



National Government Constituencies Development Fund

Runyenjes NG-CDF

P.O Box 518-60103

Runyenjes-EMBU

Email: cdrunyenjes@ngcdf.go.ke | Website: www.ngcdf.go.ke



**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL
YEARS 2023/2024 AND 2024/2025**



TABLE OF CONTENTS

SECTION A: INSTRUCTIONS FOR REGISTRATION OF SUPPLIERS	3
SECTION B: TENDER NOTICE	4
SECTION C: REGISTRATION OF SUPPLIER CRITERIA	8
SECTION D: APPLICATION FORM	9
SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE	10
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS	13
SECTION G: FINANCIAL POSITION & TERMS OF TRADE	15
SECTION H: LITIGATION / ARBITRATION INCIDENTS	16
SECTION I: CLIENTS DETAILS	16
SECTION J: Manpower and Expertise	18
SECTION K: DECLARATION	18

REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2023-2024 & 2024-2025

SECTION A:

INSTRUCTIONS FOR REGISTRATION OF SUPPLIERS

1.1 Introduction

The National Government Constituency Development Fund Runyenjes intends to register suppliers and contractors for the supply of goods and services for the financial year 2023-2024 & 2024-2025. Suppliers registered with registrar of companies under the law of Kenya in respective merchandise or services are invited to submit the registration documents to the NG-Constituency Development Fund Runyenjes for short listing.

This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations. NG-Constituency Development Fund employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the process unless where specially allowed under section 131 of the Act.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply and delivery and provision of goods and services to NG-CDF Runyenjes. Suppliers who are not registered or fail to meet the registration of supplier criteria will not be allowed to participate in the Tenders/RFQs.

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

The Fund Account Manager
National Government Constituency Development Fund Runyenjes
P.O Box 518-60103
Runyenjes

The envelope should be marked with the "Registration of suppliers Number applied for and the category description" upon submission, and must be dropped in the Tender box.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other organizations. Potential candidates must demonstrate the willingness and commitment to meet the registrations criteria.

1.5 Registration of suppliers documents

The document includes questionnaires, forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.

1.6 Enquiries that may arise from the registration documents should be channeled to NG-CDF Runyenjes, through the above address.

1.6 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring 70 points and above soon after the evaluation process. Please note that late submissions will not be accepted.

**SECTION B
TENDER NOTICE**

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDF/RYS/01/2023 - 2025	Supply of General Stationery, computer accessories and Printing Services	Youth/Women/PWDs
NG-CDF/RYS/02/2023 - 2025	Supply of desktop computers, laptop computers, printers, UPS, Cameras, Telephone headsets, other ICT consumables and accessories, supply and/or services for mobile deice capability including wireless USB modems, Supply and installation uninterruptible power supply (UPS) Automatic voltage regulators (AVR) Power stabilizers, supply and/or services for mobile devices capability including wireless, USB modems, Power inverter DC-AC	Youth/Women/ PWDs
NG-CDF/RYS/03/2023 - 2025	Repair and maintenance of computer equipment e.g computers, laptops, printers, UPSs, Inverters and scanners	Youth/Women/ PWDs
NG-CDF/RYS/04/2023 - 2025	Supply of Desk, Chairs & Office Furniture	Youth/Women/ PWDs
NG-CDF/RYS/05/2023 - 2025	Repair, maintenance and servicing of GK vehicles	Open
NG-CDF/RYS/06/2023 - 2025	Provision of training services	Open
NG-CDF/RYS/07/2023 - 2025	Provision of tents, chairs, tables, catering and decoration.	Youth/Women/ PWDs
NG-CDF/RYS/08/2023 - 2025	Provision of consultancy in preparation and printing of strategic plan at constituency level & translation of service charter to Swahili	Open
NG-CDF/RYS/09/2023 - 2025	Supply of Electrical Items, Equipment and Accessories	Open
NG-CDF/RYS/10/2023 - 2025	Provision for supply /delivery of Motor vehicles, Motorcycle spare parts	Open
NG-CDF/RYS/11/2023 - 2025	Provision for supply/delivery of tyres, tubes and batteries	Open
NG-CDF/RYS/12/2023 - 2025	Provision for repair/servicing of office machines and equipment	Youth/Women/ PWDs
NG-CDF/RYS/13/2023 - 2025	Provision for building and civil engineering contractors	Open
NG-CDF/RYS/14/2023 - 2025	Provision for supply/delivery sports equipment	Youth/Women/ PWDs
NG-CDF/RYS/15/2023 - 2025	Provision for supply/delivery of seeds and seedlings	Open

