

PROPOSED CONSTRUCTION OF A NEW CLUB HOUSE SIGONA GOLF CLUB, KIKUYU, KIAMBU COUNTY, KENYA PREQUALIFICATION OF AUDIO-VISUAL SYSTEMS CONTRACTORS

Developer:

Sigona Golf Club

P.O. Box 10 – 00605, Kikuyu, Kenya.

Lead Consultants:

design ARTitude

P.O. Box 39859-00623, Nairobi, Kenya.

MEP Consultants:

Infraplus

SEPTEMBER 2026

PREQUALIFICATION OF AUDIO-VISUAL SYSTEMS CONTRACTORS CONSTRUCTION OF PROPOSED CLUB HOUSE AT SIGONA GOLF CLUB

This Invitation for Pre-Qualification is for the **Audio-Visual Works — Supply and installation of all Audio-Visual Systems** of the Proposed Clubhouse at Sigona Golf Club.

Site Location

Sigona Golf Club ("the Club" or "the Client") is one of Kenya's foremost sporting and social institutions, situated along Waiyaki Way in Kikuyu, Kiambu County. The Club occupies an established 18-hole golf course and has served a large and diverse membership for decades.

The Client invites applications for pre-qualification for the **Audio-Visual** works of the Proposed Clubhouse at Sigona Golf Club.

The purpose of the prequalification process is to provide the basis for Sigona Golf Club to select a short-list of competent **Audio-Visual** contractors for invitation to tender.

Per the guidance in the Instructions to Applicants, applicants must demonstrate the minimum requirements for these works.

The Client will issue bidding documents to those pre-qualified bidders that demonstrate capacity to implement the works. It is expected that invitations for bid to the pre-qualified bidders will be issued at a later date.

Eligible, competent and registered Audio-Visual Contractors MUST demonstrate total capacity to undertake such magnitude of works. The Contractors MUST demonstrate capacity to work together with the following sub-contractors:

- High Voltage (HV) and Medium Voltage (MV) works subcontractor (if applicable)
- Lightning protection and earthing specialist subcontractor
- Fire detection and alarm systems subcontractor
- Emergency lighting system subcontractor
- Structured Cabling and Security Systems subcontractor
- Standby generator and automatic transfer switch subcontractor
- Solar PV and renewable energy systems subcontractor (if applicable)
- Building Management Systems (BMS) integration subcontractor
- External and landscape lighting subcontractor
- Kitchen equipment electrical connections subcontractor
- Specialist electrical connections — steam room, sauna and gym

The PQD includes the following sections:

- Section 1 — Introduction and Background
- Section 2 — Project Description and Scope of Works
- Section 3 — Instructions to Applicants
- Section 4 — Qualification Criteria and Requirements
- Section 5 — Submission Checklist
- Appendix A — Application Submission Form and Declaration
- Appendix B — Application Forms (ELI, CON, FIN, EXP, PER, HSE, QM, RS)

Applications must be submitted in sealed envelopes, **two (2) Copies, 1 Clearly Marked Original and 1 Copy**, delivered to the address below by **8th October 2026**.

The General Manager

Sigona Golf Club House

P.O Box 10-00605, Kikuyu, Kenya

Email: info@sigonagolfclub.com

Applications received after this time and date shall not be considered and shall be returned unopened.

All information requested in these forms **MUST** be provided in order to be considered "responsive" to the requirements of prequalification.

The Client reserves the right to verify the particulars furnished by the Applicant independently and to physically verify the performance of the works. If any information furnished is found incorrect at a later stage, the Applicant will be liable to be disbarred from tendering.

Yours sincerely,

Director

DISCLAIMER

No information in this document, or any communication between Sigona Golf Club and any Applicant, shall be construed as constituting a contract, agreement, or representation that any contract will be offered.

Sigona Golf Club reserves the right, without notice, to change the basis or procedures of this procurement process, or to terminate the process at any time, without incurring any liability.

Direct or indirect canvassing of any employee, agent, or representative of Sigona Golf Club, or any attempt to procure information from any such person in connection with this Prequalification, will result in the permanent disqualification of the Applicant.

