



National Government Constituencies Development Fund
Central Imenti Constituency
P.O Box 1646-60200. MERU, Kenya
Email: cdcentralimenti@ngcdf.go.ke
Website: www.ngcdf.go.ke

PRE-QUALIFICATION DOCUMENT FOR 2023/2024-2024/2025

TENDER NO.....

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

August, 2023

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**SECTION A:
INSTRUCTIONS TO CANDIDATES**

Invitation for Pre-qualification

1. The NG-CDF Central Imenti intends to pre-qualify suppliers/contractors for goods and services for the period ending June 30th 2025
2. Pre-qualification is open for all eligible contractors who are registered with National Construction Authority (NCA). However preference and reservations regulations apply in certain categories that will be determined by the NG-CDF Central 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 Central 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**22nd August, 2023**

NG-CDF Central 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 30th June 2025 in the following listed categories:

Tender No.	Item Description	Eligibility
NGCDF/CI/1/23-25	Pre-Qualification for Supply and Delivery of School and Office Furniture, Fittings, Computers and Computer Accessories	Reserved
NG-CDF/CI/2/23-25	Pre-Qualification for Repairs and Maintenance of Office Furniture, Fittings and Computers	Reserved
NG-CDF/CI/3/23-25	Pre-Qualification for Supply and Delivery of General Office Supplies, Stationery and other Office Consumables	Reserved
NG-CDF/CI/4/23-25	Pre-Qualification for Supply and Delivery of Sports Equipment, Sport Kits, Trophies, Attires And Costumes	Reserved
NG-CDF/CI/5/23-25	Provision Of Catering Services, Hotel Conferences and Accommodation Services/Events Planning and Management	Open
NG-CDF/CI/6/23-25	Pre-Qualification for Supply and Delivery of Newspapers, Magazines, Periodicals and Promotional/Publicity Materials	Open
NG-CDF/CI/7/23-25	Provision of Motor Vehicle/Motor Bikes Repairs and Maintenance Services	Open
NG-CDF/CI/8/23-25	Pre-Qualification Of General Contractors For Building Construction, Rehabilitation Works and Associated Works	Open
NG-CDF/CI/9/23-25	Pre-Qualification for Provision of Insurance Services	Open
NG-CDF/CI/10/23-25	Pre-Qualification for Supply and Delivery of Tree Seedlings.	Reserved
NG-CDF/CI/11/23-25	Pre-Qualification for Provision of Consultancy & Training Services.	Open
NG-CDF/CI/12/23-25	Pre-Qualification for Supply Of Fuel, Oil And Lubricants.	Open
NG-CDF/CI/13/23-25	Pre-Qualification for Provision Of Valuation Services/Survey and Mapping-Lands	Open
NG-CDF/CI/14/23-25	Pre-Qualification for Supply and Delivery of Tyres, Tubes, Batteries	Open
NG-CDF/CI/15/23-25	Pre-Qualification for Provision Of Consultancy & Training Services.	Open
NG-CDF/CI/16/23-25	Pre-Qualification for Supply and Delivery of Laboratory Equipment	Open
NG-CDF/CI/17/23-25	Pre-Qualification for Drilling of Boreholes, Water Piping, steel Tank Erection and related works	Open
NG-CDF/CI/18/23-25	Pre-Qualification for Provision Transport Services, Hire and Taxi Services Hire	Open
NG-CDF/CI/19/23-25	Pre-qualification for supply and delivery of plastic water storage tanks	Open

The complete set of Tender 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 i.e. 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 Central 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 Central 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 Central Imenti
P.O Box 1646-60200,
MERU**

So as to be received on or before **12th September, 2023 at 10.00 a.m.**

The documents should be deposited in the tender box situated at the entrance of the NG-CDF office next to Mutego market. 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 Central Imenti Constituency. Registration procedure for 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
- 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 AND FINANCIAL EVALUATION CRITERIA

	Required information	Maximum scores
1.	Financial capacity <ul style="list-style-type: none"> • Audited Financial Reports/Accounts for the last 2 years(@ 2 marks) • Bank statements for last 6 Months and Authority to seek reference from the Bank and letter of good standing by the bank (@3marks.) • Proof of Line of credit 	8 9 5
2.	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business (1 mark for each year) up to maximum of five years • Prove of at least Five previous works /contracts (mostly from the clients) attach proof (3 mks each) 	10 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 Central Imenti NGCDF if need be) indicate location, address, building, telephone, Etc. 	3 3
4	Litigation History	5
5.	Staff Experience and Qualification , at least CVs and Certificates for 5 key staffs (3 marks each)	15
6.	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 & AKI.	15
7.	Declaration and Company Stamp	4

8.	Power of attorney and completeness of tender documents	8
	Total	100

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 80 marks out of 100 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 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

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7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.

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

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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 authority to seek reference from the bank
- Attach letter of good standing from the bank
 - 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)

Central 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 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 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

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Name:

Signature.....