

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF NYAMIRA

**P.O BOX 590 -40500
NYAMIRA.**

**PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS, WORKS AND
SERVICES**

CLOSING/OPENING DATE: 5TH SEPTEMBER, 2019

CLOSING/OPENING TIME: 10:30AM

TENDER NO.....

TENDER NAME.....

LIST OF CATEGORIES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
CAN/PRE /1	Supply and Delivery of General Office Stationery, books, periodicals etc	Reserved
CAN/PRE /2	Supply, Delivery and installation (where applicable) of computers, laptops, printers, scanners, photocopiers, computer software, toners, cartridges, related computer accessories, electronics, mobile phones, i-pads, projectors etc	Open
CAN/PRE /3	Supply and Delivery of branded items like t-shirts, clocks, bags, key holders caps, diaries, accounting documents and books, Provision of Printing services and promotional materials	Reserved
CAN/PRE /4	Supply and Delivery of Foodstuffs like milk, tea leaves and bread.	Reserved
CAN/PRE /5	Supply and Delivery of bottled water and beverages	Reserved
CAN/PRE/6	Supply and Delivery of Cleaning Materials	Reserved
CAN/PRE/7	Supply and Delivery of Motor Vehicle Spare Parts, tyres, tubes and Batteries, servicing, repair and maintenance of motor vehicle.	Open
CAN/PRE/8	Supply and Delivery of Office Furniture, equipment and Fittings	Open
CAN/PRE/9	Supply and Delivery of Hardware Materials -cement, plumbing fittings, tools and implements, roofing materials, paints and allied products, glass, metal and related fixtures	Open
CAN/PRE/10	Supply and Delivery of Building materials e.g sand, ballast, murrum, natural stones, hardcore, baked bricks, concrete blocks and allied products	Open
CAN/PRE/11	Supply and Delivery of Petrol, Diesel, oils, lubricants gas cylinders, cooking gas and allied Products	Open
CAN/PRE/12	Supply and Delivery of Staff Uniforms, gumboots, gloves and Protective clothing, Curtains, carpet and table cloths	Open
CAN/PRE/13	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment, first aid kits, provision of fire and protection equipment and training services	Reserved
CAN/PRE/14	Supply and delivery of airtime scratch-cards	Reserved
CAN/PRE/15	Supply and delivery of flowers, seedlings, seeds and maintenance of flower bed and delivery of flowers, seedlings, seeds and maintenance of flower beds	Reserved
CAN/PRE/16	Provision of medical insurance cover and GPA, motor vehicle insurance	Open
CAN/PRE/17	Provision of Insurance Brokerage Services	Open

CAN/PRE/18	Supply, delivery and installation of CCTV security system, Digital bill board and digital record system, provision of internet services, service providers for LAN, WAN, E-formula support, provision of Web development and maintenance services.	Open
CAN/PRE/19	Design, supply, delivery and installation of Bill Boards Banners and Signage	Open
CAN/PRE/20	Supply and Delivery of Newspapers	Reserved
CAN/PRE/21	Supply, Delivery, servicing and maintenance of standby generator and air conditioning system	Open
CAN/PRE/22	Provision of auctioneer services	Open
CAN/PRE/23	Provision of Air Travel Agency Services (IATA Registered	Open
CAN/PRE/24	Provision of property, land and asset valuation services	Open
CAN/PRE/25	Provision of Quantity Survey Services	Open
CAN/PRE/26	Provision of car hire and Taxi Services	Reserved
CAN/PRE/27	Provision of office refurbishment and furnishing/office renovations	Reserved
CAN/PRE/28	Provision of catering services, Hotel and conference services especially in Nyamira, Kisii, Kisumu, Nakuru, Naivasha, Nairobi, Mombasa	Open
CAN/PRE/29	Provision of event organizing services, hiring of tents, chairs and PA systems	Reserved
CAN/PRE/30	Provision of Advertising Agency Services	Open
CAN/PRE/31	Provision of marking /tagging of asset services	Reserved
CAN/PRE/32	Provision of cleaning services like drycleaners and carpet cleaning	Open
CAN/PRE/33	Provision of ISO certification	Open
CAN/PRE/34	Provision of security services (contracted guards	Reserved
CAN/PRE/35	Repair and maintenance of office furniture and equipment	Reserved
CAN/PRE/36	Provision of legal services	Open
CAN/PRE/37	Provision of consultancy services like strategic plan, Human resource and training services	Open
CAN/PRE/38	Provision of environmental impact assessment (EIA) and Environmental Audit (EA)	Open
CAN/PRE/39	Provision of electrical maintenance services	Open
CAN/PRE/40	Provision of Group Life	Open
CAN/PRE/41	Provision of legislative drafting services	Open

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The County Assembly of Nyamira invites interested tenderers to apply for supply, deliver or provision of goods and services to the Assembly.

