



ALEXON GROUP LTD



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THE ALEXON GROUP LTD

TENDER NOTICE

**REGISTRATION/PRE-QUALIFICATION OF
SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR THE YEAR ENDING 30TH JUNE, 2030**



THE ALEXON GROUP LTD

TENDER NOTICE

REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR ENDING 30TH JUNE, 2030

The Alexon Group Ltd intends to Prequalify and Register Suppliers for goods, works and services for selected categories, from interested and eligible bidders. Candidates may inspect tender documents from the company's Procurement Department at Ugunja Town, along Kisumu–Busia Highway, Kenya, during normal working hours upon payment of a non-refundable fee of KShs.1,000.00 per set of documents, payable to the finance office at the company's premises or to be downloaded from the company's www.alexongroupltd.com free of charge.

For the categories of goods, works and services list, kindly visit the company's website.

Sealed and duly completed documents in plain sealed envelopes clearly marked "REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES CATEGORY AGL" and addressed to:

**The Group Manager
Alexon Group Ltd
P.O. Box 4-40607 Ukwala
Ugunja Town**

Or deposited in the tender box situated at the procurement office, so as to be received on before Wednesday, 22nd Sep, 2026 at 4.00 p.m, the tender documents will be opened thereafter in presence of participants who choose to attend and witness the opening session at the company's premises.

MR. CHRISTOPHER KAHURIA
GROUP GENERAL MANAGER.



THE ALEXON GROUP LTD
TENDER NOTICE
REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR ENDING 30TH
JUNE 2030

The Alexon Group Ltd intends to prequalify and register suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the year ending 30th June 2030.

CATEGORY OF ITEMS TO BE APPLIED FOR

CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
CATEGORY (A) REGISTRATION OF SUPPLIERS 2026-2030			
CATEGORY	ITEM DESCRIPTION	SPECIAL CONDITIONS	TARGET GROUP
AGL/01/2026–2030	Supply & delivery of building materials, hardware & paints, water piping & fittings.		Open
AGL/02/2026–2030	Supply and delivery of concrete production materials.		Open
AGL/03/2026–2030	Supply and delivery of aggregate and quarry products		Open
AGL/04/2026–2030	Supply and delivery of Plant and machinery parts		Open
AGL/05/2026–2030	Supply and delivery of motor vehicle parts and accessories		Open
AGL/06/2026–2030	Supply & delivery of electrical items, fitting and accessories		Open
AGL/07/2026–2030	Supply and delivery of computer hardware, printers, software, tonners & printing chemicals		Open
AGL/08/2026–2030	Supply & delivery of cleaning materials & chemicals.		Women
AGL/9/2026–2030	Supply & delivery of staff uniforms, and safety equipment and PPEs		Open
AGL/10/2026–2030	Supply and delivery of office furniture		Open
	Supply and delivery of office stationery		Youth
AGL/11/2026–2030	Supply and delivery of LPG gas, fuel and lubricants		Open
CATEGORY (B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS 2026 – 2030			
AGL/12/2026–2030	Provision of branding and printing services		Youth
AGL/13/2026–2030	Provision of promotional materials		Reserved
AGL/14/2026–2030	Provision of Building Consultancy Services (Structural, Civil and Mechanical Engineering), Architectural Services and Quantity Surveying Services		Open
AGL/15/2026–2030	Provision of hotel services and conference facilities		Open
CATEGORY (C) REPAIR, INSTALLATION AND MAINTENANCE SERVICES 2026-2030			
AGL/16/2026–2030	Repair and maintenance of photocopier and printing machines.		Youth
AGL/17/2026–2030	Repair and maintenance of computers		Youth
AGL/18/2026–2030	Repair and service of motor vehicles & motor bikes		Open

The Alexon Group Ltd, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the period 2026-2030.

Those wishing to register in more than one category will be required to download documents for each category.

Note:

Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015.

Sealed and duly completed Bids in plain envelopes clearly marked "PREQUALIFICATION

DOCUMENTS FOR SUPPLY OF GOODS, SERVICES AND WORK CATEGORY AGL and addressed to:

The Group Manager
Alexon Group Ltd
P.O. Box 4-40607 Ukwala
Ugunja Town.

Or be deposited in our tender box situated at the administration block by Wednesday, 22nd Sep, 2026 at 4.00 p.m. Tender documents will be opened immediately after closing in the presence of bidders or their representatives who choose to attend the opening session at the company's premises.

Any canvassing will lead to automatic disqualification of the bidder.

MR. CHRISTOPHER KAHURIA
GROUP MANAGER.

**REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS
FOR THE PERIOD ENDING 30TH JUNE, 2030
CATEGORY NO: AGL/2026-2030**

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1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Alexon Group Ltd would like interested suppliers who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, works and services to the company.

1.2. Pre-qualification Objective

The main objective of this exercise is to develop a register of suppliers to supply and deliver assorted items and also provide services and works under relevant tenders to the company as and when required during the period ending 30th June, 2030.

1.3 Invitation for pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the General Manager, The Alexon Group Ltd so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/ services to private and or Government institutions. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5. Pre-Qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective supplier must submit all the information here in requested.

Submission of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted to reach: -

The General Manager

Alexon Group Ltd

P.O. Box 4-40607 Ukwala

Ugunja Town

Not later than 4.00 p.m. (Local time) on Friday, 22nd Sep, 2026.

Questions arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the, The Group Manager Alexon Group Ltd.

Additional information

The company reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer.

2.4 Payments

All local purchase shall be on credit of a maximum of thirty (30) days or as it may be stipulated in the contract Agreement.

