



National Government Constituencies Development Fund
Endebess Constituency
P.O Box 29-30201. Endebess, Kenya
Email: cdfendebess@ngcdf.go.ke | Website: www.ngcdf.go.ke

PRE-QUALIFICATION DOCUMENT FOR 2023-2025

TENDER NO.....

ITEM DESCRIPTION.....

.....
.....
.....

July, 2023

TABLE OF CONTENT

SECTION A	~	Instructions for Prequalification	3
SECTION B	~	Tender Notice	4
SECTION C	~	Pre-qualification Criteria	5
SECTION D	~	Supplier Application Form.....	7
SECTION E	~	Confidential/Business Questionnaire	8
SECTION F	~	Compliance with Statutory Requirements	10
SECTION G	~	Financial Position, Terms and Trade	12
SECTION H	~	Litigation/Arbitration history.....	13
SECTION I	~	Previous Clients	14
SECTION J		Manpower and expertise.....	15
SECTION K	~	Declaration.....	15

**SECTION A:
INSTRUCTIONS TO CANDIDATES**

Invitation for pre-qualification

1. The NG-CDF Endeless intends to pre-qualify suppliers/contractors for goods and services.
2. Pre-qualification is open for all eligible contractors who are registered with National Construction Authority (NCA). However preference and reservation regulations apply in certain categories that will be determined by the NG-CDF Endeless.
3. Eligible candidates are requested to strictly adhere to submission procedures as outlined in the advertisement whose copy is copied below.
4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their application. Only candidates prequalified under this pre-qualification process will be invited to tender.
5. All the information for pre-qualification shall be provided in the English language.
6. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification may result in the applicant's disqualification.
7. In assessing suitability the eligibility criteria set out below will be used.
8. The applicant shall not be associated or related with employees of NG-CDF Endeless as required by law or such associates should be declared as provided for in the Public Procurement law and regulations.
9. Pre-qualification will be based on meeting the minimum requirements to pass in the criteria outlined below.



National Government Constituencies Development Fund

Endebess Constituency

Along Kitale – Suam Boarder

P.O Box 29 – 30201 Endebess

Email : cdfendebess@ngcdf.go.ke

SECTION B: TENDER NOTICE

11th July, 2023

PRE- QUALIFICATION OF SUPPLIERS/CONTRACTORS 2023/2024-2024/2025

NG-CDF Endebess invites applications from interested and eligible bidders for registration of suppliers, consultants, and contractors, for use on ‘as and when required basis’ in the financial years 2023/2024 and 2024/2025 ending on 30th June 2025 in the following listed categories:

Tender No.	Item Description	Eligibility
NG-CDF/END/1/23-25	Supply and maintenance of office Furniture, computers, equipment’s and accessories.	Reserved
NG-CDF/END/2/23-25	Supply of general office supplies, stationery and other office consumables.	Reserved
NG-CDF/END/3/23-25	Supply of sports attires and equipment’s.	Reserved
NG-CDF/END/4/23-25	Provision of web hosting services, internet services and networking.	Open
NG-CDF/END/5/23-25	Provision of catering services and conference facilities/event planning.	Reserved
NG-CDF/END/6/23-25	Provision of printing of magazines and other promotional/publicity materials.	Reserved
NG-CDF/END/7/23-25	Provision of insurance services	Open
NG-CDF/END/8/23-25	Prequalification of general Contractors for building construction, rehabilitation works and associated works.	Open
NG-CDF/END/9/23-25	Supply and delivery of tree seedlings.	Open
NG-CDF/END/10/23-25	Provision of consultancy & Training Services.	Open
NG-CDF/END/11/23-25	Provision of Repair, Service and Maintenance of Motor Vehicles/motorcycles.	Open
NG-CDF/END/12/23-25	Supply of Fuel and Lubricants.	Open
NG-CDF/END/13/23-25	Provision of Valuation Services/Survey and Mapping – Lands.	Open
NG-CDF/END/14/23-25	Supply and delivery of tyres, tubes, batteries and motor vehicle/motorcycle spares.	Open
NG-CDF/END/15/23-25	Supply and delivery of newspapers, magazines and periodicals.	Reserved

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the NG-CDF Portal: www.ngcdf.go.ke or from PPIP Portal: www.tenders.go.ke. Submissions should be serialized ie with page numbers and must contain copies of mandatory statutory documents among other requirements. 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 NG-CDF Endeless 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 Endeless NG-CDF Office and should be in plain sealed envelope, clearly marked with Category name, reference number and addressed to:

Completed pre-qualification documents should be submitted in plain sealed envelopes clearly indicating Tender No. and the item description and addressed to:

The Fund Account Manager NG-CDF Endeless, P.O Box 29-30201, Endeless

So as to be received on or before **25th July, 2023 at 10.00 a.m.**

The documents should be deposited in the tender box situated at the entrance of the NG-CDF office in Endeless. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **NG-CDF BOARDROOM.**

NOTE: Preference and reservation regulations will apply for small, micro-enterprises, youth, people with disabilities and women of Endeless Constituency. Registration procedure of these groups can be accessed at www.treasury.go.ke or www.agpo.co.ke.