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDF/RYS/16/2023 - 2025	Provision for supply of petrol, oil and lubricants	Open
NG-CDF/RYS/17/2023 - 2025	Provision for supply of motor vehicle insurance cover	Open
NG-CDF/RYS/18/2023 - 2025	Provision for supply and installation of institutional jikos	Youth/Women PWDs
NG-CDF/RYS/19/2023 - 2025	Provision for supply/delivery of building materials	Open
NG-CDF/RYS/20/2023 - 2025	Provision for driving and boda boda training schools	Open
NG-CDF/RYS/21/2023 - 2025	Provision for beauty training colleges	Open
NG-CDF/RYS/22/2023 - 2025	Provision for drilling of boreholes	Open
NG-CDF/RYS/23/2023 - 2025	Provision for equipping of solar panels	Open

Note:

For item no. **NG-CDF/RYS/08/2023 – 2025** Provision of consultancy in preparation and printing of strategic plan at constituency level & translation of service charter to Swahili. The Terms of Reference are provided below;

TERMS OF REFERENCE FOR CONSTITUENCIES STRATEGIC PLANS

Introduction

The National Government Constituencies Development Fund (NG-CDF) is established pursuant to provisions of the NG-CDF Act, 2015 (amended 2016). The main purpose of the Fund is to enhance infrastructural and socio-economic development at the grass root level in order to reduce poverty through projects identified by the community.

The NG-CDF has carried out interventions in several sectors which include education (infrastructure and bursary), security, environment and sports as guided by the Act. NGCDF Runyenjes committee needs to prepare a five year strategic plan for a period of five years from 2022 to 2027. NG CDF Runyenjes committee would like to pre-qualify consultants in preparation and printing of strategic plan & translation of the service charter to Swahili.

Objectives

The overall objective of this consultancy is to develop a five year Strategic Plan to ensure that the NGCDF Committee fulfils its mandate covering the period 2022-2027

Scope of Work and Methodology

Development of the next Strategic Plan will take into consideration the implementation level of the previous strategic plan (where applicable) and the overall performance of the constituency. This will include identification of challenges, lessons learnt and key success factors.

The Terms of Reference for the consultancy is to work with the NG-CDF Committee, Fund Account Manager and staff at the constituency to develop the next cycle strategic plan by:

- i. Have sessions as appropriate with the NG-CDF Committee constituency vision and guidance;
- ii. Reviewing the status of implementation of the previous Strategic Plan (where applicable);
- iii. Review the overall performance of the constituency;
- iv. Review any existing documents relevant to the development of the plan;
- v. Holding consultations with key stakeholders, NG-CDF committee, Fund Account Manager and staff;
- vi. Carrying out a Situational Analysis in line with current and projected environment (SWOT and PESTEL);
- vii. Review the main stakeholders and beneficiaries of the Fund and their expectations of the Fund in line with the Constitution, Vision 2030 and Medium Term Plan III;
- viii. Review the Vision and Mission statements, core values of the constituency and strategic objectives;
- ix. Align the Strategic Plan with national documents including but not limited to the Kenya Vision 2030 and Medium Term Plan III;
- x. Identify and quantify viable activities for achieving the strategic objectives with clear timelines and measurable outputs and indicators;
- xi. Recommend an implementation and monitoring & evaluation framework;
- xii. Design and Develop a draft Strategic Plan in line with the guidelines and TORS;
- xiii. Facilitate consultative and validation forums with the NG-CDFC and the staff;
- xiv. Incorporate comments and finalize the Strategic Plan; and
- xv. Present final draft to NG-CDFC for adoption.

Outputs

- The key output from this assignment will be a five year Strategic Plan for the period 2022 to 2027.
- Report on the process including stakeholder consultations and workshops

Timeline

The consultancy is expected to take three **months** from the date of signing the contract. The selected consultant will be expected to demonstrate how this will be achieved through the work plan and methodology.

