



BUCKNER®
KENYA

Hope shines here.®

PRE-QUALIFICATION & REGISTRATION OF SUPPLIERS.

SUPPLY OF GOODS, SERVICES & WORKS FOR THE FINANCIAL YEARS
2023/2024/2025.

TENDER NO. BKE PQ 01, 02, .../2023-2025.

ITEMS/SERVICES DESCRIPTION

PLEASE INDICATE WHETHER (✓)

REGISTRATION (.....) OR PRE-QUALIFICATION (.....)

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1 TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS & SERVICES

BKE/PQ 01, 02, .../2023-2025.

- a) Buckner Kenya invites applications for Pre-qualification/ Registration of Suppliers from interested eligible bidders for supply of one or more of the under-listed goods, general and consultancy services for the financial years 2023-2025.

| CATEGORY A - REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS | | |
|---|---|--------------------|
| CODE | ITEM/GOOD DESCRIPTION | ELIGIBILITY |
| BKE/01/2023/24/25 | Supply of General Office Stationery. | OPEN |
| BKE/02/2023/24/25 | Supply of Office Furniture and Fittings. | |
| BKE/03/2023/24/25 | Supply of Branded Promotional Materials. | |
| BKE/04/2023/24/25 | Supply of Printed Office Stationery and Accountable Documents. | |
| BKE/05/2023/24/25 | Supply of Printer Toner and Cartridges | |
| BKE/06/2023/24/25 | Supply of Laboratory Equipment and Reagents. | |
| BKE/07/2023/24/25 | Supply of Medical Drugs. | OPEN |
| BKE/08/2023/24/25 | Supply of Computer Software and Associated Licenses | OPEN |
| BKE/09/2023/24/25 | Supply of Motor Vehicle Tyres, Tubes & Batteries | OPEN |
| BKE/10/2023/24/25 | Supply of Hardware Materials and Tools | OPEN |
| BKE/11/2023/24/25 | Supply and Installation of Telecommunication Equipment, Spares, Mobile Phone Handsets, CCTV Cameras, PABX Machines and Accessories. | OPEN |
| BKE/12/2023/24/25 | Supply of Computers, Printers, Tablets and Allied Accessories. | OPEN |

CATEGORY B - REGISTRATION OF SUPPLIERS FOR DELIVERY OF SERVICES, GOODS & WORKS

| CODE | ITEM/SERVICE DESCRIPTION | ELIGIBILITY |
|-------------------|--|--------------------|
| BKE/01/2023/24/25 | Provision of Air Travel Services. | OPEN |
| BKE/02/2023/24/25 | Supply of Insurance Services for Capital Assets (to define). | OPEN |
| BKE/03/2023/24/25 | Provision of Production Documentaries, TV & Radio Infomercials. | OPEN |
| BKE/04/2023/24/25 | Supply of legal services. | OPEN |
| BKE/05/2023/24/25 | Provision of Hotel, Conference/Accommodation Services. | OPEN |
| BKE/06/2023/24/25 | Supply of Counseling Services. | OPEN |
| BKE/07/2023/24/25 | Provision of Annual Financial Accounts Auditing Services. | OPEN |
| BKE/08/2023/24/25 | Delivery of Medical Insurance Services. | OPEN |
| BKE/09/2023/24/25 | Supply of Post Office Rental Services. | OPEN |
| BKE/10/2023/24/25 | Supply of Video Production. | OPEN |
| BKE/11/2023/24/25 | Supply of Advertisement Services. | OPEN |
| BKE/12/2023/24/25 | Supply of Office Rental Space & Related Services. | OPEN |
| BKE/13/2023/24/25 | Supply of Import, Export: Clearing-Forwarding Services. | OPEN |
| BKE/14/2023/24/25 | Supply of Security Services. | OPEN |
| BKE/15/2023/24/25 | Provision of Sanitary, and Fumigation Services. | OPEN |
| BKE/16/2023/24/25 | Maintenance & Repairs of Capital Assets (to define). | OPEN |
| BKE/17/2023/24/25 | Maintenance, Repairs & Servicing of Office Furniture & Fittings. | OPEN |
| BKE/18/2023/24/25 | Provision of Electricity fittings/ services. | OPEN |
| BKE/19/2023/24/25 | Supply of Email, Web Hosting, Cloud Hosting, & Domain Name. | OPEN |
| BKE/20/2023/24/25 | Upkeep of Email, Website Hosting, Cloud Hosting, & Domain Name. | OPEN |
| BKE/21/2023/24/25 | Supply & upkeep of Fire Suppression Equipment & Related Services. | OPEN |
| BKE/22/2023/24/25 | Supply of Clean Drinking Water Services. | OPEN |
| BKE/23/2023/24/25 | Installation of Electric Power. | OPEN |
| BKE/24/2023/24/25 | Installation of Solar Power. | OPEN |
| BKE/25/2023/24/25 | Provision of Contractor Services for Civil Works. | OPEN |
| BKE/26/2023/24/25 | Supply of Internet Services, Subscription to Communication Platforms- ZOOM, Teams, Skype. | OPEN |
| BKE/27/2023/24/25 | Maintenance Service to Internet Services, Subscription to Communication Platforms- ZOOM, Teams, Skype. | OPEN |
| BKE/28/2023/24/25 | Maintenance, Repairs & Servicing of Computers, Tablets, Servers, Printers, Photocopiers, and Allied Accessories. | OPEN |
| BKE/29/2023/24/25 | Monitoring and Evaluation Services (to define). | OPEN |
| BKE/30/2023/24/25 | Specialized Training Services (to be specified). | OPEN |

