



**TENDER NO: NG-CDF/OTHAYA/097/16/2021-2023**

**PROVISION OF COURIER SERVICES/MAIL SERVICES**

**NAME OF BIDDER:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**TELEPHONE No.:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**GROUP (OPEN/YWPD):** \_\_\_\_\_

**CLOSING DATE FRIDAY 6TH AUGUST, 2021 AT 10.00 AM**

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# Tender Notice



National Government Constituencies Development Fund  
Othaya Constituency  
P.O Box 85-10106  
Othaya

Tel: 0722423362 | Cell: 0722423362

Email: [cdfothaya@ngcdf.go.ke](mailto:cdfothaya@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

## **PROVISION OF COURIER SERVICES/MAIL SERVICES 2021-2022 & 2022-2023**

The Othaya National Government Constituency Development Fund (NG-CDF) invites bids from interested firms for Prequalification of suppliers for goods, works and services for the Financial Years 2021/2022 & 2022/2023 as follows:-

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
NG-CDF/OTHAYA/097/01/2021-2023	Supply and delivery of petrol, diesel, oils, gas & lubricants	Open
NG-CDF/OTHAYA/097/02/2021-2023	Supply and delivery of general office Stationery	Special
	Provision of Transport – Taxi & Car hire Services	
NG-CDF/OTHAYA/097/03/2021-2023		Open
NG-CDF/OTHAYA/097/04/2021-2023	Supply of Cleaning Materials, Detergents and Disinfectants	Special
	Supply and delivery of tyres, tubes, batteries and spare parts for motor vehicle/cycles	
NG-CDF/OTHAYA/097/05/2021-2023		Open
	Supply and delivery of sports kits, sports equipment and trophies	
NG-CDF/OTHAYA/097/06/2021-2023		Special
	Supply and delivery of office/school furniture, furnishings & fittings	
NG-CDF/OTHAYA/097/07/2021-2023		Open
	Supply and delivery of seedlings	
NG-CDF/OTHAYA/097/08/2021-2023		Open
	Supply and delivery of computers, printers, cameras, ICT equipment's & accessories	
NG-CDF/OTHAYA/097/09/2021-2023		Open
	Supply and delivery of newspapers, magazines and periodicals	
NG-CDF/OTHAYA/097/10/2021-2023		Special
	Repair and servicing of motor vehicles/cycles	
NG-CDF/OTHAYA/097/11/2021-2023		Open
	Provision of general consultancy, training services	
NG-CDF/OTHAYA/097/12/2021-2023		Open
	Repair and servicing of office machines and equipments	
NG-CDF/OTHAYA/097/13/2021-2023		Open
	Pre-qualification of contractors for building construction and other related constructions	
NG-CDF/OTHAYA/097/14/2021-2023		Open
	Provision of promotional, publicity materials, branding and signage services.	
NG-CDF/OTHAYA/097/15/2021-2023		Special
	Provision of Courier Services/Mail services	
NG-CDF/OTHAYA/097/16/2021-2023		Open
	Provision of office and compound cleaning services	
NG-CDF/OTHAYA/097/17/2021-2023		Open
	Provision of driving/motor bike riding training services	
NG-CDF/OTHAYA/097/18/2021-2023		Open

Interested and eligible candidates can obtain the tender documents from Othaya National Government Constituency Development Fund offices (NG-CDF) upon payment of non-refundable fee of Kshs. 1,000.

Completed tender documents should be addressed to:

**FUND ACCOUNT MANAGER**  
**NG-CDF OTHAYA**  
**P.O. BOX 85 – 10106,**  
**OTHAYA**

The completed tender documents clearly marked with the tender number should be deposited into the tender box at the NG-CDF offices Othaya, **on or before Friday 6<sup>th</sup> August 2021 at 10.00 A.M.**

The tenders will be opened immediately thereafter and tenderers' or their representatives are free to witness the opening if they so wish.

**FUND ACCOUNT MANAGER**  
**NG-CDF OTHAYA**

## PRE-QUALIFICATION INSTRUCTIONS

### 1.1 Introduction

Othaya NG-CDF would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the Department.

### 1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to the Othaya NG-CDF office as and when required during the period ending 30<sup>th</sup> June, 2023.