Qualifications of the consultant

The Authority is looking for a highly qualified firm to undertake the assignment in line with the Technical Evaluation criteria.

Institutional Arrangements

The Consultant will report directly to the Fund Account Manager. NG-CDFC will provide relevant background documents necessary for the assignment and shall be responsible for the coordination of meetings and other activities under the Consultancy.

Expertise

Academic Qualifications

At least a master’s degree in a relevant field in the area of planning, economics, public policy and development studies.

Experience

- At least five years professional experience in strategic planning and management
- Prior working experience on decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level communications skills in English and Kiswahili;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

Evaluation of Technical Proposal

1.1.1. The proposal shall be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

PHASE ONE		
1	Mandatory/Statutory Requirements	Maximum Points
	i. Valid Registration Certificate –Attach certificate of incorporation ii. PIN, VAT and Tax compliance-Attach current certificates iii. Audited accounts for the last three years Only firms meeting the mandatory criteria will be advanced to	Failure to have all the documents shall lead to rejection of proposal.

phase II		
PHASE TWO		
1	Relevant Experience for the Assignment (Corporate	Maximum
a.	Number of Similar Assignment conducted in government institutions.	10
b.	Knowledge on public sector reform and the institutionalization of Result Based Management (RBM), especially performance contracting.	15
Sub Total		25
2	Methodology and Approach	
a	Understanding the ToRs <ul style="list-style-type: none"> • Conformity to the ToRs • Consultant's initiatives and comments on the ToRs 	5
b	Appropriateness of Methodology and work plan Completeness of description of methodology Effectiveness of the information collection	15
Sub Total		25
3	Human Resource Capacity	
a	Lead consultant's education background professional qualifications, training, length of experience both local and international, and duration with the firm.	8
b	Experience in carrying out similar tasks with public bodies	5
c	Other key staff: Educations, experience, positions held and duration with the firm.	8
d	Proof of availability of the whole team throughout the duration of assignment and spread within the country.	5
e	Proof of registration and meeting regulatory and statutory requirements	4
Sub Total		30
GRAND TOTAL		80

Complete supplier registration documents with detailed information may be downloaded from NG-CDF Board website.

Completed registration documents in plain sealed envelopes, clearly marked with the requisite reference;

REGISTRATION OF SUPPLIERS 2023-2025: TENDER NO.....: NG-CDF/2023-2025
 Should be addressed to:

The Fund Account Manager
National Government Constituency Development Fund Runyenjes
 P.O Box 518-60103
 Runyenjes

Or should be deposited in the Tender Box provided at Runyenjes DCC's office area so as to be received not later than 15th August at 10:00 am. Documents submitted after this will NOT BE ACCEPTED.

The Registration of Supplier documents will be opened soon thereafter and tenderers or their representatives are welcome to attend and witness the opening.

SECTION C: CRITERIA FOR

REGISTRATION

	Required information	Maximum scores	PWD'S, YOUTH, & WOMEN
1	Registration documentation <ul style="list-style-type: none"> • Certificate of Incorporation • Business Permit/trade license 	5 5	(Mandatory)
	AGPO Certificate		(Mandatory)
2	Compliance with statutory requirements (Valid tax compliance certificate)	18	(Mandatory)
3.	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 2 years & bank statements • Mode of payment & willingness to give credit 	9 2	
4.	Past Experience & Performance <ul style="list-style-type: none"> • No. of years in business • Five referees (mostly clients) attach proof 	5 15	
5	Confidential business questionnaires <ul style="list-style-type: none"> • Duly filled (mandatory) • Fixed premises with telephone facilities 	12 2	
6.	Litigation History	6	



7	Other certificates e.g. KEBS, Professional bodies certification.	5	
8	Declaration and Company stamp	4	
9	Manpower and expertise	12	
	Total	100	

NB: Special groups only need AGPO CERT, REGISTRATION CERT, and TAX COMPLIANCE CERTIFICATE ANDPIN/VAT NO.

SECTION D:

APPLICATION FORM

Official Receipt No. (*of purchase of prequalification Document*)

(Attach copy of proof of payment)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name) hereby apply for

Registration as supplier for (categorycodeNo.)

