



**ROYSAMBU NG-CONSTITUENCY DEVELOPMENT FUND
PRE-QUALIFICATION OF SUPPLIERS FOR WORKS,
GOODS AND SERVICES FOR THE FINANCIAL YEAR
2022-2023/2023-2024**

ROYSAMBUNGCDF/PREQUALIFICATION/01/23

FEBRUARY 2023

TENDER DOCUMENT

PREQUALIFICATION OF SUPPLIERS FOR WORKS, GOODS AND SERVICES FOR THE YEAR 2022/2023- 2023/2024

CATEGORY REF.....

CATEGORY DESCRIPTION

CLOSING DATE: FRIDAY 14TH FEBRUARY 2023 AT 10.30 AM.

Note: Applications may be made for prequalification of more than one Category of goods and services but one tender document can only be used to apply for one category of goods and services.

Contents

TENDER DOCUMENT 1

CATEGORY REF 1

TENDER NOTICE 4

SECTION 2 5

ELIGIBILITY 5

CLARIFICATION OF DOCUMENTS 5

AMENDMENT OF DOCUMENTS 5

LANGUAGE OF TENDER 5

SUBMISSION OF APPLICATION 6

ELIGIBLE CANDIDATES 6

QUALIFICATION CRITERIA 6

SECTION 3 7

3.1- LETTER OF APPLICATION 7

PAST EXPERIENCE 9

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM 13

DECLARATION 16

TENDER NOTICE

Prequalification of Suppliers for Works, Goods and Services for the Financial Year 2022-2023

Roysambu NG-CDF invites applicants for prequalification of suppliers from interested eligible and competent bidders for the supply of under listed goods and services in the listed categories

S/No.	Tender No. Categories	Tender Description	Eligible Tenderer
1	RNGCDF/01/2022-2023	Prequalification for supply of general stationeries	Youth, Women, PWD's
2	RNGCDF/02/2022-2023	Prequalification for Repair and Maintenance of office Equipment and accessories	Youth, Women, PWD's
3	RNGCDF/03/2022-2023	Prequalification for Supply of office furniture and fittings	Youth, Women, PWD's
4	RNGCDF/04/2022-2023	Prequalification for printing of magazines, marketing and Promotional materials for publicity materials	Youth, Women, PWD's
5	RNGCDF/05/2022-2023	Prequalification for Supply of security services	OPEN
6	RNGCDF/06/2022-2023	Prequalification for event planning and supply of chairs, tents and public system address	OPEN
7	RNGCDF/07/2022-2023	Prequalification for Provision of Conference and Training Services	OPEN
8	RNGCDF/08/2022-2023	Prequalification for supply of desks, lockers, tables and chairs	OPEN
9	RNGCDF/09/2022-2023	Prequalification for Building, Construction, rehabilitation and associated Works	OPEN
10	RNGCDF/10/2022-2023	Prequalification for Provision of Internet Services	OPEN
11	RNGCDF/11/2022-2023	Prequalification for Provision of Pest control and Fumigation Services	Youth, Women, PWD's
12	RNGCDF/12/2022-2023	Prequalification for supply of sports attires and equipment's.	Youth, Women, PWD's
13	RNGCDF/13/2022-2023	Prequalification for Provision of tree seedlings and landscaping services	Youth, Women, PWD's
14	RNGCDF/14/2022-2023	Prequalification for Provision of consultancy services in design and preparation of bill of quantities, the supervision and production of payment certificates.	OPEN
15	RNGCDF/15/2022-2023	Prequalification for Provision of consultancy services in design and preparation of strategic plan	OPEN

Complete prequalification documents with detailed information may be obtained from PPIP, Roysambu NG-CDF website and Roysambu NGCDF office email cdfroysambu@ngcdf.go.ke on request or from the office located in Githurai near Githurai Catholic Church, during office working hours (8.00A.M – 5.00P.M). Complete Pre-qualification documents in plain sealed envelopes, clearly marked with the requisite reference; **PREQUALIFICATION OF SUPPLIERS 2022-2023**. Should be addressed to:-

**Fund Account Manager,
Roysambu NG-CDF,
P.O Box 65086-00618,
RUARAKA**

And should be delivered and dropped in the Tender Box provided at the **ROYSAMBU NG-CDF** offices, so as to be received not later than **14th FEBRUARY 2023 at 10:00AM**. Documents submitted after this will **NOT BE ACCEPTED**.

The pre-qualification documents will be opened soon thereafter at 10:30a.m and tenderers or their representatives are welcome to attend and witness the opening at **ROYSAMBU NG-CDF BOARDROOM**.

SECTION 2

SCOPE OF TENDER

Roysambu NG-CDF (referred as the Procuring entity) intends to prequalify for supply and provision of various categories of goods and services. All applications are to be submitted not later than 14th February 2023 at 10:30 AM.

ELIGIBILITY

Prequalification is open to eligible firms

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

All bidders found capable of performing the contract satisfactorily in accordance with the set prequalification tender Criteria shall be prequalified.

CLARIFICATION OF DOCUMENTS

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents.

