



Africa Merchant Assurance Co. Ltd.
Transnational Plaza, 2nd Floor, Mama Ngina Street
Plaza, 2nd Floor, Mama Ngina Street

P.O. Box 61599-00200 Nairobi – Kenya,

Tel: (Pilot line) 312121, Fax: 340022

E-mail: info@amaco.co.ke

GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS

THIS PREQUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO AFRICA MERCHANT ASSURANCE CO LTD. THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF AMACO.

Company Name:

Postal Address:

Tel:

E-mail:

Contact **Person:**

All applicants must indicate the details below

Category Ref:

Item code:

Item Description:

Ref: AMACO

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

- AFRICA MERCHANT ASSURANCE CO LTD invites you to submit sealed applications for **Prequalification of suppliers for the financial year 2025-2026.**
- To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents: -
 - Full legal name and address of the firm (company profile).
 - Certificate of Registration/incorporation.
 - Valid Tax compliance certificates from relevant revenue authority (for the previous year). PIN (Tax identification Number) Certificate.
 - Corporate Tax registration documents.
 - Current operational licenses/permits.
 - CR 12 document.
 - Full names of the legal representatives of the firm (Managing Directors).

- Contact name, email address, and telephone number to facilitate communication between AMACO Insurance Limited and prospective vendor.
- At least 3 Referral letters.
- Company profile

- The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the;

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And should be sent to AMACO not later than 5.00 pm on Friday, 31st January 2025.

- A non- refundable fee of Ksh. 2,000 (Two Thousand shillings only) for each category is required before submission of the bid. Bidders can remit the non-refundable fee of Kshs. 2,000 through our Safaricom Till No: 4106404.
- This pre-qualification does not amount to any contractual obligation on the part of AMACO, and AMACO is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
- AMACO insurance Company has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the company's own guidelines.
- AMACO reserves the right to authenticate information provided here in without reverting to the participant.
- AMACO insurance Company reserves the right to accept or reject any tender without assigning any reasons for the decision.