.....

Postal Address

.....

.....

.....

Telephone Number (fixed line)

Mobile.....

E-mailAddress.....Fax...

.....



NG-CDF RUNYENJES

Town.....Street

.....

Building Floor.....

Room/office.....

Other Branches/locations

.....

.....

.....

.....

...

Full name of authorized signatory

.....

Designation

.....

Official Rubber Stamp and Signature

.....

SECTION E:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

YOU ARE ADVISED THAT IT IS 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)

Give details of partners as follows:

Name	Nationality	Citizenshipdetails	Share
1.	
.....			
2.	
.....			
3.	
.....			
4.	
.....			
5.	
.....			



NG-CDF RUNYENJES

Part 2(c) – Registered Company
Private or Public

.....

State the nominal and issued capital of the company

NominalKshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenshipdetails	Share
1.	
2.	
3.	
4.	
5.	

Date... Signature of supplier:

.....

If Kenyan citizen, indicate “citizenshipdetails” 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. PINNO (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 bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law.....
.....
.....
.....
7. State whetheryouareaManufacturer,DealerorAppointedDistributor(Agent), Wholesaler, Retaileretc
.....
.....
.....
.....



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

.....

9. Tax Compliance Certificate (attachcopy)

10. Other important certificates e.g. KEBS, Professionalbodies certification 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

- Attachcopiesofauditedreportsforthelast2years.
- Attach Bank statements for the last 3 months.

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

PART II

TERMS OF TRADE (PAYMENT TERMS)

RUNYENJES NG-CDF would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment 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.

c) SECTION I :

CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying/offering these goods/services

1. ClientName

.....

Address

.....

Tel.No

.....

Contact Person

.....

Position in the Organization

.....

2. ClientName

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....



1. ClientName

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

2. ClientName

.....

Address

.....

Tel. No

.....

Contact Person

.....

Position in the Organization

.....

3. ClientName

.....

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 up to a maximum of six. Proof of employment may be requested or checked.

SECTION K:

DECLARATION

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

Signed and Stamped

.....

Name:

.....

Position in the Company

.....

Date:

.....

ADDITIONAL CONDITIONS TO BE MET FOR REGISTRATION OF SUPPLIERS PER CATEGORY

**TENDER NO. NG CDF/RYS/01/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND DELIVERY OF GENERAL STATIONERY, COMPUTER ACCESSORIES
& PRINTING SERVICES**

TENDER CONDITIONALITIES

1. All tender Documents **MUST** be filled as appropriate.
2. Attach certificate of registration
3. Attach PIN certificate
- 4) **MUST** attach AGPO certificate.
- 5) Attach Tax compliance certificate
- 6) Attach list of goods and brands that are stocked by vendor
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/02/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AS SHOWN ABOVE**

TENDER CONDITIONALITIES

1. All tender Documents **MUST** be filled as appropriate.
2. Attach certificate of registration
3. Attach PIN certificate
- 4) **MUST** attach AGPO certificate.
- 5) Attach Tax compliance certificate
- 6) Attach list of goods and brands that are stocked by vendor
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/03/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND DELIVERY OF DESKTOP COMPUTERS AS SHOWN ABOVE**

TENDER CONDITIONALITIES

- 1 Applicants/Tenderers for this tender **MUST** own repair workshops/premises.
- 2) Attach PIN certificate
- 3) Certificate of registration
- 4) Tenderers **MUST** fill confidential Business questionnaire as appropriate.
- 5) They should also have competent technicians and evaluation for their competence will be carried out.
- 6) **MANDATORY AGPO** certificate
- 7) Attach Tax compliance certificate
- 8) Procurement to be done through competitive quotations from the already registered suppliers.
- 9) If it is a company attach Cr 12 or list of ownership (verified)



TENDER NO. NG CDF/RYS/06/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND DELIVERY OF TRAINING SERVICES

TENDER CONDITIONALITIES

- 1) All tender Documents **MUST** be filled as appropriate.
- 2) Attach certificate of registration
- 3) Attach PIN certificate
- 4) Attach Tax compliance certificate
- 5) Attach certificate of registration for the institution as a training center.
- 6) Attach courses offered.
- 7) Attach qualifications of the trainers.
- 8) Procurement to be done through competitive quotations from the already registered contractors.
- 9) If it is a company attach Cr 12 or list of ownership (verified)

