



**NATIONAL GOVERNMENT CONSTITUENCIES
DEVELOPMENT FUND
GARSEN CONSTITUENCY**

**PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS, SERVICE PROVIDERS
AND CONSULTANTS FOR
FINANCIAL YEAR 2022/2023 & 2023/2024**

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS, SERVICE PROVIDERS AND CONSULTANTS FOR FINANCIAL YEAR 2022/2023 & 2023/2024

GARSEN NG-CDF Committee invite applications for Pre-qualification of suppliers, contractors and service providers including consultants for the Financial Years 2022– 2024.

	TENDER NO	TENDER ITEM DESCRIPTION	ELIGIBILITY
CATEGORY (A): FRAMEWORK CONTRACTS			
1.	GRN/NG-CDF/01/2022-2024	Supply of cement, reinforcement bars, paints, assorted hardware/building materials	Open
2.	GRN/NG-CDF/02/2022-2024	Supply of tyres, tubes and batteries	Open
3.	GRN/NG-CDF/03/2022-2024	Supply of petrol, Diesel, oils and lubricants	Open
4.	GRN/NG-CDF/04/2022-2024	Supply of office stationery, computers consumables and electronic data storage devices	Youth/Women/PWD
5.	GRN/NG-CDF/05/2022-2024	Supply of computers, printers, photocopiers and related office machines	Youth/Women/PWD
6.	GRN/NG-CDF/06/2022-2024	Supply of general cleaning detergents and related cleaning materials	
7.	GRN/NG-CDF/07/2022-2024	Supply of building stones, bricks, ballast, sand and hardcore materials	Open
8.	GRN/NG-CDF/08/2022-2024	Supply of airtime and newspapers	Youth/Women/PWD
9.	GRN/NG-CDF/09/2022-2024	Supply of water pipes and fittings	Open
10.	GRN/NG-CDF/10/2022-2024	Supply of the office/institutional furniture, fittings and equipment	Youth/Women/PWD
11.	GRN/NG-CDF/11/2022-2024	Supply of motor vehicles' spare parts	Open
12.	GRN/NG-CDF/12/2022-2024	Supply of timber and wood poles	Open
13.	GRN/NG-CDF/13/2022-2024	Supply of sports equipment and uniforms	Youth/Women/PWD
14.	GRN/NG-CDF/14/2022-2024	Supply of tree seedlings and provision of landscaping services	Youth/Women/PWD
15.	GRN/NG-CDF/15/2022-2024	Supply of fire-fighting equipment including installation and regular servicing	Open
16.	GRN/NG-CDF/16/2022-2024	Supply of electrical items and provision of electrical wiring services	Youth/Women/PWD
17.	GRN/NG-CDF/17/2022-2024	Provision of tents, chairs and public address system services	Youth/Women
18.	GRN/NG-CDF/18/2022-2024	Supply of schools lab equipment and reagents	Open
CATEGORY (B): PREQUALIFICATION OF PROVISION OF DEVELOPMENT WORKS AND SERVICES			
19	GRN/NG-CDF/19/2022-2024	Provision of public structural building works and associated renovation works	Open
20	GRN/NG-CDF/20/2022-2024	Provision of water-borehole drilling, equipping, servicing in public schools and security entities	Open
21	GRN/NG-CDF/21/2022-2024	Provision and maintenance, repairs and servicing of office computers, photocopiers	Open
22	GRN/NG-CDF/22/2022-2024	Provisions of repairs and servicing of GK vehicles and motorcycles	open
23	GRN/NG-CDF/23/2022-2024	Provision of transportation services.	Youth/Women
24	GRN/NG-CDF/24/2022-2024	Provision of hotel accommodations, conference hall services and meals	Open
25	GRN/NG-CDF/25/2022-2024	Provision of general Insurance Services	Open
CATEGORY (C): PREQUALIFICATION FOR REQUEST OF EXPRESSION OF CONSULTANCY SERVICES			
26	GRN/NG-CDF/26/2022-2024	Provision of Consultancy Services and development of constituency strategic plan	Open
27	GRN/NG-CDF/27/2022-2024	Provision of training services to constituency CDFCs and Staff	Open

