



# **SOFAX FLUORSPAR KENYA LIMITED**

## **PREQUALIFICATION APPLICATION FORM**

### **PREQUALIFICATION FOR SUPPLIERS OF GOODS, WORKS, AND SERVICES**

**REFERENCE NO.: PREQ-SFX-2026-28**

**YEAR 2026 TO YEAR 2028**

**SOFAX FLUORSPAR KENYA LIMITED**

**Mining License Number: ML/2025/0216**

**Registration No. PVT-MKU996XY | Tax Identification No.: P0523071821**

**Head Quarters: Kimwarer, Kerio Valley, Elgeyo Marakwet County, Kenya**

**Liaison Office: 9<sup>th</sup> Floor, Western Heights, Karuna Road, Westlands, Nairobi**



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## **1.0 CORPORATE INFORMATION:**

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### **1.1 Sofax Background**

Sofax Fluorspar Kenya Limited (“SFX”) is the designated concessionaire of Kerio Valley Fluorspar Project. The Government of Kenya through State Department For Mining (“SDM) under Ministry Of Mining, Blue Economy and Maritime Affairs (“MIBEMA”) has granted Sofax Fluorspar both Concession Agreement and Mining License Number ML/2025/0216 for a period of 25 years.

### **1.2 Sofax Core Business Activities:**

Sofax Fluorspar Kenya Ltd is mandated to mine, mill and market Fluorspar (Calcium Fluoride, CaF<sub>2</sub>). The core business operations is integrated supply chain and value chain of fluorspar which entails;

- **Mining Operations:** Exploration (*Geological Studies*), Mine Infrastructure (*Development of Access Roads, Benching of Pits, Tailings Dams & Auxilliaries*) and Extraction (*Drilling, Blasting, Excavation & Mine Logistics*) from 15 mining pits spread over 3,664 hectares (9,000 acres) and transportation of the waste and ore from mine to mill.
- **Milling Operations:** process the fluorspar ore from average of 30% CaF<sub>2</sub> (Metspar) into 97% CaF<sub>2</sub> (Acidspar Grade) being our final product. Processing comprises Physical-Mechanical processes; Crushing, Screening & Grinding and Physical-Chemical processes; Flotation and lastly Filtration to lower moisture.
- **Marketing Operations:** trading and logistics of the acidspar from Kimwarer, Kerio Valley to Flax Town in Kaptagat for rail transport in Mbaraki, Mombasa Port for marine vessels loading into the regional and international markets.

### **1.3 Fluorochemical Industry:**

Fluorspar is a critical industrial mineral used in the production of hydrofluoric acid, aluminum, steel, ceramics, and refrigerants, making it an essential input for global industrial value chains. Fluorspar Ore is the key natural resource and source raw materials for the vertical value chain of fluorochemical industry globally valued in excess of \$30Bln. Sofax does process Fluorspar ore into Acidspar which is a feedstock for Hydrofluoric Acid (HFA) used in manufacturing Lithium Hexafluorophosphate, LiPF<sub>6</sub>; the electrolyte used in Electronic Vehicle batteries.

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## 1.4 Corporate Commitments:

Sofax Fluorspar Kenya Limited is committed to:

- **S - Safety** : *SAFETY & SUSTAINABILITY to our people, production & plant*
- **O - Optimum** : *OPTIMUM returns to our shareholders and stakeholders*
- **F - Fair** : *FAIR in our company policies and practices*
- **A - Accountable:** *ACCOUNTABLE & ACCESSIBLE to our communities*
- **X - Excellency** : *EXCELLENCY & EFFICIENCY in our business operations*

## 1.5 Supplier Engagement:

To support its operations, the company invites qualified suppliers, contractors, and service providers to participate in prequalification and tender processes for the provision of goods, works, and services. Key procurement categories include:

- Mining services and technical support
- Equipment supply and maintenance
- Construction and civil works
- Logistics and transportation services
- Fuel and lubricants
- General operational support

## 2.0 SCOPE OF SUPPLIER PREQUALIFICATION:

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**2.1 The purpose** of this prequalification process is to identify and register competent, reliable, and experienced suppliers and service providers who may be invited to participate in future tenders for the provision of goods, works, and services to Sofax Fluorspar Kenya Limited.

**2.3 Successful Suppliers** who complete the prequalification process will be included in the Company's Approved Supplier Database, from which firms may be invited to submit quotations or tenders for specific procurement opportunities.