TENDER NO. NG CDF/RYS/07/2023-2025 FINANCIAL YEAR
REGISTRATION FOR PROVISION OF TENTS, CHAIRS, TABLES, CATERING & DECORATION

TENDER CONDITIONALITIES

1. All tender Documents **MUST** be filled as appropriate.
2. Attach certificate of registration
3. Attach PIN certificate
- 4) **MUST** attach AGPO certificate.
- 5) Attach Tax compliance certificate
- 6) Attach list of goods and services supplied by vendor
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) If it is a company attach Cr 12 or list of ownership (verified)

TENDER NO. NG CDF/RYS/09/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY/DELIVERY OF ELECTRICAL ITEMS

Tender conditionality

- 1) Suppliers **MUST** stock electrical items. This **MUST** be verified during our market survey.
- 2) Procurement to be done through competitive quotations from the list of registered suppliers
- 3) If It's a Company attach Cr 12 Or List Of Ownership(verified)

TENDER NO. NG CDF/RYS/05/2023-2025 FINANCIAL YEAR
REGISTRATION FOR REPAIR, MAINTENANCE & SERVICING OF GK VEHICLES

General Information

1. Location.....
2. Garage enclosed area.....
3. Roofed bays area.....
4. Dealership (if any).....
- 5.Speciality.....
6. Facilities: Inspection pits.....
Hoits.....
Ramps.....



Other facilities/equipmentse.g welding sets, jacks etc

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

7. Number of qualified mechanics.....

8. Manager/supervisor experience/qualifications.....

.....
.....

9. Any other relevant information

NB: This information may be verified

Signed.....Name.....

- Attach copy of your current insurance certificate(cover)
- You must be approved by the ministry of roads and public works for the repair of government vehicles, equipment and motor cycles.
- Attach Tax compliance certificate
- Procurement to be done through competitive quotations from the already registered contractors.
- Attach certificate of registration
- Attach pin certificate

TENDER NO. NG CDF/RYS/10/2023-2025 FINANCIAL YEAR REGISTRATION FOR SUPPLY/DELIVERY OF MOTOR VEHICLES, MOTOR CYCLES, PLANTS AND EQUIPMENTS-SPARE PARTS

1. Business name.....

2. Location (house/building).....

3. Street/road.....

4. Postal address.....

5. Tel No. (Land line).....

6. Current Trade license No.....

7. Dealership (if any).....

8. Speciality (Type of vehicles).....

9. Any other relevant information.....

.....
.....

Signed and stamped.....

Name.....

Designation.....

Date.....

Attach:

- Copies of registration and VAT certificate
- Certificate of good conduct from the Kenya police
- Pin certificate
- Attach Tax compliance certificate

NB: This information may be verified

- Procurement to be done through competitive quotations from the already registered suppliers.
- If it is a company attach Cr 12 Or List Of Ownership(verified)

TENDER NO. NG CDF/RYS/11/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY/DELIVERY OF TYRES,TUBES,MOTOR VEHICLES AND MOTOR-CYCLES
BATTERIES

Tender conditionality's

- 1) Applicants/tenderers must in possession of valid certificate of good conduct from the Kenya police.
- 2) Prices must include all charges (acid and charging)
- 3) Item to be procured through competitive quotations from the already registered suppliers.
- 4) Attach PIN certificate
- 5) Certificate of registration
- 6) Certificate of good conduct
- 7) License to deal in motor vehicle components & accessories
- 8) Attach Tax compliance certificate
- 7) If it is a company attach Cr 12 or list of ownership (verified)
- 9) Tenderers/bidders for this tender **MUST** stock various brands of tyres & tubes in the Kenyan market.

