



**MINTVILLA HOUSING LIMITED**  
**PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2022 – 2024**

**(E-PROCUREMENT SYSTEM)**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS  
PREQUALIFICATION DOCUMENT IN ITS ENTIRETY BEFORE MAKING  
ANY SUBMISSION**

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**Table of Contents**

<b>SECTION I – INTRODUCTION.....</b>	<b>3</b>
<b>SECTION II – PREQUALIFICATION INSTRUCTIONS.....</b>	<b>3</b>
<b>Instructions to Applicants.....</b>	<b>3</b>
<b>Qualification Criteria .....</b>	<b>4</b>
<b>Cost of Prequalification .....</b>	<b>4</b>
<b>Invitation for Prequalification (IFPQ) .....</b>	<b>4</b>
<b>SECTION III – PRE-QUALIFICATION DOCUMENTATION SUBMISSION CHECKLIST.....</b>	<b>5</b>
<b>SECTION IV – PRE-QUALIFICATION NOTICE .....</b>	<b>10</b>



## SECTION I – INTRODUCTION

Mintvilla Housing is a Kenyan – based developer of integrated lifestyle communities offering exceptional value to aspiring homeowners. The company has established itself at the forefront of residential property development in Nairobi, through the runaway success of its flagship projects Savanna Estate at Joska and Twinfalls City at Malaa.

Bringing the expertise of project development professionals from around the world, backed by strong domain knowledge, Mintvilla Housing aims to create elegantly master-planned neighborhoods that are smart, interconnected, networked, tech-driven and sustainable.

## SECTION II – PREQUALIFICATION INSTRUCTIONS

Mintvilla Housing Limited wishes to prequalify suppliers and service providers for the financial years **2022/2024** and now invites applications from interested and eligible candidates to be considered for pre-qualification to supply various goods and services here under. **This applies to both existing and prospective suppliers.**

### Instructions to Applicants

- a. This is an **online prequalification exercise** with the main objective of pre-qualifying suppliers to supply assorted goods and services under relevant tenders/ quotations to Mintvilla Housing on and as when required during the stated period.
- b. Interested service providers and suppliers are expected to give their details and upload scanned copies of documentary evidence and certificates as required, with the completed application to be received on or before **Tuesday, 12<sup>th</sup> July 2022 at 5PM EAT** on the Mintvilla Housing eProcurement Portal managed by Mtenders Africa.
- c. The documents uploaded on the portal must be submitted in English Language.
- d. The suppliers must have past experience in offering the services, supply, provide and deliver all goods as stipulated on the prequalification notice.
- e. Certified copies of all supporting documents shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who submits the online prequalification bid.
- f. Mintvilla Housing Limited is at liberty to examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to completely adhere to the requirements and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration. **No hard copies of the bids will be accepted.**
- g. The information provided in the online prequalification questionnaire is strictly confidential and solely for use by Mintvilla Housing Limited.



### **Qualification Criteria**

Pre-qualification will be based on meeting the minimum requirements to pass in the criteria template set out in section III of this document subject to the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable.

### **Cost of Prequalification**

Suppliers will meet all costs associated with preparation and submission of their applications. Mintvilla Housing Limited shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process. The price charged to access the online prequalification questionnaire shall be as indicated in the Newspaper advertisement & Invitation for Prequalification section.

### **Invitation for Prequalification (IFPQ)**

- a. Interested firms may participate by visiting the Mintvilla Housing official website at <https://mintvillas.co.ke/> and click on the 'Tenders' tab, the list of prequalification categories and more information will be available on this link.
- b. The list of prequalification categories and more information will be available on this link.
- c. They will then be redirected to the Mintvilla Housing eProcurement portal where they will be required to register their Supplier details.
- d. On successful registration, they will receive an email from Mtenders Africa confirming that their user account on Mintvilla Housing's Prequalification has been created.
- e. In order to participate in the prequalification exercise, interested firms must pay a non-refundable fee of **Kshs. 1,500 per category**. Available payment methods as given on the eProcurement Portal include M-Pesa, Airtel money, Visa Card, Mastercard, amongst others.
- f. Prospective bidders may download this prequalification document from the eProcurement portal under the 'downloads' section to peruse through the required documents for each category.
- g. For detailed & step by step instructions, suppliers can download the **Bidder Help Manual kit** under the 'downloads' section that will guide you through until you complete your prequalification application successfully.

