line) Mobile.....

Email Address.....

Town..... Street.....

Building..... Floor..... Room/Office.....

Other Branches/ Locations

Name of signatory

Designation: Signature:

NATURE OF SUPPLIER

(A) SOLE PROPRIETOR

Your name in full	
ID/passport Number	

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Nationality	
Country of origin	
PIN number	

(B) PARTNERSHIP

Give details of partners as below:

No.	Name of Partner	Nationality	ID/ Passport No.	Share
1.				
2.				
3.				
4.				

(C) REGISTERED COMPANY

Name of Company:

Nominal Share Capital: Issued Share Capital:

Details of Directors:

NAME	NATIONALITY	SHARE DETAILS

Date..... Signature.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

(Attach copy of registration certificate)

(D) STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS (to be filled by all)

1. Certificate of Registration/ Incorporation..... (Attach copy)
2. Valid Trade License..... (Attach copy)
3. PIN No. (Attach copy)
4. Proof of being up to date in VAT and Income Tax Returns. (Attach copy of current Tax Compliance Certificate)

PART III: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract.

(Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel).

Position	Name	Qualifications	Experience in proposed position

PART IV: FINANCIAL POSITION & TERMS OF TRADE

AUDITED REPORTS

Attach copies of audited reports for the last 3 years.

TERMS OF TRADE PAYMENTS

1. ST. MARY'S SCHOOL will make payments after delivery of goods and services upon issuance of a local purchase /service order.
2. Payment will be made within 30 days upon receipt of Invoice and delivery note. This has to be supported by verification by users or Inspection and Acceptance Committee.

N/B: Please indicate your payment terms and credit period allowed.

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.....

Confirm acceptance of this: **Acceptable/Not Acceptable**

PART V: LITIGATION/ARBITRATION INCIDENCES

1. Enumerate any past litigation and arbitration incidences encountered by the firm.
.....
.....
2. State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.
.....

PART VI: GENERAL INFORMATION

- a) Names and address of your Bankers (*Attach a signed letter from the banks indicating that they are the bankers*)
.....
.....
- b) Have you ever had an order issued and cancelled in whole or part by us? Yes/No (if yes, give reasons)
.....
.....
.....
- c) Do you have any objection in the ST. MARY'S SCHOOL obtaining financial report(s) from your Bankers?
.....
- d) Has your company ever been involved in litigation/arbitration with clients/consultants? (If yes, give details)
.....
.....

- e) Attach at least three (3) current letters of recommendation of works/services performance from current clients to whom you are supplying.

PART VII DECLARATIONS

(A) INTEGRITY DECLARATION

I/We..... declare
that I/we will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, pursuant to Section 62 of the Public Procurement & Asset Disposal Act, 2015, in connection with

Tender name:

Tender No.

For/or in the subsequent performance of the contract if I/We am/are successful.

Dated this..... day of 20.....

Authorized Signature.....

Name and Title of Signatory.....

Official Stamp.....

(B) CONFLICT OF INTEREST DECLARATION

Declaration of Business relationship (company owner/management)

For purpose of transparency and fair dealing, all suppliers/vendors shall make full disclosure of any existing business relationship with any ST. MARY'S SCHOOL employee. Are you a relative or do you have a relationship with any ST. MARY'S SCHOOL employee that would cause any real or perceived conflict of interest?

Yes/No (if yes, specify).....

Information submitted by.....

Signature.....

SECTION 3: PREQUALIFICATION CRITERIA (FOR OFFICIAL USE)

	Required information	Allocated
		scores
1	Registration documentation <ul style="list-style-type: none"> • Certificate of incorporation/Registration certificate/Business Name • PIN Certificate 	10 5
2	Valid Tax Compliance Certificate	15
3	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 3years (General) • Mode of payment & willingness to give credit 	5 5
4	Past experience & performance <ul style="list-style-type: none"> ✦ No. of years in business ✦ Three referees (mostly clients) attach proof 	10 10
5	Confidential business questionnaire <ul style="list-style-type: none"> ✦ Duly filled ✦ Document presented 	15 5
6	Litigation History (General)	5
7	Manpower and expertise (General)	10
8	Declaration and Company stamp	5
TOTAL		100

To qualify the prospective supplier, consultant or contractor must score at least 70 points.