b) This pre-qualification document is available on Buckner Kenya website <https://www.bucknerkenya.org> or at Buckner Kenya Procurement Offices at:

- Kitale Family Hope Center (SOH) P. O Box 2067-30200 Kitale, Tel. +254-736-147-498
- Bungoma Family Hope Center P. O Box 2520-50200 Bungoma, Tel. +254-788-066-724
- Cherengany Family Hope Center P.O Box 2067-30200 Kitale, Tel. +254-790-751-895
- Nairobi Family Hope Center (BCC) P.O Box 64695-00620 Nairobi, Tel. +254-734-961-553,
Email: baptistcentre@gmail.com
- Busia Family Hope Center P.O Box 117-5406 Funyula, Tel. +254-793-747-200.
- Main Support Office Nairobi, P. O. Box 2171-00200 Nairobi, Tel +254-796-333-444,
Email: info@bucknerkenya.org

c) Interested and eligible applicants are required to download the pre-qualification from the website free of charge or obtain from any of BKE Procurement Office during normal working hours upon payment of a non-refundable fee of KES 1,000 per set of documents in cash at BKE Procurement Office Cash Office.

d) Duly filled/completed Pre-qualification/Registration documents in plain sealed envelope clearly marked; BKE/PQ 01,02.../2023-2025, FOR PRE-QUALIFICATION OR REGISTRATION OF SUPPLIERS FOR GOODS, AND SERVICES, GOODS & WORKS FOR FINANCIAL YEARS 2023-2025.

PLEASE INDICATE BELOW WHETHER (√) OR (×)
REGISTRATION (.....) OR PRE-QUALIFICATION (.....)
CATEGORY A (.....) OR CATEGORY B (.....)

ITEM CODES:

...and addressed to:

**The Buckner Kenya Director,
P. O. Box 2171 – 00200, Nairobi.**

Should be deposited in the Tender Box situated at Buckner Kenya Procurement Office, so as to be received on or before Thursday, 9th March 2023 at 11.00AM.

Canvassing will lead to automatic disqualification.

2.0. PRE-QUALIFICATION INSTRUCTIONS

2.1. Introduction

Buckner Kenya referred to as BKE or the Company would like to invite interested candidates who must qualify by meeting the set criteria as provided by BKE to perform the contract of supply and delivery or provision of goods and services to the company.

2.2. Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Company as and when required during the stated period.

2.3. Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-qualification or Registration documents to the Director Buckner Kenya so that they may be eligible to supply goods and services needed by Buckner Kenya.

Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4. Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/Institutions similar in size and complexity.

