

# ELECTRICAL INSTALLATION WORKS

Proposed New Club House · Sigona Golf Club, Kikuyu, Kiambu County, Kenya

Ref: SGC / PQD / ELEC / 2026 / 001

Date of Issue: May 18, 2026

## 1. Invitation

Sigona Golf Club invites suitably qualified and experienced Electrical contractors to submit a Prequalification application for the Electrical Installation Works package in connection with the construction of the proposed new Club House at Sigona Golf Club, Kikuyu, Kiambu County, Kenya.

Contract	Description
PKG 02	Electrical Installation Works — supply and installation of all electrical systems for the proposed new Club House at Sigona Golf Club

## 2. Project Overview

Sigona Golf Club intends to demolish the existing clubhouse and construct a new, modern facility on the same site. The new development has a gross built-up area of approximately 3,150 m<sup>2</sup> and will accommodate dining areas, bar, locker rooms, pro shop, administration offices, event and function spaces, commercial kitchen, and associated back-of-house facilities. Contractors should note the Club remains an active, operating facility throughout the construction period; works must be executed with minimum disruption to Club operations and member safety.

<b>Client</b>	Sigona Golf Club, Kikuyu, Kiambu County
<b>Site location</b>	Sigona Golf Club, off Waiyaki Way, Kikuyu, Kiambu County, Kenya
<b>Lead Consultant / Architect</b>	Design ARTitude
<b>Structural Engineer</b>	Masfy Consultants
<b>MEP Consultant (Infraplus)</b>	Infraplus — MEP Consultant
<b>Quantity Surveyor</b>	BECS
<b>Interior Design</b>	Concept Usoni
<b>Anticipated groundbreaking</b>	August 2026 (subject to statutory approvals)
<b>Construction period</b>	To be confirmed at tender stage

## 3. Scope of Electrical Works

The scope of PKG 02 covers the full electrical installation for the Club House and back-of-house facilities. The following systems are included:

- Incoming supply — HV/LV interface, main distribution boards, metering and sub-metering
- LV distribution — main and sub-distribution boards, bus ducts, busbar trunking and all associated switchgear
- Final circuits — power, small power, socket outlets, isolators and dedicated equipment supplies throughout all areas
- General lighting — complete supply and installation of all interior luminaires, controls and dimming systems
- Emergency and escape lighting — self-contained and central battery systems, including testing facilities

- External lighting — car park, perimeter, landscape and feature lighting, including controls and time switching
- Fire detection and alarm system — addressable system, control panel, all devices, call points and interfaces
- Earthing and lightning protection — complete installation including bonding and surge protection
- Structured cabling, data network and PABX — containment, cabling, outlets and patch panels (active equipment excluded unless specified)
- CCTV and IP surveillance — cameras, recording equipment, monitors and remote viewing
- Passenger lift installation — supply, installation and commissioning of passenger lifts complete with all controls, finishes and accessories
- Specialist electrical connections — steam room, sauna, gym equipment, kitchen equipment and all fixed plant
- Satellite dish and TV installation — complete supply, installation and commissioning of DSTV satellite dish, aerials, multiswitches and TV outlet distribution
- Relocation of existing services — temporary power provisions, decommissioning of existing boards and repositioning of existing electrical services to facilitate construction
- Containment — cable trays, trunking, conduit, ladder rack and all associated supports throughout
- Testing, commissioning, certification and full O&M documentation

### 3.1 Exclusions

- All Builders Work in connection with electrical services — main contractor's scope
- Active IT network equipment — client procured
- Mechanical, plumbing and HVAC installations — PKG 03
- Standby generator installation — separate specialist contract (supply, acoustic enclosure, fuel system, AMF panel and commissioning)

#### Statutory Registration

EPRA electrical contractor license and ERB registration for proposed engineering personnel are mandatory requirements. Applicants must demonstrate experience with specialist electrical systems including steam room, sauna and commercial kitchen connections.

