

DAGORETTI SOUTH
NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT
FUND



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

CLOSING DATE: Tuesday, 20TH JULY 2023 AT 10.00 AM

Dagoretti South National Government Constituency Development Fund
P.O Box 19879-00202
K.N.H.-NAIROBI.

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 DAGORETTI SOUTH NGCDF Committee invites applications from interested eligible bidders for registration of suppliers, contractors and service providers for the financial years 2022/2023 & 2023/2024.

Tender No.	Description	ELIGIBILITY
DS/NG-CDF/001/023-025	Registration for buildings, construction, rehabilitation works and associated works	Open
DS/NG-CDF/002/023-025	Registration for supply and maintenance of office equipment's and accessories	Reserved
DS/NG-CDF/003/023-025	Registration for supply and maintenance of office furniture and fittings	Open
DS/NG-CDF/004/023-025	Registration for supply of general office stationery	Reserved
DS/NG-CDF/005/023-025	Registration for supply of school desks lockers, tables and chairs	Open
DS/NG-CDF/006/023-025	Registration for supply of sports attires and equipment's	Reserved
DS/NG-CDF/007/023-025	Registration for provision of web hosting services, internet services and networking	Open
DS/NG-CDF/008/023-025	Registration for event planning and supply of chairs, tents and public address systems	Reserved
DS/NG-CDF/009/023-025	Registration for printing of magazines and other promotional/publicity materials	Reserved
DS/NG-CDF/010/023-025	Registration for Provision of medical cover insurance services	Open
DS/NG-CDF/011/023-025	Registration for legal services	Open
DS/NG-CDF/012/023-025	Registration for consultancy services	Open
DS/NG-CDF/013/023-025	Registration for hospitality services	Reserved
DS/NG-CDF/014/023-025	Registration for sanitary services	Open
DS/NG-CDF/015/023-025	Registration for Repairs, Service and Maintenance of Motor Vehicles	Open
DS/NG-CDF/016/023-025	Registration for supply of Fuel and Lubricants	Open
DS/NG-CDF/017/023-025	Registration for provision of Transport Services (Taxi Services, Car Hire for Executives, Vans, Mini- Buses and Buses)	Reserved
DS/NG-CDF/018/023-025	Registration of Repair and Maintenance of Buildings Works	Open
DS/NG-CDF/019/023-025	Registration of Drilling, Equipping and Rehabilitation of Boreholes Works	Open

DS/NG-CDF/020/023-025	Registration for provision of Street Lighting, High Mask and Solar Energy	Open
DS/NG-CDF/021/023-025	Registration for provision of Ssecurity Services	Open

Interested eligible candidates may download the Pre-qualification/Registration documents from NGCDF Portal: www.ngcdf.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. 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

Registration for AGPO (Youth, Women & Persons Living with Disabilities - PWD) will be continuous at the DAGORETTI SOUTH NGCDF Offices upon production of copies of Valid AGPO Registration Certificate, Registration incorporation certificate/Business Name & Tax Compliance Certificate.

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

THE FUND ACCOUNT MANAGER
DAGORETTI SOUTH NGCDF
P.O Box 19879-00202
K.N.H.-NAIROBI.

So as to be received on or before **20th July, 2023 at 1000 HRS.** Opening of the applications/bids will take place immediately thereafter at the NGCDF Boardroom at DAGORETTI SOUTH NGCDF offices in presence of bidders or their representatives who choose to attend.

Job Tuta

Fund Account Manager,
Dagoretti South National Government Constituency Development Fund

2. REGISTRATION INSTRUCTIONS

2.1 Introduction

Dagoretti South NGCDF would like to invite interested candidates who must qualify by meeting the set criteria as provided.

2.1.1 Registration Objective

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

2.2 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. The prospective suppliers are required to supply mandatory information for registration.

A single application is required per category. Those willing to be considered for Registration in more than one category should submit separate applications per category.

2.3 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.

2.4 Registration document

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

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

2.5 Submission and Receipt of Registration Documents

Applicants shall submit the completed REGISTRATION documents in plain sealed envelopes clearly marked with the relevant category number and description only and addressed to:

THE FUND ACCOUNT MANAGER
DAGORETTI SOUTH NGCDF
P.O Box 19879-00202
K.N.H.-NAIROBI.

One copy of the completed prequalification data and other requested information shall be submitted to reach the office **Not later than 20th July, 2023 at 1000 HRS**

2.6 Question arising from Documents

Questions that may arise from the registration documents should be directed to the Fund Account Manager, Dagoretti South NGCDF whose address is given in part 2.5

2.7 Invitation to Tenders/Quotations Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by DAGORETTI SOUTH NGCDF after scoring 70 points and above soon after the completion of the Registration process.

3. BRIEF CONTRACT REGULATIONS/ GUIDELINES

3.1 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.

3.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

3.3 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.

3.4 Payments

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

4.0 PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Registration 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 prequalified for submission of tender for the specific tender categories.

4.1.1 Incomplete registration application forms

The Registration 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.

4.2 Qualification

4.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by DAGORETTI SOUTH 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.

4.2.2 Prospective bidders will not be considered qualified unless in the judgment of, DAGORETTI SOUTH NG-CDF that they possess capability, experience, qualified personnel available and suitability execute the contract for goods / services.

4.3 Essential Criteria for Pre-qualification.

4.3.1 (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.

4.3.2 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.

4.3.3 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.

4.3.4 Special consideration will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be in form pq-6.

4.3.5 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.4 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 Dagoretti South NG-CDF reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

4.5 Business premises

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.

4.6 Tax Compliance

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

5 REGISTRATION CRITERIA

Required information	Score Form Type	Points
1. Prequalification Documentation (MANDATORY)	PQ-1	0
2. Registration 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 over.

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 Building,Roads, Water, Electrical and Mechanical Works; ▪ Certificate from National/ County Treasury (Youth, Women andPWD) 	
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 FORM1/wehereby 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)Name 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

.....

8. 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: -

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

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

5. FORM PQ-5: 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 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).

DAGORETTI SOUTH NGCDF invites interested and eligible suppliers, service providers, consultants and contractors for the supply and delivery of goods, works and services to Dagoretti South Constituency for the period ending FY 2022/2025

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)