



**NATIONAL GOVERNMENT
CONSTITUENCIES
DEVELOPMENT FUND
OLKALOU CONSITITUENCY
PO BOX 402-20303
OLKALOU**

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND
SERVICES FOR THE FINANCIAL YEAR
2023-2025**

Tender No. : NYA/T/OLK NGCDF/03//2023-2025

Tender Description : Supply / Delivery of Office Stationeries and Toners

If Special Group Please Indicate Below: (√)

Women

Youth

Persons With Disabilities

INVITATION FOR PREQUALIFICATION (IFQ)
BIDDERS SHOULD READ THESE INSTRUCTIONS CAREFULLY

The (**National Government Constituencies Development Fund Olkalou Consituency**) hereinafter referred as “Procuring entity” intended to prequalify candidates for the following (supply and delivery of goods, works services. Prequalification is open to interested candidates

2) Eligible candidates are free to make enquiries about the prequalification documents from **National Government Constituencies Development Fund Olkalou Consituency, P.O. BOX 402-20303, OL KALOU** from the supply chain management office during normal working hours.

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V and VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) The Procuring entity attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) All the information provided would be treated as confidential.
- 4) This Prequalification Document is eligible for one Item Code which should be clearly written at the top of the form.
- 5) Please note that by responding to this document you accept that all the answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further the Procuring entity reserves the right to visit and inspect business premises of all the applicants to verify information provided
- 6) Applicants to kindly note that this does not amount to any contractual obligation on the part of the procuring entity, and that the procuring entity is not obliged to invite tenders/quotations from any or all who express interest by responding to this pre qualification process.
- 7) The document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the document.
- 8) Your prequalification documents should be submitted **properly bound, filled and page numbered**. The Procuring entity **shall not** be responsible for Loss of documents not bound (loose).
- 9) Applications received after the closing date and time shall be rejected and returned to the applicant unopened

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Prequalification is open to interested candidates

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the County on **as and when** required during the stated period.

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 County Commissioner-Nyandarua County so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination.

The prospective suppliers are required to supply mandatory information for prequalification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential Suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

Note:

1. The Procuring entity may waive some of the conditions in this document in line with the Public Procurement and Disposal rules and Regulations.
2. Special Group firms (registered with AGPO) will be treated in accordance with the Public Procurement and Disposal (Preference and Reservation) Regulations, 2013

1.5 Pre-qualification Document

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

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

1.7 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

FUND ACCOUNT MANAGER

OLKALOU NG-CDF

P.O BOX 402-20303

OLKALOU

Not later than **22nd June 2023 at 10:00am.**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the the above address.

1.9 Additional Information

The Procuring entity reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by the Procuring entity.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

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 County Commissioner 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 described as part II, III, IV, V and VI are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified 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 indelible 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 the Procuring entity in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the County 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 (exempted for AGPO registered firms)

3.3.1 (a) Experience: Prospective bidders shall have at least one year experience in the supply of goods, and 2 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance Company.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(c) The Procuring entity reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

3.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.

3.3.3 Financial Condition (Exempted for AGPO registered firms)

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents . Potential suppliers/contractors will be prequalified 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 to be filled/ provided on Part II. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance (exempted for AGPO registered firms)

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included.

3.4 Statement

Application must include a sworn statement by the Tenderer on part VI 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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the County reserves the right to reject the tender from such a bidder even though they have been 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.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority.