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification/registration criteria.

2.5. Pre-qualification/Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

2.6. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

2.7. Distribution of pre-qualification/registration Documents

A copy of completed pre-qualification data and other requested information be submitted to reach;

**THE DIRECTOR, BUCKNER KENYA, P. O. BOX 2171-00200 NAIROBI OR AT ANY OF
BUCKNER KENYA SUBSIDIARIES/BRANCHES INDICATED IN 1 (b).**

2.8. Questions Arising from the Documents

Questions that may arise from the pre-qualification documents should be directed to:

The Buckner Kenya Director, and whose address is given in *Section 2.7 & 1 (b), Bullet Six*.

2.9. Additional Information

BUCKNER KENYA reserves the right to request for submission of additional information from prospective bidders.

2.10. Request for quotations or restricted tenders will be made available only to those bidders whose qualifications are accepted by BUCKNER KENYA after scoring more than 70% points after completion of the pre-qualification process.

3.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

3.2. Custom Clearance

The Contractor shall be responsible for custom clearance of their imported goods and materials.

3.3. Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Director. Prices quoted should be inclusive of all delivery charges.

3.4. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

4.0. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

4.1. Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

All documents that form part of the proposal must be written in English and in indelible ink.

4.2. Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by BKE in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of B K E they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3. Essential Criteria for Pre-qualification

4.3.1. (a) Experience

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Special group may be exempted.

(b) Prospective supplier requires special experience and capability to organize Supply and delivery of items, or service at short notice.

4.3.2. Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

4.3.3. Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position.

Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

4.3.4. Special consideration will be given to the financial resources available as working capital, taking

into account the number of uncompleted orders on contract and now in progress. Data to be filled/provided on form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5. Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

4.4. Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5. Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments Buckner Kenya reserves the right to withdraw the tender from such a bidder even though they have been initially pre-qualified.

4.6. The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/Incorporation/Memorandum and Articles of association, copies of which must be attached.

4.7. The firm must show proof that it has paid all its statutory obligations and has current Tax Compliance Certificate.

5.0. PRE-QUALIFICATION/REGISTRATION CRITERIA

| | | | |
|----|-----|---|-----------------|
| 1. | | PRELIMINARY | TO FULLY COMPLY |
| | (a) | Copy of registration/incorporation certificates | Mandatory |
| | (b) | Copy of Tax compliance certificate | Mandatory |
| | (c) | Copy of KRA PIN | Mandatory |
| 2. | | FORM PQ-1 PRE-QUALIFICATION | |
| | (a) | Copy of Registration certificate as a contractor by National Construction Authority and other relevant authorities (for all civil/works contractors). | Mandatory |
| | (b) | Copy of Registration certificate by Kenya Insurance Regulatory authority and other related legal documents for provision of insurance services. | Mandatory |
| | (c) | Copy of valid professional registration certificates for consultancy services and related legal documents. | Mandatory |
| | (d) | Copy of registration certificate with relevant authority for provision of security services. | Mandatory |
| | (e) | Copy of registration certificate with the Ministry of public works for provision of motor vehicle servicing and repairs. | Mandatory |
| | (f) | Copy of professional practicing license and authorization by regulatory body. | Mandatory |
| 3. | | FORM PQ-2 - REGISTRATION APPLICATION | |
| | (a) | Name of the Company/firm/supplier | 5 Marks |
| | (b) | E-mail address | 5 Marks |
| | (c) | Postal address | 5 Marks |
| | (d) | Mobile No./Telephone | 5 Marks |
| 4. | | FORM PQ-3 SUPERVISORY PERSONNEL (must be filled accordingly) | 15 Marks |
| 5. | | FORM PQ-4 FINANCIAL POSITION & TERMS OF TRADE | |
| | (a) | Audited & certified financial statements (special groups exempted) | 8 Marks |
| | (b) | Two (2) references from applicant's bankers on suppliers' credit position | 5 Marks |
| | (c) | Credit period (not less than 30 days). | 2 Marks |
| 6. | | FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE (must be filled accordingly). | 15 Marks |