SECTION 1: INTRODUCTION

1.1 Background

Sigona Golf Club ("the Club" or "the Client") is one of Kenya's foremost sporting and social institutions, situated along Waiyaki Way in Kikuyu, Kiambu County. The Club occupies an established 18-hole golf course and has served a large and diverse membership for decades.

The Club's Board of Directors and Management have resolved to develop a modern, purpose-built Club House. The development is being led by design ARTitude (Lead Consultant & Architect), with Infraplus acting as MEP Consultants. All necessary statutory approvals, including an Environmental Impact Assessment (EIA) Licence from NEMA and Kiambu County planning consent, are being progressed in parallel with this procurement.

Sigona Golf Club issues this Prequalification to invite suitably qualified **Audio-Visual** contractors to apply for pre-qualification for the Audio-Visual works package.

SECTION 2: PROJECT DESCRIPTION

2.1 Project Overview

The proposed development comprises the construction of a new Club House at the Sigona Golf Club premises, Kikuyu, Kiambu County. The building has a Gross Built-Up Area of approximately 3,150 m² and will accommodate dining areas, bar, locker rooms, pro shop, administration offices, event and function spaces, and associated back-of-house facilities.

The project will be delivered by an integrated professional consultant team. Full **Audio-Visual** design documentation will be issued to shortlisted contractors at the formal tender stage. Contractors should note that the Club is and will remain an active, operating golf and social facility throughout the construction period; the successful contractor must plan and execute the works with minimum disruption to Club operations, member safety, and access.

2.2 Scope of Audio-Visual Works — This Prequalification

The scope of works under this Prequalification covers the full Audio-Visual installation for the Club House and Back of House. The following systems and elements are included:

- Video Conferencing Systems complete with Cabling and Equipment.
- Tv screens and sound systems

2.3 Exclusions

The following are expressly excluded from this package and will be procured under separate contracts:

- All Builders Work in connection with electrical services (main contractor scope)
- Active IT network equipment — client procured
- Lift and escalator installations (separate specialist contract)
- Mechanical, plumbing and HVAC installations

Special Note — Statutory Registration

NCA licence and CAK registration for proposed engineering personnel are mandatory. Applicants must demonstrate experience with specialist electrical systems including steam room, sauna and commercial kitchen connections.

SECTION 3: INSTRUCTIONS TO APPLICANTS

3.1 Scope of this Prequalification

This Prequalification invites suitably qualified **Audio-Visual** contractors to apply for pre-qualification for the Audio-Visual works described in Section 2. Contractors will be shortlisted and subsequently invited to submit competitive tenders through a formal Request for Quotation (RFQ) with full Bills of Quantities.

3.2 Eligible Applicants

An Applicant shall be a legally registered private or public company or a formal Joint Venture (JV) with a letter of intent or agreement, meeting all criteria in Section 4. In the case of a JV:

- All parties shall be jointly and severally liable for the full performance of the contract.
- A maximum of three (3) partners will be permitted.
- A designated lead partner must be clearly identified and must meet the lead partner criteria in Section 4.
- Each JV partner must independently meet the mandatory pass/fail criteria.

Applicants who participated as consultants in the preparation of design or specifications for this project may not apply. An Applicant may submit only one application — either individually or as a JV partner.

3.3 Fraud and Corruption

Sigona Golf Club requires all applicants to observe the highest standards of ethics throughout this procurement process. The following definitions apply:

- Corrupt practice — offering, giving, receiving, or soliciting anything of value to improperly influence the actions of another party.
- Fraudulent practice — any act or omission, including misrepresentation, that knowingly misleads or attempts to mislead a party to obtain a financial benefit or avoid an obligation.
- Collusive practice — any arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party.
- Coercive practice — impairing or threatening to impair any party or their property to influence their actions improperly.
- Obstructive practice — destroying, falsifying, altering, or concealing evidence relevant to a procurement investigation, or threatening any party to prevent disclosure.

Any application found to involve corrupt, fraudulent, collusive, coercive, or obstructive practice will be rejected. The Client reserves the right to debar any such Applicant from future procurement.

3.4 Clarification of this Document

Applicants requiring clarification of any aspect of this Prequalification must submit their queries in writing to info@sigonagolfclub.com no later than **Monday, 5th October 2026 at 17:00 EAT**. Responses to queries of general relevance will be compiled, anonymized, and circulated simultaneously to all registered applicants. No verbal or telephone queries will be entertained.

