



**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL
YEARS 2021/2022 AND 2022/2023**

August, 2021

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REGISTRATION OF SUPPLIER FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2021-2023 FINANCIAL YEAR

SECTION A:

INSTRUCTIONS FOR REGISTRATION OF SUPPLIERS

1.1 Introduction

The National Government Constituency Development Fund Board intends to register suppliers and contractors for the supply of goods and services for the financial year 2021-2023. Suppliers registered with registrar of companies under the law of Kenya in respective merchandise or services are invited to submit their registration documents to the NG-Constituency Development Fund Board Chief Executive Officer for short listing.

This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations. NG-Constituency Development Fund Board's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the process unless where specially allowed under section 131 of the Act.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply and delivery and provision of goods and services to the Board. Suppliers who are not Registered or fail to meet the registration of supplier criteria will not be allowed to participate in the Tenders/RFQs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

The Chief Executive Officer,
NG-Constituency Development Fund Board,
P.O.BOX 46682-00100
Nairobi

The envelope should be marked with the "Registration of suppliers Number applied for and the category description" upon submission, and must be dropped in the Tender box on or before Tuesday, 31st August, 2021.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other organizations. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration of suppliers Documents

The document includes questionnaires, forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.

1.6 Enquiries that may arise from the registration document should be channeled to the Procurement office-NG-CDF/Board, through the above address.

1.6 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring 70 points and above soon after the evaluation process. Please note that late submissions will not be accepted.

SECTION B:

TENDER NOTICE

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDFB/01/2021 - 2023	Supply of General Stationery and Printing Services	Youth/Women/PWDs
NG-CDFB/02/2021 - 2023	Maintenance of Furniture and Fittings	Youth/Women/ PWDs
NG-CDFB/03/2021 - 2023	Supply of Desktop Computers, Laptop Computers, Printers, UPS, Cameras, TVs, Telephone headsets, other ICT consumables and accessories	Youth/Women/ PWDs
NG-CDFB/04/2021 - 2023	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth/Women/ PWDs
NG-CDFB/05/2021 - 2023	Supply and Delivery of Newspapers and Magazines	Youth/Women/ PWDs
NG-CDFB/06/2021 - 2023	Supply and/or services for mobile device capability including wireless, USB modems, mobile phones, smart phones and tablet devices, provision of voice and data services using cellular networks	Open
NG-CDFB/07/2021 - 2023	Supply of Marketing and Promotional Materials	Open
NG-CDFB/08/2021 - 2023	Supply of Toiletries	Youth/Women/ PWDs
NG-CDFB/09/2021 - 2023	Supply of Drinking Water	Open
NG-CDFB/10/2021 - 2023	Supply of Office Furniture and Curtains	Youth/Women/ PWDs
NG-CDFB/11/ 2021 - 2023	Repair and Maintenance of Motor vehicles	Open
NG-CDFB/12/2021 -2023	Provision of Travel Services	Open
NG-CDFB/13/2021 - 2023	Repair and maintenance of computer equipment e.g. computers, laptops, printers, UPSs, Inverters and scanners	Open
NG-CDFB/14/2021 - 2023	Provision of Training Services	Open
NG-CDFB/15/2021 - 2023	Repair and Maintenance of Shows and Exhibition Stands	Open
NG-CDFB/16/2021 - 2023	Provision of Event Management and Road Show Services	Youth/Women/ PWDs
NG-CDFB/17/2021 - 2023	Provision of Quantity Surveying and architectural Services	Open
NG-CDFB/18/2021-2023	Provision of Cleaning and fumigation Services	Youth/Women PWDs
NG-CDFB/19/2021 - 2023	Provision of Minor Construction Services	Open
NG-CDFB/20/2021 - 2023	Provision of Courier Services	Open
NG-CDFB/21/2021 - 2023	Provision of Fixed Internet MPLS Mobile Internet and VOIP Services	Open
NG-CDFB/22/2021 - 2023	Provision of Recruitment Services	Open
NG-CDFB/23/2021 - 2023	Provision of Research, Monitoring, Evaluation and Consultancy Services	Open

