

# Supplier Prequalification Process

At ChildFund, we are committed to working with suppliers and vendors who share our values and can reliably deliver high-quality goods and services. To ensure a fair and transparent procurement process, we have established the following pre-qualification requirements:

## 1. Company Profile

- Provide a brief overview of your company, including its history, core business activities, and key personnel.
- Demonstrate your company's financial stability and ability to fulfill contractual obligations by sharing a 2–3-year statement of accounts from your bank .
- Provide information on your company's facilities, production capacity, and quality control measures.

## 2. Relevant Experience

- Describe your company's experience in providing the goods or services relevant to the procurement opportunity.
- Provide a list of similar projects or contracts your company has successfully completed, including client references or previous LPOs received..
- Highlight any specialized expertise, certifications, or awards that demonstrate your company's capabilities depending on the nature or service or works for whose procurement we are seeking.

## 3. Compliance and Ethics

- Confirm your company's compliance with all applicable laws, regulations, and industry standards by attaching documentation like KEBS certificate where necessary and a mandatory tax compliance certificate, CR12 or company registration certificate and previous years audited accounts..
- Disclose any potential conflicts of interest or pending legal issues that may impact your company's ability to work with our organization.

## 4. References and Supporting Documentation

- Provide at least three professional references, including contact information, who can attest to your company's capabilities and reputation.
- Submit any relevant certifications, licenses, or other supporting documentation that validate your company's qualifications.

**Our prequalification is done after every 2 years and is advertised on the dailies or the website.**

**The pre-qualification process is designed to ensure that our procurement decisions are based on objective criteria and aligned with our organizational values.**

**Only those companies that successfully complete the pre-qualification requirements will be eligible to participate in our competitive bidding process.**