



National Government Constituencies Development Fund

NJORO Constituency
P.O Box 531-20107
NJORO.

Tel: | Cell:.....
Email: ngcdfnjoro@gmail.com | Website: www.cdf.go.ke

**SUPPLY AND DELIVERY OF OFFICE STATIONERIES AND
OTHER COMMON OFFICE ITEMS**

No.	NJR/NG-CDF/ 003/2023/2025
3.	SUPPLY AND DELIVERY OF OFFICE STATIONERIES AND OTHER COMMON OFFICE ITEMS

CLOSING DATE & TIME: MONDAY 31ST JULY, 2023 AT 10.00 A.M

RECEIPT NO.....

SERIAL NO.

SECTION II - INSTRUCTIONS TO BIDDERS

2.1 Scope of Tender

National Government Constituency Development Fund Njoro hereinafter referred to as the procuring entity intends to prequalify suppliers for supply / provision of various categories of goods and services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **Monday, 31ST July, 2023 at 10.00 A.M**

2.1.1 Prequalification is open to eligible firms as indicated in ITB 2.3.

2.2 Submission of Application

Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at the entrance of the NJORO- NG-CDF Office to be received on or before. **Monday, 31ST July, 2023 at 10.00 A.M**

2.2.1 The procuring entity reserves the right to accept or reject late applications.

2.2.2 The name and mailing address of the applicant may be marked on the envelope.

2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the bidder's disqualification.

2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all bidders who are eligible as defined in Kenya's Public Procurement Law and regulations.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All bidders found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in sections III. The declaration will be either pass or fail regarding the bidder's general and particular experience, personnel and financial position and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract. The qualification criteria is as per specified in **OTHER IMPORTANT PRE-REQUISITES**

2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6. Conflict of Interest

2.6.1 The bidder shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the tender, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.7. Updating Pre-qualification Information

2.7.1 Pre-qualified bidders shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

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 letter head paper of the applicant and will include full postal address, telephone numbers, fax number and E-mail 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.

SECTION III - LETTER OF APPLICATION

Date

**THE FUND ACCOUNT MANAGER
NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND NJORO
P.O BOX 531
NJORO.**

Dear Sir/ Madam,

1. Being duly authorized to represent and act on behalf of _____
_____ (*name of firm*) (hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	

2. Attached to this letter are copies of original documents defining
- (a) the Applicant's legal status
 - (b) the principal place of business and
 - (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 Agency and its authorized representatives are hereby authorized to conduct any inquiries or Investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification 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 (name of Applicant)	For and on behalf of (name of partner)

FINANCIAL CAPABILITY

Name of Bidder

Banker	Name of banker
	Address of banker
 Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual :			Projected:
	previous three years			next two years
	1.	2.		4.
	3.			
1. Turnover				
2. Total assets				
3. Current assets				
4. Total liabilities				
5. Current liabilities				
6. Profits before taxes				
7. Profits after taxes				
8. Total assets-Net worth				

Source of finance	Amount Ksh.
1.	
2.	

Indicate terms of sale/trade

- (i) Cash on delivery
- (ii) Credit period Yes/No. Delete as appropriate, if yes
Indicate Number of days-----
- (iii) Upfront payment/down payment Yes/No delete as appropriate. If YES State percentage.....

Referee:-

1) Name of company: -----

Address: -----

Name of contact person-----

Signature and date-----

Company stamp-----

Declaration

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal form or termination of the qualification process.

I/We confirm that I/we are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing.

I/we confirm that i/we have fulfilled our obligations to pay taxes and social security contributions.

Signed and sealed: -----

For and behalf of: -----

Position in company: -----

Date: -----

Official Receipt No-----

Date-----

Anti-Corruption Pledge Form

I/We.....
.....

.....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 Procurement entity.

Tenderer’s Name.....

Address.....

Authorized signature.....

Date.....

OTHER IMPORTANT PRE-REQUISITES

- I. MUST BE A REGISTERED FIRM IN KENYA with a Certificate of Registration, incorporation/memorandum and article of Association. Copy which must be attached.
- II. Must be Kenya Revenue Authority (KRA) compliant and up-to-date with income tax and VAT returns. Attach copy of VAT, PIN certificates and valid Tax compliance certificates.
- III. Must attach a copy of Business License from County Government.
- IV. Must confirm via a letter, that the firm, its servants or agents have not offered and shall not offer any inducements to the procuring entity.
- V. Must provide list of clients (attach evidence of relevant contract document from clients or orders for the last two years that illustrate your best performance.)
- VI. Must fill the attached business questionnaire
- VII. Must submit bank statements in the name of the firm for the last 6 months.
- VIII. Must indicate Physical address, landline telephone number, fax and e-mail address
- IX. Completeness of the tender document. (All the required forms are to be filled accordingly)
- X. Obtain at least 3 Referees from the list of Organizations you have worked with for the last 2 years or those who know you (not a requirement for new businesses).

