



NG-CDF KAJIADO CENTRAL CONSTITUENCY

TENDER NO: KJD/C/NG-CDF/03/2023-2025

**SUPPLY / DELIVERY OF GENERAL OFFICE
STATIONERY & COMPUTER ACCESSORIES**

NAME OF BIDDER:.....

POSTAL ADDRESS:.....

TELEPHONE No.:.....

E-MAIL ADDRESS:.....

PHYSICAL ADDRESS:-.....

GROUP (OPEN/YWPD):-.....

CLOSING DATE FRIDAY 12TH MAY, 2023 AT 10.00 AM

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kajiado Central 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 Kajiado Central 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 Kajiado Central 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
KAJIADO CENTRAL
NGCDF
P. O. Box 550 - 01100
KAJIADO

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 Accounting Officer 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.

3.6.2

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 businesspremises.....</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>																									
o	<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>																								
o	<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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o	<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>Date.....Signature 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 SCHEDULE OF REQUIREMENTS

TENDER NO. KJD/E/NG-CDF/03/2023-2025

Attach a Current registration by National Construction Authority (NCA) in the trade of General Building Works as a contractor in Category “8” and above, (copy of registration certificate to be attached)

NAME OF TENDERER -----

SIGNATURE OF TENDERER-----

STAMP-----

DATE-----

NG-CDF KAJIADO CENTRAL CONSTITUENCY

TENDER NO.KJD/C/NG-CDF/3/2023-2025

SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY & COMPUTER ACCESSORIES.

NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE
1.	Manilla paper	sheet	
2.	Calendar desk refills	No.	
3.	Calendar desk stand	No.	
4.	Adding machine rolls 2½	No.	
5.	Ordinary sealing glue	No.	
6.	Plastic ruler	No.	
7.	Glue paste 100 mills	Bolt	
8.	Cello tape ½x36 yds	Roll	
9.	Office pins 200gms	Packet	
10.	Office pins 75gms	Packet	
11.	Paper clips No.2 medium	Packet	
12.	Bulldog clips No.4 giant	Packet	
13.	Envelopes manilla butt B5 250x176	Packet	
14.	Envelopes manilla butt B4 250x176	Packet	
15.	Envelopes manilla C3 489x324m	Packet	
16.	Envelopes manilla D 220x100	Packet	
17.	Envelopes manilla medical 150x88mm	Packet	
18.	Envelopes B6C 4324x125mm	Packet	
19.	Punch heavy duty	No.	
20.	Punch small standard holes	No.	
21.	Punch medium adjustable hole	No.	
22.	Stapler giant	No.	
23.	Stapler medium	No.	
24.	Stapler small	No.	
25.	Staples 24/60 500 pins	Packet	
26.	Staples 50/60 5000 pins	Packet	
27.	Stamp pad ink artline	Packet	
28.	Stamp ink pelikan	No.	
29.	Stamp pad ambassadeur	No.	
30.	Stamp pad office pad	No.	
31.	Ink foundation pen	No.	
32.	File fastener no.7	Packet	
33.	File covers plain folder	No.	
34.	File fastener no.8	No.	
35.	File covers clip file	No.	
36.	File covers spring file	No.	
37.	Box files with lid	No.	
38.	Hard cover books 1 quire	No.	
39.	Hard cover books 2 quire	No.	
40.	Hard cover books 3 quire	No	
41.	Hard cover books 4 quire	No	
42.	Foolscaps punched	RM	
43.	Foolscaps not punched	RM	
44.	field note book	No	
45.	Measuring tape	Roll	
46.	Felt pen	No	
47.	Carbon paper diplomat	No	
48.	Carbon paper super ivory	No.	
49.	Carbon paper-pelican205	Pkt	
50.	Bull dog clips no.4 giants	Pkt	
51.	Biro pen bic	pkt	