***Mintvilla Housing Limited reserves the right to accept or reject any or all applicants to the prequalification either in whole or in part***

### SECTION III – PRE-QUALIFICATION DOCUMENTATION SUBMISSION CHECKLIST

No.	Documentation	Applicable Categories Ref no. (As given in Section III)
1.	Duly filled in registration details of contact person and company details	All categories – Mandatory in the User Profile & Company details sections
2.	Duly filled in bidder's financial information- bank name, account number & branch	All categories - Mandatory in the Bank Details section
3.	Submission of copy of Company or Firm's Certificate of Incorporation/Registration.	All categories – Mandatory Documents section
4.	Submission of copy of the Company's Current Valid Tax Compliance Certificate or previous/expired Tax Compliance Certificate together with an acknowledgement receipt to prove that you have recently applied	All categories– Mandatory Documents section
5.	Submission of Copy of Valid PIN certificate	All categories– Mandatory Documents section
6.	Submission of copy of the CR12 as issued by the registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor. For partnerships, submit a Memorandum & Articles of Association document.	All categories– Mandatory Documents section
7.	Submission of Bidder Declaration Form duly filled, signed and stamped (download, fill, sign, stamp, scan and upload) – sample is on the eProcurement portal.	All categories– Additional Documents section
8.	For Limited Companies attach most recent audited accounts of <b>at least 3 years (2019, 2020 &amp; 2021)</b> Certified by a registered Public Accountant. For sole proprietors and partnerships, attach either most recent 6 months certified bank statements or recent bank reference letter	All categories– Technical Questionnaire

9.	Submission of resumes/CVs/professional certificates/ academic certificates/licences of at least three (3) key staff that will be directly involved in the area of assignment, detailing their skills and experience	All categories– Technical Questionnaire
10.	Submission of copies of at least <b>3 recent recommendation letters (2020 to date)</b> from past and existing clients.	All categories– Technical Questionnaire
11.	Submission of copies of at least <b>3 recent evidences</b> where supplier has provided similar goods/services – LPOs/LSOs/Award letters/Instruction letters/Appointment letters/Service Level Agreements/Contracts/Invoices	All categories– Technical Questionnaire
12.	Certificate from the Directorate of Occupational Safety & Health Services (DOSHS)	➤ MVH/2022-2024/01- Supply, Installation and Maintenance of Fire Fighting System and Equipment (fire extinguishers)
13.	Copy of registration with NCA-Grade 7 (Cold rooms, air conditioning and ventilation)	➤ MVH/2022-2024/02- Supply, Installation, Repairs and Maintenance of Air Conditioning Units
14.	Proof of manufacturer, agent or distributor or manufacturer's letter of authorization	➤ MVH/2022-2024/10 - Supply of Office Furniture ➤ MVH/2022-2024/11 - Supply and Maintenance of CCTV, Access control and Security Equipment i.e. X-Ray Equipment, Handheld Metal Detectors, Explosive Trace Detectors, Security Padlocks, Motor Vehicles Scanners, Visitor Management System Etc.
15.	Copy of manufacturer's authorization letter and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable. If manufacturer, then the letter should show the same	➤ MVH/2022-2024/12 - Supply and Delivery of ICT Equipment - Computers, Laptops, Printers, Scanners, Antivirus Software and their accessories ➤ MVH/2022-2024/13 -Supply of mobile phones and phone accessories ➤ MVH/2022-2024/14 - Supply and maintenance of Telephones & PABX machines and accessories

		<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/15 - Supply and Maintenance of Networking Equipment</li> <li>➤ MVH/2022-2024/16 - Supply, delivery, installation and maintenance of Video Conferencing Equipment.</li> </ul>
16.	Documentary evidence of the company's valid annual practicing license from the National Construction Authority as an Electrical Works Contractor	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/21 - Supply and Installation of Electric Fencing and Back Up Services</li> </ul>
17.	Valid Test Certificate and its Reports issued by Kenya Bureau of Standards (KEBS) or any Testing Authority approved by KEBS or accredited by KENAS.	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/24 - Supply of Clean Water (Tankers)</li> <li>➤ MVH/2022-2024/25 - Supply and refilling of Office Drinking Water</li> </ul>
18.	Current approved authorization, registration or licence from an accreditation body such as the Kenya Dairy Board to supply milk	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/26 - Supply of Pasteurized Milk and Tea Consumables</li> </ul>
19.	Valid copy of firm Membership with Institute of Human Resources Management Kenya	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/27 - Provision of HR consultancy services</li> </ul>
20.	Professional/academic certificates of at least 3 key staff members as proof of skills and experience in digital media services	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/31 - Provision of Digital Media Agency and Digital Marketing Strategy services</li> </ul>
21.	Professional/academic certificates of at least 3 key staff members as proof of skills and experience in website development and web hosting	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/32 - Provision of Web Development and Web Hosting Services</li> </ul>
22.	Membership certificate from Association of Insurance Brokers in Kenya (AIBK) or Association of Kenya Insurers (AKI) as applicable to your organization	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/33 - Provision of Insurance Cover for IT Assets.</li> </ul>
23.	Current licence/ registration document issued by the Insurance regulatory authority	<ul style="list-style-type: none"> <li>➤ MVH/2022-2024/33 - Provision of Insurance Cover for IT Assets.</li> </ul>

