

**NATIONAL GOVERNMENT  
CONSTITUENCIES  
DEVELOPMENT FUND  
EMBAKASI NORTH CONSTITUENCY**



**PREQUALIFICATION TO TENDER NOTICE**

The Embakasi North NG-CDF in Nairobi invites bidders for pre-qualification in the following categories for the financial years 2023-2025

S/NO	TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY
1.	EMBN/NG-CDF/001/2023/2025	Pre-qualification for provision of construction works (Building, civil, Mechanical, Electrical and Related Works)	OPEN
2.	EMBN/NG-CDF/002/2023/2025	Prequalification for supply, repair and maintenance of computers and office equipment	OPEN
3.	EMBN/NG-CDF/003/2023/2025	Prequalification for supply of office furniture and fittings	OPEN
4.	EMBN/NG-CDF/004/2023/2025	Prequalification for supply of general office stationery and airtime	SPECIAL GROUPS
5.	EMBN/NG-CDF/005/2023/2025	Prequalification for supply of sports uniform and equipment	SPECIAL GROUPS
6.	EMBN/NG-CDF/006/2023/2025	Prequalification for supply of school furniture and laboratory equipment	OPEN
7	EMBN/NG-CDF/007/2023/2025	Prequalification for provision of internet services and networking	SPECIAL GROUPS
8	EMBN/NG-CDF/008/2023/2025	Prequalification for supply of tree seedlings	SPECIAL GROUPS

9	EMBN/NG-CDF/009/2023/2025	Prequalification for the taxi, transport services, travel and tour agents	OPEN
10	EMBN/NG-CDF/010/2023/2025	Prequalification for provision of photography and videography services.	SPECIAL GROUPS
11	EMBN/NG-CDF/011/2023/2025	Prequalification for consultancy services.	OPEN
12	EMBN/NG-CDF/012/2023/2025	Prequalification for supply and delivery of petroleum, Lubricants and Refined oil.	OPEN
13	EMBN/NG-CDF/013/2023/2025	Pre-qualification for repair and servicing of motor vehicles and motor bikes.	OPEN
14.	EMBN/NG-CDF/014/2023/2025	Provision of hotel and conference facilities	OPEN
15.	EMBN/NG-CDF/015/2023/2025	Pre-qualification for designing, branding and production of promotional material.	SPECIAL GROUPS
16.	EMBN/NG-CDF/016/2023/2025	Pre-qualification for supply and installation of CCTVS and Biometric systems.	SPECIAL GROUPS
17.	EMBN/NG-CDF/017/2023/2025	Prequalification for website design,maintenance and social media design.	SPECIAL GROUPS
18.	EMBN/NG-CDF/018/2023/2025	Pre-qualification for supply of water and Kitchen reusables.	SPECIAL GROUPS

**NB: SPECIAL GROUPS refers to firms certified for Youths, Women and persons living with disabilities**

A complete set of documents may be purchased by interested bidders from the NG-CDF office during normal working hours (Monday-Friday 8:00am to 5:00pm), upon payment of non-refundable fee of Kshs. 1,000.00(One Thousand) only, payable to **Embakasi North NG-CDF bank account number 1300261118717, Equity bank, Kenyatta avenue branch**. Acknowledgment receipt shall be issued upon production of the deposit slip.

Interested bidders for prequalification may also download a set of documents free from [www.tenders.go.ke](http://www.tenders.go.ke) or [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

Prequalification documents should be submitted in plain sealed envelope clearly marked “CATEGORY NO..... FOR.....” should be addressed to: **Fund Account Manager, NG-CDF Embakasi North, P.O BOX 66984-00200 NAIROBI** and be deposited in the tender box

located at the entrance of the Embakasi North NG-CDF, located at Kariobangi next to Equity Bank on or before **WEDNESDAY 25<sup>th</sup> January 2023 at 10:00am.**

The documents will be opened at exactly **10:00am** in the Embakasi North NG-CDF boardroom. Interested bidders can attend in person or send their representatives. Prequalification documents that will be submitted after the deadline will be returned to the bidders unopened.