## 4. Submission Requirements

### 4.1 What to Submit

Applicants must submit a completed Prequalification application comprising all forms in Appendix B, in the following format:

- In sealed envelopes, one (1) signed original and one (1) copy, bound in a lever-arch file, clearly tabbed in section order with subject line: "PREQUALIFICATION — SGC CLUBHOUSE ELECTRICAL WORKS — [COMPANY NAME]"
- All submissions must be in the English language
- Electronic submission is not accepted

### 4.2 Submission Deadline and Address

<b>Submission deadline</b>	Tuesday, 2 <sup>nd</sup> June 2026 at 14:00 EAT
<b>Physical address</b>	The General Manager, Sigona Golf Club House, P.O. Box 10-00902, Kikuyu, Kenya
<b>Envelope marking</b>	PREQUALIFICATION — SIGONA GOLF CLUB HOUSE — ELECTRICAL WORKS — DO NOT OPEN BEFORE EVALUATION

### 4.3 Clarifications

Queries must be submitted in writing to [projects@sigonagolfclub.com](mailto:projects@sigonagolfclub.com). Responses of general relevance will be circulated simultaneously to all registered applicants. No verbal queries will be entertained.

#### 4.4 Joint Ventures

Applications from formal Joint Ventures are accepted subject to the following conditions:

- All JV 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 independently meet all mandatory pass/fail criteria
- Each JV partner must independently meet the eligibility criteria in Section 5

#### 4.5 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 process at any time without liability
- All costs of preparing and submitting an application are borne solely by the Applicant
- All information submitted will be treated as confidential and used solely for prequalification assessment
- Applicants found to have engaged in corrupt, fraudulent, collusive or coercive practice will be immediately disqualified
- Shortlisted contractors will be notified in writing and promptly invited to tender

### SECTION 5: 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 Application Forms in Appendix B.

1. ELIGIBILITY					
1.1	<b>Conflict of Interest</b>	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	<b>Fraud &amp; Corruption</b>	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
1.3	<b>NCA Registration</b>	Valid NCA registration certificate — minimum Category NCA 3 or above — current at the date of submission. For JV applicants, the lead partner must hold the minimum NCA category independently.	Must meet	Must meet	NCA Registration Certificate (certified copy) — Checklist item 0.3
2. HISTORICAL CONTRACT NON-PERFORMANCE					
2.1	<b>Non-Performing Contracts</b>	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	<b>Pending Litigation</b>	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	<b>Financial Performance</b>	Audited financial statements for the last three (3) years demonstrating: (a) positive net worth; (b) current ratio $\geq$ 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	<b>Average Annual Turnover</b>	Minimum average annual electrical works turnover of KES 80,000,000 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	<b>Financial Resources</b>	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. The minimum demonstrated financial resource (line of credit or liquid assets) shall not be less than KES 5,000,000.	Must meet	Must meet	Bank support letter + Form SGC/FIN-3.3
<b>4. EXPERIENCE</b>					
4.1	<b>Ongoing Projects</b>	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	<b>General Electrical Experience</b>	Continuous activity in commercial or industrial electrical installation contracts as electrical 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)	<b>Specific Electrical Experience</b>	A minimum of three (3) contracts successfully completed within the last ten (10) years, each with a value of KES 40,000,000 or above, that are similar in nature, scale and complexity to the proposed electrical works. At least one (1) project must include a hospitality, leisure, or club facility. Experience with specialist electrical systems — including steam room, sauna, commercial kitchen and AV — is required.	Must meet	Must meet	Form SGC/EXP-4.3(a)
<b>5. PERSONNEL CAPABILITIES</b>					
5.1	<b>Organisational Structure</b>	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	<b>Personnel Capabilities</b>	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	<b>Proposed Staff CVs</b>	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
<b>6. PROJECT ASSURANCE</b>					
6.1	<b>Health, Safety &amp; Environment</b>	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	<b>Quality Management</b>	Evidence of a Quality Management Programme in place; ISO 9001 certification preferred but not mandatory.	Must meet	Must meet	Form SGC/QM-6.2
<b>7. RESOURCES, PLANT &amp; EQUIPMENT</b>					
7.1	<b>Plant &amp; Equipment</b>	Provide schedule of key plant, equipment, test instruments and specialist tools	Must meet	Must meet	Form SGC/RS-7.1

		owned or available for deployment on this project.			
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**NOTE: Stage 1 — All mandatory pass/fail criteria must be satisfied. Failure on any single criterion will result in disqualification. Stage 2 — Applicants passing Stage 1 are scored out of 100 points as per the scoring matrix in Section 5.2 below. A minimum score of 70 out of 100 is required for shortlisting.**