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data Forms

3.1.1 The attached questionnaires AGL/PQ-1, AGL/PQ-2, AGL/PQ-3, AGL/PQ-4, AGL/PQ- 5, AGL/PQ-6, AGL/PQ-7 and AGL/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specified Category.

3.1.2 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner shall not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the company in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect of the tender lot as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the company they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential criteria for Pre-qualification

3.3.1 Experience

- 3.3.1.1 Prospective bidder shall have at least 2 years' experience in the supply of goods, services and allied items. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.
- 3.3.1.2 Prospective supplier requires special experience and capability to organize, supply and deliver items, or services on short notice.

3.3.2 Personnel

The names, pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form AGL/PQ.3.

3.3.3 Financial Condition

- 3.3.3.1 The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given.
- 3.3.3.2 Special consideration will be given to the financial resources available as working capital, taking into account uncompleted orders on contract and those in progress as filled in data form AGL/PQ4.
- 3.3.3.3 However, potential bidders should provide evidence of financial capacity to execute contract.

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualification of bidders. Letters of reference from past customers should be included in form AGL/PQ-5 where applicable.

3.4 Statement

Application must include a sworn statement in form AGL/PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of pre-qualification

Should a condition arise between the time of application for pre-qualification and the bid opening date which in the opinion of the client/the company could substantially change the performance and qualification of the bidder or his ability to perform such as, but not limited to bankruptcy, change in ownership or new commitments, the company reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Outlined Supply and Delivery Procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract form AGL/PQ-2.

3.7 Pre-qualification Criteria

The prequalification of the suppliers/contractors is evaluated as follows:

S/No.	Required Information	Form Type	Max Score
1.	Registration Documentation	AGL/PQ-1	8
2.	Pre-qualification Data	AGL /PQ-2	5
3.	Supervisory Personnel	AGL /PQ-3	5
4.	Financial position	AGL /PQ-4	20
5.	Past experience	AGL /PQ-5	15
6.	Sworn Statement	AGL /PQ-6	10
7.	Confidential Questionnaires	AGL /PQ-7	18
8.	Litigation History	AGL /PQ-8	9
9.	Up to date KRA Tax Compliance Certificate		10
	TOTAL		100

3.8 Qualification Mark

The qualification mark is 55 points and above.

FORM AGL/PQ-1: PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- Copies of Certificate of Registration/Incorporation
- Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual
- Copy of Valid Certificates for special groups from the National Treasury.
- Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
- CR12 where applicable
- Copy of valid Business permit
- ETR/ETIMS compliance
- Certificate of registration with relevant regulatory bodies where applicable.

FORM AGL/PQ-2: PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We _____ hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of _____ (Category No.) _____
(Item Description)

Post office address.....Town.....Street.....Name of building.....
Floor No.....Room/Office No.....
Telephone No.....
Email Address.....
Full name of applicant.....
Other branch location.....

Organization & Business Information

Number of Management Personnel.....
Chief Executive Officer/Director (full name)
General Manager.....
Secretary.....
Treasurer.....
Others.....

Partnership (if applicable)

Names of Partners.....
Business founded or incorporated.....
Under present management since.....
Net worth Equivalent Kes.....
Bank reference and address.....
Bonding company reference and address.....
Enclose copy of the organization chart of the firm indicating the main fields of activities.
State any technological innovations or specific attributes which distinguish you from your competitors.....
.....
.....

FORM AGL/PQ-3: SUPERVISORY PERSONNEL

Name

Age.....

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held.....

.....

Construction supplying or services experience

Name of project.....

Character and nature of project.....

Contract value.....

Location of project.....

Period of project.....

Title and responsibility in project.....

Other.....

Proposed Technical Personnel

.....

.....

.....

.....



FORM AGL/PQ-4: FINANCIAL POSITION

Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/ or any other financial support.

Attach letters of reference from the bankers regarding supplier's credit position.

FORM AGL-5: PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

(i) Name of 1st client (organization).....

Address of Client (Organization).....

Name of contract person at the client (Organization).....

Telephone No. Of Client.....

Value of contract.....

(iv) Duration of contract (Date).....

Name of 2nd client (Organization)

Name of client (Organization).....

Address of client (Organization).....

Name of contract person at the client (Organization).....

Telephone No. of Client.....

Value of Contract.....

Duration of contract (Date).....

Name of 3rd client (Organization)

Name of client (Organization).....

Address of client (Organization).....

Telephone No. of Client.....

Name of contract person at the client (Organization).....

Value of Contract.....

Duration of contract (Date).....

Others.....

FORM AGL/PQ-6: SWORN STATEMENT

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

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) In case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents when invited/requested to do so by the company.
- 3) When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM AGL/PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name.....
 Location of Business premises.....Plot No.....
 Street/Road Postal Address.....Tel. No.....
 Nature of Business.....
 Current Trade License No. Expiring date
 Maximum value of business which you handle at any one time Kes.....
 Name of your Bankers.....
 Branch.....

Part 2(a)–Sole Proprietor

Your name in full.....
 Age..... Nationality Country of origin.....
 Citizenship details.....

Part 2(b)- Partnership

S/NO.	NAME	CITIZENSHIP DETAILS	SHARES
1)			
2)			
3)			
4)			

Part 2(c)-Registered Company

Private or Public.....
 State the nominal and issued capital of the company
 Nominal Kes.....Issued, Kes.....

Details of all directors

NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1					
2					
3					
4					

Date.....Signature and Stamp of Tenderer.....

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or registration.

FORM AGL/PQ-8: LITIGATION HISTORY

Name of Contractor/Supplier _____

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)