**2.4 The prequalification exercise covers, but is not limited to, the following categories:**

### 2.4.1 Goods Supply:

- Mining equipment and spare parts

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- Heavy machinery and tools
- Fuel, lubricants, and industrial consumables
- Personal protective equipment (PPE)
- Electrical and mechanical supplies
- Construction materials

#### **2.4.2 Works and Construction Services:**

- Civil works and infrastructure development
- Mechanical and electrical installations
- Plant construction and maintenance
- Road construction and site preparation

#### **2.4.3 Professional and Technical Services:**

- Geological and mining consultancy services
- Environmental and social impact services
- Engineering and technical support
- Surveying and laboratory services

#### **2.4.4 Logistics and Support Services:**

- Transport and haulage services
- Equipment leasing and hire
- Security services
- Catering and camp services
- ICT and communications services

Prequalified suppliers will be expected to demonstrate adequate technical capacity, financial capability, relevant experience, and compliance with statutory and regulatory requirements.

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## 2.5 Goods and Services Offered for Application for Prequalification

Interested applicants are hereby invited to submit applications for prequalification for the supply of any of the goods, works or services listed below:

<b>CATEGORY A: SUPPLY OF GOODS AND EQUIPMENT</b>	
<b>Reference Number</b>	<b>Description</b>
PREQ-SFX-2026-001	<b>Supply of Heavy Earthmoving Equipment and Spare Parts:</b> Bulldozers, Excavators, Wheel Loaders, Motor Graders, Compactor Rollers, Drill Rigs, Air Compressors, Low Bed Trailers, Fuel/Water Bowsers & all associated undercarriage parts, filters, hydraulic hoses, & wear parts.
PREQ-SFX-2026-002	<b>Supply of Mining Support Vehicles and Spare Parts:</b> Pickups (Single & Double Cab), Toyota Prado TZ, Toyota V8, Isuzu 5-Ton Trucks, Staff Buses, Motor Bikes, Land Cruiser Ambulance, and all associated spare parts, tyres, batteries, and service kits.
PREQ-SFX-2026-003	<b>Supply of Processing Plant Consumables - Grinding Media:</b> Manganese steel grinding rods, grinding balls, rubber lifters, rubber liners, rod mill liners, impellers, diffusers, and mill liners for rod mills, ball mills, and regrind mills.
PREQ-SFX-2026-004	<b>Supply of Processing Plant Consumables - Process Chemicals:</b> Betakol CKF 20 (collector), Sodium fluoride (industrial grade), Tapioca oil, Arkay oil, and other flotation reagents.
PREQ-SFX-2026-005	<b>Supply of Processing Plant Consumables - Flotation Spares:</b> Rotor shafts, stator assemblies, impellers, diffusers, mechanical seals, bearing housings, labyrinth rings, wear liners, and gland packing for flotation cells, pumps, and conditioners.

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PREQ-SFX-2026-006	<b>Supply of Processing Plant Consumables - Crusher and Mill Spares:</b> Mantles, bowl liners, fixed and swing jaws, apron feeder flights, drive chains, conveyor belts (various sizes), screen decks, trommel screens, gear couplings, pinion shafts, and trunnion liners.
PREQ-SFX-2026-007	<b>Supply of Processing Plant Consumables - Pumps, Cyclones, and Piping:</b> Centrifugal pumps (various sizes), froth pumps, sump pumps, diaphragm pumps, cyclone liners, apex inserts, vortex finders, cyclone feed chambers, HDPE pipes, steel pipes, gate valves, butterfly valves, non-return valves, and reinforced rubber hoses.
PREQ-SFX-2026-008	<b>Supply of Laboratory Equipment and Consumables:</b> X-ray spectrophotometer (XRF) spares, milling packs, analytical balances, top balances, Carbolite furnaces, lab hotplates, fume chambers, pH meters, UV/Vis spectrometers, pelletizer machines, platinum crucibles, mechanical platform scales, air conditioners for lab, and all associated consumables (P10 gas, cuvettes, buffer tablets).
PREQ-SFX-2026-009	<b>Supply of Laboratory Chemicals and Reagents:</b> Hydrochloric acid, nitric acid, perchloric acid, hydrofluoric acid, sulfuric acid, acetic acid, ammonia solution, boric acid, ammonium acetate, sodium hydroxide, EDTA, filter papers, and assorted analytical grade reagents.
PREQ-SFX-2026-010	<b>Supply of Electrical Equipment and Cables:</b> Armored cables (various sizes), high tension (HT) cables, overhead copper wire, step-down transformers, contactors, overload relays, circuit breakers, power capacitors, digital power factor controllers, distribution boards, and complete switchgear.
PREQ-SFX-2026-011	<b>Supply of Workshop Tools and Equipment:</b> Lathe machines, milling machines, radial drilling machines, shaping machines, hydraulic press, pedestal grinders, power saws, arc welding machines, MIG welders, portable welding machines, gas welding sets, chain blocks, hydraulic bottle jacks, socket sets, torque