4. PRE-QUALIFICATION EVALUATION CRITERIA MANDATORY REQUIREMENTS

Pre qualification will be based on meeting the minimum requirements to pass on criteria set as shown below

NO	ITEM UNDER CONSIDERATION	Copy attached (TICK APPROPRIETLY)	Copy not attached (TICK APPROPRIETLY)
1	Copy of Certificate of Registration/Incorporation		
2	Copy of Valid Tax Compliance Certificate		
3	Single Business Permit from the county Government or certificate/letter of exemption for professional services from the county Government (AGPO registered firms are exempted).		
4	Copy of PIN Certificate of Firm/company or individual.		
5	Copy of VAT registration certificate		
6	Evidence of registration from Ministry of Finance/ County Governments (for AGPO firms only)		
7	Part II: Supplier qualification data <i>(must be filled accordingly)</i>		
8	Part III: Financial Position. <i>(Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.) (AGPO registered firms are exempted).</i>		
9	Part IV: Business probity and litigation history <i>(must be filled accordingly)</i>		
10	PART V: Anti-Corruption Pledge Form		
11	Part VI: Sworn statement <i>(must be filled accordingly)</i>		

AGPO (Access to Government Procurement Opportunities) is for Youth, Women and Persons with disabilities

PART II:

SUPPLIER PREQUALIFICATION DATA

1	Name of Organization/Business /Company	
2	Postal Address	P.O Box.....Code..... Town.....
3	Principal Contact Person	Name..... Position.....
4	Contacts	Mobile Phone No..... Email.....
5	Physical Location of Business Premises	Town..... Street..... Building Name..... Floor.....
6	Nature of Organization (e.g Sole Proprietorship, Public or Private Limited Company, Partnership etc)	
7	Name of the Proprietor, Directors or Partners (Attach copies of identity cards/passports) Where applicable indicate shares	1. 2. 3. 4. 5.
8	Nature of Business	
9	State Credit Period (Minimum is 30 days)	

YOU ARE ADVISED IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Form of Tender

Date: _____

Tender No. _____

To:

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.

Nos. *[Insert numbers]*. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of*[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

III. CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are required 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 business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : Kshs.....</p> <p>Name of your bankers.....Branch </p>	
<input type="checkbox"/>	<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>

<input type="checkbox"/>	<p>Part 2 (b) Partnership 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 colspan="4">.....</td></tr> <tr><td colspan="4">.....</td></tr> <tr><td colspan="4">.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>											
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<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</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 colspan="3">.....</td> </tr> <tr> <td>2.</td> <td colspan="3">.....</td> </tr> <tr> <td>3.</td> <td colspan="3">.....</td> </tr> <tr> <td>4.</td> <td colspan="3">.....</td> </tr> <tr> <td>5.</td> <td colspan="3">.....</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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5.																								
<p>DateSignature of Candidate.....</p>																									

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

PART IV: BUSINESS PROBITY AND LITIGATION HISTORY

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)

PART V: ANTI-CORRUPTION PLEDGE FORM.

I/We.....

are aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Government.

Tenderer’s Name.....

Address.....

Authorized signature.....

Date.....

PART VI: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the Procuring entity.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the Procuring entity
2. 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 provision in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY:	
Date:	
Name:	
Signature:	
Stamp or seal	

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

TENDER NO: NYA/C/11/2022-2024 -Supply / Delivery of Stationery and Assorted Toners

S/NO	ITEM DESCRIPTION	UNIT OF ISSUE	PRICE
1.	Ruled Papers A4	Ream	
2.	Books Ruled 2 Quire	No.	
3.	Books Ruled 3 Quire	No.	
4.	Books Ruled 4 Quire	No.	
5.	Duplicating Papers White Fullscap – 80 gms	Ream	
6.	Duplicating Papers Pink Fullscap – 80 gma	Ream	
7.	Typing Papers Brilliant White - A4	Ream	
8.	Typing Papers White A4 thick	Ream	
9.	Box File F/Scap with guard –large	No.	
10.	Spring Files	No.	
11.	Toner HP LaserJet 15 A	Pkt.	
12.	Toner HP Laser Jet 3A	Pkt.	
13.	Punching Machine heavy duty	No.	
14.	Paper Punch Small	No.	
15.	Stapling Machine Small	No.	
16.	Stapling Machine Heavy Duty	No.	
17.	Staple Pins 50/60	Packet	
18.	Staple Remover	No	
19.	Staple Pins 24/6-7-8	Packet	
20.	Ribbon Typewriter Red	No.	
21.	Ribbon Typewriter Black	No.	

