

**MUMIAS EAST
NATIONAL GOVERNMENT CONSTITUENCY
DEVELOPMENT FUND**



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

CLOSING DATE: WEDNESDAY, 17TH MAY 2023 AT 10.00 AM

Mumias East National Government Constituency Development Fund

P.O Box 142- 50106

Shianda

www.ngcdf.go.ke

To be completed by the tenderer. Indicate the following information.

CATEGORY REF :

CATEGORY DESCRIPTION:

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1. REGISTRATION NOTICE

INVITATION FOR REGISTRATION NOTICE

The MUMIAS EAST NGCDF Committee invites applications from interested eligible bidders for registration of suppliers, contractors and service providers for the financial years 2022/2023, 2023/2024 and 2024/2025.

Tender No.	Description
MEC/NG-CDF/001/022-025	Registration for buildings, construction, rehabilitation works and associated works
MEC/NG-CDF/002/022-025	Registration for supply and maintenance of office equipment's and accessories
MEC/NG-CDF/003/022-025	Registration for supply and maintenance of office furniture and fittings
MEC/NG-CDF/004/022-025	Registration for supply of general office stationery
MEC/NG-CDF/005/022-025	Registration for supply of school desks lockers, tables and chairs
MEC/NG-CDF/006/022-025	Registration for supply of sports attires and equipment's
MEC/NG-CDF/007/022-025	Registration for provision of web hosting services, internet services and networking
MEC/NG-CDF/008/022-025	Registration for event planning and supply of chairs, tents and public address systems
MEC/NG-CDF/009/022-025	Registration for printing of magazines and other promotional/publicity materials
MEC/NG-CDF/010/022-025	Registration for Provision of medical cover insurance services
MEC/NG-CDF/011/022-025	Registration for legal services
MEC/NG-CDF/012/022-025	Registration for consultancy services
MEC/NG-CDF/013/022-025	Registration for hospitality services
MEC/NG-CDF/014/022-025	Registration for sanitary services
MEC/NG-CDF/015/022-025	Registration for Repairs, Service and Maintenance of Motor Vehicles
MEC/NG-CDF/016/022-025	Registration for supply of Fuel and Lubricants
MEC/NG-CDF/017/022-025	Registration for provision of Transport Services (Taxi Services, Car Hire for Executives, Vans, Mini- Buses and Buses)
MEC/NG-CDF/018/022-025	Registration of Repair and Maintenance of Buildings Works
MEC/NG-CDF/019/022-025	Registration of Drilling, Equipping and Rehabilitation of Boreholes Works
MEC/NG-CDF/020/022-025	Registration for provision of Street Lighting, High Mask and Solar Energy

Interested eligible candidates may download the Pre-qualification/Registration documents from **PPIP Portal: www.tenders.go.ke** free of charge on instructions and mandatory requirements are contained in the prequalification document. Applicants shall be checking the website for any updates or addendum.

Completed Prequalification documents should be dropped in the NGCDF tender box located at the MUMIAS EAST NGCDF Office and should be in plain sealed envelope, clearly marked with Category name, reference number and addressed to:

**THE FUND ACCOUNT MANAGER
MUMIAS EAST NGCDF,
P.O BOX 142~50106
SHIANDA**

So as to be received on or before **17th May, 2023 at 1600 HRS.** Opening of the applications/bids will take place immediately thereafter at the NGCDF Boardroom at MUMIAS EAST NGCDF offices in presence of bidders or their representatives who choose to attend.

**Fund Account Manager,
Mumias East National Government Constituency Development Fund**

2. REGISTRATION INSTRUCTIONS

1.1 Introduction: MUMIAS EAST NGCDF would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to MUMIAS EAST Constituency.

1.2 Registration Objective: The main objective is to supply and deliver assorted items and also provide works and services under relevant tenders/quotations to MUMIAS EAST NGCDF as and when required during the period ending 30th June, 2025.

1.3 Invitation of Registration: Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit **their registration documents to the Fund Account Manager** so that they may be registered for submission of tenders. Tender Documents are available **FREE OF CHARGE** from **PIIP Portal: www.tenders.go.ke**. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

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 prequalification criteria. Special groups comprising youth, women and persons with disability (AGPO) who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

1.5 Registration Document: this document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for prequalification, prospective suppliers must submit all the information herein requested.

1.7 Submission and Receipt of Registration Documents: One copy of the completed prequalification data and other requested information shall be submitted to reach. Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number and description** only and addressed to:

**THE FUND ACCOUNT MANAGER
MUMIAS EAST NGCDF,
P.O BOX 142-50106
SHIANDA**

Not later than **17th May, 2023 at 1600 HRS**

1.8 Questions Arising from Documents: Questions that may arise from the prequalification documents should be directed to the Fund Account Manager, MUMIAS EAST NGCDF

1.9 Invitation to Tenders/Quotations: Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by MUMIAS EAST NGCDF after scoring **70 points** and above soon after the completion of the prequalification process.

3. REGISTRATION CRITERIA

Required information	Score Form Type	Points
1. Prequalification Documentation (MANDATORY)	PQ-1	0
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Confidential Questionnaire	PQ-5	20
5. Past experience	PQ-6	30
6. Sworn Statement	PQ-7	20
7. Litigation History	PQ-8	10
TOTAL		100

NB: The Qualification Mark SHALL be **70 points** and above.

FORM PQ-1 PREQUALIFICATION DOCUMENTS

1. Prequalification Criteria

1. Mandatory Requirement

Mandatory Requirement		Y/N
A	A copy of certificate of Registration incorporation certificate/Business Name	
B	A copy of valid tax compliance certificate	
C	A copy of PIN certificate/ VAT certificate	
D	A copy of current year business Permit	
E	Proof of registration with relevant body/institution where applicable <ul style="list-style-type: none">▪ NCA Certificate/License for Civil Works;▪ Certificate from National/ County Treasury (Youth, Women and PWD)▪ Certificate from professional regulator e.g NCA	
F	A copy of CR12 Certificate and copies of both sides of IDs or passport for all company directors. (Not applicable for Business Names)	

Y - RESPONSIVE

N- NON -RESPONSIVE

2. FORM PQ-2 –DATA PREQUALIFICATION / REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we hereby apply for prequalification as Supplier

(Name of Company/Firm) Of.....

(Item Description)

(Category No.)

Post Office Address

Town.....

Street

Name of building

Room/Office No.

Floor No.....

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

2. Business founded or incorporated

3. Under present management since

4. Net worth equivalent Ksh.....

5. Bank reference and address

.....

6. Bonding company reference and address

7. State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

9. Indicate terms of trade/sale.

3. PQ-3 SUPERVISORY/CONTACT PERSONNEL

Name

Age.....

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

Telephone Contact

Email address

4. FORM PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

Part I- 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 you can handle at any one time: Ksh.....
Name of your bankers.....
Branch

Part 2 (a) – Sole Proprietor

Your name in full.....
Age.....
Nationality.....
Country of origin.....
*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			

Name Signature Date

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Prequalification.

5. FORM PQ-5: PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st 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)

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)

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)

6. Form PQ-6: Litigation history

Name of Contractor/Supplier.....

Contractors/Supplier should provide information on any history 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 Ksh Equivalent).

7. FORM PQ-7: SWORN STATEMENT

Having studied the 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 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 county.

- 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 county and acknowledge your right to review the prequalification made.

- d. We enclose all the required documents and information required for the prequalification evaluation.

- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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