

**PROPOSED CONSTRUCTION OF A NEW CLUB HOUSE
SIGONA GOLF CLUB, KIKUYU, KIAMBU COUNTY, KENYA**



**PREQUALIFICATION OF
CONTRACTORS**

Developer:

**Sigona Golf Club
P.O. Box 10 – 00902,
Kikuyu, Kenya.**

Lead consultants:

**Design Artitude
P.O. Box 39859-00623
Nairobi, Kenya.**

MAY 2026

PREQUALIFICATION OF CONTRACTORS

CONSTRUCTION OF PROPOSED CLUB HOUSE AT SIGONA GOLF CLUB

1. This Invitation for Pre-Qualification is for the construction of the Proposed Clubhouse at Sigona Golf Club.
2. **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.
3. The Client invites applications for pre-qualification for the construction of the Proposed Clubhouse at Sigona Golf Club.
4. The purpose of the prequalification process is to provide the basis for Sigona Golf Club, to select a short-list of competent contractors for invitation to tender.
5. Per the guidance in the Instructions to Applicants, applicants must demonstrate the minimum requirements for these works.
6. 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
7. Eligible, competent and registered Contractors **MUST** demonstrate total capacity to undertake such magnitude of works. The Contractors **MUST** demonstrate capacity to work together with the following sub-contractors:
 - i. Electrical Installations Sub-contractor
 - ii. Plumbing, Drainage and Fire Protection Subcontractor
 - iii. Mechanical Ventilation and Air Conditioning Subcontractor
 - iv. Standby Generator Installations Subcontractor
 - v. CCTV Installations Subcontractor
 - vi. Lift and Escalator Installations Subcontractor
 - vii. Aluminium and Glass works Subcontractor
 - viii. Structured Cabling and PABX Installations Subcontractors
 - ix. Access Control and Door Card Systems Installations Subcontractor
 - x. Cold Room Installations Subcontractor
 - xi. Gym, Steam room and Sauna Installations Subcontractor
 - xii. Kitchen Equipment Installations Subcontractor
 - xiii. Landscaping Subcontractor
 - xiv. Parking Guidance System Subcontractor
 - xv. Building Management Systems Subcontractor
8. Pre-qualification will be conducted through pre-qualification procedures described in the Pre-Qualification Document ("PQD") associated with this Invitation for Pre-Qualification.

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)
9. Applications must be submitted in sealed envelopes, **two (2) Copies, 1 Clearly Marked Original and 1 Copy**, delivered to the address below by **2nd June 2026**
10. Applications shall be received by the Client at the following address and number:



**The General Manager
Sigona Golf Club House
P.O Box 10-00902 Kikuyu, Kenya
Email: projects@sigonagolfclub.com**

11. Applications received after this time and date shall not be considered and shall be returned unopened.
12. All information requested in these forms **MUST** be provided in order to be considered “responsive” to the requirements of prequalification.
13. The Client reserves the right to verify the particulars furnished by the Applicant independently. The Client also reserves the right to physically verify the performance of the works. If any information furnished by the applicant is found incorrect at a later stage, they will be liable to be disbarred from tendering.
14. The inclusion of an executive summary, general marketing and company literature or any separate statement of reasons for selection is not required and will not be considered in the evaluation of PQD. Applicants should not include any information beyond that requested in the PQD.
15. Each Applicant is subject to an ongoing obligation (at all times in this procurement) to notify the Client of any material changes to the information included in its PQD response, including but not limited to changes to the identity of their organizations or the ownership or standing thereof. Changes should be notified as soon as they become apparent by email to projects@sigonagolfclub.com

Yours sincerely,

**Francis Musyoka,
General Manager,
Sigona Golf Club**

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 reserve 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 architecturally by Design Artitude Ltd (Architecture & Interior Design). 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 building contractors to apply for pre-qualification.

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 architectural, structural, and MEP 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 Builders Work — This Prequalification

The scope of works under this Prequalification covers the Club House and Back of House and is limited strictly to Builders Work Only. The following elemental trades are included:

1. Preliminaries

Contractor's site establishment, management and supervision; temporary works and services; site security and welfare facilities; insurance and bonds; and all general contractual obligations.

2. Demolitions & Site Clearance

Selective demolition of existing structures and elements as instructed by the Architect; safe removal, segregation, and disposal of arisings; protection of existing services, structures, and features to remain.

3. Substructures

Bulk excavation and earthworks; reinforced concrete foundations; ground-floor slab; hardcore, blinding, and damp-proof membranes.

4. Reinforced Concrete Superstructure

All in-situ reinforced concrete works including columns, beams, suspended slabs, shear walls, staircases, and lift core walls; structural steelwork as designed; all associated formwork and falsework.