22.	Ribbon Cassette for Electric Typewriter	No.	
23.	Flip Chart	No.	
24.	Photocopying Papers A4 – 80 gms	No.	
25.	Computer Cartridge – HP 26 A	No.	
26.	Printer Cartridge HP6578d coloured	19ml	
27.	Printer Cartridge HP C6615d	14ml	
28.	Printer Cartridge HP C6615d black	25ml	
29.	Tonner for Printer HP LaserJet P 2055 D	Packet	
30.	Tonner for Kycera TK 310 Toner Kit for FS 2000 D	Packet	
31.	Office Calculator Casio (or Similar) (Specify)	No.	
32.	Ammonia Paper 40”	Roll	
33.	Ammonia Paper 20”	Roll	
34.	Ammonia Solution 5 L	Tin	
35.	Drafting Film 40”	Roll	
36.	Drafting Film 20”	Roll	
37.	Writing pads A4	Pcs	
38.	Writing pads A5	Pcs.	
39.	Felt pens	No	
40.	Pencils HB 110	No	
41.	Eraser BR 40	No	
42.	Carbon papers (Pelican)	No	
43.	Toner HP 53A	No	
44.	Envelopes A3	No	

45.	Envelopes A4	Pkt. (500)	
46.	Envelopes A5	Pkt. (500)	
47.	Envelopes DL 9x4	Pkt. (500)	
48.	Office pins	Pkt	
49.	Office clips	Pkt.	
50.	Catridge No. 27 black	No	
51.	Catridge No. 28 coloured	No	
52.	Cartridge No. 56 black	No	
53.	Cartridge No. 57 coloured	No	
54.	Toner HP 43x	No	
55.	Toner for Kyocera TK 710	No	
56.	Toner 85A	No	
57.	Toner 17A	No	
58.	Flash disk 4 GB	No	
59.	Flash disk 8GB	No	
60.	Flash disk 16GB	No	
61.	Flash disk 2GB	No	
62.	External hard disk 1TB	No	
63.	External hard disk 2TB	No	
64.	External hard disk 500GB	No	
65.	Office diary A4	No	
66.	Office diary A5	No	
67.	Computer toner 13A	No	

68.	Ball pens (Bic sharp pointed)	No	
69.	Ball pens (Bic ordinary)	No	
70.	Highlighter (all colours)	No	
71.	Office glue	No	
72.	Manilla files 300gms	No	
73.	Wipe out	No	
74.	Office organizer	No	
75.	Rulers	No	
76.	Ink pad	No	
77.	Ink	No	
78.	Pritt glue	No	
79.	scissors	No	
80.	Yellow sticker	No	
81.	In and out tray	No	
82.	Kaspersky(3 user)	No	
83.	Kaspersky(1 user)	No	
84.	File fastener	No	
85.	Cartridge No.21 Black	No	
86.	Cartridge No.22 Coloured	No	
87.	Printer Cartridge No.901 Black/colour	No	
88.	Toner cartridge 05A	No	
89.	Toner Cartridge 12A	No	
90.	Toner Cartridge 80A	NO	

91.	Toner Cartridge 26A	NO	
92.	Toner NPG-26/GPR-16/C-EXV 12	No	
93.	Toner Cartridge 36A	NO	
94.	Toner Samsung 305	No	
95.	Lexmark Toner E250A	No.	
96.	Kyocera Task Alfa 1800	No	
97.	Toner HP 14A	No,	
98.	Toner AR 450FT	No	
99.	Clear bags	NO	
100	Masking Tape	NO	
101	Extension cable 15mtrs	No	
102	Extension cable 6mtrs	No	
103	USB Cable printer	No	
104	Printing of photocopy paper 1colour	Ream	
105	Printing of photocopy paper 2colour	Ream	
106	Printing of bank paper	Ream	
107	Printing of cards 300gms manila paper A4	Pc	
108	Printing of cards 300gms manila paper A5	Pc	