



National Government Constituencies Development Fund  
South Imenti Constituency  
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PRE-QUALIFICATION DOCUMENT FOR 2023-2025

TENDER NO.....

ITEM DESCRIPTION.....  
.....  
.....  
.....

July, 2023

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**SECTION A:  
INSTRUCTIONS TO CANDIDATES**

Invitation for Pre-qualification

1. The NG-CDF South Imenti 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 South Imenti.
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 qualified 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 South Imenti 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.

**SECTION B: TENDER NOTICE****25<sup>th</sup> July, 2023**

NG-CDF South Imenti invites **PRE- QUALIFICATION OF SUPPLIERS/CONTRACTORS for FY 2023/2024-2024/2025** 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 30<sup>th</sup> June 2025 in the following listed categories:

<b>Tender No.</b>	<b>Item Description</b>	<b>Eligibility</b>
NGCDF/SI/1/23-25	Pre-Qualification for Supply and Delivery of School and Office Furniture, Fittings, Computers and Computer Accessories	Reserved
NG-CDF/SI/2/23-25	Pre-Qualification for Repairs and Maintenance of Office Furniture, Fittings and Computers	Reserved
NG-CDF/SI/3/23-25	Pre-Qualification for Supply and Delivery of General Office Supplies, Stationery and other Office Consumables	Reserved
NG-CDF/SI/4/23-25	Pre-Qualification for Supply and Delivery of Sports Equipment, Sport Kits, Trophies, Attires And Costumes	Reserved
NG-CDF/SI/5/23-25	Pre-Qualification for Provision Of Internet and Networking Services	Reserved
NG-CDF/SI/6/23-25	Provision Of Catering Services, Hotel Conferences and Accommodation services Services/Events Planing and Management	Open
NG-CDF/SI/7/23-25	Pre-Qualification for Supply and Delivery of Newspapers, Magazines, Periodicals and Promotional/Publicity Materials	Open
NG-CDF/SI/8/23-25	Provision of Motor Vehicle/Motor Bikes Repairs and Maintainance Services	Open
NG-CDF/SI/9/23-25	Pre-Qualification Of General Contractors For Building Construction, Rehabilitation Works and Associated Works	Open
NG-CDF/SI/10/23-25	Pre-Qualification for Provision of Insurance Services	Open
NG-CDF/SI/11/23-25	Pre-Qualification for Supply and Delivery of Tree Seedlings.	Reserved
NG-CDF/SI/12/23-25	Pre-Qualification for Provision of Consultancy & Training Services.	Open
NG-CDF/SI/13/23-25	Pre-Qualification for Supply Of Fuel, Oil And Lubricants.	Open
NG-CDF/SI/14/23-25	Pre-Qualification for Provision Of Valuation Services/Survey and Mapping-Lands	Open
NG-CDF/SI/15/23-25	Pre-Qualification for Supply and Delivery of Tyres, Tubes, Batteries	Open
NG-CDF/SI/16/23-25	Pre-Qualification for Supply And Delivery Of Tree Seedlings.	Reserved
NG-CDF/SI/17/23-25	Pre-Qualification for Provision Of Consultancy & Training Services.	Open
NG-CDF/SI/18/23-25	Pre-Qualification for Supply and Delivery of Laboratory Equipment	Open
NG-CDF/SI/19/23-25	Pre-Qualification for Provision of Legal services.	Open

NG-CDF/SI/20/23-25	Pre-Qualification for Drilling of Boreholes, Water Piping, steel Tank Erection and related works	Open
NG-CDF/SI/21/23-25	Pre-Qualification for Provision Transport Services, Hire and Taxi Services Hire	Open
NG-CDF/SI/22/23-25	Pre-Qualification for Provision of Fumigation Services	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](http://www.ngcdf.go.ke) or from PPIP Portal: [www.tenders.go.ke](http://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 CR 12 Showing Directorship of the Companies
3. Copy of Valid Tax Compliance Certificate
4. Copy of V.A.T and PIN Registration Certificate
5. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
6. Confidential Business Questionnaire
7. Copy of Current Single Business Permit
8. Proof of Previous/Past work experience

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

Completed Pre-qualification documents should be dropped in the NGCDF tender box located at the South Imenti NG-CDF Office and should be in plain sealed envelope, clearly marked with Category name, reference number and addressed to:

**The Fund Account Manager,  
NG-CDF South Imenti  
P.O Box 111-60206,  
Kanyakine**

So as to be received on or before **9<sup>th</sup> August, 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 Kanyakine. 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 South Imenti Constituency. Registration procedure of these groups can be accessed at [www.treasury.go.ke](http://www.treasury.go.ke) or [www.agpo.co.ke](http://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
- CR12
- Valid Tax Compliance/Exemption Certificate
- Valid KRA PIN Certificate
- NCA Certificates
- 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"> <li>• Audited Financial Reports/Accounts for the last 2 years(@ 2 marks)</li> <li>• Bank statements) for last 6 Months Bank statements (@ 3marks.)</li> <li>• Line of credit</li> </ul>	4 9 7
2.	Past Experience & Performance <ul style="list-style-type: none"> <li>• No. of years in business ( 1 mark for each year)</li> <li>• Five Proofs of Previous works/contracts (mostly clients) attach proof ( 3 mks each)</li> </ul>	5 15
3	Confidential Business Questionnaire <ul style="list-style-type: none"> <li>• Fully filled and signed</li> <li>• Fixed premises with telephone facilities (may be inspected/verified by a team from South Imenti NGCDF if need be) indicate location, address, building, telephone, Etc etc.</li> </ul>	6 5
	Litigation History	5
4.	Staff Experience and Qualification , at least CVs and Certificates for 5 staffs (3 marks each)	15
5	Other certificates e.g. NCA, Business Permits, Tax Compliance, KRA Pin, 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 pre-qualified 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 signatory .....Signature.....

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:

	<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Share</b>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

**I/WE CERTIY 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 Business Permit.....(Attach Copy)
3. Valid Tax Compliance Certificate.....(Attach Copy)
4. Valid KRA PIN NO.....(Attach Copy)
5. Valid CR 12 .....(Attach Copy)
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. National Identification Documents of the Directors (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/Accounts for the Last Two Years
- Attach Copies of the Bank Statements for the last Six Months.
- Attach Originals of the Line of Credit from a reputable Financial Institution in Kenya
- 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)**

South Imenti NG-CDF 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 INCIDENTENCES**

#### 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 Five (5) Reputable Organizations where you are providing or have provided 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 .....

**SECTION J**

**MANPOWER AND EXPERTISE**

State the personnel capabilities of each of the employees of the company and briefly explain the capabilities of each. Proof of employment may be requested or checked.

**SECTION K**

**DECLARATION**

I/We have completed these forms accurately at the time of the application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information provided herein may be used as grounds for disqualification from further proceedings.

Name .....Authorized Signature.....

Position in the firm.....

Official Rubber Stamp.....

Position in the Company.....

Date: .....

**ANY OTHER DECLARATION**

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

Name:.....

Signature.....