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	wrenches, bearing pullers, pulley pullers, and diagnostic kits.
PREQ-SFX-2026-012	<b>Supply of Consumables - Lubricants and Fuels:</b> Grease, coolant oil, diesel, and industrial lubricants for heavy equipment and processing plant.
PREQ-SFX-2026-013	<b>Supply of Consumables - Welding Rods and Accessories:</b> Mild steel rods (3.25mm, 4mm, 5mm), J50 rods, low hydrogen rods, cast iron rods, cutting rods, aluminum welding rods, brazing wire, eutectic castolin, gas welding goggles, welding helmets, and welding sleeves.
PREQ-SFX-2026-014	<b>Supply of Personal Protective Equipment (PPE):</b> Continental suits, overalls, safety boots (gum boots and leather), ear plugs, earmuffs, helmets, welding gloves, welding aprons, chemical-resistant goggles, clear goggles, respirators, gas masks, dust coats, and leather hand gloves.
PREQ-SFX-2026-015	<b>Supply of General Office Equipment and Stationery:</b> High-back pedestal chairs, mid-back swivel chairs, office desks (single/double pedestal), filing cabinets (steel and wooden), printers, dot matrix printers, laptops, desktop computers, servers, stationery items, and office consumables.
PREQ-SFX-2026-016	<b>Supply of Fire-Fighting Equipment:</b> CO <sub>2</sub> -based fire extinguishers (2kg), powder-based fire extinguishers (4kg), fire blankets, fire hose reels, fire hydrant systems, alarm systems, fire suppression systems, and fire-resistant storage cabinets.
PREQ-SFX-2026-017	<b>Supply of Water Supply and Pumping Equipment:</b> Submersible pumps (borehole), surface pumps, HDPE pipes, black steel pipes (various sizes), gate valves, water meters, flexible hoses, water storage tanks (receiver and collection tanks), and water treatment chemicals.
PREQ-SFX-2026-018	<b>Supply of Blasting Accessories:</b>

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	PP Ammonium nitrate, gelignite (83mm), shock tubes (combidets 15m), connectors (S.T.L.), plain detonators, safety fuse, and explosive magazines (repair and supply).
PREQ-SFX-2026-019	<b>Supply of Structural and Building Materials:</b> Cement, steel reinforcement, hardox plates, angle iron, galvanized pipes (various sizes), razor wire, roofing sheets, ceiling boards, timber, and fasteners
PREQ-SFX-2026-020	<b>Supply of ICT and Communications Equipment:</b> Servers, network switches, fiber optic converters, CCTV cameras (surveillance systems), two-way radios, satellite phones, and IT networking accessories
<b>CATEGORY B: PROVISION OF SERVICES AND CONSULTANCY</b>	
<b>Reference Number</b>	<b>Description</b>
PREQ-SFX-2026-021	<b>Provision of Geological and Mining Consultancy Services:-</b> Resource Estimation, Mineral Resource Modeling, Drill Hole Data Management, Geological Mapping, Mine Planning, and Reserve Estimation using specialized software.
PREQ-SFX-2026-022	<b>Provision of Environmental and Social Services:</b> Environmental Impact Assessment (EIA) and ESIA Studies, Strategic Environmental Assessments (SEA), Environmental Audits, Baseline Monitoring (Air Quality, Water Quality, Noise, Vibration, Soil), Biodiversity Conservation, and Reforestation/ Agroforestry Programs.
PREQ-SFX-2026-023	<b>Provision of Engineering and Technical Consultancy:</b> Civil, Mechanical, Electrical, and Process engineering design, Plant Optimization Studies, Feasibility Studies, and Project Management for mine and plant rehabilitation. Energy Audit and Solarization of operations.
PREQ-SFX-2026-024	<b>Provision of Surveying and Mapping Services:</b>