(1) (i) Name of organization-----

(ii) Official Rubber Stamp-----

(iii) Designation of Officer Representing the Organization

(iv) Signature ----- Date -----

(2) (i) Name of Organization -----

(ii) Official Rubber Stamp -----

(iii) Designation of Officer-----

(iv) Signature ----- Date -----

NOTE:

Evaluation will be based on meeting the above minimum requirements

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND NJORO
TENDER NO. NG-CDF/PREQ/003/2023 – 2025:
SUPPLY/DELIVERY OF OFFICE STATIONERIES AND OFFICE COMMON USER
ITEMS

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE (Kshs)
	TONNER	PC	
1.	HP LASERJET Q2612A	"	
2.	TONNER 12A	"	
3.	FAX FILM NO KX-FA 57E	"	
4.	TONNER 2420	"	
5.	TONNER 49A	"	
6.	LASERJET 1018	"	
7.	HP LASERJET 13A-(1300)	"	
8.	TONNER 42A	"	
9.	TONNER Q5950/51/52	"	
10.	LASERJET 5L	"	
11.	HP LASERJET 1150	"	
12.	HP LASER 4100	"	
13.	HP LESERJET Q7353 A	"	
14.	LASERJET 59A	"	
15.	HP LASERJET 27	"	
16.	TONNER KYOCERA – TK 710	"	
17.	TK 310 TONER KNYOCERA	"	
18.	TONNER C 7115A	"	
19.	TONNER 106R 01048 RICHOH – FT 410	"	
ITEM	ITEM DESCRIPTION	UNIT OF	UNIT PRICE