### 1.3 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 documents to the Othaya NG-CDF office so that they may be pre-qualified/registered for submission of 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

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. **Potential suppliers/contractors** must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### 1.5 Pre-qualification Document

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

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

### 1.7 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Fund Account Manager**  
**Othaya NG-CDF**  
**P. O. Box 85 – 10106**  
**OTHAYA**

Not later than **6<sup>th</sup> August, 2021 at 10.00 a.m.** (local time)

**1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Fund Account Manager whose address is given in par 1.7

**1.9 Additional Information**

The organisation reserves the right to request submission of additional information from prospective bidders.

**2. BRIEF CONTRACT REGULATIONS/GUIDELINES****2.1 Taxes on Imported Materials**

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

**2.2 Customs Clearance**

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

**2.3 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.

**2.4 Payments**

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

### 3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

#### 3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 and PQ-9 are to be fully completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the 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 in 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 Government 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 Government they **posses 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.

#### 3.3 Essential Criteria For Pre-Qualification/Registered

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 Position

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification documents as well as **letters of reference from their bankers** regarding suppliers/contractors 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.

### 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. **Potential AGPO reserved to indicate the category on Form PQ6(5)**

### 3.3.6 Litigation History

Application must include a litigation history Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### 3.4 Statement

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

### 3.5 Withdrawal of Prequalification

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/office 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 office 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 Prequalification Criteria

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	15
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	15
7. Litigation History	PQ-7	5
8. Sworn Affidavit	PQ-8	5
	<b>TOTAL</b>	<b>100</b>

3.8 **The qualification is 70 Points and over**

**FORM PQ-1: PRE-QUALIFICATION**

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of valid AGPO certificates (AGPO reserved categories)
6. A Copy of CR 12 for companies and Copy of ID for sole proprietor/partnership
7. Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, NTSA, ERC, KEPHIS, LSK, ICPAK, PCB etc

**NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.**

**Note:** the bid document should be properly bound and serialized.

(30 points)

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of ..... Category No.).....  
(Item Description)

Post Office Address ..... Town .....

Street ..... Name of building.....

Floor No. ....Room/Office No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Number of Management Personnel .....

President/Chief Executive – (full name) .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners.....

**3. Business founded or incorporated .....**

**4. Under present management since .....**

5. Net worth equivalent Kshs.....

6. Bank reference and address .....

.....

7. Bonding company reference and address .....

8. Enclose a copy of company profile indicating the main fields of activities 9. State any technological innovations or specific attributes which distinguish your company from your competitors .....

.....

.....

10. Indicate terms of trade/sale

.....

.....

.....

.....

(10 Points)

**PQ-3            BIODATA FOR KEY / SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification .....

.....

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

.....

(Attach copies of certificates of at least two (2) key personnel in the organization)

(10 Points)

**PQ-4 - FINANCIAL STATUS 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.

(15 Points)

**FORM PQ-5**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 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

<p><i>Part I- General :</i></p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No..... Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : K£.....</p> <p>Name of your bankers..... Branch .....</p>																									
<input type="checkbox"/>	<p><b><i>Part 2 (a) – Sole Proprietor</i></b></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....				
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<input type="checkbox"/>	<p><b><i>Part 2 (c) – Registered Company:</i></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																						
<p>Date..... Signature of Candidate.....</p>																									

\*if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

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

- 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)
  
- 2. Name of 2<sup>nd</sup> 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 3<sup>rd</sup> 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)
  
- 4. Others .....
  
- 5. AGPO Group (**Please indicate the category**) .....

(15 Points)

**FORM PQ-7 LITIGATION HISTORY**

**Name of Contract Supplier**

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.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**Date**.....

**Applicant's Name**.....

**Represented by**.....

**Signature**.....

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

(5 Points)

**FORM PQ-8 - SWORN STATEMENT**

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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 Ministry.
- c. 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 Department and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no ongoing litigation

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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

(5 Points)

**FORM PQ-9      SCHEDULE OF REQUIREMENTS**

**TENDER NO. NG-CDF/OTHAYA/097/16/2021-2023**

To be issued as per the requirements

***NAME OF TENDERER*** -----

***SIGNATURE OF TENDERER***-----

***STAMP***-----