



**NG-CDF**

**National Government Constituencies Development Fund**

NJORO Constituency  
P.O Box 531-20107  
NJORO.

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**PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF  
OFFICE FURNITURE, FITTINGS AND OTHER  
EQUIPMENT**

<b>No.</b>	<b>NJR/NG-CDF/005/2023-2025</b>
<b>5.</b>	<b>PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE, FITTINGS AND OTHER EQUIPMENT</b>

***CLOSING DATE & TIME: MONDAY 31<sup>ST</sup> 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 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, 31<sup>ST</sup> JULY 2023 at 10:00am**

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, 31<sup>ST</sup> JULY 2023 at 10:00am**

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

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

2.2.2 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.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub 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  
P.O BOX 531-20107, 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.	
4.	
5.	

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, and

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

<b>General and managerial inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical inquiries</b>
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Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial inquiries</b>	
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
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Banker	Name of banker	
	Address of banker	
	.....	
	Telephone	Contact name and title
	Fax	E mail

Financial information in Kshs.	Actual :			Projected:
	previous three years			<u>next two years</u>
	1.	2.	3.	4.
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.
- 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 confirm via a letter, that the firm, its servants or agents have not offered and shall not offer any inducements to the procuring entity.
- IV. 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.)
- V. Must fill the attached business questionnaire
- VI. Must submit bank statements in the name of the firm for the last 6 months.
- VII. Must indicate Physical address, landline telephone number, fax and e-mail address
- VIII. Completeness of the tender document. (All the required forms are to be filled accordingly)
- IX. 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

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(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**

## Form of Tender

Date: \_\_\_\_\_

Tender N°.....

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 \_



**Tenderers Name and Address**

**Witness's Name and Address**

.....

.....

.....

.....

Signature.....

Signature.....

Date.....

Date.....