1.2 Pre-qualification Objective

The main objective is to shortlist bidders for supply and delivery of assorted items and also provide services under respective prequalification references.

1.3 Invitation for Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE AG. CLERK, COUNTY ASSEMBLY OF NYAMIRA so that they may be pre-qualified/ registered for time to time submission of quotations/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the pre- qualification criteria.

1.5 Pre-qualification Document

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

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

1.7 Submission of Pre-qualification Documents

completed prequalification documents clearly marked category number and item description alongside with any other additional information applicants may wish to provide, should be deposited in the tender box placed at the

entrance of the Former CDF Hall located behind Nyamira stage or posted to;

**THE AG. CLERK
COUNTY ASSEMBLY OF NYAMIRA
P.O BOX 590-40500
NYAMIRA**

So as to be received on or before 5th September, 2019 at 10:30 am. Tenders will be opened thereafter on the closing date and time shown above in the presence of tenderers or their representatives who may choose to attend at the County Assembly of Nyamira, Former CDF Hall located behind Nyamira stage. Any late submissions will be rejected.

Note: In case your company/ firm is **already** prequalified by the County Assembly of Nyamira **kindly do not apply** for prequalification.

1.8 Questions Arising from Documents

Where there is need for clarification on prequalification documents, kindly contact Supply Chain Directorate, County Assembly of Nyamira.

1.9 Additional Information

The Assembly reserves the right to request submission of additional information from prospective bidders where need be.

2.1 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.2 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.3 Customs Clearance

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

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

2.5 Payments

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

3 PREQUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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

3.1.1 The pre-qualified/registered application forms, which are not filled out completely and submitted in the prescribed manner, will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the Assembly 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.

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

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should

show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

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

3.3.3 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 tenderers/bidders credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract(s).

3.3.5 Past performance

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

3.4 Statement

Application must include a sworn statement Form PQ-7 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/the Assembly could substantially change the performance and qualification of the bidder or his

ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Assembly reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate, which is mandatory.

3.7 Pre-qualification Criteria

Required Information	Form Type	Point Score
Registration Documents	PQ-1	Must
Pre-qualification Data	PQ-2	20
Supervisory Personnel	PQ-3	20
Financial Position	PQ-4	20
Confidential Report	PQ-5	10
Past Experience	PQ-6	30
TOTAL SCORE		100

3.8- The qualification is 65 points and over

FORM PQ-1 PRE-QUALIFICATION

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

1. Attach copy of Registration Certificate
2. Attach copy of PIN certificate and VAT Certificate
3. Registration Certificate by National Treasury/County Government (AGPO)
4. Duly filled and completed Tender submission document.

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

Mandatory Requirements for prequalification of all other categories:

- i. A Copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Business Permit.
- vi. Past experience

You can provide evidence of physical address and premises. The Assembly evaluation team may visit suppliers' premises to ascertain physical address and stock of items.

Without one or any mandatory document above the tenderer will be disqualified automatically.

SPECIFIC REQUIREMENTS

The tenderers submitting applications for the categories listed below must in addition to the mandatory requirements submit mandatory additional information/documents specified in the last column of the table below.

TENDER DESCRIPTION	TENDER NO.	TARGET GROUP	ADDITIONAL MANDATORY REQUIREMENT
Supply, Delivery, Servicing and Maintenance of Fire Fighting equipment, first aid kits, provision of fire and protection equipment	CAN/PRE/13	Open	Manufacturer's authorization letter.
CATEGORY B: PROVISION OF SERVICES			
Provision of air travel and ticketing agency services(IATA registered only)	CAN/PRE/23	Open	Must be registered with IATA (International Air Transport Association)
Provision of security services and supply of other security gadgets/systems		Open	Must be a member of Kenya Security Industry Association (KSIA) and certificates of Good conduct for employees. Attach evidence
Provision of legal services	CAN/PRE/36	Open	Must have a valid current practicing certificate. Attach evidence.

