



Trans Nation DT Sacco Ltd
Committed to Serve

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**PRE-QUALIFICATION FOR SERVICING AND REPAIR OF OFFICE
MOTOR VEHICLES AND MOTOR BIKES**

TENDER.NO.TNS/09/2027-2028

CLOSING DATE: 5th OCTOBER 2026

TNS/09/2027 -2028

1.Objective

The objective of this pre-qualification document is to invite eligible and competent service providers, garages, and firms to submit applications for the provision of comprehensive servicing, maintenance, and repair services for Trans Nation Sacco Ltd fleet of official motor vehicles and motorbikes for the financial period **2027-2028**.

2.Scope of work.

The successful pre-qualified vendors will be expected to provide the following services on a need basis:

- Routine and periodic servicing (oil changes, filter replacements, fluid top-ups).
- Mechanical, electrical, and structural repairs.
- Brake system repairs and wheel alignment/balancing.
- Supply and fitting of genuine spare parts.
- Emergency breakdown recovery and towing services.
- Provision of comprehensive diagnostic reports and repair estimates before undertaking work.

3. Eligibility and Mandatory Evaluation Criteria-Applicants must provide certified copies of the following documents to be considered for evaluation:

- Valid Certificate of Incorporation or Business Registration.
- Valid Tax Compliance Certificate or equivalent national tax authority clearing.
- Valid Single Business Permit / Local Authority Trade License.
- Proof of Physical Location of the garage/workshop (Title deed, lease agreement, or recent utility bill).
- Copy of valid Professional Indemnity Insurance or Public Liability Insurance.
- Certification or accreditation from relevant automotive regulatory authorities or major vehicle manufacturers (where applicable).

4.Technical requirements and capabilities. Applicants must demonstrate technical competence by providing:

- Company Profile detailing organizational structure and experience in automotive repairs.
- Detailed curriculum vitae (CVs) and technical certificates of the mechanics, technicians, and workshop supervisors.

- A comprehensive list of workshop equipment, diagnostic tools, and facilities available (e.g., hydraulic lifts, computer diagnostic scanners).
- Evidence of capability to handle both motor vehicles (saloon cars, SUVs, pickups) and motorbikes.
- **Attach full company profile.**
- **Attach KRA pin and clearance certificate.**
- **Attach cover page.**
- **The pre-qualifier must fill the following pre-qualification forms:**
 - **S 31: Form of Pre-qualification**
 - **S 32: Pre-qualification form to be completed by all intending suppliers**
 - **S 33: Confidential Business Questionnaire**