



National Government Constituencies Development Fund  
Mathira Constituency  
NG-CDF Building  
Next to DCC Karatina Office  
P.O Box 806-10101, Karatina.  
Email: cdfmathira@ngcdf.go.ke

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**TENDER NO. MAT/NG-CDF/PQ/11/2021-2023**

**PRE QUALIFICATION  
FOR SUPPLY OF OFFICE EQUIPMENT, COMPUTERS,  
PRINTERS AND THEIR ACCESSORIES**

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**TENDERER DETAILS**

Firm's name.....  
P.O. Box.....  
Email address.....  
Telephone number.....  
Tender Reg. No.....  
Signature.....  
Company Seal.....

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**Tender Notice**  
**14<sup>th</sup> October 2021**

**Tender name: FOR SUPPLY OF OFFICE EQUIPMENT, COMPUTERS, PRINTERS, AND THEIR ACCESSORIES.**

**1.1**The National Government Constituencies Development Fund, Mathira Constituency invites applications for pre-qualification/registration of Suppliers from interested and eligible bidders for Supply and Delivery of Office Furniture, Equipments and Fittings. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of National Government Constituencies Development Fund, Mathira Constituency during normal working hours.

**1.2**A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of N/A/= (*N/A Shillings*) *only* in cash.

**1.3**Duly completed pre-qualification documents in plain sealed envelopes clearly marked “Tender No..... For the supply of .....” and be deposited in the Tender Box at **National Government Constituencies Development Fund, Mathira Constituency**. or be addressed to:

THE FUND ACCOUNTS MANAGER  
NG-CDF MATHIRA CONSTITUENCY,  
P.O BOX 806-10101.  
KARATINA.

So as to be received on or before **29<sup>th</sup> October 2021 at 10.30AM.**

**1.5** Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at National Government Constituencies Development Fund, Mathira Constituency BOARDROOM AT 10.30AM.

Yours faithfully,

*The Fund Accounts Manager.*

**For**  
**NG-CDF MATHIRA CONSTITUENCY**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **2.1 Introduction**

The Office of the National Government Constituencies Development Fund, Mathira Constituency would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the government.

### **2.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the various departments as and when required during the period ending 30<sup>th</sup> June 2023.

### **2.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND, MATHIRA CONSTITUENCY, so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification.

### **2.4 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.

### **2.5 Pre-qualification Document**

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

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

**2.7 Distribution of Pre-qualification Documents**

A **copy** of the completed pre-qualification data and other requested information shall be submitted to reach:

THE FUND ACCOUNTS MANAGER  
NG-CDF MATHIRA CONSTITUENCY,  
P.O BOX 806-10101.  
KARATINA.

**Not later than 29<sup>th</sup> October 2021 at 10.30AM.**

**2.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the FUND ACCOUNTS MANAGER, whose address is given in par 2.7

**2.9 Additional Information**

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

**2.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by Government after scoring more than 75% points after the completion of the pre-qualification process.

**3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**3.1 Taxes on Imported Materials**

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

**3.2 Customs Clearance**

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

### **3.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

### **3.4 Payments**

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

## **4. PRE-QUALIFICATION DATA INSTRUCTIONS**

### **4.1 Pre-qualification data forms**

**4.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**4.1.2** The pre-qualified 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.

### **4.2 Qualification**

**4.2.1** It is understood and agreed that the pre-qualification 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.

**4.2.2** Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets

or working capital sufficient to satisfactorily execute the contract for supply of office equipment, computers, printers and their accessories.

### **4.3 Essential Criteria for Pre-qualification**

- 4.3.1** (a) Experience: Prospective bidders shall have at least 2 years Experience in the supply of goods, services and allied items incase of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **4.3.2 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.

#### **4.3.3 Financial Condition**

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.

- 4.3.4** 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.

#### **4.3.5 Past Performance**

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

### **4.4 Statement**

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

#### **4.5 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/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**4.6** 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.

**4.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

#### **4.7 Prequalification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documentation	PQ-1	40
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	10
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

#### **4.8 The qualification is 75 points and over**

##### **FORM PQ-1 PRE-QUALIFICATION**

All firms must provide:-

1. Copies of Certificate of Registration.-**8 points**
2. Copy of VAT Registration Certificate. - **8 points**
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).-**10 points**
4. Copy of valid local authorities' business permits-**9 points**
5. Certificate of good conduct-**5 points**

(40 points)

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

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

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

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Management Personnel .....

President (Chief Executive) .....

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 Ksh .....

6. Bank reference and address .....

.....

7. Bonding 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

(10 Points)

**PQ-3            SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification .....

.....

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

.....

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

**(10 Points)**

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two 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.

**(10 Points)**

**FORM OF TENDER**

Date \_\_\_\_\_

Tender No. **MAT/NG-CDF/PQ/11/2021-2023**

To: THE FUND ACCOUNT MANAGER  
NG-CDF MATHIRA CONSTITUENCY  
P.O BOX 806-10101  
KARATINA

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[Insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to 2% percent of the Contract Price for the due performance of the Contract, in the form prescribed by The NG-CDF Mathira Constituency.

4. We agree to abide by this Tender for a period of ..... *[Number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

*Part I- 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: K£.....  
 Name of your bankers.....Branch .....

<input type="checkbox"/>	<p><b>Part 2 (a) – Sole Proprietor</b>                  Your name in full.....Age.....                  Nationality.....Country of origin.....                  *Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b>Part 2 (b) Partnership</b>                  Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;"><i>Name</i></th> <th style="text-align: center; width: 25%;"><i>Nationality</i></th> <th style="text-align: center; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: center; width: 25%;"><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>Part 2 (c) – Registered Company:</b>                  Private or Public.....                  State the nominal and issued capital of company-                  Nominal K£.....                  Issued K£.....                  Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;"><i>Name</i></th> <th style="text-align: center; width: 25%;"><i>Nationality</i></th> <th style="text-align: center; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: center; width: 25%;"><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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4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						

**Date .....** **Signature of Candidate.....**

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

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS  
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
  - 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) .....
  - vii) Name of Contact Person at the client (organization) .....
  - viii) Telephone No. of Client .....
  - ix) Value of Contract .....
  - x) 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) .....
  - xi) Name of Contact Person at the client (organization) .....
  - xii) Telephone No. of Client .....
  - xiii) Value of Contract .....
  - xiv) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
  
4. Others .....

(10 Points)



**FORM PQ-8 - SWORN STATEMENT**

Having studied the pre-qualification 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you 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.

**Date** .....

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

**Represented by** .....

**Signature** .....

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