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	Topographic Surveys, Geodetic Surveys, Drone-based LiDAR surveys, Volumetric Calculations (stockpiles and mine pits), GPS/GNSS surveys, and GIS mapping services.
PREQ-SFX-2026-025	<b>Provision of Security Services:</b> Site security, access control, perimeter surveillance, CCTV monitoring, alarm response, cash-in-transit (CIT) services, and security guard deployment (including guarding of explosive magazines and mine sites).
PREQ-SFX-2026-026	<b>Provision of Catering and Camp Management Services:</b> Worker accommodation management, meals (canteen services), housekeeping, laundry services, and general hospitality for mine site camps and offices.
PREQ-SFX-2026-027	<b>Provision of ICT and Communication Services:</b> Network installation and maintenance, cybersecurity services, IT support, radio communication systems installation, and VSAT/internet services for remote locations.
PREQ-SFX-2026-028	<b>Provision of Transport and Logistics Services:</b> Haulage of ore, acid grade fluorspar, mining consumables, and heavy equipment transport; staff transportation services (buses and shuttles); and equipment rental with operators (excavators, dump trucks, low beds). <i>(Category is reserved to Local Community of Kerio Valley)</i>
PREQ-SFX-2026-029	<b>Provision of Medical and Occupational Health Services:</b> Clinic services (onsite), ambulance services (land cruiser ambulance), medical evacuation services, occupational health screening, first aid training, and health awareness programs.
PREQ-SFX-2026-030	<b>Provision of Legal Services:</b> Corporate legal advisory, mining law expertise, contract drafting and review, litigation support, regulatory compliance advisory (Mining Act 2016, EMCA), and labor law advisory.

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PREQ-SFX-2026-031	<b>Provision of Audit, Tax, and Financial Advisory Services:</b> External Auditing (Statutory Audits), Internal Audit Services, Tax Compliance Advisory, Tax Consultancy, Payroll Services, and Financial Management Advisory. Financial Advisory Services: Project Finance and Corporate Finance solutions in extractive and fluorochemical industries.
PREQ-SFX-2026-032	<b>Provision of Insurance Services:</b> Asset insurance, motor vehicle insurance, public liability insurance, employer's liability insurance, workers' injury benefits (WIBA), medical insurance, all-risk insurance, third-party liability insurance, sovereign risks and trade credit insurance.
PREQ-SFX-2026-033	<b>Provision of Health, Safety, Environment, and Quality (HSEQ) Services:</b> ISO certification support (ISO 9001, ISO 14001, ISO 45001), development of HSE policies and management plans, risk assessments, safety audits, standard operating procedures (SOPs) development, and fire safety training.
PREQ-SFX-2026-034	<b>Provision of Blasting Services:</b> Blasting design, supply of explosives, licensed blasting operations, vibration monitoring, blast optimization, and management of explosive magazines in compliance with mining regulations.
PREQ-SFX-2026-035	<b>Provision of Waste Management Services:</b> Solid waste collection and disposal, hazardous waste management (oil, chemicals), engagement of licensed waste handlers, and management of tailings storage facilities.
PREQ-SFX-2026-036	<b>Provision of Calibration and Equipment Servicing Services:</b> Calibration of weighbridges (mine, Kaptagat, Mombasa), servicing of XRF analyzers (Brukker), servicing of

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	spectrometers (Oxford), and calibration of laboratory equipment.
PREQ-SFX-2026-037	<b>Provision of Training and Capacity Building Services:</b> Mining safety training, equipment operator training, first aid and CPR training, environmental awareness training, grievance management training, and leadership development.
PREQ-SFX-2026-038	<b>Provision of Hydrogeological and Water Management Services:</b> Borehole drilling, borehole equipping, hydrogeological surveys, water resource assessments, and water treatment system design and installation.
PREQ-SFX-2026-039	<b>Provision of Community Engagement and Social Services:</b> Community liaison, grievance management (GRM) implementation, local content development, capacity building for community-based organizations (CBOs), and stakeholder engagement programs.
PREQ-SFX-2026-040	<b>Provision of Survey and Geotechnical Services:</b> Geotechnical investigations, soil mechanics testing, foundation design support, and slope stability analysis for mine pits and tailings dams.
<b>CATEGORY C: WORKS AND CONSTRUCTION SERVICES</b>	
<b>Reference Number</b>	<b>Description</b>
PREQ-SFX-2026-041	<b>Civil Works and Infrastructure Rehabilitation:</b> Reconstruction of damaged office buildings, staff housing (Kambi ya Juu, Lower Chebutei, middle level, senior level), administration block repairs, and renovation of kitchen, boardroom, and other support buildings.
PREQ-SFX-2026-042	<b>Rehabilitation of Mining Infrastructure:</b> Site clearing (encroachment removal), bench terracing and mine design implementation, rehabilitation of waste