5. Walling and Partitions

External envelope blockwork or brickwork; internal partition blockwork; cavity and solid walling; movement joints, damp-proof courses, and sealants; specialist cladding and curtain walling systems where specified.

6. Roofing and Rainwater Disposal

Complete roof structure and covering; flashings, insulation, and vapour barriers; gutters, downpipes, and connections to site drainage.

7. Windows

Supply and installation of all windows, glazed elements, curtain walling, and associated ironmongery, sealants, and weatherproofing.

8. Doors

Supply and installation of all internal and external doors, frames, linings, fire-rated doors, roller shutters, and all associated ironmongery.

9. Finishes

All internal and external finishes — floor, wall, and ceiling finishes as specified; external render; and all associated trims and fixings.

10. Joinery Fittings

Supply and installation of all built-in joinery as specified, including bar counters, reception desks, lockers, fitted storage, shelving, panelling, balustrades, handrails, and bespoke millwork.

11. Builder's Work in Connection with Services

Forming and making good all holes, chases, ducts, sleeves, and penetrations for MEP services; building in brackets and supports; concrete equipment plinths and housekeeping pads.

12. External Works

Car parking areas, paved terraces, walkways, and hard landscaping; perimeter fencing and gates; external staircases and ramps; site drainage; and soft landscaping within the project boundary as designed.

2.3 Exclusions

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

- All Electrical Installations — power, lighting, lifts, fire alarm, CCTV, structured cabling, generator, street lighting
- All Mechanical, Plumbing and Drainage Installations — sanitary ware, plumbing, foul drainage, fire protection, mechanical ventilation
- Air Conditioning and HVAC; Solar water heating
- Furniture, Fittings & Equipment (FF&E) and Kitchen Equipment — client-procured
- Specialist IT, audio-visual, and communications systems beyond builder's work connections

SECTION 3: INSTRUCTIONS TO APPLICANTS

3.1 Scope of this Prequalification

This Prequalification invites suitably qualified building contractors to apply for pre-qualification for the Builders Work 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. An Applicant who submits more than one application will be disqualified from all.

3.3 Fraud and Corruption

Sigona Golf Club require 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 the address in Section 3.7. Responses to queries of general relevance will be compiled, anonymised, 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 — [COMPANY NAME]". This ensures receipt of all addenda and query responses.

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. Sigona Golf Club may extend the submission deadline if it determines that applicants need additional time to respond to an addendum.

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 — BUILDERS WORK ONLY — DO NOT OPEN BEFORE EVALUATION".
- In addition to physical copies, a consolidated PDF must be emailed with subject line: "PREQUALIFICATION — SGC CLUBHOUSE BUILDERS WORK — [COMPANY NAME]". Electronic submission alone is not accepted.
- In the event of a discrepancy between the original and the copies, the original shall prevail.
- All submissions must be in the English language.

3.7 Submission Address and Deadline

All submissions - One (1) original hard copy and one (1) electronic copy (USB drive) - must be received by Sigona Golf Club no later than:

Tuesday, 2nd June 2026 at 14:00 EAT

Late submissions will not be considered under any circumstances. The time and date of receipt as recorded by Sigona Golf Club shall be conclusive.

The General Manager
Sigona Golf Club House
P.O Box 10-00902
Email: projects@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. Any application that fails to comply with the responsiveness requirements of this document may be rejected. If an Applicant fails to provide requested clarifications within the stated period, its application may be rejected.

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 and will be required to provide a Bid Security in a form and amount to be specified in the tender documents.

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 — including changes to ownership, structure, financial standing, or the identity of key personnel — between the submission date and the date of invitation to tender. Failure to disclose such changes may result in disqualification.

3.11 General Conditions

1. This Prequalification does not constitute a commitment to award a contract. Sigona Golf Club reserve the right to accept or reject any or all submissions, or to cancel the Prequalification process at any time, without incurring any liability.
2. All costs of preparing and submitting a Prequalification response are borne solely by the Applicant. No claims for preparation costs will be entertained.
3. All information submitted will be treated as confidential and used solely for pre-qualification assessment. Sigona Golf Club will not disclose submission contents without the Applicant's consent, except as required by law.
4. Contractors debarred from procurement in Kenya, or subject to any ongoing criminal or regulatory investigation, should not apply.
5. 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.