The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

AMENDMENT OF DOCUMENTS

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

LANGUAGE OF TENDER

The Pre-qualification prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

SUBMISSION OF APPLICATION

This document includes questionnaire forms and documents required from the Prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initiated by the person(s) who signs the pre- qualification document.

The Pre-qualification document should be prepared and submitted as specified in the invitation for Pre-qualification of Suppliers.

Any tender received after the deadline shall be rejected as a late tender and shall not be considered.

ELIGIBLE CANDIDATES

Due diligence will be undertaken during prequalification process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Roysambu NG-CDF will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Tenderers shall not contact Roysambu NG-CDF on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Service in the evaluation shall result in the cancellation of their tender.

Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

The applicants must have registered offices and Roysambu NG-CDF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or service

QUALIFICATION CRITERIA.

Prequalification shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section 3 of this document.

The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.

SECTION 3

3.0 LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant

3.1- LETTER OF APPLICATION

To Roysambu NG-CDF
P.O Box 65086-00618

RUARAKA

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of (name of firm) (here in after referred to as ‘the bidder), and having reviewed and fully understand all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as bidder for the following service(s) under (category ref No. and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining

- (a) The applicant's legal status
- (b) The principal place of business and
- (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are Partnerships or individually-owned firms).

3. Your Organization and its authorized representatives may contact the following references for further information

General and managerial enquiries	
Contacts Person	
Organization	
Telephone	
Signature and official stamp	

Technical enquiries	
Contact Person	
Organization	
Telephone	
Signature and Official Stamp	

4. This application is made with full understanding that:

(a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of the applicant (name of applicant)	For and on behalf of the applicant (name of partner)

PAST EXPERIENCE

NAMES OF THE APPLICANT’S 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 (LPOs/LSOs, Contracts)

- 2. Name of 2nd 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 (LPOs/LSOs, Contracts)

- 3. Name of 3rd 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 (LPOs/LSOs, Contracts))

4. EVALUATION CRITERIA IMPORTANT

PRE-REQUISITES

- 1) Certificate of Incorporation / Registration;
- 2) PIN Certificate;
- 3) VAT compliance certificate
- 4) Current Trade License / Business Permit;
- 5) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 6) CR12 detailing the company shareholders
- 7) Company profile; and
- 8) Must fill the Tender forms/documents in the format provided.

EVALUATION CRITERIA

NO.	CATEGORY	MARKS ALLOTTED
1	Statutory requirements <ul style="list-style-type: none"> ➤ Incorporation/registration certificate ➤ Valid VAT Certificate ➤ KRA PIN Certificate ➤ Current Trade License/Business permit ➤ Duly completed Confidential Business Questionnaire ➤ CR12 ➤ Company profile ➤ Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); 	Mandatory
2	Past Experience/Major Clients(25marks)	
	a)Experience of more than 3years	10
	b) 3 clients and above	10
	c) References and contact persons	5
3	Financial strength (30marks)	30
4	Litigation history (20marks)	20
4	Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training and related services, etc. (15Marks) NB: Youth, Women and People with Disability shall be required to attach their AGPO Registration certificate (Preference and Reservations)	15
5	Submission /Application Form (5Marks)	5
6	Declaration Form (5marks)	5
	TOTAL MARKS	100

PASS MARK 70%

NOTE: Evaluation will be based on meeting the above minimum requirements to pass.

5. COMPLAINTS PROCESS

This call for prequalification of vendors does not constitute a solicitation and Roysambu NG-CDF reserves the right to change or cancel the requirement at any time during the prequalification process. Roysambu NG-CDF also reserves the right to require compliance with additional conditions.

Any grievances and or complaints arising from the evaluation process and final prequalification can be addressed in writing to the Funds Account Manager.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in part1 and ether part 2(a) 2(b) or2 (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.**

Fax**E mail**

Nature of Business.....

Registration **Certificate** **No.**.....

Maximum value of business which you can handle at any one time in

Kshs (where applicable).....

Name of your bankers **Branch**

PART 1b Name and address of key contact person's Name

.....

Current position.....

Mobile number.....

Email address.....

Alternative contact person

Name.....

Current position.....

Mobile number.....**Email address**.....

PART 2 (A) – SOLE PROPRIETORS

Your name in fullAge.....
Nationality.....Country of origin.....
Citizenship details.....
Youth/Women/Persons with Disability (indicate).....
Citizen Contractors (Indicate).....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	%shareholding
1.		
2.		
3.		

Youth/Women/Persons with Disability (indicate).....
Citizen Contractors (Indicate).....

PART 2 (C) – REGISTERED COMPANY

Private or Public
State the nominal and issued capital of company Nominal
Kshs.....

Issued Kshs.....
Give details of all directors as follows;

Name,	Nationality,	Citizenship	Details	and Shares
			1.....	
			2.....	
			3.....	
			4.....	

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

Part 2(d)–Interest in the firm

Is there any person(s) in NG-CDF entity who has interest in the firm?

Yes/No (Tick where applicable).

If yes give details

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

Date.....

Signature of tenderer.....

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

DECLARATION

Having studied the pre-qualification information for the above tender category We/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. That the pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the pre- qualification evaluation. e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
5. We understand you are not bound to accept either in part or whole any tender you receive.

Date.....

Applicant's Name.....

Represented by.....

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