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	dumps, reclamation of spoil areas, and construction of drainage channels at Cheberen and Choff mine sites.
PREQ-SFX-2026-043	<b>Rehabilitation of Water Supply Infrastructure:</b> Reconstruction of water dams (Cheberen, Lelei), repair of collection tanks, rehabilitation of water receiver tanks, installation of HDPE pipelines (various sizes), and repair of Mong water supply system (power house, pumps, pipelines).
PREQ-SFX-2026-044	<b>Rehabilitation of Processing Plant and Equipment:</b> Reconditioning of rod mills, ball mills, and regrind mills; replacement of worn liners; servicing of crushers (jaw and cone), conveyors, screens, flotation cells, thickener tank, and filter drums; and reinstallation of electrical systems (cables, control panels, switchgear).
PREQ-SFX-2026-045	<b>Rehabilitation of Explosives Magazine Area:</b> Perimeter fence installation/repair, repair of magazine structures, replacement of wooden liners, repair of locking systems, and rehabilitation of ventilation systems in compliance with state mining department standards.
PREQ-SFX-2026-046	<b>Electrical Installation and Rehabilitation:</b> Complete rewiring of vandalized electrical systems, installation of new armored cables, transformer installation (step-down 500kVA, 3.3kV/415V), installation of distribution boards, and commissioning of power supply to all plant equipment and offices.
PREQ-SFX-2026-047	<b>Construction of Fuel Storage and Dispensing Facilities:</b> Rehabilitation of fuel storage areas, installation of bulk fuel tanks (diesel, petrol), fuel dispensing pumps, oil separators, and secondary containment systems to prevent soil contamination.
PREQ-SFX-2026-048	<b>Rehabilitation of Laboratory Facilities:</b> Renovation of laboratory building (ceilings, flooring, fume extraction systems), installation of lab air conditioners,

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	repair of fume chambers, and setup of sample preparation area.
PREQ-SFX-2026-049	<b>Construction of Workshop and Maintenance Facilities:</b> Rehabilitation of heavy equipment shed, service bay, welding workshop, and machine shop; installation of overhead cranes, workbenches, and tool storage systems.

### **3. HEALTH, SAFETY, ENVIRONMENT AND SOCIAL RESPONSIBILITY (HSES):**

**3.1 Sofax Fluorspar Kenya Limited** is committed to conducting its operations in a manner that safeguards the health and safety of its employees, contractors, surrounding communities, and the environment.

The Company recognizes that responsible mining practices are essential to sustainable development and therefore integrates Health, Safety, Environmental and Social (HSES) considerations into all aspects of its operations.

**3.2 All suppliers, contractors, and service providers engaged by the Company are expected to adhere to the following principles:**

#### **3.2.1 Health and Safety:**

- Compliance with all applicable occupational health and safety regulations
- Provision and use of appropriate personal protective equipment (PPE)
- Implementation of safe working procedures and risk management practices
- Reporting and management of workplace incidents and hazards

#### **3.2.2 Environmental Protection:**

- Compliance with environmental regulations and licence conditions
- Responsible management of waste and hazardous materials
- Protection of natural resources and biodiversity within the project area
- Implementation of environmentally sustainable operational practices

#### **3.2.3 Community and Social Responsibility**

- Respect for local communities and cultural heritage
- Support for local employment and business participation where feasible

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- Responsible engagement with stakeholders in the project area

Suppliers participating in the prequalification process may be required to demonstrate their commitment to these standards through documented policies, certifications, or operational procedures.

Failure to comply with the Company's HSES requirements may result in disqualification from procurement processes or termination of contractual relationships.

#### **4. SUPPLIER ELIGIBILITY REQUIREMENTS:**

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**4.1 Suppliers seeking prequalification** to provide goods, works, or services to Sofax Fluorspar Kenya Limited must meet the minimum eligibility requirements outlined below. The purpose of these requirements is to ensure that only competent, compliant, and financially capable firms are considered for future procurement opportunities.

Applicants must provide evidence of the following:

##### **4.1.1 Legal Registration:**

Suppliers must be legally registered entities authorized to conduct business in their respective jurisdictions.

Required documentation may include:

- Certificate of Incorporation or Business Registration
- Memorandum and Articles of Association (where applicable)
- Beneficial Ownership Disclosure *i.e.* CR12 for Kenyan Companies
- Valid License for businesses in regulated industries/sectors
- Valid Business Permits

##### **4.1.2 Tax Compliance:**

Suppliers must demonstrate compliance with tax obligations as required by the laws of Kenya.

Applicants must submit:

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- Valid Tax Compliance Certificate issued by the Kenya Revenue Authority or equivalent body if from outside Kenya.
- Tax Identification Certificate (PIN)

#### **4.1.3 Relevant Experience:**

Suppliers must demonstrate relevant experience in the supply of similar goods, works, or services.