The special interest groups may as well participate competitively in other tender categories

SECTION C: EVALUATION CRITERIA

1. MANDATORY/PRELIMINARY REQUIREMENTS

- Certificate of Company Registration/Incorporation
- Valid tax compliance/exemption certificate
- List of names of directors or proprietors.
- Copy of current single Business Permit
- Completely filled confidential business questionnaire

2. TECHNICAL EVALUATION CRITERIA

	Required information	Maximum scores
1.	Financial capacity <ul style="list-style-type: none"> • Audited books of accounts for the last 3 years(@ 2 marks) • Bank statements) for last 3 year bank statements (@ 3marks.) • Line of credit 	6 9 5
2.	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business(1 mark for each year) • Five previous works/contracts (mostly clients) attach proof(3 mks each) 	5 15
3	Confidential business questionnaire <ul style="list-style-type: none"> • Fully filled and signed • Fixed premises with telephone facilities (may be inspected/verified by a team from c Board officers if need be).indicate location, address, building, telephone etc. 	6 5
	Litigation History	5
4.	Staff experience and qualification ,atleast 3 staff 2marks each, qualification certificates 3marks	15
5	Other certificates e.g. KEBS, registration with Professional bodies certification (IATA a must for Air Travel Agent, NEMA, LSK & AKI.	5
6	Declaration and Company stamp	4
	Total	80

Preference for special groups – youth, women, and persons with disabilities provide proof where necessary-attach AGPO certificate will be prequalified automatically. N/b: Candidates must meet the mandatory requirements and score a minimum of 50 marks out of 80 to be prequalified.

SECTION D: APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) hereby apply for registration as a contractor/supplier.

Tender No.....

Description of items.....

Address

.....

Telephone Number (fixed line)

Mobile.....

E-mail Address Fax... ..

Town Street

Building Floor.....

Room/office.....

Other Branches/locations

.....

Full name of authorized signatorySignature.....

Designation

Official Rubber Stamp.....

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars given in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your business.

You are advised that it is a serious offence to give false information on this form.

Part 1: General

Business Name
Location of Business premises
Plot No.
Postal Address
Nature of Business
Current trade License Expiring date
Maximum value of business which you can handle at any one time Kshs.....
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

Give details of partners as follows:

Name	Nationality	Citizenship details	No. of Share
1.
2.
3.
4.
5.

Part 2(c) – Registered Company

Private or Public
State the nominal and issued capital of the company
Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

	Name	Nationality	Citizenship details	Share
1.
2.
3.
4.
5.

I/WE CERTIFY THAT THE INFORMATION ABOVE IS CORRECT

Date..... Signature of candidate:Official R/Stamp
.....

If Kenyan citizen, indicate “citizenship details” whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

SECTION F

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation (Attach copy)
2. Valid Trade License (Attach copy)
3. State VAT Registration No. (Attach copy)
4. PIN NO (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of debarment proceedings with the Public Procurement Administrative Review Board , receivership, or any other form of liquidation as defined by the applicable law
.....
.....
.....
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.
.....
.....
.....

8. State any technological innovations or specific attributes which distinguishes you from your competitors

.....

9. Tax Compliance Certificate (attach copy)

10. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent.) Please attach proof of relevant certificates in your area of expertise other than those mentioned.

SECTION G

FINANCIAL POSITION & TERMS OF TRADE PART 1

AUDITED REPORTS

- Attach copies of audited reports and bank statements for the last 2 years.

Briefly give a general statement on the company's total assets, current assets, total liabilities , current liabilities and sources of funds.

PART II

TERMS AND CONDITIONS OF TRADE (PAYMENT TERMS)

Enfdebess NGC-DF would wish to accept deliveries after issuance of a Local Purchase Order to suppliers and effect payments after deliveries are made.

Confirm acceptance of this:

Acceptable/Not Acceptable

SECTION H

LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm. State the year of the incidence, name of client, cause of litigation and matter of dispute and/or disputed amount.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I

PREVIOUS CLIENTS' DETAILS

Give details of at least 5 Reputable Organizations where you are providing similar services

1. Client Name
Address
Tel. No
Contact Person
Position in the Organization
.....

2. Client Name
Address.....
Tel. No
Contact Person
Position in the Organization

3. Client Name
Address
Tel. No
Contact Person
Position in the Organization

4. Client Name.....
Address
Tel. No
Contact Person
Position in the Organization
.....

5. Client Name
Address
Tel. No
Contact Person
Position in the Organization

