



TABLE OF CONTENTS

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



PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS.

The EMBAKASI CENTRAL NG-CDF Committee invites applications for Pre-qualification of suppliers, contractors and service providers including consultants for the Financial Years 2023 – 2025

NO.	CATEGORY REFERENCE	DESCRIPTION	ELIGIBILITY
1.	ECNT/NG-CDF/001/2023-2025	Pre-qualification For Provision Of Building, Construction And Rehabilitation Works.	Open
2.	ECNT/NG-CDF/002/2023-2025	Pre-qualification For The Supply, Repair And Maintenance Of Office Equipment	Reserved
3.	ECNT/NG-CDF/003/2023-2025	Pre-qualification For Supply Of Office/School Furniture And Fittings	Open
4.	ECNT/NG-CDF/004/2023-2025	Pre-qualification For Supply Of General Office Stationery	Open
5.	ECNT/NG-CDF/005/2023-2025	Pre-qualification For Supply Of Sports Kits And Sports Equipment	Reserved
6.	ECNT/NG-CDF/006/2023-2025	Pre-qualification For Supply Of School Laboratory Equipment	Open
7.	ECNT/NG-CDF/007/2023-2025	Pre-qualification For Provision Of Internet Services And Networking	Open
8.	ECNT/NG-CDF/008/2023-2025	Pre-qualification For Supply Of Tree Seedlings	Reserved
9.	ECNT/NG-CDF/009/2023-2025	Pre-qualification For Provision Of Legal Services	Open
10.	ECNT/NG-CDF/010/2023-2025	Pre-qualification For Consultancy and Training Services	Open
11.	ECNT/NG-CDF/011/2023-2025	Prequalification For Provision Of Drilling Of Boreholes, Supply of Water Tanks And Related Services.	Open
12.	ECNT/NG-CDF/012/2023-2025	Pre-qualification for Supply of Promotional/Publicity Materials	Reserved
13.	ECNT/NG-CDF/013/2023-2025	Pre-qualification for Supply of Solar Panels and Associated Materials	Open
14.	ECNT/NG-CDF/014/2023-2025	Pre-qualification For Provision Of Transport and associated travel Services	Open



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfeembakasicentral@ngcdf.go.ke

Interested bidders may obtain pre-qualification documents from the **NG-CDF website:**
www.ngcdf.go.ke.

Bidders **MUST** attach:

1. Copy of Certificate of Business Registration/Incorporation
2. Copy of Valid Tax Compliance Certificate
3. Copy of V.A.T and PIN Registration Certificate
4. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
5. Confidential Business Questionnaire
6. Proof of past work experience
7. Company Profile

Completed Prequalification documents put in plain sealed envelopes **clearly marked the Category Reference Number** should be deposited in the tender box situated at **EMBAKASI CENTRAL NG-CDF Offices Off Spine Road on or before 26th June 2023 at 1000Hrs** and opened on the same day in presence of the interested applicants.

A receipt will be issued upon payment of a non-refundable fee of **Ksh. 1,000** per document/category.

Applicants can also deposit the fee to:

Account name- NG-CDF Embakasi Central

Account Number- 061000032809

Bank – Family Bank

Branch- Kayole

The banking slip should be submitted together with the prequalification documents and a receipt will be issued.

The **Reserved Categories** will be given preference to **Youth, Women and Persons Living with Disabilities**.

**FUND ACCOUNT MANAGER,
NG-CDF EMBAKASI CENTRAL,
P.O BOX 871-00518,
NAIROBI.**



PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Embakasi Central NG-CDF would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity. **Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Departments and Instructions in Embakasi Central NG-CDF on “as and when required” during the financial years 2023-2025.

1.2 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 **EMBAKASI CENTRAL NG-CDF** so as to be pre-qualified for combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.3 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.4 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.5 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.6 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted to reach:

The Fund Account Manager

EMBAKASI CENTRAL NG-CDF

P.O Box 871-00518 Nairobi

Not later than 26th June 2023 at 1000HRS.