TENDER NO. NG CDF/RYS/12/2023-2025 FINANCIAL YEAR
REGISTRATION FOR REPAIR/SERVICING OF OFFICE MACHINES AND EQUIPMENTS

Tender conditionalities

- 1) Applicants/Tenderers for this tender **MUST** own repair workshops/premises.
- 2) Attach PIN certificate
- 3) Certificate of registration
- 4) Tenderers **MUST** fill confidential Business questionnaire as appropriate.
- 5) They should also have competent technicians and evaluation for their competence will be carried out.
- 6) **MANDATORY AGPO** certificate
- 7) Attach Tax compliance certificate
- 8) Procurement to be done through competitive quotations from the already registered suppliers.
- 9) If it is a company attach Cr 12 or list of ownership (verified)

TENDER NO. NG CDF/RYS/13/2023-2025 FINANCIAL YEAR
REGISTRATION OF BUILDING AND CIVIL ENGINEERING CONTRACTORS

Tender conditionalities

- 1) Attach certificate of registration as a building contractor from the National Construction Authority Category 8.(N.C.A 8 Building works,Contractors)
- 2) Attach PIN certificate
- 3) Attach Tax compliance certificate
- 4) Attach certificate of registration
- 5) All tender documents **MUST** be filled as appropriately.
- 6) List of clients served for the last two years
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) If it is a company attach Cr 12 or list of ownership (verified)



**TENDER NO. NG CDF/RYS/17/2023-2025 FINANCIAL YEAR
REGISTRATION FOR PROVISION OF INSURANCE COVER**

TENDER CONDITIONALITIES

1. All tender Documents **MUST** be filled as appropriate.
2. Attach certificate of registration/incorporation
3. Attach PIN certificate
4. Attach insurance covers related to motor vehicles and the cost
5. Attach tax compliance certificate
6. Procurement to be done through competitive quotations from the already registered contractors.
7. If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/14/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND DELIVERY OF SPORTS EQUIPMENTS**

TENDER CONDITIONALITIES

1. All tender Documents **MUST** be filled as appropriate.
2. Attach certificate of registration
3. Attach PIN certificate
- 4) **MUST** attach AGPO certificate.
- 5) Attach Tax compliance certificate
- 6) Procurement to be done through competitive quotations from the already registered contractors.
7. If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/18/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY AND INSTALLATION OF INSTITUTIONAL JIKOS**

TENDER CONDITIONALITIES

1. Applicants/Tenders for this tender **MUST** own premises
2. All tender documents **MUST** be filled as appropriate.
3. Attach certificate of registration/incorporation
4. Attach PIN certificate
5. Attach tax compliance certificate
6. **MUST** attach AGPO certificate
7. Procurement to be done through competitive quotations from the already registered contractors.
8. If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/15/2023-2025 FINANCIAL YEAR
REGISTRATION FOR SUPPLY/DELIVERY OF SEEDS AND SEEDLINGS**

TENDER CONDITIONALITIES

1. All Tender Documents **MUST** be filled as appropriate.
2. Attach certificate from an agricultural officer, KEPHIS and NEMA.
3. Attach PIN certificate
4. Attach Tax compliance certificate
- 5) Procurement to be done through competitive quotations from the already registered contractors.
- 6). If it is a company attach Cr 12 or list of ownership (verified)



**TENDER NO. NG CDF/RYS/19/2023-2025 FINANCIAL YEAR
REGISTRATION SUPPLY/DELIVERY OF BUILDING MATERIALS
TENDER CONDITIONALITIES**

1. All tender documents **MUST** be filled as appropriate.
2. Attach certificate of registration/incorporation
3. Attach PIN certificate
4. Attach tax compliance certificate
5. Attach N.C.A certificate
6. Procurement to be done through competitive quotations from the already registered contractors.
7. If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/16/2023-2025 FINANCIAL YEAR
REGISTRATION SUPPLY/DELIVERY OF PETROL ,OIL AND LUBRICANTS**

1. All tender documents **MUST** be filled as appropriate.
2. Attach certificate of registration/incorporation
3. Attach PIN certificate
4. Attach tax compliance certificate
5. Attach EPRA certificate
6. Procurement to be done through competitive quotations from the already registered contractors.
7. If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/04/2023-2025 FINANCIAL YEAR REGISTRATION FOR SUPPLY AND
DELIVERY OF DESK ,CHAIRS AND OFFICE FURNITURE**