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDFB/24/2021 - 2023	Provision of Legal Services	Open
NG-CDFB/25/2021 - 2023	Provision of Audit and Accounting Services	Open
NG-CDFB/26/2021 - 2023	Supply, delivery, installation, configuration and commissioning and maintenance of physical security solutions including access control & surveillance solutions	Open
NG-CDFB/27/2021 - 2023	Provision of service of Photocopier, Fax machines & Printers	Open
NG-CDFB/28/2021 - 2023	Provision of archiving services	Youth/Women/ PWDs
NG-CDFB/29/2021 - 2023	Provision of Catering Services.	Women
NG-CDFB/30/2021 - 2023	Provision of Repair of Office Furniture, Safes, and Cabinets	Youth/Women/ PWDs
NG-CDFB/31/2021 - 2023	Provision of Consultancy services for Public Communication, Advertising, Brand, Documentary Production, Media and Photography Services	Open
NG-CDFB/32/2021 - 2023	Consultancy Services for Human Resource Management	Open
NG-CDFB/33/2021 - 2023	Supply of Electrical Items, Equipment and Accessories	Youth/Women/ PWDs
NG-CDFB/34/2021 - 2023	Provision of data entry and analysis	Open
NG-CDFB/35/2021 - 2023	Provision of asset tagging Services	Open
NG-CDFB/36/2021 - 2023	Provision of maintenance Services of server room	Open
NG-CDFB/37/2021 - 2023	Provision of software solutions , web application development, mobile application development, cloud services, hosting, licensing, integration, maintenance and support	Open
NG-CDFB/38/2021 - 2023	Provision of ICT professional services (including ICT training, advisory, consultancy, compliance and security audit, certifications of ICT infrastructure)	Open
NG-CDFB/39/2021 - 2023	Supply and maintenance of infrastructure items including Local Area Network (LAN), unified communications systems - UCS and equipment within the data center including: servers (virtual or dedicated); storage systems (for example - storage area networks, network attached storage), ancillary equipment (for example - UPS, firewalls, routers, switches); and peripherals (for example “ racks, leads, cable trays) and Cooling Systems	Open
NG-CDFB/40/2021 - 2023	supply and/or services for mobile device capability including wireless, USB modems, mpls backup offsite client phones, smart phones and tablet devices, provision of voice and data services using cellular networks	Open
NG-CDFB/41/2021 - 2023	Provision of consultancy in preparation of strategic plan at constituency level, in the following	Open

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
	regions; Nairobi, Central, Eastern, Coast, North Eastern, South Rift , North Rift, Western, and Nyanza (when applying indicate the region applying for)	
NG-CDFB/42/2021 - 2023	Supply and Installation Uninterruptible Power Supply (UPS) Automatic Voltage Regulators (AVR), Power Stabilizers	Open
NG-CDFB/43/2021 - 2023	Supply and Installation Air Conditioning System	Open
NG-CDFB/44/2021 - 2023	Supply and Installation Fire Detection and Suppression System	Open
NG-CDFB/45/2021 - 2023	Supply and Installation PABX System and telephone heads IP Phone	Open
NG-CDFB/46/2021 - 2023	Supply and installation of Video conferencing audio visual equipment	Open
NG-CDFB/47/2021 - 2023	Supply and Implementation IT Service Management Software and IT infrastructure Monitoring Solutions	Open
NG-CDFB/48/2021 - 2023	Supply and Implementation of Offsite Data Backup and Recovery Services	Open

Note:

For item no. **NG-CDFB/41/2021-2023** Provision of consultancy in preparation of strategic plan at constituency level, in the following regions; Nairobi, Central, Eastern, Coast, North Eastern, South Rift , North Rift, Western, and Nyanza (**when applying indicate the region applying for**). The Terms of Reference are provided below;

TERMS OF REFERENCE FOR CONSTITUENCIES STRATEGIC PLANS

Introduction

The National Government Constituencies Development Fund (NG-CDF) is established pursuant to provisions of the NG-CDF Act, 2015 (amended 2016). The main purpose of the Fund is to enhance infrastructural and socio-economic development at the grass root level in order to reduce poverty through projects identified by the community. The Fund is spread across all the 290 constituencies and its managed by NG-CDF committees as established by the NG-CDF Act.

The NG-CDF has carried out interventions in several sectors which include education (infrastructure and bursary), security, environment and sports as guided by the Act. In order to achieve its mandate, the Board requires NGCDF committee to prepare five year strategic plans to. The current strategic plans will be coming to an end in 2022 and therefore the need to prepare new ones for the period 2023 to 2027. The Board would like to pre-qualify consultants to support constituencies in preparing their respective strategic plans.

Objectives

The overall objective of this consultancy is to develop a five year Strategic Plan to ensure that the NGCDF Committee fulfils its mandate covering the period 2017-2022.