Provision of consultancy services /Training and capacity building	CAN/PRE/37	Open	Must indicate the specialized area of consultancy.eg Legislative Services, ICT Services, Finance, Procurement, Asset Valuation, HR, Security to provide NITA Certificate.
Provision of legislative drafting services	CAN/PRE/41	Open	Must have a valid current practicing certificate. Attach evidence.
Provision of medical insurance cover and GPA, motor vehicle insurance	CAN/PRE/16	Open	must submit evidence of registration with Insurance regulatory Authority (IRA) and certificate of membership of Association of Kenya Insurers(AKI)
Provision of office refurbishment and furnishing/ office renovations	CAN/PRE/27	Open	Must be registered by National Construction Authority (NCA) and above Attach evidence

FORM PQ-2 PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby apply for registration as supplier(s) of

(Name of Company/Firm)

.....

(Item Description)

.....

(Category No.).....

Post Office Address

Town

Street.....Name of building

..... Room/Office No

..... Floor No

Telephone No's

.....Fax.....email..... Full Name

of applicant

Other branches location

2. Organization & Business Information

Management Personnel

.....

Chief Executive/Managing

Director.....

Secretary.....General

Manager

.....

Accountant

Other

.....Partnership (if applicable)

Name of Partners

3 Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs

.....

6. Bank reference and address

.....

7. Sister company reference and address

.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

.....

.....

.....

.....

10. Indicate terms of trade/sale

(20 points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier. Position
held.....
.....
.....

(Attach copies of certificates/CV of key personnel in the organization)

(20 points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position

(20 Points)

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PQ- 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General:

Business Name.....	Location of business
Premises.....	Plot
No.	Street /Road Postal
Address	Tel. No.....
Nature of business	
Current Trade License No.....	Expiring date
.....	
Maximum value of business, which you can handle at any one time: Kshs.....	
Name of your bankers.....	Branch.....

Part 2 (a) – Sole Proprietor
Your name in full
Age..... Nationality.....
Country of origin.....
*Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows: Name Nationality Citizenship Details

Shares 1.....
2.....
3.....
4.....
5.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company:-Nominal :

Ksh.....Issued :

Give details of all directors as follows:-Name Nationality Citizenship Details

Shares 1.....
2.....
3.....
4.....
5.....Date
.....Signature of
candidate.....

If Kenya citizen, indicate under “Citizenship Details” whether by birth,
Naturalization or Registration.....

(10 points)

FORM PQ -6 PAST EXPERIENCES

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO
YEARS**

**NAMES OF THE CLIENTS AND VALUES OF
CONTRACT/ORDERS**

1. Name of Client (organization)
.....
2. Address of Client
(organization).....
3. Name of contact person at the client (organization)
.....
4. Telephone No. of client
.....
5. Value of Contract (date).....
6. Duration of Contract (date)
..... (Attach documental
evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of client
(organization).....
- ii. Address of client
(organization).....
- iii. Name of contact person at the client
(organization).....
- iv. Telephone No. of client.....
- v. Value of contract.....
- vi. Duration of contract (date).....
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of Client
(organization).....
- ii. Address of client
(organization).....
- iii. Name of contact person at the client
(organization).....
- iv. Telephone No. of
client.....

v. Value of
contract.....

vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.OS or
completion Certificates

4. Others.....

(30 Points)

FORM PQ -7 LITIGATION HISTORY

Name of contractor/supplier

Suppliers should provide information on any history litigation or arbitration
resulting from contracts executed in the last five years or currently under
execution.

Year	Award for or against	Name of Client cause of Litigation and matter in dispute	Disputed Amount (Current Value, Kshs. (Equivalent))

FORM PQ -8 - SWORN STATEMENT

Having studied the pre-qualification /registered information for the above project, we/I hereby state:

- I. The information furnished in our application is accurate to the best of our knowledge.
- II. That in case of being pre-qualified/registered, we acknowledge that this

grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Assembly.

- III. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Assembly and acknowledge your right to review the pre-qualification made.
- IV. We enclose all the required documents and information required for the pre-qualification evaluation.
- V. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- VI. Date.....

Applicant's Name

.....

Represented by

.....

Signature

.....

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