Applicants are strongly encouraged to register their interest by emailing Sigona Golf Club with the subject line: "PREQUALIFICATION REGISTRATION — SGC CLUBHOUSE AUDIO-VISUAL — [COMPANY NAME]".

3.5 Amendment of this Document

Sigona Golf Club may, at any time prior to the submission deadline, amend this Prequalification by issuing written addenda. All addenda will be circulated to registered applicants and will form part of the Prequalification.

3.6 Preparation and Submission of Applications

Applications must be submitted as follows:

- One (1) original and one copy — bound in a lever-arch file, clearly tabbed and indexed in section order, matching the checklist in Section 5.
- The original must be signed in indelible ink by a duly authorised signatory, supported by a Power of Attorney or equivalent authorisation.
- Sealed envelope or box clearly marked on the outside: "PREQUALIFICATION — SIGONA GOLF CLUB HOUSE — AUDIO-VISUAL WORKS — DO NOT OPEN BEFORE EVALUATION".

- In addition to physical copies, a consolidated PDF must be emailed with subject line: "PREQUALIFICATION — SGC CLUB HOUSE AUDIO-VISUAL WORKS — [COMPANY NAME]". Electronic submission alone is not accepted.
- All submissions must be in the English language.

3.7 Submission Address and Deadline

All submissions must be received by Sigona Golf Club no later than: **Thursday, 8th October 2026 at 16:00 EAT**

The General Manager
 Sigona Golf Club House
 P.O Box 10-00605, Kikuyu, Kenya
 Email: info@sigonagolfclub.com

3.8 Evaluation of Applications

All applications will be evaluated in two stages as described in Section 4. Sigona Golf Club reserves the right to seek written clarification from any Applicant, to visit completed project sites, and to contact named client references.

3.9 Notification of Results

Once evaluation is complete, Sigona Golf Club will notify all Applicants in writing of the names of those who have been shortlisted. No reasons will be assigned for any decision. Shortlisted contractors will be promptly invited to tender.

3.10 Changes in Qualifications After Submission

Each Applicant has an ongoing obligation to notify Sigona Golf Club immediately of any material change in the information submitted between the submission date and the date of invitation to tender.

3.11 General Conditions

- This Prequalification does not constitute a commitment to award a contract. Sigona Golf Club reserves the right to accept or reject any or all submissions, or to cancel the Prequalification process at any time, without incurring any liability.
- All costs of preparing and submitting a Prequalification response are borne solely by the Applicant.
- All information submitted will be treated as confidential and used solely for pre-qualification assessment.
- Contractors debarred from procurement in Kenya, or subject to any ongoing criminal or regulatory investigation, should not apply.
- Any dispute arising from this Prequalification process shall be governed by the laws of the Republic of Kenya.

SECTION 4: QUALIFICATION CRITERIA AND REQUIREMENTS

This Section sets out all criteria and requirements that will be used to evaluate applications. Applicants must provide the information requested in the corresponding Application Forms in Appendix B.

