



REGISTRATION OF SUPPLIERS/CONTRACTORS/ FOR KINANGOP
CONSTITUENCY FOR GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEARS 2024-2025 & 2025-2026.

TENDER NO:NG~CDF/KIN/TEND/...../2024-2026

DATE OF ISSUE: 27TH JANUARY 2025

DEADLINE OF SUBMISSION: 11TH FEBRUARY 2025 AT 11:00 AM

BIDDER'S NAME: _____

CATEGORY No. _____

CATEGORY DESCRIPTION: _____

KINANGOP CONSTITUENCY

JAN 2025



27TH JANUARY 2025

TENDER NOTICE

REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2024-2026 KINANGOP CONSTITUENCY.

The National Government Constituencies Development Fund, Kinangop Constituency, invites application for Registration of suppliers/contractors/contractors from interested eligible bidders for the supply of the under listed goods, construction works and services for the years 2024 - 2025 and 2025 - 2026.

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1	NG-CDF/KIN/TEND/01/2 024-2026	Registration Of Suppliers For The Supply/Delivery Of General Office Stationery, Tonners & Cartridges, Printing Services And Other Office Consumables	RESERVED GROUP
2	NG-CDF/KIN/TEND/02/2 024-2026	Registration Of Suppliers For The Supply/Delivery Of Refined Fuels And Lubricants.	OPEN
3	NG-CDF/KIN/TEND/03/2 024-2026	Registration Of Suppliers For Repairs Of Motor Vehicles, Supply/Delivery Of Tyres, Tubes And Motor Vehicle Batteries	OPEN
4	NG-CDF/KIN/TEND/04/2 024-2026	Registration Of Contractors For Buildings Works, Electrical Works, Mechanical Works And Renovations	OPEN
5	NG-CDF/KIN/TEND/05/2 024-2026	Registration Of Suppliers/Contractors For Supply And Delivery Of Water Tanks, Construction of Tank Bases, and Fixing of Gutters	OPEN
6	NG-CDF/KIN/TEND/06/2 024-2026	Registration Of Supplies For The Provision Of Education And Learning Materials (Revision Books).	OPEN
7	NG-CDF/KIN/TEND/07/2 024-2026	Registration Of Suppliers For ICT Hardware And Consumables	RESERVED GROUP
8	NG-CDF/KIN/TEND/08/2 024-2026	Registration Of Suppliers For The Supply And Delivery Of School And Office Equipment And Furniture And Other Related Accessories	OPEN
9	NG-CDF/KIN/TEND/09/2 024-2026	Registration Of Suppliers For The Supply/Delivery Of Fire Extinguishers	OPEN
10	NG-CDF/KIN/TEND/10/2 024-2026	Registration Of Suppliers for Catering Services	OPEN
11	NG-CDF/KIN/TEND/11/2 024-2026	Registration Of Suppliers For Repairs Of Office Equipment, Furniture And ICT Equipment	RESERVED GROUP
12	NG-CDF/KIN/TEND/12/2 024-2026	Registration Of Suppliers For Supply/Delivery Of Exotic, Indigenous Tree Seedlings And Fruits.	RESERVED GROUP
13	NG-CDF/KIN/TEND/13/2 024-2026	Registration Of Suppliers For The Supply/Delivery Of Laboratory Equipment	OPEN

MANDATORY REQUIREMENTS

Prospective suppliers/contractors shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. Valid AGPO Certificate for the reserved groups
4. Copy of Current CR 12 (recent 12 Months) for Limited companies only or Copies of Identification Documents (IDs) for Directors of sole Proprietorships.
5. Duly Completed Confidential Business Questionnaire
6. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
7. For Building & Construction works Firms MUST be registered by NCA (Provide NCA certificate in the relevant trade and of grade equal to the works).

NOTE:

Tender documents may be obtained for free by downloading from PPIP Website www.tenders.go.ke or www.ngcdf.go.ke. Applicants who download the Registration of Suppliers/ Contractors Document can forward their queries if any to kinangopcdf@ngcdf.go.ke to facilitate any further clarification or addendum.

Fill and clearly indicate the tender no. of the goods, works or service applied from the above listed tenders numbered 1 - 13.

Completed Tender documents in plain sealed envelopes, clearly marked with the requisite reference; REGISTRATION OF SUPPLIERS/CONTRACTORS: TENDER NO: NG-CDF/KIN/TEND/ /2024 - 2026 should be addressed to: -

**The Fund Account Manager
National Government Constituencies Development Fund,
Kinangop Constituency,
P.O BOX 430 – 20318
NORTH KINANGOP
Engineer Town.**

Completed Tender Documents should be deposited in the Tender Box provided at the NG-CDF Kinangop Constituency offices at the reception area, so as to be received not later than ***11th February 2025 at 11:00am.***

Applications will be opened immediately thereafter, at NG-CDF BOARD ROOM, in the presence of bidders or their representative, who choose to attend.