No.	Subject	Requirement	Single Entity	JV — All Parties	Documentation Required
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 design or technical specifications for this project are ineligible.	Must meet	Must meet	Prequalification Submission Form (Appendix B)
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 B
1.3	NCA Registration	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	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 for the purposes of this assessment.	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 construction turnover of KES 200,000,000 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. The minimum demonstrated financial resource (line of credit or liquid assets) shall not be less than KES 30,000,000.	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 Construction Experience	Continuous activity in building construction contracts as contractor or management contractor 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 Construction Experience	A minimum of three (3) contracts successfully completed within the last ten (10) years, each with a value of KES 100,000,000 or above, that are similar to the proposed Club House works in nature, scale, and complexity.	Must meet	Must meet combined	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 and equipment 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	Min. Experience (Total Years)	Min. Experience in Similar Works	Min. as PM / Technical Lead	Qualification
Project Director / Principal	15	10	8	Degree — Civil Eng. / Construction /Commerce /Economics- Relevant Academic Qualification
Project Manager	10	8	5	Degree — Civil Eng. / Relevant Academic Qualification
Site Manager / Site Agent	10	7	5	Relevant Academic Qualification
Resident / Site Engineer	8	5	3	Degree — Civil / Structural Eng.
Quality Control Engineer	7	4	—	Relevant Academic Qualification

HSE Manager / Safety Officer	7	4	—	Relevant Academic Qualification
Quantity Surveyor	7	4	—	Degree — QS /.

NOTE: At least the Project Director, Project Manager, and Site Manager 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.

4.2 Stage 2 Scoring Matrix

Applicants who pass all Stage 1 pass/fail criteria will be scored out of 100 points using the matrix below. A minimum score of 70 is required to be shortlisted.

Ref	Criterion	Scoring Guidance	Max Pts
A. FINANCIAL CAPACITY			
A1	Annual Turnover	Average annual construction turnover (3 years): KES 200–300M = 8 pts; KES 300–500M = 12 pts; above KES 500M = 15 pts.	15
A2	Financial Resources	Confirmed line of credit or liquid assets (net of commitments): KES 30–50M = 3 pts; KES 50–100M = 4 pts; above KES 100M = 5 pts.	5
B. BUILDING CONSTRUCTION EXPERIENCE			
B1	Years in Practice	Continuous activity as building contractor: 10–15 years = 5 pts; over 15 years = 8 pts.	8
B2	Comparable Projects	Three comparable contracts at KES 100M+ each = 15 pts (minimum threshold). Each additional comparable project above 3 = +2 pts (max 6 extra). At least one hospitality, leisure or club facility project = +4 pts. Mixed-use or phased construction on live/occupied site = +2 pts.	17
C. KEY PERSONNEL			
C1	Key Personnel Qualifications	All key positions (Section 4.1) filled with prime candidates meeting minimum standards = 10 pts. Each prime candidate exceeding minimum experience by 5+ years = +1 pt per position (max 5 pts). Alternate candidates fully compliant for all positions = +5 pts.	20
D. PROJECT ASSURANCE			
D1	Health, Safety & Environment	Documented HSE management system in place = 3 pts. LTIFR below 1.0 for all 3 years = +2 pts. ISO 45001 or OHSAS 18001 certification = +3 pts. Dedicated full-time HSE officer committed to this project = +2 pts.	10
D2	Quality Management	Documented QMS in place with evidence of active use = 4 pts. ISO 9001 certification current = +3 pts.	10
E. RESOURCES, PLANT & EQUIPMENT			
E1	Plant & Equipment	Schedule demonstrates adequate owned plant and equipment for project requirements = 7 pts. Equipment includes specialised items for RC superstructure, hoisting and concrete works = +8 pts.	15
TOTAL MAXIMUM SCORE			100

SECTION 5: SUBMISSION CHECKLIST

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

Series	Document / Form	Form Reference	Included (✓ / ✗)
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 3 or above (certified copy)	—	
0.4	NCA Practising Certificate — proposed Project Manager and/or Site Agent	—	

0.5	Three (3) letters of recommendation from previous clients (originals or certified copies)	—	
0.6	Power of Attorney for authorised signatory	—	
	Indicate Pass or Fail		
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 Construction 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 Projects	Form SGC/EXP-4.1	
4.2	General Construction Experience (last 10 years)	Form SGC/EXP-4.2	
4.3(a)	Specific Construction 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 and Equipment — 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: _____
/SGC/PREQUALIFICATION/CH/2026/001

Prequalification Reference:



To: Sigona Golf Club

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

1. We have examined and have no reservations to the Prequalification document, including all addenda issued.
2. We and our proposed subcontractors or JV partners, if any, have no conflict of interest as defined in Section 3.2 of this document.
3. We have not been declared ineligible or debarred from procurement by any authority in Kenya or elsewhere.
4. 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):

5. 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.
6. All information provided in this Prequalification submission is true, accurate, and complete to the best of our knowledge and belief.
7. 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: _____

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)	

Attached: Certificate of Incorporation Articles of Association JV Agreement / Letter of Intent (if applicable)



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
From Balance Sheet				
Total Assets (TA)				
Total Liabilities (TL)				
Net Worth (NW = TA - TL)				
Current Assets (CA)				
Current Liabilities (CL)				
Current Ratio (CA / CL)				<i>Minimum 1.0 required</i>
From Income Statement				
Total Revenue / Turnover				
Construction Turnover (certified payments)				
Profit Before Tax (PBT)				

Attached: audited financial statements for the last three (3) years, certified by a recognised firm of auditors.