Interested and eligible bidders may obtain Prequalification documents at NG-CDFC office during the normal working hours (**Monday – Friday 8.00 am to 5.00pm**) or **NG-CDF website:**

www.ngcdf.go.ke

Applicants wishing to participate **MUST** attach the following documents

- Copy of KRA Tax compliance certificate.
- Company Registration Documents. (Certificate of incorporation and Memorandums)
- Copy of PIN/VAT registration certificate
- Company Profile.
- Copy of registration with National Construction Authority (N.C.A) for contractors
- List and copies of previous contractual assignments.
- AGPO registration. Access to government Procurement Opportunities for youth and women/where applicable.

- In case of Professional firms' copies of certificates and credentials of the Directors or key officials.

Complete documents should be submitted in a clear marked envelop to the following address or hand delivered and dropped in the tender box at NG-CDFC office on or before **10.00am** on **15th FEBRUARY, 2023** and opened immediately.

The **Reserved Categories** will be given preference to **Youth, Women and Persons Living with Disabilities**.

Tenders should be submitted in sealed plain envelopes marked with the tender reference number and addressed to:

**FUND ACCOUNT MANAGER,
NG-CDF GARSEN,
P.O BOX 48-80201,
GARSEN.**

Garsen NG-CDF consider all bidders on and Equal Opportunity Basis

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Garsen 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 GARSEN NG-CDF on “as and when required” during the financial years **2022/2023** and **2023/2024**.

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 **GARSEN 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,
NG-CDF GARSEN,
P.O Box 48-80201
GARSEN.**

1.7 Questions arising from Documents

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

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

PREQUALIFICATION CRITERIA

	Required information	Maximum scores	PWD'S, YOUTH, & WOMEN
1	Registration documentation <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Business Permit/trade license	5 5	(Mandatory)
	AGPO Certificate		(Mandatory)
2	Compliance with statutory requirements (Valid tax compliance certificate)	18	(Mandatory)
3.	Financial capacity <input type="checkbox"/> Audited reports for the last 2 years & bank statements <input type="checkbox"/> Mode of payment & willingness to give credit	9 2	
4.	Past Experience & Performance <input type="checkbox"/> No. of years in business <input type="checkbox"/> Five referees (mostly clients) attach proof	5 15	
5	Confidential business questionnaires <input type="checkbox"/> Duly filled (mandatory) <input type="checkbox"/> Fixed premises with telephone facilities (will be inspected/verified by a team from GARSEN NG-CDF 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 CERTIFICATE, REGISTRATION CERTIFICATE, TAX COMPLIANCE AND PIN/VAT NO.

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.

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 /consultants who wish to be pre-qualified for submission of tender for the specific tender categories.

3.1.1 The pre-qualified application forms that are not filled up 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 GARSEN 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, GARSEN NG-CDF that they possess capability, experience, qualified personnel available and suitability execute the contract for goods / services.

3.3 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/ 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.

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/ contractors 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 GARSEN 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

No. Required information	Form type
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

Bidders **MUST** attach:

1. Copy of Certificate of Business Registration/Incorporation
2. Copy of Valid Tax Compliance Certificate
3. Copy of V.A.T and PIN Registration Certificate
4. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
5. Confidential Business Questionnaire
6. Proof of past work experience
7. Company Profile

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.)

Address.....
.....

Town.....
.....

Street.....
.....

Email.....
.....

Building
.....
.....

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

Telephone
.....
.....

Cell Phone
.....
.....

Name of applicant.....
.....

Other branches
.....
.....

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

.....

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

.....
.....

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

.....
.....
.....

10. 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.

PQ-5 Confidential Report

REPUBLIC OF KENYA

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
 Postal 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 bankersBranch.....

Part 2 (a) – Sole Proprietor

Your Name in fullAge.....
 Nationalitycountry 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 Kshsissued

Kshs

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.
6.

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. Name of 1st Contract

.....
.....

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 2nd Contract

.....
.....

(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 3rd Contract

.....

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.

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 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 particulate 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)