NO.		ISSUE	(Kshs)
21.	TONNER HP LASERJET 27X	No.	
22.	TONNER HP LASERJET Q2610A	"	
23.	TONNER HP LASERJET Q6511A	"	
24.	TONNER HP LASERJET Q2613A	"	
25.	TONNER HP LASERJET Q7115A	"	
26.	TONNER HP LASERJET Q1338A	"	
27.	TONNER HP LASERJET Q5949A	"	
28.	TONNER HP LASERJET C4092A	"	
29.	TONNER HP LASERJET Q3960A BLACK	"	
30.	TONNER HP LASERJET Q3963A MAGENTA	"	
31.	TONNER HP LASERJET Q3961A CYAN	"	
32.	TONNER HP LASERJET Q3962A YELLOW	"	
33.	TONNER HP LASERJET Q6470A BLACK	"	
34.	TONNER HP LASERJET Q7583A MAGENTA	"	
35.	TONNER HP LASERJET Q7581A CYAN	"	
36.	TONNER HP LASERJET Q7582A YELLOW	"	
37.	TONNER HP LASERJET Q5945A	"	
38.	TONNER HP LASERJET Q7551A	"	
39.	TONNER HP LASERJET Q7516A	"	
40.	TONNER 85A	"	
41.	TONNER 05A	"	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
1.	31/2 floppy computer diskettes	Set	As and when required	
2.	Ammonia printing paper	Roll	"	
3.	Computer catridge ribbon	No	"	
4.	Computer Toner 13A	"	"	
5.	Computer Catridges	"	"	
6.	Catridge No.56 Black	No.	"	
7.	Catridge No.57 Colour	No.	"	
8	Catridge No.27 Black	No.	"	
9.	Catridge No.28 Colour	No.	"	
10	Envelops A3	"	"	
11.	Envelopes A4	"	"	
12.	Envelopes A5	"	"	
13.	Envelopes 9x6	"	"	
14.	Envelopes C7	"	"	
15.	Box files complete with guard	No	"	
16.	Spring files PV	"	"	
17.	Felt pens	No	"	
18.	Ruled papers (Fullscap)	Ream	"	
19.	Counter books 4Quire	No.	"	
20.	Carbon papers (pelican)	Pkt	"	
21.	Biro pens Bic	"	"	
22.	Photocopy papers (Azhar)	Ream	"	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
23.	Typing Papers	Ream	As and when required	
24.	Transparencies A4 Size (Assorted Colours)	Ream	"	
25.	Plastic Holder	No.	"	
26.	Ruled Paper (Fulscap)	Ream	"	
27.	Shorthand Note Book	No.	"	
28.	Embossed papers A4 size (All Colours)	Reams of 100 sheets	"	
29.	Photocopy papers A3 vista or its equivalent	Ream	"	
30.	Masking tapes ¾ "	No.	"	
31.	Blackboard dusters	No.	"	
32.	Chalk dustless	Pkt	"	
33.	Field notebook 'Kasuku' or equivalent	No.	"	
34.	Hardcover Books 4 Quire	No.	"	
35.	Hardcover Books 3 Quire	No.	"	
36.	Hardcover Books 2 Quire	No.	"	
37.	Flash disk sahara 256 MB	No.	"	
38.	Flash disk 1GB	No.	"	
39.	Flash disk Sahara 2GB	No	"	
40.	Drafting Film 0.75mx10m	Roll	"	
41.	Tracing paper 0.75mx10m	Roll	"	
42.	Ammonia Solution	Ltr	"	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
43.	Ammonia Paper 0.75mx10m	Roll	As and when required	
44.	Ammonia Paper 1.0x10m	Roll	"	
45.	Cartridge paper 0.75x10m	Roll	"	
46.	Toshiba Tonner	No	"	
47.	Kyocera Mota	No	"	
48.	Blank CD	No.	"	
49.	HP Ink cartridge Magenta 11	No.	"	
50.	HP Ink cartridge Cyan 11	No	"	
51.	HP Ink cartridge Yellow 11	No.	"	
52.	HP Ink cartridge Black 11	No.	"	
53.	Computer Cartridge No.130	Pcs	"	
54.	Computer Cartridge No.135	Pcs	"	
55.	Printer Cartridge HP 1200 Series	Pcs	"	
56.	Printer Cartridge HP Laserjet P2015	Pcs	"	
57.	Cartridges A 50	Pcs	"	
58.	Smart pens for transparencies A4	Pcs	"	
59.	Toner Cartridge 53A	No.	"	
60.	Printer Cartridge 130	No.	"	
61.	Printer Cartridge 135	No.	"	
62.	Printer Cartridge 17	No.	"	
63.	Printer Cartridge 15	No.	"	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
64.	Printer Cartridge 28	No.	As and when required	
65.	Printer Cartridge 27	No.	"	
66.	Printer Cartridge 305A	No.		
67.	Printer Cartridge 305-Y-M-C-K	No.	"	
68.	Printer Cartridge PRO 400M 401D	No.	"	
69.	Printer Cartridge Canon 1BP-3460	No.	"	
70.	Printer Cartridge Canon 71	No.	"	
71.	Toshiba Toner Studio 163	No.	"	
72.	Kyocera Toner 8030	No.	"	
73.	Memory Sticks 4GB	No.	"	
74.	External Hard Disk	No.	"	
75.	Printer Data Cable	Pcs	"	
76.	Fax Film KXFA 57E	No.	"	
77.	Fax Film KXFA 136A	No.	"	
78.	PMS Roll	No.	"	
79.	PMS Ribbon	No.	"	
80.	Cartridges (HP Laser jet P 4015X)	Pcs	"	
81.	Manila Papers	No.	"	
82.	Exercise Books 200pgs Ruled/Squared	No.	"	
83.	Exercise Books A4 200 Pgs Ruled/Squared.	No.	"	
84.	File Covers Plastic	No.	"	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
85.	Lamination Films	Pkts	As and when required	
86.	Duplicating papers	Ream	"	
87.	Duplicating Ink	No.	"	
88.	Office Pins (50g)	Pkt	"	
89.	Office Glue (160 gms)	Bottle	"	
90.	Paper Clips (100Pcs) 33mm	Pkt	"	

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 supply and deliver.....

[Description of materials and spares] 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 deliver the materials and spares in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by(Procuring entity).

4. We agree to abide by this 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.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

REPUBLIC OF KENYA

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

<i>Part I- 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 you can handle at any one time: K£.....	
Name of your bankers.....Branch	

<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><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <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> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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.....														
.....														
.....														
<input type="checkbox"/>	<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 border="0" style="width: 100%;"> <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> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.
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1.														
2.														
3.														
DateSignature of Candidate.....																	

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

Tenderers Name and Address

Witness's Name and Address

.....

.....

.....

.....

Signature.....

Signature.....

Date.....

Date.....