Applicants should provide:

- Details of at least three similar contracts completed within the past five years
- Client references or recommendation letters where available

#### **4.1.4 Technical and Operational Capacity:**

Suppliers must demonstrate the technical capability and resources necessary to deliver the required goods or services.

Applicants may be required to submit:

- Details of key personnel
- Equipment or machinery owned or leased
- Operational facilities or workshop locations
- Summary of Technical Capability

#### **4.1.5 Financial Capability**

Suppliers must demonstrate financial stability sufficient to undertake the proposed work.

Applicants may provide:

- Audited Financial statements for the last three years
- Management Accounts for the year(s) not fully audited
- Bank Reference Letters
- Statement Of Financial Capability

#### **4.1.6 Compliance with Health, Safety and Environmental Standards**

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Suppliers must comply with applicable occupational health, safety, and environmental regulations and must demonstrate commitment to responsible operational practices.

## 5. EVALUATION CRITERIA AND SCORING MATRIX:

All supplier applications will be evaluated by a designated procurement evaluation committee appointed by **Sofax Fluorspar Kenya Limited**.

The evaluation process will assess applicants based on their **technical capability, financial strength, compliance status, and relevant experience**.

The evaluation may be conducted using the following indicative scoring framework:

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Maximum Score</b>
Legal Compliance	Business registration, permits, statutory compliance	15
Tax Compliance	Valid tax compliance certificate and PIN registration	10
Relevant Experience	Past performance in similar contracts	25
Technical Capacity	Equipment, personnel, and operational capability	20
Financial Capacity	Financial stability and audited accounts	20
Health, Safety & Environmental Compliance	HSE policies and safety record	05
References and Reputation	Client references and reputation in the industry	05

**Total Score: 100**

Applicants must achieve a **minimum qualifying score of 70%** to be considered for inclusion in the Approved Supplier Database ("ASD") and be allocated a Vendor Registration Number ("VRN")

The Company reserves the right to:

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**Registration No. PVT-MKU996XY | Tax Identification No.: P0523071821**  
**Head Quarters: Kimwarer, Kerio Valley, Elgeyo Marakwet County, Kenya**  
**Liaison Office: 9<sup>th</sup> Floor, Western Heights, Karuna Road, Westlands, Nairobi**



- Conduct due diligence on applicants
- Request additional documentation
- Verify references provided

Successful applicants will be notified and registered in the Company's supplier database for the relevant category.

### **Local Content - Local Community:**

Sofax is pragmatic in promoting Local Content Policy and Practice by wing-fencing these categories to prequalify only bidders (i.e., Individuals and Companies) that are owned/controlled by members drawn from the Local Community in Kerio Valley, Elgeyo Marakwet County, Kenya.

- **PREQ-SFX-2026-015: Supply of General Office Equipment and Stationery,**
- **PREQ-SFX-2026-026: Provision of Catering and Camp Management Services,**
- **PREQ-SFX-2026-028: Provision of Transport and Logistics Services.**

## **6. SUPPLIER APPLICATION FORMS AND REQUIRED DOCUMENTS:**

Suppliers interested in participating in the prequalification process must submit a **completed supplier application package** together with the required supporting documentation.

The application package should include the following forms and attachments:

### **6.1 Supplier Application Form**

Applicants must complete a supplier information form providing details such as:

- Company name
- Physical and postal address
- Contact person and contact details
- Business registration number
- Tax identification number
- Years in operation
- Business category applied for

### **6.2 Declaration Form**

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Applicants must provide a signed declaration confirming that:

- All information submitted is accurate and complete
- The company is not involved in fraudulent or corrupt practices
- The company agrees to comply with procurement procedures of **Sofax Fluorspar Kenya Limited**

### 6.3 Supporting Documentation:

Applicants must attach copies of the following documents:

- Certificate of incorporation or business registration
- Valid License from Sector Regulator in registered jurisdiction
- Valid Business Permit
- Tax Compliance Certificate
- Tax Identification Certificate - PIN certificate
- Company Profile
- Product Brochures
- Audited Financial Statements: ("AFS") FY2023/24/25 (*where applicable*)
- Management Accounts: FY2025 (*if no the AFS available*)
- Relevant licenses or certifications depending on category
- Professional Qualifications for key resource persons: *consultancy services\*\**
- List of past Contracts or Projects
- Reference Letters from atleast 03No. customers and/or suppliers.
- Reference Letter from atleast 01No. commercial bank

All submitted documents must be clear, valid, and certified where necessary. Incomplete applications or applications submitted without the required documentation may be **rejected or disqualified from the prequalification process.**

## **7. FRAUD, CORRUPTION AND ETHICAL CONDUCT:**

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**7.1 Sofax Fluorspar Kenya Limited** is committed to maintaining the highest standards of integrity, transparency, and accountability in all procurement and business activities.