1.7 Questions arising from Documents

Questions that may arise from the pre-qualification documents should be directed to FUND ACCOUNT MANAGER, EMBAKASI CENTRAL NG-CDF, whose address is given in par 1.7

1.8 Request for quotations will be made available only to those bidders whose qualifications are accepted by, EMBAKASI CENTRAL NG-CDF after the completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/ GUIDELINES

2.1 Taxes on imported Materials.

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

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. Quantities may increase or decrease as determined by demand on the authority of the clients Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION 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, are to be completed by prospective suppliers/ contractors /consultants who wish to be pre-qualified for submission of tender for the specific tender categories.

3.1.1 The pre-qualified application forms that are not filled up 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 data on prospective bidders is to be used by EMBAKASI CENTRAL NG-CDF 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, EMBAKASI CENTRAL NG-CDF that they possess capability, experience, qualified personnel available and suitability execute the contract for goods / services.

3.3 Essential Criteria for Pre-qualification.

3.3.1 (a) Experience: - Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/ contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services 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 Condition



The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualified 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 due consideration in pre-qualifying bidders. Letter of reference from past customers should be in form pq-6.

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 Pre-Qualification

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 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 EMBAKASI CENTRAL NG-CDF 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 Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has all its statutory obligations and have current Tax Compliance Certificate.

3.7 Prequalification Criteria

Required information

Form type

- | | |
|-------------------------------|------|
| 1. Registration Documentation | PQ-1 |
| 2. Pre-qualification Data | PQ-2 |



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfembakasicentral@ngcdf.go.ke

- | | |
|--------------------------|------|
| 3. Supervisory Personnel | PQ-3 |
| 4. Financial Position | PQ-4 |
| 5. Confidential Report | PQ-5 |
| 6. PAST Experience | PQ-6 |
| 7. Litigation History | PQ-7 |



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfembakasicentral@ngcdf.go.ke

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

Bidders **MUST** attach:

1. Copy of Certificate of Business Registration/Incorporation
2. Copy of Valid Tax Compliance Certificate
3. Copy of V.A.T and PIN Registration Certificate
4. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
5. Confidential Business Questionnaire
6. Proof of past work experience
7. Company Profile



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfembakasicentral@ngcdf.go.ke

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.....
.....

(Item Description)

.....
.....

(Category No.)

Address.....

Town.....

Street.....

Email.....

Building

Room /Office No.....Floor No.

Telephone

CellPhone



Name of applicant.....

Other branches

2. Organization & Business Information

Management

Personnel.....

President (Chief Executive).....

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.....



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfembakasicentral@ngcdf.go.ke

.....
...

.....
...

7. Bonding company reference and address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....
.....

9. State any technological innovations or specific attributes that distinguish you from your competitors.....

.....
.....

10. Indicate terms of trade/sale.....



PQ -3 SUPERVISORY PERSONNEL

Name

.....

Age.....

.....

Academic Qualification

.....

Professional

Qualification.....

Length of service with Contractor or supplier position held

.....

(Attach copies of certificate of key personnel in the organization)



PQ-4 - FINANCIAL POSITION

- (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.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 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.

<i>Part 1 – General:</i>	
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 can handle at any one time: Kshs	
Name of your bankersBranch.....

Part 2 (a) – Sole Proprietor	
Your Name in fullAge.....
NationalityCountry of origin.....
Citizenship details	



Part 2 (b) partnership

Given details of partners as follows:

Name	Nationality	Citizenship details
Shares		
.....
.....		
.....
.....		
.....
.....		
.....
.....		
.....
.....		

Part 2 (c)– Registered Company

Private or public.....

State the nominal and issued capital of company: - Nominal Kshsissued Kshs

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.	
.....			
2.	
.....			



National Government Constituencies Development Fund
Embakasi Central Constituency
NG-CDF Building, 1st Floor,
Off Spine Road,
P.O Box 871-00518
Nairobi, Kenya
Email: cdfembakasicentral@ngcdf.go.ke

3.
.....		
4.
.....		
5.
.....		
6.
.....		

✚ If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



FORM PQ-6-

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

1. Name of 1st Client (organization)

.....

i) Name of the 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 existence of contract)

2. Name of 2nd Client (organization)

(i) Name of Client (organization)

(ii) Address of Client (organization)

(iii) Name of Contract 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 existence of contract)

3. Name of 3rd Client (organization)



i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contract 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 existence of contract)

4. Others

.....



FORM PQ-8 SWORN STATEMENT

Having studied the pre-qualification 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualified evaluation.

Date

.....

Applicant`s Name

.....

Represented by

.....

Signature

.....

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