FORM SGC/FIN-3.2 — AVERAGE ANNUAL CONSTRUCTION TURNOVER

Average annual turnover calculated as total certified construction payments received, divided by three years.

Financial Year	Amount (KES)	Source / Notes
Year 1 (___/___)		
Year 2 (___/___)		
Year 3 (___/___)		
Average Annual Construction Turnover		<i>Min. KES 200,000,000 required</i>

FORM SGC/FIN-3.3 — FINANCIAL RESOURCES AND COMMITMENTS

List all proposed sources of financing available to meet the cash flow demands of this project, net of other 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)	

☑ Attached: bank support letter confirming available lines of credit and financial standing.



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

List all current contracts awarded or in progress, and contracts approaching completion where a final completion certificate has not yet been issued.

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 CONSTRUCTION EXPERIENCE (LAST 10 YEARS)

List contracts demonstrating continuous construction activity over the last ten (10) years. Attach client reference letters. The Client may visit selected sites.

Start (MM/YY)	End (MM/YY)	Contract Name & Brief Description	Role (Contractor / Sub-contractor / CM)	Employer Name, Address & Contact



FORM SGC/EXP-4.3(a) — SPECIFIC CONSTRUCTION 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 Works Performed	
Evidence Attached (completion certificate / client reference letter)	<i>Yes / No</i>

FORM SGC/EXP-4.3(a) — SPECIFIC CONSTRUCTION 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 Works Performed	
Evidence Attached (completion certificate / client reference letter)	<i>Yes / No</i>

FORM SGC/EXP-4.3(a) — SPECIFIC CONSTRUCTION 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 Works Performed	
Evidence Attached (completion certificate / client reference letter)	<i>Yes / No</i>



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

Provide details for both a prime and an alternate candidate for each position. Signed and certified CVs (Form SGC/PER-5.3) must be attached for all named individuals.

Position	Candidate	Total Years Experience	Years in Similar Works	Years as PM / Technical Lead	Proposed for this Project (full-time / part-time)
Project Director / Principal	Prime				
	Alternate				
Project Manager	Prime				
	Alternate				
Site Manager / Site Agent	Prime				
	Alternate				
Resident / Site Engineer	Prime				
	Alternate				
Quality Control Engineer	Prime				
	Alternate				
HSE Manager / Safety Officer	Prime				
	Alternate				
Quantity Surveyor	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 / NCA Certificate Number	
Years with Current Company	
Current Position & Responsibilities	
Total Years of Relevant Construction 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

Complete for the Main Contractor (or by all JV partners). Attach supporting documentation as indicated.

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.			

LTIFR Data (attach supporting evidence):

	Year 1	Year 2	Year 3
LTIFR			
Total Lost Time Incidents			
Total Hours Worked			



FORM SGC/QM-6.2 — QUALITY MANAGEMENT PLAN

Complete for the Main Contractor (or by all JV partners).

Company Name: _____ Date: _____

No.	Quality Management Criterion	Yes	No	N/A
1	Is your company's Quality Management System (QMS) certified to ISO 9001 or equivalent? If yes, provide a copy of the current certificate.			
2	If not certified, describe your current QMS and any plans to achieve certification (maximum 200 words on a separate sheet).			
3	Does your company provide technical training and/or certification programmes for your workforce?			
4	Does your company have a process to monitor and control the quality of workmanship on site?			
5	Does your company have a process to monitor and control the quality of construction materials received on site?			
6	Does your company have a process to monitor and control the performance of sub-contractors?			
7	Does your company conduct regular quality audits on active construction projects?			
8	Does your company have a documented process for non-conformance reporting and corrective action?			

FORM SGC/RS-7.1 — RESOURCES, PLANT AND EQUIPMENT

List all key plant and equipment owned by the company or available for deployment on this project. Provide separate schedules for: (a) Earthmoving equipment; (b) Hoisting / lifting equipment; (c) Concrete works equipment; (d) General building plant.

No.	Equipment Description	Quantity	Capacity / Size	Age / Condition	Owned / Leased	Currently Available for this Project?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						