1. ELIGIBILITY					
1.1	Conflict of Interest	No conflict of interest as per Section 3.3 of this prequalification. Applicants who participated as a consultant in the preparation of electrical design or specifications for this project are ineligible.	Must meet	Must meet	Prequalification Submission Form (Appendix A)
1.2	Fraud & Corruption	Applicant must not have been involved in corrupt, fraudulent, collusive, coercive, or obstructive practice in any contract in the last five (5) years.	Must meet	Must meet	Sworn declaration in Appendix A
2. HISTORICAL CONTRACT NON-PERFORMANCE					
2.1	Non-Performing Contracts	No history of contract non-performance within the last five (5) years based on all fully settled disputes or litigation.	Must meet	Must meet	Form SGC/CON-2
2.2	Pending Litigation	The aggregate value of all pending litigation shall not exceed 10% of the Applicant's net worth, with each dispute treated as resolved against the Applicant.	Must meet	Must meet	Form SGC/CON-2
3. FINANCIAL CAPACITY					
3.1	Financial Performance	Audited financial statements for the last three (3) years demonstrating: (a) positive net worth; (b) current ratio ≥ 1.0 ; (c) no history of insolvency or receivership in the last five years.	Must meet	Must meet	Form SGC/FIN-3.1 with attachments
3.2	Average Annual Turnover	Minimum average annual Audio-Visual works turnover of KES 20,000,000 over the last three (3) years, calculated from certified payments received for contracts in progress or completed.	Must meet	Must meet	Form SGC/FIN-3.2
3.3	Financial Resources	Demonstrated access to liquid assets, unencumbered real assets, or confirmed lines of credit sufficient to sustain the construction cash flow requirements of this project, net of other commitments.	Must meet	Must meet	Bank support letter + Form SGC/FIN-3.3
4. EXPERIENCE					
4.1	Ongoing Projects	Full list of all ongoing and recently awarded contracts, showing project value, client, pending work value, and scheduled completion date.	Must meet	Must meet	Form SGC/EXP-4.1
4.2	General Audio-Visual Experience	Continuous activity in commercial or industrial Audio-Visual installation contracts as Audio-Visual contractor or specialist subcontractor for at least the last ten (10) years, with activity in at least nine (9) months of each year.	Must meet	Must meet	Form SGC/EXP-4.2
4.3(a)	Specific Audio-Visual Experience	A minimum of three (3) contracts successfully completed within the last ten (10) years, each with a value of KES 10,000,000 or above, that are similar in nature, scale and complexity to the proposed Audio-Visual works. At least one (1) project must include a hospitality, leisure, or club facility. Experience with specialist Audio-Visual systems is required.	Must meet	Must meet	Form SGC/EXP-4.3(a)

5. PERSONNEL CAPABILITIES					
5.1	Organisational Structure	Submit organisational chart showing structure, roles, and responsibilities of the proposed project team for this contract.	Must meet	Must meet	Form SGC/PER-5.1
5.2	Personnel Capabilities	Suitably qualified personnel proposed for all key positions as listed in Form SGC/PER-5.2, with prime and alternate candidates for each.	Must meet	Must meet	Form SGC/PER-5.2
5.3	Proposed Staff CVs	Signed CVs for all key personnel listed in Form SGC/PER-5.2. CVs must be certified and dated within 12 months of this Prequalification.	Must meet	Must meet	Form SGC/PER-5.3
6. PROJECT ASSURANCE					
6.1	Health, Safety & Environment	Evidence of HSE management system; LTIFR data for the last three years; dedicated HSE officer to be assigned to this project.	Must meet	Must meet	Form SGC/HSE-6.1
6.2	Quality Management	Evidence of a Quality Management Programme in place; ISO 9001 certification preferred but not mandatory.	Must meet	Must meet	Form SGC/QM-6.2
7. RESOURCES, PLANT & EQUIPMENT					
7.1	Plant & Equipment	Provide schedule of key plant, equipment, test instruments and specialist tools owned or available for deployment on this project.	Must meet	Must meet	Form SGC/RS-7.1

NOTE: Stage 1 — All mandatory pass/fail criteria must be satisfied. Failure on any single criterion will result in disqualification. Stage 2 — A minimum score of 70 out of 100 is required for shortlisting.

4.1 Required Key Personnel — Minimum Standards

Applicants must propose personnel meeting the following minimum standards. Prime and alternate candidates must be provided for each key position (Form SGC/PER-5.2):

Position	Candidate	Total Years Exp.	Years Similar Works	Years as Lead	Qualification
Project Director / Principal	Prime Alternate	15	10	8	Degree — Electrical Eng. or equivalent. ERB registration required.
Project Manager	Prime Alternate	10	8	5	Degree — Electrical Eng. or equivalent. ERB / EPRA registration.
Site Supervisor / Foreman	Prime Alternate	10	7	5	Diploma — Electrical Eng. or equivalent. Relevant trade certification.
Site Engineer	Prime Alternate	8	5	3	Degree — Electrical Eng. ERB registration.
Testing & Commissioning Engineer	Prime Alternate	7	4	—	Degree — Electrical Eng. Demonstrated T&C experience on similar projects.
HSE Manager / Safety Officer	Prime Alternate	7	4	—	Relevant academic qualification. OSHA certification preferred.
Quantity Surveyor (Electrical)	Prime Alternate	7	4	—	Degree — QS or equivalent. Experience in electrical works measurement.