Attach:-

- 1) PIN certificate
- 2) Certificate of registration
- 3) Tax compliance certificate
- 4) Mandatory AGPO certificate
- 5) Picture of work previously done
- 6) All tender documents **MUST** be filled as appropriately.
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) If it is a company attach Cr 12 or list of ownership (verified)

**TENDER NO. NG CDF/RYS/20/2023-2025 FINANCIAL YEAR
REGISTRATION FOR DRIVING SCHOOLS**

Tender conditionalities

- 1) Attach certificate of registration
- 2) Attach PIN certificate
- 3) Attach Tax compliance certificate
- 4) Must be registered with N.T.S.A
- 5) All Tender Documents **MUST** be filled as appropriately.
- 6) List of people trained as a proof of capacity to do mass training at a designated venue as guided by the office
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) Valid school license –should be valid for two years from the date of issue
- 9) Provide provisional driving license at the beginning and interim driving license at the end
- 10) If it is a company attach Cr 12 or list of ownership (verified)



TENDER NO. NG CDF/RYS/21/2023-2025 FINANCIAL YEAR
REGISTRATION FOR BEAUTY COLLEGES

Tender conditionalities

- 1) Attach certificate of registration/incorporation under the companies.
- 2) Attach PIN certificate
- 3) Attach tax compliance certificate
- 4) All tender documents **MUST** be filled as appropriately.
- 5) List of people trained as a proof of capacity to do mass training at a designated venue as guided by the office
- 6) If it's a Company Attach Cr 12 Or List Of Ownership
- 7) Provide certificate after the completion of training
- 8) Provide documentation to verify registration of the school certificate from CUE or KNQA
- 9) Procurement to be done through competitive quotations from the already pre-qualified contractors.

TENDER NO. NG CDF/RYS/22/2023-2025 FINANCIAL YEAR
REGISTRATION FOR DRILLING OF BOREHOLES

Tender conditionalities

- 1) Attach certificate of registration as a building contractor from the National Construction Authority Category 8.(N.C.A 8 for building works)
- 2) Attach PIN certificate
- 3) Attach Tax compliance certificate
- 4) Attach certificate of registration
- 5) All tender documents **MUST** be filled as appropriately.
- 6) List of clients served for the last two years
- 7) Procurement to be done through competitive quotations from the already registered contractors.
- 8) Attach Cr 12.

Statutory Requirements/Capacity

- 1) Evidence of due registration with water resources authority, National Environment Management Authority
- 2) Company physical locations
- 3) Letters of agency, representation, distributorship etc for equipment manufacturers
- 4) Listing of staff and personnel resources and technicians (qualification should be relevant to the scope of works)
- 5) Listing of plant, machinery, equipment and testing resources (attach proof of ownership)
- 6) Litigation and arbitration history
- 7) Occupational health and safety arrangements
- 8) Evidence of recent (ongoing/current up to 5 years) successful borehole drilling



Stage one

- Hydrological study and survey to confirm opportunity of borehole; borehole contractor will be required to conduct a hydrological site survey using an established hydrologist to establish the best point to drill a borehole within the plot.
- A detailed report is to be given to the services engineer. The report should clearly indicate if it is viable to drill a borehole.
- Formal submittal to governing agencies: Borehole contractor will have to make applications and acquire permits for drilling a borehole from relevant authorities (Water resources authority, NEMA licenses and all other necessary documents as required)

TENDER NO. NG CDF/RYS/23/2023-2025 FINANCIAL YEAR REGISTRATION FOR EQUIPPING OF SOLAR PANEL

Tender conditionalities

- 1) Attach certificate of registration as a building contractor from the National Construction Authority Category 8.(N.C.A 8 for electrical works)
- 2) Energy regulation authority/EPRA certification
- 3) Manufacturers authorization of the different equipment (especially the solar panels)-attach ISO certification/KEBS
- 4) Attach evidence of manufacturer site
- 5) Attach PIN certificate
- 6) Attach Tax compliance certificate
- 7) Attach certificate of registration
- 8) All tender documents **MUST** be filled appropriately.
- 9) List of clients served for the last two years
- 10) Procurement to be done through competitive quotations from the already registered contractors.
- 11) Attach Cr 12.