**NATIONAL GOVERNMENT CONSTITUENCIES  
DEVELOPMENT FUND**



**EMBAKASI NORTH CONSTITUENCY**

**P.O BOX 66984~00200**

**NAIROBI**

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**PREQUALIFICATION FOR:**

.....  
.....

**TENDER NO. EMBN/NG~CDF/...../2023-2025**

**FOR THE FINANCIAL YEARS 2023-2025**

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**CLOSING DATE: 25<sup>th</sup> JANUARY 2023**

**TIME: 10:00AM**

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## **TENDER NOTICE**

Interested eligible bidders may obtain Tender documents from the **EMBAKASI NORTH NG-CDF OFFICES** during normal working hours 8:00 AM TO 5: 00PM.MON-FRI.

Tenderers must attach:

- i. Copy of certificate of incorporation /business registration
- ii. Copy of National Construction Authority (NCA Certificate) –for building and construction works only
- iii. Copy of Current Tax Compliance Certificate
- iv. Copy of VAT registration and PIN registration certificate
- v. Proof of financial capability/sound bank statement
- vi. Audited Accounts
- vii. Qualified personnel (Attach CVs)
- viii. Equipment holding and proof of ownership
- ix. Proof of works of similar magnitude
- x. Dully filled confidential business questionnaire
- xi. Provide a valid special group registration certificate attached – (WOMEN, YOUTH & PWD)

Completed tender documents put in plain sealed envelopes clearly marked “TENDER NO.....FOR....”

MUST be deposited in the Tender Box situated at **EMBAKASI NORTH NG-CDF OFFICES** so as to reach on or before **25<sup>th</sup> January 2023 at 10.00 AM.**

Tenders will be opened immediately thereafter in the presence of bidders representatives who choose to attend. EMBAKASI NORTH NG-CDF reserves the right to accept or reject any tender either in whole or in part without giving reasons.

## **SECTION 1: PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

EMBAKASI NORTH NG-CDF would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity.

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

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Departments and Instructions in EMBAKASI NORTH NG-CDF on “as and when required” during the FY 2023-2025.

### **1.2 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 **EMBAKASI NORTH NG-CDF** so as to be pre-qualified for combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.3 Experience**

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

### **1.4 Pre-qualification Document**

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

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

### **1.6 Distribution of Pre-qualification Documents**

Completed pre-qualification data and other requested information shall be submitted to reach:

**The Fund Account Manager**

**Embakasi North NG-CDF**

**P.O Box 66984-00200 Nairobi**

**Not later than 25<sup>th</sup> January 2022 at 10.00AM.**

### **1.7 Questions arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to **FUND ACCOUNT MANAGER, EMBAKASI NORTH NG-CDF**, whose address is given in par 1.6

### **1.8 Additional Information**

EMBAKASI NORTH NG-CDF reserves the right to request submission of additional information from prospective bidders.

1.9 Request for quotations will be made available only to those bidders whose qualifications are accepted by, EMBAKASI NORTH NG-CDF after the completion of the pre-qualification process.

## **SECTION 2: BRIEF CONTRACT REGULATIONS/ GUIDELINES**

### **2.1 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.

### **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. Quantities may increase or decrease as determined by demand on the authority of the clients Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

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

## **SECTION 3: PRE-QUALIFICATION 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, are to be completed by prospective suppliers/ contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 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.

## **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by EMBAKASI NORTH NG-CDF 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, EMBAKASI NORTH NG-CDF that they possess capability, experience, qualified personnel available and suitability execute the contract for goods / services.

### **SECTION 4: ESSENTIAL CRITERIA FOR PRE-QUALIFICATION.**

**3.3.1 (a) Experience:** - Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/ contactor 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.

#### **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-qualified documents as well as letters of reference from their bankers regarding suppliers/ contactors credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given.

**3.3.4** Special consideration will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be in form pq-6.

## **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 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 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 EMBAKASI NORTH NG-CDF 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 Articles of Association, copies of which must be attached.