NOTE: At least the Project Director, Project Manager, and Site Supervisor must be demonstrably available and committed to this project on a full-time basis from mobilisation. Sigona Golf Club reserves the right to reject proposed personnel who cannot demonstrate sufficient availability or relevant experience.

SECTION 5: SUBMISSION CHECKLIST

Applicants must complete this checklist and include it as the first document in their submission. Use the following symbols: ✓ = Included, X = Not included (with explanation), N/A = Not applicable to applicant.

Series	Document / Form	Form Reference	Included (✓ / X)
0 — MANDATORY REQUIREMENTS			
0.1	Certificate of Incorporation / Business Registration (certified copy)	—	
0.2	KRA Tax Compliance Certificate — current at date of submission	—	
0.3	NCA Registration Certificate — minimum Category NCA 4 or above (certified copy)	—	
0.4	Communications Authority of Kenya licence — current and valid	—	
0.5	Three (3) letters of recommendation from previous clients for comparable Audio-Visual works (originals or certified copies)	—	
0.6	Power of Attorney for authorised signatory	—	
1 — ELIGIBILITY			
1.1	Prequalification Application Submission Form — completed, signed, and stamped	Appendix A	
1.2	Applicant Information Form (single entity or JV lead)	Form SGC/ELI-1.1	
1.3	JV Partner(s) Information Form (if applicable)	Form SGC/ELI-1.2	
2 — HISTORICAL CONTRACT NON-PERFORMANCE			
2.1	History of Non-Performing Contracts — sworn affidavit or statutory declaration	Form SGC/CON-2	
2.2	Pending Litigation disclosure	Form SGC/CON-2	
3 — FINANCIAL CAPACITY			
3.1	Audited financial statements — last three (3) years (balance sheet and income statement)	Form SGC/FIN-3.1	
3.2	Average Annual Audio-Visual Works Turnover schedule	Form SGC/FIN-3.2	
3.3	Financial Resources and Commitments — bank support letter + sources schedule	Form SGC/FIN-3.3	
4 — EXPERIENCE			
4.1	List of Ongoing and Recently Awarded Audio-Visual Projects	Form SGC/EXP-4.1	

4.2	General Audio-Visual Works Experience (last 10 years)	Form SGC/EXP-4.2	
4.3(a)	Specific Audio-Visual Experience — minimum three (3) comparable projects	Form SGC/EXP-4.3(a)	
5 — PERSONNEL CAPABILITIES			
5.1	Organisational Structure Chart for this project	Form SGC/PER-5.1	
5.2	Personnel Capabilities Schedule — prime and alternate candidates	Form SGC/PER-5.2	
5.3	Proposed Staff CVs — signed and certified, dated within 12 months	Form SGC/PER-5.3	
6 — PROJECT ASSURANCE			
6.1	Health, Safety and Environment Plan	Form SGC/HSE-6.1	
6.2	Quality Management Plan	Form SGC/QM-6.2	
6.3	Current Workmen's Compensation Insurance Certificate	—	
6.4	Current Employer's Liability Insurance Certificate	—	
7 — RESOURCES, PLANT & EQUIPMENT			
7.1	Schedule of Plant, Equipment and Test Instruments — owned and available	Form SGC/RS-7.1	

Issued by Sigona Golf Club
1st October 2026

SIGONA GOLF CLUB (General Manager / Chairperson) Authorised Signatory Name: _____ Designation: _____ Date: 1 st October 2026	
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APPENDIX A: APPLICATION SUBMISSION FORM & DECLARATION

This form must be completed without alteration to its format, signed by a duly authorised signatory, and submitted as the first document in the prequalification package.