The Company adopts a **zero-tolerance policy towards fraud, bribery, corruption, collusion, coercion, and any other unethical business practices.**

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All suppliers, contractors, consultants, and service providers participating in this prequalification process must comply with applicable anti-corruption laws and must conduct business in an ethical and transparent manner.

### 7.2 Prohibited Practices:

- The following practices are strictly prohibited:
- **Corrupt Practices:** Offering, giving, receiving, or soliciting anything of value to influence procurement decisions.
- **Fraudulent Practices:** Misrepresentation of facts to influence the procurement process.
- **Collusive Practices:** Arrangements between bidders designed to manipulate the outcome of the procurement process.
- **Coercive Practices:** Actions that threaten or harm persons or property to influence procurement decisions.
- **Conflict of Interest:** Situations where a supplier's personal or financial interests interfere with fair participation in procurement processes.

### 7.3 Supplier Declaration:

By participating in this prequalification process, suppliers confirm that:

- They have not engaged in any corrupt or fraudulent practices related to this application.
- They will comply with ethical business practices throughout any contractual relationship with the Company.
- They will promptly disclose any potential conflicts of interest.

The Company reserves the right to **disqualify any supplier found to have engaged in fraudulent, unethical, or corrupt practices** during the prequalification or procurement process.

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Where necessary, the Company may also **report such conduct to relevant regulatory authorities.**

## **8. LOCAL CONTENT AND COMMUNITY PARTICIPATION:**

**8.1 Sofax Fluorspar Kenya Limited** recognizes the importance of promoting **local economic development, employment opportunities, and community participation** in areas where mining operations are conducted.

In line with the provisions of the Mining Act 2016, National Content Policies and Sofax Concession Agreement; we are promoting local participation in the extractive sector, the Company encourages the participation of **local businesses, contractors, and service providers** in its supply chain.

### **8.2 Local Business Participation:**

The Company will give due consideration to suppliers that:

- Are locally registered businesses in Kenya
- Demonstrate capacity to deliver goods or services required by the Company
- Employ local personnel and contribute to local economic development

### **8.3 Community-Based Suppliers:**

Where feasible and appropriate, the Company will encourage the participation of **community-based enterprises and service providers located within the project area**, particularly in categories such as:

- Transport and logistics services
- Catering and camp services
- Security services
- Civil works and maintenance services
- Supply of selected goods and consumables

### **8.4 Capacity Building:**

The Company may also support initiatives that enhance the capacity of local suppliers through:

- Supplier development programs

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- Training and knowledge transfer initiatives
- Partnerships with experienced contractors

Through these efforts, Sofax Fluorspar Kenya Limited seeks to promote **sustainable development, shared economic benefits, and positive relationships with host communities.**

## **9. INSTRUCTIONS TO SUPPLIERS:**

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Suppliers interested in participating in the prequalification process are required to carefully review and comply with the instructions contained in this document. The objective of these instructions is to ensure that all applications are submitted in a **consistent, transparent, and fair manner.**

### **9.1 Eligibility to Apply:**

Participation in this prequalification process is open to legally registered companies, firms, or partnerships that have the technical capability, experience, and financial capacity to provide the goods, works, or services described in this document.

### **9.2 Clarifications:**

Suppliers who require clarification regarding any part of this document may submit their inquiries in writing to **Sofax Fluorspar Kenya Limited** through the official procurement contact provided in the invitation notice; electronic mail address: [preg-procurement@sofax.co.ke](mailto:preg-procurement@sofax.co.ke) . Requests for clarification should be submitted within the timeline specified in the procurement notice.

### **9.3 Cost of Application:**

All costs associated with the preparation and submission of the prequalification application shall be borne entirely by the applicant. The Company shall not be responsible for any costs incurred by suppliers during the preparation or submission of their applications.

### **9.4 Right to Accept or Reject Applications**

The Company reserves the right to:

- Accept or reject any application in whole or in part

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- Request additional information from applicants
- Verify information provided by suppliers
- Cancel the prequalification process at any stage without incurring liability

Participation in this process does not guarantee the award of any contract.

## **10. SUBMISSION GUIDELINES AND DEADLINE REQUIREMENTS:**

Applicants must submit their completed prequalification applications in accordance with the instructions outlined below.