Late applications will be rejected.

**FUND ACCOUNTS MANAGER,
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
KINANGOP CONSTITUENCY**

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1. INSTRUCTIONS TO CANDIDATES

1.1 Introduction

The Kinangop National Government Constituency Development Fund (KNG-CDF), invites application for Registration of suppliers/contractors from interested eligible bidders for the supply/construction of the under listed goods, works and services for the years 2024 – 2025 and 2025 - 2026 to perform the contract of provision of goods, services and works to the Kinangop NG-CDF.

1.2 Format and Signing of Applications

- i. The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL.
- ii. The document of the registration shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.
- iii. The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

1.3 Submission of Applications

- i. Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Tuesday 11th Feb, 2025 at 11:00AM**. Applications received after the closing date and time shall be rejected. However, this exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.
- ii. The Candidate shall seal the document of the registration duly marking the envelope as ORIGINAL.

The envelope shall then be:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
 - (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 1.2 (ii),
 - (c) The envelopes shall indicate the name and address of the applicant
- iii. If the envelope is not sealed and marked as instructed above, KNG-CDF will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity, KNG-CDF will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

- iv. All the information requested for registration shall be provided in the English language. Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- v. Bidders who will wish to apply more than one category, will be required to submit in separate envelopes.

1.4 Eligible Candidates

- i. Suppliers/Contractors registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KNG-CDF so that they may be registered for consideration and submission of quotations. The prospective Suppliers/Contractors are required to supply mandatory information for Registration
- ii. Candidates shall provide such evidence of their continued eligibility satisfactory to KNG-CDF, as the KNG-CDF shall reasonably request.

1.5 Qualification Criteria

- i. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders.
- ii. The registration application forms which are not filled out 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.

1.6 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated.

1.7 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

1.8 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ 2.

1.9 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included. This shall not apply to newly registered companies.

1.10 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the applicants ensuring the accuracy of the information given

1.11 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application

and Kinangop NG-CDF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

1.12 Clarification of Registration Documents

- i. The prospective applicant requiring any clarification of the registration documents may notify Kinangop NG-CDF in writing or by email at the Kinangop NG-CDF email address indicated in the registration data.
- ii. Kinangop NG-CDF will respond in writing through email to any queries for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Kinangop NG-CDF's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

1.13 Amendment of Registration Documents

- i. At any time prior to the deadline for submission of applications, Kinangop NG-CDF may, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.
- ii. The Addendum thus issued shall be part of the registration documents and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Kinangop NG-CDF.
- iii. In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Kinangop NG-CDF may, at his discretion, extend the deadline for the submission of applications.

1.14 Deadline for Submission of Registration Documents

- i. Applications must be received by Kinangop NG-CDF at the address specified no later than the time and date stipulated in the notice for registration.
- ii. Kinangop NG-CDF may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum.
- iii. In which case all rights and obligations of Kinangop NG-CDF and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

1.15 Opening of Registration Documents

- i. Kinangop NG-CDF will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.
- ii. Kinangop NG-CDF shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.
- iii. Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

1.16 Process to be Confidential

2.3.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence Kinangop NG-CDF 's processing of applications or approval decisions may result in the rejection of the applications.

1.17 Clarification of Applications and Contacting of the Institute

- i. To assist in the examination, evaluation, and comparison of applications, Kinangop NG-CDF may, at its discretion, ask any applicant for clarification of his/her application.
- ii. Subject to Sub-Clause 2.11.1, no applicant shall contact Kinangop NG-CDF on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of Kinangop NG-CDF, he/she should do so in writing.
- iii. Any effort by any applicant to influence Kinangop NG-CDF in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

1.18 Examination of Registration Documents and Determination of Responsiveness

- i. Prior to the detailed evaluation of applications, Kinangop NG-CDF will determine whether each application has been properly signed and delivered pursuant to clause 2.3;
 - (a) is substantially responsive to the requirements of the registration documents; and
 - (b) provides any clarification and/or substantiation that Kinangop NG-CDF may require to determine responsiveness pursuant to Sub-Clause 2.15
- ii. A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one;

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Kinangop NG-CDF 's rights or the applicant obligations under the contract; or
 - (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- iii. If an application is not substantially responsive, it will be rejected by Kinangop NG-CDF and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

1.19 Notification of Qualified Applicants

- i. Applicants whose applications are determined to be successful will be notified by Kinangop NG-CDF within thirty (30) days from the date of opening of registration documents.
- ii. At the same time Kinangop NG-CDF notifies qualified Applicants that their applications are responsive, Kinangop NG-CDF shall notify the other Applicants whose applications are not responsive.