#### 4.1 Stage 2 Scoring Matrix

Applicants who pass all Stage 1 pass/fail criteria will be evaluated on the following point-scored criteria. The maximum score is 100 points; a minimum of 70 is required to be shortlisted.

Ref	Criterion	Scoring Guidance	Max Points	Score Awarded
<b>A. FINANCIAL CAPACITY</b>				
A1	<b>Annual Turnover</b>	Average annual electrical works turnover (3 years): KES 80–100M = 8 pts; KES 100–150M = 12 pts; above KES 150M = 15 pts.	<b>15</b>	
A2	<b>Financial Resources</b>	Confirmed line of credit / liquid assets (net): KES 5–10M = 3 pts; KES 10–20M = 4 pts; above KES 20M = 5 pts.	<b>5</b>	
<b>B. EXPERIENCE</b>				
B1	<b>General Electrical Experience</b>	10 years continuous activity (minimum requirement) = 5 pts; 10–15 years = 7 pts; over 15 years = 10 pts.	<b>10</b>	
B2	<b>Specific Comparable Projects</b>	3 comparable projects at KES 40M+ each = 20 pts (minimum). Each additional comparable project above 3 = +3 pts (max 6 pts). At least one hospitality/leisure project verified = +4 pts. Specialist systems experience (steam, sauna, kitchen, AV) = up to 5 pts.	<b>35</b>	
<b>C. PERSONNEL</b>				
C1	<b>Key Personnel Qualifications</b>	All key positions filled with prime candidates meeting minimum standards (Section 5.2) = 10 pts. Each key position where prime candidate exceeds minimum experience by 5+ years = +1 pt per position (max 5 pts). Alternate candidates fully compliant = +5 pts.	<b>20</b>	
<b>D. PROJECT ASSURANCE</b>				
D1	<b>Health, Safety &amp; Environment</b>	Documented HSE management system in place = 3 pts. ISO 45001 / OHSAS 18001 certification = +2 pts. LTIFR below 1.0 for all 3 years = +2 pts. Dedicated HSE officer committed to project = +1 pt.	<b>8</b>	
D2	<b>Quality Management</b>	Documented QMS in place and evidence of active use on projects = 4 pts. ISO 9001 certification current = +3 pts.	<b>7</b>	
<b>E. RESOURCES, PLANT &amp; EQUIPMENT</b>				
E1	<b>Plant, Equipment &amp; Test Instruments</b>	Schedule demonstrates adequate owned test instruments and specialist tools for project = 3 pts. Access to all key specialist tools and installation equipment including for HV works and lift commissioning = +2 pts.	<b>5</b>	
<b>TOTAL MAXIMUM SCORE</b>			<b>100</b>	

