



National Government Constituencies Development Fund
Langata Constituency
Wilson Airport (Deputy County Commissioner's compound), Off Langata Road
P.O Box 34833-00100
NAIROBI
Email:cdflangata@ngcdf.go.ke

LANG'ATA

TENDER DOCUMENT

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022/2023- 2024/2025

CATEGORY REF.....

CATEGORY DESCRIPTION

CLOSING DATE: FRIDAY, 31ST MARCH 2023 AT 10.00 AM.

Note: Applications may be made for registration 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.





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Contents

TENDER DOCUMENT	1
CATEGORY REF	1
TENDER NOTICE	3
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	7
SECTION 3	8
3.1- LETTER OF APPLICATION	8
PAST EXPERIENCE	11
CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM	17
DECLARATION	21



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TENDER NOTICE

REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS INCLUDING CONSULTANT FOR FINANCIAL YEAR 2022/2023, 2023/2024 & 2024/2025

Langata NG-CDF Committee invites applications for registration of suppliers, contractors and service providers for the financial year 2022/2023, 2023/2024 and 2024/2025.

Tender No.	Description	Eligibility
LNGT/NG-CDF/001/022-024	Registration for buildings, construction, rehabilitation works and associated works	Open
LNGT/NG-CDF/002/022-024	Registration for supply and maintenance of office equipment's and accessories	Reserved
LNGT/NG-CDF/003/022-024	Registration for supply and maintenance of office furniture and fittings	Reserved
LNGT/NG-CDF/004/022-024	Registration for supply of general office stationery	Reserved
LNGT/NG-CDF/005/022-024	Registration for supply of school desks lockers, tables and chairs	Open
LNGT/NG-CDF/006/022-024	Registration for supply of sports attires and equipment's	Reserved
LNGT/NG-CDF/007/022-024	Registration for provision of web hosting services, internet services and networking	Reserved
LNGT/NG-CDF/008/022-024	Registration for event planning and supply of chairs, tents and public address systems	Reserved
LNGT/NG-CDF/009/022-024	Registration for printing of magazines and other promotional/publicity materials	Reserved
LNGT/NG-CDF/010/022-024	Registration for medical cover insurance services	Open
LNGT/NG-CDF/011/022-024	Registration for legal services	Open
LNGT/NG-CDF/012/022-024	Registration for consultancy services	Restricted
LNGT/NG-CDF/013/022-024	Registration for hospitality services	Restricted
LNGT/NG-CDF/014/022-024	Registration for sanitary services	Open



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Complete documents enclosed in plain envelop marked Tender No....should be submitted or hand delivered and dropped in the tender box at NG-CDFC office Langata on or before 31st March 2023 at 10.00am and should be addressed to

The Fund Account Manager,
Langata NG-CDF
P.O Box 34833-00100
Nairobi

Opening shall be immediately thereafter in the presences of respondents or their representatives who choose to attend at the Langata NG-CDF Boardroom.



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LANG'ATA

SECTION 2

2. SCOPE OF TENDER

Langata NG-CDF (referred as the Procuring entity) intends to register for supply and provision of various categories of goods and services. All applications are to be submitted not later than 31st March 2023 at 10:00 AM.

ELIGIBILITY

Registration 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 registration tender Criteria shall be registered.

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 Registration 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



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LANG'ATA

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 registration prospective bidders must submit all the information herein requested.

The Registration 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 initialled by the person(s) who signs the registration document.

The Registration document should be prepared and submitted as specified in the invitation for Registration of Suppliers and service providers.

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 registration process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

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

Tenderers shall not contact Langata 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.

Registration 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.



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LANG'ATA

The applicants must have registered offices and Langata 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 services.

QUALIFICATION CRITERIA.

Registration 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.



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LANG'ATA

SECTION 3

3. 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



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3.1- LETTER OF APPLICATION

To Langata NG-CDF
P.O Box 34833-00100
NAIROBI

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 registration information provided, the undersigned hereby apply to be registered 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



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LANG'ATA

- (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	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

(a) Bids by registered applicants will be subject to verification of all information submitted for registration 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)



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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)



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- 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.....



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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.



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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 bodies/associations (where applicable); accrediting 	Mandatory
2	Past Experience/Major Clients(25marks) a)Experience of more than 3years b)3 clients and above c)References and contact persons	10 10 5
3	Financial strength (30marks)	30
4	Litigation history (20marks)	20



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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, e.t.c (15Marks) NB: Youth, Women and People with Disability shall be required to attach their 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.



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5. COMPLAINTS PROCESS

This call for registration of vendors does not constitute a solicitation and Langata NG-CDF reserves the right to change or cancel the requirement at any time during the registration process.

Langata NG-CDF also reserves the right to require compliance with additional conditions.

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



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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 AddressTel No.

FaxE 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



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PART 1b Name and address of key contact persons

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).....



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Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	%shareholding
1.		
2.		
3.		
4.		

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.			



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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.



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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).