1.20 Evaluation and Comparison of Applications

- i. Kinangop NG-CDF will evaluate and compare only the applications determined to be substantially responsive.
- ii. Registration will be based on meeting the minimum requirements to pass in the criteria set.
- iii. Kinangop NG-CDF's Right to accept any Application and to reject any or all Applications
- iv. Kinangop NG-CDF reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2. SUPPLIERS/CONTRACTORS REGISTRATION DATA

1	Name of Organization/Business /Company	
2	Postal Address	P.O Box.....Code..... Town.....
3	Principal Contact Person	Name..... Position.....
4	Contacts	Mobile Phone No..... Email.....
5	Physical Location of Business Premises	Town..... Street..... Building Name..... Floor.....
6	Nature of Organization (e.g. Sole Proprietorship, Public or Private Limited Company, Partnership etc.)	
7	Name of the Proprietor, Directors or Partners (Attach copies of identity cards/passports) Where applicable indicate shares	1. 2. 3. 4. 5.
8	Nature of Business	
9	State Credit Period (Minimum is 30 days)	

YOU ARE ADVISED IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM OF TENDER

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE

<p>Part I- General:</p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address.....</p> <p>Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Name of your bankers.....Branch</p>																								
<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor Your name in full..... Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																							
<input type="checkbox"/>	<p>Part 2 (b) Partnership Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;">Name</th> <th style="width: 25%; text-align: center;">Nationality</th> <th style="width: 25%; text-align: center;">Citizenship Details</th> <th style="width: 25%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td colspan="4">.....</td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td colspan="4">.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares			
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□	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>Given details of all directors as follows: -</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
<p style="text-align: right;">Date Signature of</p> <p>Candidate.....</p>																															

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

4. REGISTRATION SUBMISSION FORM

Date: _____

Tender No. _____

To:
Kinangop National Government Constituency Development Fund
P.O Box 430- 20318
North Kinangop.

Gentlemen and/or Ladies:

Having examined the Registration documents... the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document.

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre- qualified firms.

Category applied for Registration Code No. _____

Subcategory Description _____

We understand that you are not bound to accept any tender you may receive. Dated this _____
_____ day of _____ 20_____
_____ [signature] _____ [in the capacity of]

Duly authorized to sign tender for an on behalf of *(Name of the firm)*

5. STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use should you be awarded a contract. This should include all activities and processes you will engage in as well as equipment and personnel that will be involved so as to ensure timely delivery of the goods.

.....

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6. PAST EXPERIENCE *(Not applicable to newly registered companies)*

NAME OF AT LEAST 2 CLIENTS.

1.1 Client (organization)

Name of Client (organization)

.....

Address of Client (organization)

.....

Name of Contact Person at the client (organization)

.....

Telephone No. of Client

.....

Value of Contract

.....

.....

... Duration of Contract (date)

.....

(Attach documental evidence of the existence of the contract)

2.1 Client (organization)

Name of Client Organization)

..... Address of Client

(organization)

Name of Contact Person at the client (organization)

.....

Telephone No. of Client

.....

Value of Contract

.....

.....

Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

3.1 Client (organization)

Name of Client (organization)

..... Address of Client

(organization)

Name of Contact Person at the client (organization)

..... Telephone No. of Client

..... Value of Contract

..... Duration of Contract (date)

.....
(Attach documental evidence of existence of contract)

7. LITIGATION HISTORY AND SWORN STATEMENT

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

BUSINESS PROBITY AND LITIGATION HISTORY

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

8. ANTI-CORRUPTION PLEDGE FORM.

I/We.....

..... are aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Government.

Tenderer's Name.....

Address.....

Authorized signature.....

Date.....

9. SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY OF GOODS, WORKS, SERVICES AND CONSULTANCIES SWORN STATEMENT

Kinangop NG-CDF intends to update its register for suppliers/contractors for various goods, works, and services for the financial years, 2024/2025 – 2025/2026. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works, and services they wish to be registered in.

Having studied the registration information for the above provision of goods, works or services applied for I/we hereby state:

- i. The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the Procuring entity.
- ii. That in case of being registered we acknowledge that this grants us the right participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- iii. We enclose all the required documents and information required for the registration evaluation.

Date:

Applicant's Name / Company's Name

.....

Signature & Stamp

.....

(Full name and designation of the person signing and stamp or seal) ID.

Submission of Application