#### 4.2 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
<b>Electrical Project Director / Principal</b>	Prime Alternate	15	10	8	Degree — Electrical Eng. or equivalent. ERB registration required.
<b>Electrical Project Manager</b>	Prime Alternate	10	8	5	Degree — Electrical Eng. or equivalent. ERB / EPRA registration.
<b>Site Electrical Supervisor / Foreman</b>	Prime Alternate	10	7	5	Diploma — Electrical Eng. or equivalent. Relevant trade certification.
<b>Electrical Site Engineer</b>	Prime Alternate	8	5	3	Degree — Electrical Eng. ERB registration.
<b>Testing &amp; Commissioning Engineer</b>	Prime Alternate	7	4	—	Degree — Electrical Eng. Demonstrated T&C experience on similar projects.
<b>HSE Manager / Safety Officer</b>	Prime Alternate	7	4	—	Relevant academic qualification. OSHA certification preferred.
<b>Quantity Surveyor (Electrical)</b>	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 6: 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)
<b>0 — MANDATORY REQUIREMENTS</b>			
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 3 or above (certified copy)	—	
0.4	Energy & Petroleum Regulatory Authority (EPRA) electrical contractor licence — current and valid	—	
0.5	Electrical Regulatory Board (ERB) registration for proposed Electrical Project Manager and Site Engineer	—	
0.6	Three (3) letters of recommendation from previous clients for comparable electrical works (originals or certified copies)	—	
0.7	Power of Attorney for authorised signatory	—	
<b>1 — ELIGIBILITY</b>			
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	
<b>2 — HISTORICAL CONTRACT NON-PERFORMANCE</b>			
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	
<b>3 — FINANCIAL CAPACITY</b>			
3.1	Audited financial statements — last three (3) years (balance sheet and income statement)	Form SGC/FIN-3.1	
3.2	Average Annual Electrical Works Turnover schedule	Form SGC/FIN-3.2	
3.3	Financial Resources and Commitments — bank support letter + sources schedule	Form SGC/FIN-3.3	
<b>4 — EXPERIENCE</b>			
4.1	List of Ongoing and Recently Awarded Electrical Projects	Form SGC/EXP-4.1	
4.2	General Electrical Works Experience (last 10 years)	Form SGC/EXP-4.2	
4.3(a)	Specific Electrical Experience — minimum three (3) comparable projects	Form SGC/EXP-4.3(a)	
<b>5 — PERSONNEL CAPABILITIES</b>			
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	
<b>6 — PROJECT ASSURANCE</b>			
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	—	
<b>7 — RESOURCES, PLANT &amp; EQUIPMENT</b>			
7.1	Schedule of Plant, Equipment and Test Instruments — owned and available	Form SGC/RS-7.1	

Issued by Sigona Golf Club  
 18th May 2026



**SIGONA GOLF CLUB**

(General Manager )

Authorised Signatory Name:

Designation:

Date: 18th May 2026

**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/ELEC/2026/002
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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:**

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

## 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	
Authorized Representative — Full Name	
Authorized Representative — Telephone	
Authorized 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)			
<b>Current Ratio (CA / CL)</b>			
<b>Total Revenue / Turnover</b>			
<b>Electrical Works Turnover (certified payments)</b>			
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 (____/____)		
<b>Average Annual Electrical Works Turnover</b>		<i>Min. KES 80,000,000 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	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	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 ELECTRICAL 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.

<b>Contract Name and Reference</b>	
<b>Contract Location</b>	
<b>Employer / Client Name</b>	
<b>Employer's Contact Name</b>	
<b>Employer's Telephone / Email</b>	
<b>Role (Contractor / Sub-contractor / Management Contractor)</b>	
<b>Award Date</b>	
<b>Completion Date</b>	
<b>Contract Duration</b>	
<b>Contract Value (KES)</b>	
<b>Brief Description of Electrical Works Performed</b>	
<b>Evidence Attached (completion certificate / client reference letter)</b>	

### FORM SGC/EXP-4.3(a) — SPECIFIC ELECTRICAL 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.

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

**FORM SGC/EXP-4.3(a) — SPECIFIC ELECTRICAL 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.*

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

<b>Brief Description of Electrical Works Performed</b>	
<b>Evidence Attached (completion certificate / client reference letter)</b>	Yes / No

### FORM SGC/PER-5.1 — ORGANISATIONAL STRUCTURE

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

<b>Company — Years under Current Structure (Kenya)</b>	
<b>Company — Years under Current Ownership</b>	
<b>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.</b>	

### FORM SGC/PER-5.2 — PERSONNEL CAPABILITIES

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

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

### 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?			
10	Provide your company's Lost Time Injury Frequency Rate (LTIFR) for the last three years. Attach supporting data.			
11	Describe (on a separate sheet, maximum 200 words) the welfare facilities you would provide on this project.			