Scope of Work and Methodology

Development of the next Strategic Plan will take into consideration the implementation level of the previous strategic plan (where applicable) and the overall performance of the constituency. This will include identification of challenges, lessons learnt and key success factors.

The Terms of Reference for the consultancy is to work with the NG-CDF Committee, Fund Account Manager and staff at the constituency to develop the next cycle strategic plan by:

- i. Have sessions as appropriate with the NG-CDF Committee constituency vision and guidance;
- ii. Reviewing the status of implementation of the previous Strategic Plan (where applicable);
- iii. Review the overall performance of the constituency;
- iv. Review any existing documents relevant to the development of the plan;
- v. Holding consultations with key stakeholders, NG-CDF committee, Fund Account Manager and staff;
- vi. Carrying out a Situational Analysis in line with current and projected environment (SWOT and PESTEL);
- vii. Review the main stakeholders and beneficiaries of the Fund and their expectations of the Fund in line with the Constitution, Vision 2030 and Medium Term Plan III;
- viii. Review the Vision and Mission statements, core values of the constituency and strategic objectives;
- ix. Align the Strategic Plan with national documents including but not limited to the Kenya Vision 2030 and Medium Term Plan III;
- x. Identify and quantify viable activities for achieving the strategic objectives with clear timelines and measurable outputs and indicators;
- xi. Recommend an implementation and monitoring & evaluation framework;
- xii. Design and Develop a draft Strategic Plan in line with the guidelines and TORS;
- xiii. Facilitate consultative and validation forums with the NG-CDFC and the staff;
- xiv. Incorporate comments and finalize the Strategic Plan; and
- xv. Present final draft to NG-CDFC for adoption.

Outputs

- The key output from this assignment will be a five year Strategic Plan for the period 2017 to 2022.
- Report on the process including stakeholder consultations and workshops

Timeline

The consultancy is expected to take three **months** from the date of signing the contract. The selected consultant will be expected to demonstrate how this will be achieved through the work plan and methodology.

Qualifications of the consultant

The Authority is looking for a highly qualified firm to undertake the assignment in line with the Technical Evaluation criteria.

Institutional Arrangements

The Consultant will report directly to the Fund Account Manager. NG-CDFC will provide relevant background documents necessary for the assignment and shall be responsible for the coordination of meetings and other activities under the Consultancy.

Expertise

Academic Qualifications

At least a master's degree in a relevant field in the area of planning, economics, public policy and development studies.

Experience

- At least five years professional experience in strategic planning and management
- Prior working experience on decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level communications skills in English and Kiswahili;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

Regions

The constancy is clustered into nine (9) regions as follows:

1. Nairobi
2. Central
3. South rift
4. North rift
5. Western
6. Nyanza
7. Eastern
8. North eastern
9. Coast

Consultants are expected to indicate the region in which they intend to carry out the exercise.

Evaluation of Technical Proposal

1.1.1. The proposal shall be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

PHASE ONE		
1	Mandatory/Statutory Requirements	Maximum Points
	i. Valid Registration Certificate –Attach certificate of incorporation ii. PIN, VAT and Tax compliance-Attach current certificates iii. Audited accounts for the last three years Only firms meeting the mandatory criteria will be advanced to phase II	Failure to have all the documents shall lead to rejection of proposal.
PHASE TWO		
1	Relevant Experience for the Assignment (Corporate	Maximum
a.	Number of Similar Assignment conducted in government institutions.	10
b.	Knowledge on public sector reform and the institutionalization of Result Based Management (RBM), especially performance contracting.	15
Sub Total		25
2	Methodology and Approach	
a	Understanding the ToRs <ul style="list-style-type: none"> • Conformity to the ToRs • Consultant’s initiatives and comments on the ToRs 	5
b	Appropriateness of Methodology and work plan Completeness of description of methodology Effectiveness of the information collection	15
Sub Total		25
3	Human Resource Capacity	
a	Lead consultant’s education background professional qualifications, training, length of experience both local and international, and duration with the firm.	8
b	Experience in carrying out similar tasks with public bodies	5
c	Other key staff: Educations, experience, positions held and duration with the firm.	8
d	Proof of availability of the whole team throughout the duration of assignment and spread within the country.	5
e	Proof of registration and meeting regulatory and statutory requirements	4
Sub Total		30
GRAND TOTAL		80

Complete Suppliers registration documents with detailed information may be obtained from the NG-CDF Board, Nairobi, procurement office, 10th floor, Harambee Sacco plaza, Uhuru Highway/Haile Selassie Avenue junction during working hours.