| | | | |
|-----|-----|--|-----------|
| 7. | | FORM PQ-6 PAST EXPERIENCE | |
| | (a) | At least 5 names of the applicant's clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contracts (must be listed). | 20 Marks |
| | (b) | Signed contracts/LPOs/LSOs as prove of the above in (a) | 3 Marks |
| | (c) | Acceptance certificates/completion certificates as prove of the above in (a) | 3 Marks |
| | (d) | Attach at least 3 recommendation letters each from a different client | 3 Marks |
| 8. | | FORM PQ-7 LITIGATION HISTORY (must be filled accordingly) | 3 Marks |
| 9. | | FORM PQ-8 SWORN STATEMENT (must be filled accordingly) | 3 Marks |
| 10. | | TOTAL MARKS | 100 Marks |

6.0 FORM PQ-1 PRE-QUALIFICATION/REGISTRATION DOCUMENTS

All firms MUST provide the following:

1. Copies of Certificate of registration of Business Name.
2. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
3. Copy of PIN Certificate of Firm/company or individual.
4. Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (for all civil/works contractors).
5. Letter of recommendation from previous organizations served.
6. A profile of the owners or shareholders.
7. Air Travel firms must be registered with IATA and any other relevant bodies.
8. Practicing Certificate for all professionals.
10. Transport Hire firms must attach evidence of having taken all the Insurance covers.
11. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
12. E-mail Contacts – a valid and active e-mail address.
13. A copy of Tender fees receipt must be attached.

7.0. FORM PQ-2 PRE-QUALIFICATION/REGISTRATION DATA

A. REGISTRATION OF SUPPLIERS APPLICATION FORM

1. I/We (*Name of Company/Firm is Compulsory*)

..... hereby apply for registration as supplier(s) of:

2. (Item Description)

3. (Category)

4. E-mail address

(Compulsory)

5. Post Office Address

(Compulsory)

6. Town

7. Street

8. Name of building

9. Room/Office No Floor No

10. Telephone No.

11. Mobile Telephone/Cell phone no.....

(Compulsory)

12. Full Name of applicant

(Compulsory)

13. Other branches Location

B. ORGANIZATION & BUSINESS INFORMATION

1. Management Personnel

- i) Chief Executive
- ii) Secretary
- iii) General Manager
- iv) Treasurer
- v) Other

2. Partnership (if applicable)

- i) Names of Partners
- ii) Business founded or incorporated
- iii) Under present Management since
- iv) Net worth equivalent KES
- v) Bank reference and address
- vi) Bonding company reference and address
- vii) Enclose copy of organization chart of the firm indicating the main fields of activities.
- viii) State any technological innovations or specific attributes which distinguish you from your competitors:
.....
- ix) Indicate terms of trade/sale:

NOTE:

Provide all the information on any field marked "Compulsory" - failure will lead to automatic disqualification of applicant.

8.0. PQ-3 SUPERVISORY PERSONNEL

- 1. Name.....
- 2. Age.....
- 3. Academic Qualification
- 4. University
- 5. Post Graduate
- 6. Diploma
- 7. High School
- 8. Professional Qualification

(Attach copies of certificates if any)

- 9 Length of service with contractor or supplier and position held

(NOTE: Attach copies of certificates of key personnel in the organization and professional)

9.0. PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support (Compulsory).
- (2) Attach letters of reference from the bankers regarding supplier's credit position (Compulsory).
- (3) State Credit period (minimum proposed is 30 days)
(Compulsory i. e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall automatically be disqualified).

NOTE: Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Be advised that it is a serious offence to give false information on this form.

Part 1 – General

- i) Business Name
- ii) Location of business Premises
- iii) Plot No. Street/Road
- iv) Postal Address Tel No.
- v) Nature of business
- vi) Current Trade License No. Expiring date
- vii) Maximum value of business which you can handle at any one time KES
- viii) Name of your bankers Branch

Part 2 (a) – Sole Proprietor

- i) Name in Full
- ii) Age
- iii) Nationality
- iv) Country of Origin.....
- v) *Citizenship Details.....