Date: _____	Prequalification Reference: /PREQUALIFICATION/AV/2026/004
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To: Sigona Golf Club

We, the undersigned, apply to be pre-qualified for the above-referenced contract and declare that:

- We have examined and have no reservations to the Prequalification document, including all addenda issued.
- We and our proposed subcontractors or JV partners, if any, have no conflict of interest as defined in Section 3.2 of this document.
- We have not been declared ineligible or debarred from procurement by any authority in Kenya or elsewhere.
- We declare that the following commissions, gratuities, or fees have been paid or are to be paid in connection with this Prequalification (state "None" if not applicable):

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- We understand that Sigona Golf Club may cancel this process at any time and are not bound to shortlist or invite any Applicant to tender.
 - All information provided in this Prequalification submission is true, accurate, and complete to the best of our knowledge and belief.
 - We acknowledge and accept all terms and conditions set out in this Prequalification document.

SIGNED BY A DULY AUTHORISED DIRECTOR / SIGNATORY:

Company Name: _____	Registered Address: _____
NCA Registration Number: _____	Category: _____
KRA PIN: _____	Licence / Registration No.: _____
Signed: _____	Date: _____
Full Name: _____	Designation: _____
Company Stamp:	

APPENDIX B: APPLICATION FORMS

Complete all forms applicable to your submission. Where a form is marked with an asterisk (*), it must also be completed separately by each JV partner. Attach additional sheets as necessary.

FORM SGC/ELI-1.1 — APPLICANT INFORMATION FORM

Applicant's Legal Name	
Country of Registration	
Year of Incorporation	
Registered Physical Address	
Authorised Representative — Full Name	
Authorised Representative — Telephone	
Authorised Representative — Email	
In case of Joint Venture: names of all partners	
Lead Partner (JV only)	

FORM SGC/CON-2 — HISTORICAL CONTRACT NON-PERFORMANCE & PENDING LITIGATION

Non-Performing Contracts:

- ☐ Contract non-performance did NOT occur within the last five (5) years.
- ☐ Contract(s) not performed within the last five (5) years — provide details below and attach sworn affidavit.

Year	Non-Performed Portion	Contract Identification & Employer	Reason for Non-Performance

Pending Litigation:

- ☐ No pending litigation representing more than 10% of net worth.
- ☐ Pending litigation as listed below — attach sworn affidavit.

Year	Amount in Dispute (KES)	% of Net Worth	Contract Identification	Status / Forum

FORM SGC/FIN-3.1 — FINANCIAL PERFORMANCE

Provide data from audited financial statements for the last three (3) completed financial years. Attach certified copies of audited accounts.

Financial Information (KES 000s)	Year 1	Year 2	Year 3	Average / Notes
Total Assets (TA)				

Total Liabilities (TL)				
Net Worth (NW = TA – TL)				
Current Assets (CA)				
Current Liabilities (CL)				
Current Ratio (CA / CL)				
Total Revenue / Turnover				
Audio-Visual Works Turnover (certified payments)				
Profit Before Tax (PBT)				

FORM SGC/FIN-3.2 — AVERAGE ANNUAL WORKS TURNOVER

Financial Year	Amount (KES)	Source / Notes
Year 1 (____/____)		
Year 2 (____/____)		
Year 3 (____/____)		
Average Annual Audio Visual Works Turnover		<i>Min. KES 20,000,000 required</i>

FORM SGC/FIN-3.3 — FINANCIAL RESOURCES AND COMMITMENTS

No.	Source of Financing	Available Amount (KES)
1	Liquid Assets / Cash on Hand	
2	Unencumbered Real Estate	
3	Confirmed Line of Credit — Bank	
4	Other (specify)	

FORM SGC/EXP-4.1 — LIST OF ONGOING AND RECENTLY AWARDED PROJECTS

No.	Project Name & Description	Client Name & Contact	Contract Value (KES)	Value Pending (KES)	Scheduled Completion
1					
2					
3					
4					
5					

FORM SGC/EXP-4.2 — GENERAL WORKS EXPERIENCE (LAST 10 YEARS)

Start (MM/YY)	End (MM/YY)	Contract Name & Brief Description	Role	Employer Name, Address & Contact

FORM SGC/EXP-4.3(a) — SPECIFIC AUDIO-VISUAL SYSTEMS WORKS EXPERIENCE — PROJECT 1 OF 3 (MINIMUM)

All projects must be accompanied by a client reference letter and/or completion certificate. Sigona Golf Club may visit selected sites.