24.	Valid Public Data Network Operator licence issued by Communications Authority of Kenya	➤ MVH/2022-2024/36 - Provision of Data Center, Storage, Backup Equipment, WAN, LAN and related Network, Firewall Equipment, Support and Maintenance Services
25.	Telecommunications contractor certificate from Communication Authority of Kenya (CAK)	➤ MVH/2022-2024/37 - Provision of Structured Cabling, Support and Maintenance
26.	NEMA certification on waste management - disposal and transportation or evidence of valid disposal authority license for garbage disposal from County Government	➤ MVH/2022-2024/38 - Provision of Garbage Collection Services
27.	Membership certificate with Kenya Security Industry Association (KSIA) or with the Protective Security Industry Association (PSIA)	➤ MVH/2022-2024/39 - Provision of Security and Guarding Services
28.	Current Compliance Certificate from National Social Security Fund (NSSF)/proof of payment receipts/ application letter to acquire the certificate	➤ MVH/2022-2024/39 - Provision of Security and Guarding Services ➤ MVH/2022-2024/40 - Provision of Pest Control and Fumigation Services
29.	Current Compliance Certificate from National Hospital Insurance Fund (NHIF)/proof of payment receipts/ application letter to acquire the certificate	➤ MVH/2022-2024/39 - Provision of Security and Guarding Services ➤ MVH/2022-2024/40 - Provision of Pest Control and Fumigation Services
30.	Evidence of Workers' Injury Benefit (WIBA) Insurance Policy	➤ MVH/2022-2024/39 - Provision of Security and Guarding Services ➤ MVH/2022-2024/40 - Provision of Pest Control and Fumigation Services
31.	Current licence issued by the Pest Control Products Board	➤ MVH/2022-2024/40 - Provision of Pest Control and Fumigation Services
32.	Copy of Certificate of Registration NCA 7 and above as a water contractor and /or Registration by Ministry of Water and Irrigation for borehole drilling, equipment and servicing	➤ MVH/2022-2024/43 - Provision of Borehole Drilling services and borehole maintenance



33.	Copy of License issued by Energy and Petroleum Regulatory Authority (EPRA) for solar water heating installation	➤ MVH/2022-2024/44 - Provision of Solar Water Heating Installations and Maintenance Services
34.	Company's proof of registration with the National Construction Authority	➤ MVH/2022-2024/45 - Provision of Plumbing Installations and Maintenance Services ➤ MVH/2022-2024/48 - Provision of sewerage, pits clean-up, waste water solutions and bio digester maintenance services ➤ MVH/2022-2024/49 - Provision of major civil works contractors
35.	Membership certificate issued by the Interior Designers Association of Kenya (IDAK)	➤ MVH/2022-2024/46 - Provision of Interior Design Services
36.	Practicing licence issued by the Institute of Certified Public accountants of Kenya (ICPAK) or The Institute Of Internal Auditors (IIA) for the firm	➤ MVH/2022-2024/50 - Provision of auditing and tax consultation services

## SECTION IV – PRE-QUALIFICATION NOTICE

Mintvilla Housing Limited wishes to prequalify suppliers and service providers for the financial year **2022/2024** and now invites applications from interested and eligible candidates to be considered for pre-qualification to supply various goods and services here under. **This applies to both existing and prospective suppliers.**