### **10.1 Submission Documents**

- Suppliers should submit the following:
- Completed supplier application forms (KYC)
- All required supporting documentation
- Company profile and relevant certifications
- Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal ACT 2015
- Self-Declaration That The Person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice

### **10.2 Electronic Submission**

10.2.1 All applications will be submitted electronically via the official procurement electronic mail address: [preq-procument@sofax.co.ke](mailto:preq-procument@sofax.co.ke) with **Supplier Prequalification Application** quoting the **Category and Reference number** clearly on the **Subject of the email**:

**NO PHYSICAL SUBMISSIONS OF DOCUMENTS**

### **10.2.2 Submission Format**

Submissions should be scanned and sent as one continuous document (merged) in PDF format.

### **10.3 Numerous Submissions**

Suppliers are eligible to apply for two sub-categories within the three (3) categories available. However, each should be submitted as different applications

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### 10.4 Submission Deadline

All applications must be received by 1700hours East Africa Time on Thursday 30<sup>th</sup> Day of April 2026.

Late submissions may **not be accepted or considered**.

### 10.5 Validity of Applications

Submitted applications shall remain valid for a period specified by the Company, during which the applicant agrees not to withdraw or modify their submission.

## 11. STANDARD SUPPLIER APPLICATION FORMS:

Applicants are required to complete the following forms as part of their prequalification submission.

### Form A: KNOW YOUR CUSTOMER (KYC) QUESTIONNAIRE

#### 1.0 Corporate Details:

▪ Company Registered Name	:	_____
▪ Company Trading Name	:	_____
▪ Company Registration Number	:	_____
▪ Company Tax Identification Number	:	_____
▪ Postal Address:		_____
▪ Physical Address:		_____
▪ Telephone: _____	▪ Mobile No.: _____	
▪ E-mail: _____	▪ Website: _____	
▪ Contact Person: _____	▪ Designation: _____	

#### 2.0 Counterparty Details (Please Select):

##### 2.1 Counterparty Status (Please Select):

<i>Public Company</i>	<i>Private Company</i>	<i>Partnership</i>	<i>Sole Trader</i>	<i>Individual</i>
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##### 2.2 Counterparty Type (Please Select):

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	<i>Mining /Extraction</i>		<i>Physical Trader</i>		<i>Swap Broker</i>		<i>Industry</i>		<i>Other</i>
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2.3 If publicly quoted, please name Stock Exchange and Listing:

Name: _____	Moniker: _____
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2.4 If regulated entity, please provide regulator name: \_\_\_\_\_

2.5 PEP Declaration - name of any UBOs who are politically exposed: \_\_\_\_\_

**3.0 Company Identification Details (Documents should be in English/translated):**

Documents to be provided: -

3.1 Certificate Of Incorporation and Memorandum/Articles Of Association

3.2 Corporate Structure: *details of parent and subsidiaries with percentage (%)*

3.3 Directors and Shareholders: (CR12) *Names, Address & Identification Document*

3.4 Ultimate Beneficial Owners (UBOs): *those controlling more than 10% shareholding*

3.5 Trade Reference Letters (03No) : *Addressed to Sofax from either customers/suppliers*

3.6 Bank Reference Letters (01No): *Addressed to Sofax from atleast 1 commercial bank*

Details of authorized person completing and submitting this KYC Form:

▪ Full Name	:	_____
▪ Designation	:	_____
▪ Signature & Date	:	_____
	Date:	_____

**Form B: EXPERIENCE RECORD**

Suppliers should list similar contracts undertaken in the past five years.

	Client Name	Project Description	Contract Value	Year Completed	Contact Reference

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**Form C: KEY PERSONNEL**

Name	Position	Qualification	Years of Experience



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**Form D: SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015**

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: –

1. **THAT** I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Prequalification of Suppliers** for **Sofax Fluorspar Kenya Ltd** and duly authorized and competent to make this statement.
2. **THAT** the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. **THAT** what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title) .....  
(Signature)  
..... (Date)

**Bidder Official Stamp**





**Form E: SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, ....., of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: –

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Prequalification of Suppliers for Sofax Fluorspar Kenya Ltd** and duly authorized and competent to make this statement.
2. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of **Sofax Fluorspar Kenya Ltd** which is the procuring entity.
3. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of **Sofax Fluorspar Kenya Ltd**.
4. **THAT** the aforesaid Bidder will not engage in any corrosive practice with other bidders participating in the subject tender.
5. **THAT** what is deponed to herein above is true to the best of my knowledge information and belief.

..... (Title) .....

(Signature) .....

..... (Date) .....

**Bidder Official Stamp**

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