



NG-CDF NYERI TOWN CONSTITUENCY

TENDER NO: NTNGCDF/099/G/08/2023-2025

SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND ITEMS (RESERVED)

NAME OF BIDDER: _____

POSTAL ADDRESS: _____

TELEPHONE No.: _____

E-MAIL ADDRESS: _____

PHYSICAL ADDRESS: _____

GROUP (OPEN/YWPD): _____

CLOSING DATE TEUSDAY 28TH FEBRUARY 2023 AT 10.00 AM

Table of Contents

	Page
1. TENDER NOTICE	2-3
2. PRE-QUALIFICATION INSTRUCTIONS	4-5
3. BRIEF CONTRACT REGULATIONS	5
4. PRE-QUALIFICATION DATA INSTRUCTIONS	6-7
5. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	8
6. FORM PQ - 2 PREQUALIFICATION DATA	9-10
7. FORM PQ - 3 SUPERVISORY PERSONNEL	11
8. FORM PQ - 4 FINANCIAL POSITION	12
9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	13
10. FORM PQ - 6 PAST EXPERIENCE	14
11. FORM PQ - 7 LITIGATION HISTORY	15
12. FORM PQ - 8 SWORN STATEMENT	16
13. FORM PQ - 9 PRICE SCHEDULE	17-19

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Nyeri Town 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 Nyeri Town NG-CDF office as and when required during the period ending 30th June, 2025.

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 Nyeri Town 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
Nyeri Town NG-CDF
P. O. Box 1976-10100
NYERI

Not later than **TUESDAY 28TH FEBRUARY, 2023 AT 10.00 AM**

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 **possess 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

Required Information	Form Type	Points Score
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
	TOTAL	100

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)

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><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></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><i>Part 2 (c) – Registered Company:</i></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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1.																						
2.																						
3.																						
4.																						
5.																						
<p>DateSignature 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 2nd 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 3rd 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.

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

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 PRICE SCHEDULE**TENDER NO. NTNGCDF/099/G/08/2023-2025****SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY**

ITEM NO	DESCRIPTION	UNIT	UNIT PRICE	REMARKS
1.	Binding papers embossed	Boxes		
2.	Binder clips	Pieces		
3.	Binding covers clear	Boxes		
4.	Binding Machine	Pieces		
5.	Binding Spirals-Large	Boxes		
6.	Binding Spirals-Medium	Boxes		
7.	Binding Spirals-Small	Boxes		
8.	Binding tape	Pieces		
9.	Black pens	Packet		
10.	Blue pens	Packet		
11.	Box files PVC	Pieces		
12.	Carbon paper black A4	Packet		
13.	Carbon paper blue A4	Packet		
14.	CD Writables	Packet		
15.	Cello tape ½”	Pieces		
16.	Cello tape ¾”	Pieces		
17.	Cello tape 1”	Pieces		
18.	Clear display bags A4	Packet		
19.	Clear folders	Pieces		
20.	Conqueror envelopes	Packet		
21.	Conqueror papers	Reams		
22.	Counter books 2 quire	Pieces		
23.	Counter books 3 quire	Pieces		
24.	Counter books 4 quire	Pieces		
25.	Counter books 6 quire	Pieces		
26.	Delivery books	Pieces		
27.	Desktop Calculator Casio	Pieces		
28.	Display book 40 pages	Pieces		
29.	Document wallet A4 non No plastic	Pieces		
30.	Document wallet A4 plastic	Pieces		
31.	DVD Writables	Packet		
32.	Embossed paper	Packet		
33.	Envelope A3	Packet		
34.	Envelope A4	Packet		
35.	Envelope A5	Packet		
36.	Envelope A6	Packet		

37.	Envelope seal	Packet		
38.	Erasers	Packet		
39.	External Hard disk-1TB	Pieces		
40.	Felt pens	Packet		
41.	Felt pens	Packet		
42.	Flash Disk-16Gb	Pieces		
43.	Fulscalps	Reams		
44.	Glue office 90 gms	Bottle		
45.	Glue stick pritt	Pieces		
46.	Gummed Labels-	Packet		
47.	Highlighter Pens	Packet		
48.	Ink pads	Pieces		
49.	Kaspersky Internet Security 3 user	Pieces		
50.	Masking Tape 1”	Pieces		
51.	Masking Tape 2”	Pieces		
52.	Page markers	Packet		
53.	Paper clips	Packet		
54.	Paper clips big	Packet		
55.	Paper clips coloured	Packet		
56.	Paper dividers	Pieces		
57.	Paper pins	Packet		
58.	Paper punch medium	Pieces		
59.	Pen Stand	Pieces		
60.	Pencil sharpener	Pieces		
61.	Pencil steadier HB 110	Packet		
62.	Photocopying paper A4	Reams		
63.	Photocopying paper A3	Reams		
64.	Printer cartridge 05X	Pieces		
65.	Printer cartridge 26X	Pieces		
66.	Printer cartridge 85X	Pieces		
67.	Printer cartridge MLT-R116	Pieces		
68.	Printer cartridge TK-420	Pieces		
69.	Project file	Pieces		
70.	Quotation Folder A4	Pieces		
71.	Red pens	Packet		
72.	Ring Binder	Pieces		
73.	Rubber Bands	Packet		
74.	Ruler 12” plastic	Pieces		
75.	Scissors	Pieces		
76.	Self Inking Rubber Stamp	Pieces		
77.	Shorthand note book A4	Pieces		
78.	Shorthand note book A5	Pieces		
79.	Spring files plastic	Pieces		
80.	Stamp Pad	Pieces		
81.	Stamp pad ink-25ml	Pieces		

82.	Staple Pins 23/10	Packet		
83.	spirals 8mm 100pieces	Packet		
84.	spirals 10 mm 100pieces	Packet		
85.	spirals 12 mm 100pieces	Packet		
86.	spirals 14mm 100pieces	Packet		
87.	spirals 16 mm 100pieces	Packet		
88.	spirals 18 mm 100pieces	Packet		
89.	spirals 20 mm 100 pieces	Packet		
90.	spirals 22mm 50pieces	Packet		
91.	spirals 25 mm 50pieces	Packet		
92.	spirals 28mm 50pieces	Packet		
93.	spirals 30mm 50pieces	Packet		
94.	spirals 35mm 50pieces	Packet		
95.	spirals 45mm 50pieces	Packet		
96.	spirals 51mm 50pieces	Packet		
97.	Staple Pins 23/17	Packet		
98.	Staple pins Large	Boxes		
99.	Staple pins No. 24/6	Boxes		
100.	Stapler	Pieces		
101.	Staples remover	Pieces		
102.	Stick on pads (yellow in colour)	Packet		
103.	Text marker	Packet		
104.	Whiteout	Pieces		

NAME OF TENDERER -----

SIGNATURE OF TENDERER-----

STAMP-----

DATE-----