CATEGORY NO.	SUPPLY OF GOODS	FEES
MVH/2022-2024/01	Supply, Installation and Maintenance of Fire Fighting System and Equipment (fire extinguishers)	1500
MVH/2022-2024/02	Supply, Installation, Repairs and Maintenance of Air Conditioning Units	1500
MVH/2022-2024/03	Supply of Office Rubber Stamps and Company Seals	1500
MVH/2022-2024/04	Supply and delivery of toners, cartridges, office and printed stationery	1500
MVH/2022-2024/05	Supply of Staff Uniforms, Clothing, Name Badges and Staff IDs	1500
MVH/2022-2024/06	Supply of Toiletries and Sanitary Solutions	1500
MVH/2022-2024/07	Supply and delivery of branded promotional items such as Calendars, Diaries, T-Shirts, Umbrellas, mugs etc.	1500
MVH/2022-2024/08	Supply of General Supplies such as Cleaning Materials and Detergents	1500
MVH/2022-2024/09	Supply and maintenance of flowers and indoor plants	1500
MVH/2022-2024/10	Supply of Office Furniture	1500
MVH/2022-2024/11	Supply and Maintenance of CCTV, Access control and Security Equipment i.e. X-Ray Equipment, Handheld Metal Detectors, Explosive Trace Detectors, Security Padlocks, Motor Vehicles Scanners, Visitor Management System Etc.	1500
MVH/2022-2024/12	Supply and Delivery of ICT Equipment - Computers, Laptops, Printers, Scanners, Antivirus Software and their accessories	1500
MVH/2022-2024/13	Supply of mobile phones and phone accessories	1500
MVH/2022-2024/14	Supply and maintenance of Telephones & PABX machines and accessories	1500
MVH/2022-2024/15	Supply and Maintenance of Networking Equipment	1500
MVH/2022-2024/16	Supply, delivery, installation and maintenance of Video Conferencing Equipment.	1500
MVH/2022-2024/17	Supply of Spare Parts and Motor Vehicle Accessories	1500
MVH/2022-2024/18	Hiring and Supply of Chairs, Tables & Branded Tents	1500
MVH/2022-2024/19	Supply of Asset Tagging Solutions	1500
MVH/2022-2024/20	Supply and Installation of Electrical and Hardware Appliances	1500
MVH/2022-2024/21	Supply and Installation of Electric Fencing and Back Up Services	1500
MVH/2022-2024/22	Supply of construction building materials - general hardware (including sand, cement, steel metal bars etc.)	1500

MVH/2022-2024/23	Supply, installation and maintenance of office window blinds and curtains	<b>1500</b>
MVH/2022-2024/24	Supply of Clean Water (Tankers)	<b>1500</b>
MVH/2022-2024/25	Supply and refilling of Office Drinking Water	<b>1500</b>
MVH/2022-2024/26	Supply of Pasteurized Milk and Tea Consumables	<b>1500</b>
<b>CATEGORY NO.</b>	<b>PROVISION OF SERVICES</b>	<b>PRICE</b>
MVH/2022-2024/27	Provision of HR consultancy services	<b>1500</b>
MVH/2022-2024/28	Provision of Printing Services i.e. Annual Report, Calendars, Letterheads Etc.	<b>1500</b>
MVH/2022-2024/29	Provision of Design and Production of Marketing and Advertising Material e.g. Banners, Bill Board Flexis, External & Internal Signages	<b>1500</b>
MVH/2022-2024/30	Provision of Events Management and Entertainment Services i.e. Events Setup, Tents, Decor, Lighting, Sound system services & Staging Services	<b>1500</b>
MVH/2022-2024/31	Provision of Digital Media Agency and Digital Marketing Strategy services	<b>1500</b>
MVH/2022-2024/32	Provision of Web Development and Web Hosting Services	
MVH/2022-2024/33	Provision of Insurance Cover for IT Assets	<b>1500</b>
MVH/2022-2024/34	Repair and Maintenance of ICT Equipment including Computer and Printer Hardware	<b>1500</b>
MVH/2022-2024/35	Provision of maintenance of power and backup system	<b>1500</b>
MVH/2022-2024/36	Provision of Data Center, Storage, Backup Equipment, WAN, LAN and related Network, Firewall Equipment, Support and Maintenance Services	<b>1500</b>
MVH/2022-2024/37	Provision of Structured Cabling, Support and Maintenance	<b>1500</b>
MVH/2022-2024/38	Provision of Garbage Collection Services	<b>1500</b>
MVH/2022-2024/39	Provision of Security and Guarding Services	<b>1500</b>
MVH/2022-2024/40	Provision of Pest Control and Fumigation Services	<b>1500</b>
MVH/2022-2024/41	Provision of Motor Vehicle Repair Services - Garages	<b>1500</b>
MVH/2022-2024/42	Provision of Gardening, Landscaping Consultancy Services and Indoor Plants Maintenance	<b>1500</b>
MVH/2022-2024/43	Provision of Borehole Drilling services and borehole maintenance	<b>1500</b>
MVH/2022-2024/44	Provision of Solar Water Heating Installations and Maintenance Services	<b>1500</b>
MVH/2022-2024/45	Provision of Plumbing Installations and Maintenance Services	<b>1500</b>
MVH/2022-2024/46	Provision of Interior Design Services	<b>1500</b>
MVH/2022-2024/47	Provision of Water Proofing solution and roof repair	<b>1500</b>
MVH/2022-2024/48	Provision of sewerage, pits clean-up, waste water solutions and bio digester maintenance services	<b>1500</b>
MVH/2022-2024/49	Provision of major civil works contractors	<b>1500</b>
MVH/2022-2024/50	Provision of auditing and tax consultation services	<b>1500</b>