Alternatively, NG-CDF Board supplier registration documents may be downloaded from NG-CDF Board website by visiting www.ngcdf.go.ke or [www. supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)

Completed Registration documents in plain sealed envelopes, clearly marked with the requisite reference; REGISTRATION OF SUPPLIERS 2021-2023: TENDER NO: NG-CDFB/. /2021-2023

Should be addressed to:-

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Sacco plaza, 10th floor
P.O Box 46682-00100
NAIROBI

or should be deposited in the Tender Box provided at the NG-CDFB reception area, so as to be received not later than 31st August, 2021 at 10.00a.m .Documents submitted after this will NOT BE ACCEPTED.

The Registration of Supplier documents will be opened soon thereafter at 10:30 a.m. and tenderers or their representatives are welcome to attend and witness the opening.

Chief Executive Officer, NG-CDF Board.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD

SECTION C:

PREQUALIFICATION CRITERIA

	Required information	Maximum scores	PWD'S, YOUTH, & WOMEN
1	Registration documentation <ul style="list-style-type: none"> • Certificate of Incorporation • Business Permit/trade license 	5 5	(Mandatory)
	AGPO Certificate		(Mandatory)
2	Compliance with statutory requirements (Valid tax compliance certificate)	18	(Mandatory)
3.	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 2 years & bank statements • Mode of payment & willingness to give credit 	9 2	
4.	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business • Five referees (mostly clients) attach proof 	5 15	
5	Confidential business questionnaires <ul style="list-style-type: none"> • Duly filled (mandatory) • Fixed premises with telephone facilities (will be inspected/verified by a team from CDF Board officers if need be) 	12 2	
6.	Litigation History	6	

7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent)	5	
8	Declaration and Company stamp	4	
9	Manpower and expertise	12	
	Total	100	

NB: Special groups only need AGPO CERT, REGISTRATION CERT, TAX COMPLIANCE CERTIFICATE AND PIN/VAT NO.

SECTION D:

APPLICATION FORM

Official Receipt No. (*of purchase of prequalification Document*)

(Attach copy of proof of payment)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name)..... hereby apply for
 registration as a supplier
 for..... (category code No.)

.....

Postal Address

.....

.....

.....

Telephone Number (fixed line)

Mobile.....

E-mail Address.....Fax...

.....

TownStreet

.....

Building Floor.....

Room/office.....

Other Branches/locations

.....

.....

.....

.....

.....

Full name of authorized signatory

.....

Designation

.....

Official Rubber Stamp and Signature

.....

SECTION E:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General

Business Name

.....

Location of Business premises

.....

Plot No.

.....

Postal Address

.....

Nature of Business

.....

Current trade License 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)

Give details of partners as follows:

	Name	Nationality	Citizenship details	Share
1.	
			
2.	
			
3.	
			
4.	
			
5.	
			

Part 2(c) – Registered Company

Private or Public

.....

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

	Name	Nationality	Citizenship details	Share
1.	
2.	
3.	
4.	
5.	

Date.....Signature of supplier:

.....

If Kenyan citizen, indicate “citizenship details” whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION F :

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation(Attach copy)
2. Valid Trade License(Attach copy)
3. State VATRegistration No.....(Attach copy)
4. PIN NO.....(Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns.....(Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law
.....
.....
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc
.....
.....
.....

8. State any technological innovations or specific attributes which distinguishes you from your competitors

.....

9. Tax Compliance Certificate (attach copy)

10. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) Please attach proof of relevant certificates in your area of expertise other than those mentioned.

SECTION G :

FINANCIAL POSITION & TERMS OF TRADE

PART 1

AUDITED REPORTS

- Attach copies of audited reports for the last 2 years.
- Attach Bank statements for the last 3 months.

Briefly give a general statement on the company's total assets, current assets, total liabilities, current liabilities and sources of funding.

PART II

TERMS OF TRADE (PAYMENT TERMS)

CDF Board would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this:

Acceptable/Not Acceptable

SECTION H :

LITIGATION/ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
State the year of the incidence, name of client, cause of litigation and matter of dispute and/or disputed amount.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I :

CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying/offering these goods/services

1. Client Name

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

2. Client Name

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

3. Client Name

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

4. Client Name

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

5. Client Name

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

SECTION J :

Manpower and Expertise

State the personnel capabilities of each of the employees of the company and briefly explain the capabilities of each up to a maximum of six. Proof of employment may be requested or checked.

SECTION K:

DECLARATION

I/We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

.....

Name:

.....

Position in the Company

.....

Date:

.....