Part 2 (b) – Registered Company

1. Private or Public.....

2. State the nominal and issued capital of the company-

a). Nominal KES

b). Issued KES

3. I/We have given details of all directors as follows:

| | Name | Nationality | Citizenship Details | Shares |
|-----|-------|-------------|---------------------|--------|
| a). | | | | |
| b). | | | | |
| c). | | | | |
| d). | | | | |

Part 2 (c) – Partnership

1. I/We have given details of partners as follows:

| | Name | Nationality | Citizenship Details | Shares |
|-----|-------|-------------|---------------------|--------|
| a). | | | | |
| b). | | | | |
| c). | | | | |
| d). | | | | |

2. DATE:CANDIDATE SEAL/SIGNATURE.....

11.0 FORM PQ-6 PAST EXPERIENCE

A) NAMES OF APPLICANT’S CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY

(at least 3 firms)

1.)

- 1) Name of clients (Organization)
- 2) Address of client (Organization)
- 3) Contact person at the client (Organization)
- 4) Telephone No. of client
- 5) Value of contract
- 6) Duration of contract (dates)

Attach the following documental evidence of existence of contract as above:

- i. Signed contracts/LPOs/LSOs (Compulsory)
- ii. Acceptance certificates/completion certificates (Compulsory)

2.)

- 7) Name of clients (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization)
- 10) Telephone No. of client
- 11) Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. Signed contracts/LPOs/LSOs (Compulsory).
- ii. Acceptance certificates/completion certificates (Compulsory).

3.)

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client
- 17) Value of contract
- 18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs Compulsory)
- ii. Acceptance certificates/completion certificates (Compulsory)

**B) RECOMMENDATION LETTERS FROM APPLICANT'S CLIENTS OF THE
LAST FIVEYEARS**

(Attach at least 3 recommendation letters each from a different client (compulsory))

1. Name of Contract Supplier

.....

2. Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution below:

| YEAR | AWARD FOR OR AGAINST | NAME OF CLIENT IN CAUSE OF LITIGATION & MATTER DISPUTE | DISPUTED AMOUNT (CURRENT VALUE, KES EQUIVALENT) |
|------|----------------------|--|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

13.0 FORM PQ-8 SWORN STATEMENT

Having studied the pre-qualification information for the above project I/We hereby state that:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. In case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender/quotation on basis of provisions in the tender/quotation documents to follow.
- c. We enclose all the required documents and information required for pre- qualification and evaluation.

i) Category No... ..

ii) Supply/Provision of

iii) Date.....

iv) Applicant’s Name

v) Represented by

vi) Signature

(Full name and designation of the person signing and stamp or seal)

NOTE:

- 1. The evaluation will be based on the above-mentioned requirements. Firms which attain a pass mark of 70 shall be registered in the list of suppliers.
- 2. Mandatory requirements must be met to qualify for the technical evaluation.

Useful Procurement Categories and Definitions

There are three procurement categories: Goods, Works, and Services.

Goods are physical products purchased or manufactured on request. There is usually an element of service involved, such as when the agreement is for the purchase of goods to be assembled and/or installed. However, the extent of the service provided is directly related to the acceptance of the goods purchased. Typical examples of goods are: office supplies and equipment, furniture, IT equipment, books, vehicles, medical supplies et cetera.

Works are related to civil works, which includes new construction of structures of all kinds (buildings, highways, bridges, et cetera), renovations, extensions, and repairs. This can also include, water and sanitation, transportation and electrical plant infrastructure.

Services are classified as consulting services and non-consulting services. In some cases, they are simply classified as services because of the difficulty, at times in clearly determining the difference. The distinguishing factor between the two, however, is the degree of importance of the measurable physical output of the requirement.

Consulting services are usually intellectual in nature and are considered technical services the output of which is not equipment intensive. Advisory and project related services are typical consulting services, which include: feasibility studies, project management, engineering services, finance and accounting services, training and development, et cetera.

Non-consulting services usually involve the use of equipment and specific methodologies to achieve their objectives. Some typical examples are: equipment maintenance and repair, operation and maintenance services, surveys and field investigations. Goods and works are usually provided by firms, but consulting and non-consulting services are generally provided by firms as well as individuals.