Contract Name and Reference	
Contract Location	
Employer / Client Name	
Employer's Contact Name	
Employer's Telephone / Email	
Role (Contractor / Sub-contractor / Management Contractor)	
Award Date	
Completion Date	
Contract Duration	
Contract Value (KES)	
Brief Description of Audio-Visual Works Performed	
Evidence Attached (completion certificate / client reference letter)	Yes / No

FORM SGC/EXP-4.3(a) — SPECIFIC AUDIO-VISUAL SYSTEMS WORKS EXPERIENCE — PROJECT 2 OF 3 (MINIMUM)

All projects must be accompanied by a client reference letter and/or completion certificate. Sigona Golf Club may visit selected sites.

Contract Name and Reference	
Contract Location	
Employer / Client Name	
Employer's Contact Name	
Employer's Telephone / Email	
Role (Contractor / Sub-contractor / Management Contractor)	
Award Date	
Completion Date	
Contract Duration	
Contract Value (KES)	
Brief Description of Audio-Visual Works Performed	
Evidence Attached (completion certificate / client reference letter)	Yes / No

FORM SGC/EXP-4.3(a) — SPECIFIC AUDIO-VISUAL SYSTEMS WORKS EXPERIENCE — PROJECT 3 OF 3 (MINIMUM)

All projects must be accompanied by a client reference letter and/or completion certificate. Sigona Golf Club may visit selected sites.

Contract Name and Reference	
Contract Location	
Employer / Client Name	
Employer's Contact Name	
Employer's Telephone / Email	
Role (Contractor / Sub-contractor / Management Contractor)	
Award Date	
Completion Date	

Contract Duration	
Contract Value (KES)	
Brief Description of Audio-Visual Works Performed	
Evidence Attached (completion certificate / client reference letter)	Yes / No

FORM SGC/PER-5.1 — ORGANISATIONAL STRUCTURE

Provide, on a separate sheet, an organisational chart showing the proposed project team structure, with roles, responsibilities, and reporting lines clearly defined.

Company — Years under Current Structure (Kenya)	
Company — Years under Current Ownership	
Has the company, or any former entity of the company, been liquidated or entered receivership in the last five (5) years? If yes, provide full details.	

FORM SGC/PER-5.2 — PERSONNEL CAPABILITIES

Position	Candidate	Total Years Experience	Years in Similar Works	Years as Lead	Proposed (full-time / part-time)
Project Director / Principal	Prime				
	Alternate				
Project Manager	Prime				
	Alternate				
Site Supervisor / Foreman	Prime				
	Alternate				
Site Engineer	Prime				
	Alternate				
Testing & Commissioning Engineer	Prime				
	Alternate				
HSE Manager / Safety Officer	Prime				
	Alternate				
Quantity Surveyor (Electrical)	Prime				
	Alternate				

FORM SGC/PER-5.3 — PROPOSED STAFF CVs

Complete one copy of this form per key person. Attach signed, certified CV. Repeat as necessary.

Post / Position	
Full Name (Family, First, Other)	
Nationality	
Education (tertiary qualifications — institution, dates, degree)	
Professional Registration / Licence Number	
Years with Current Company	
Current Position & Responsibilities	
Total Years of Relevant Experience	
Languages — English (Spoken)	
Languages — English (Written)	
Knowledge of Kiswahili	
Relevant Projects (list up to five most recent/comparable — name, dates, role, description)	

FORM SGC/HSE-6.1 — HEALTH, SAFETY AND ENVIRONMENT

Company Name: _____ Date: _____

No.	HSE Criterion	Yes	No	N/A
1	Does your company have a documented, in-force Health, Safety and Environment (HSE) Management System?			
2	Is your HSE Management System certified to BS OHSAS 18001 / ISO 45001 or equivalent? If yes, provide a copy of the current certificate.			
3	Does your company have a documented Environmental Management System? If certified to ISO 14001, provide a copy.			
4	Does your company have dedicated HSE personnel assigned at the corporate level?			
5	Does your company have dedicated HSE personnel assigned at the project / site level?			
6	Does your company conduct and document HSE induction training for all new site operatives?			
7	Does your company conduct regular toolbox talks and document attendance?			
8	Are trained first-aiders present on all construction sites? Are medical records documented?			
9	Does your company have a process for hazard identification, risk assessment, and risk management?			