**3.6.1** The firm must show proof that it has all its statutory obligations and have current Tax Compliance Certificate.

### **3.7 PREQUALIFICATION CRITERIA**

<b>Required information</b>	<b>Form type</b>
1. Registration Documentation	PQ-1
2. Pre-qualification Data	PQ-2
3. Supervisory Personnel	PQ-3
4. Financial Position	PQ-4
5. Confidential Report	PQ-5
6. PAST Experience	PQ-6
7. Litigation History	PQ-7

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

All firms MUST provide: -

1. Copies of Certificate of Registration/incorporation.
2. Tax Compliance Certificate from Kenya Revenue Authority (failure of produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
3. Copies of Pin Certificate of firm/company/individual.
4. Copy of valid business permit.
5. Proof of Financial Capability/ Sound Bank Statement.
6. Proof of past Experience.
7. CR 12
8. Copies of directors ID's
9. Certificate of relevant regulatory body (NCA, AGPO, YAGPO etc.).
10. Dully filled Confidential Business Questionnaire.

**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.....

(Item Description)

.....

(Category No.)

Post Office Address.....

Town .....

Street

.....

E-mail No.....

Name of building .....

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

Telephone Nos. ....

Cell Phone No.....

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 Kshs.....

6. Bank reference and

address.....

.....

.....

7. Bonding company reference and

address.....

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

.....

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

.....

.....

13. Indicate terms of trade/ sale

.....

**PQ -3 SUPERVISORY PERSONNEL**

Name

.....

Age.....

Academic Qualification

.....

.....

Professional Qualification

.....

.....

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

.....

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

**PQ-4 - FINANCIAL POSITION**

- (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.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 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 1 – General:*  
 Business Name  
 .....  
 Location of business  
 Premises .....  
 Plot no. ....  
 Street/Road .....  
 address ..... Tel No.....  
 Nature of business  
 .....  
 Current Trade License No.....expiring  
 date.....  
 Maximum value of business which 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**  
 Given details of partners as follows:


Name	Nationality	Citizenship details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Part 2 (c)– Registered Company**  
 Private or public.....  
 State the nominal and issued capital of company: - Nominal Kshs .....issued

Kshs .....

Given details of all directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

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

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

1. Name of 1<sup>st</sup> Client (organization) .....
  - i) Name of the 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 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 Contract 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 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 Contract 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 existence of contract)
4. Others .....

**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>

**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. We enclose all the required documents and information required for the pre-qualified evaluation.

Date.....

Applicant`s Name .....

Represented by .....

Signature .....

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

## PREQUALIFICATION CRITERIA

S/NO	REQUIRED INFORMATION	MAXIMUM SCORES	PWD'S,YOUTH, &WOMEN
1	Registration documentation <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Business Permit/trade license	20	(Mandatory)
2	Compliance with statutory requirements (Valid tax compliance certificate)	20	(Mandatory)
3.	Financial capacity <ul style="list-style-type: none"> <li>• Audited reports and bank statements for the last 6 months</li> <li>• Mode of payment &amp; willingness to give credit</li> </ul>	10	
4.	Past Experience & Performance <ul style="list-style-type: none"> <li>• No. of years in business</li> <li>• Five referees (mostly clients ) attach proof</li> </ul>	10	
5	Confidential business questionnaires <ul style="list-style-type: none"> <li>• Duly filled (mandatory)</li> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from Embakasi North NG-CDF if need be)</li> </ul>	10	
6.	Litigation History	5	
7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent)	5	
8	Manpower and expertise	20	
	Total	100	

**NOTE:**

1. Applicants scoring less than 70% will not be pre-qualified
2. Failure to produce this Valid Tax Compliance certificate, will lead to automatic disqualification thus no further evaluation of your application).

**For Official use only**

Applicants total score.....

**Prequalified:**      YES       NO

1. Name.....signature.....

2. Name.....signature.....

Date:.....