



TENDER DOCUMENT

FOR:-

PRE-QUALIFICATIONS/REGISTRATION OF SUPPLIERS

FOR SUPPLY OF GENERAL OFFICE STATIONERY AND

AIRTIME

FOR FINANCIAL YEARS 2024-2026

TENDER NO.GS/NGCDF/06/2024-2026

National Government Constituencies Development Fund

Gatundu South Constituency

NG-CDF OFFICE

P.O Box 213-01030

Gatundu.

**CATEGORY: SUPPLY OF GENERAL OFFICE STATIONERY AND
AIRTIME**

DESCRIPTION: GS/NGCDF/05/2024-2026

PRE-QUALIFICATION INSTRUCTIONS

1.1 INTRODUCTION

The Fund Accounts Manager, Gatundu South NG-CDF would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the Government.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Gatundu South NG-CDF when required during the period ending 30th June, 2026.

1.3 INVITATION OF PREQUALIFICATION

Suppliers registered with Registrar of companies under the Laws of Kenya in respective merchandise or services and works are invited to submit their **PRE-QUALIFICATION** documents to the **FUND ACCOUNT MANAGER, GATUNDU SOUTH**. So as to be pre-qualified for invitation of TENDERS/quotations. Bids will be submitted in **PLAIN SEALED ENVELOPS**. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government Institutions of similar size and complexity, apart **FROM THE RESERVED GROUP CATEGORY**. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria **AND SUBSEQUENTLY BE IN A POSITION TO ENTER INTO A CONTRACT WITH THE PROCURING ENTITY**.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

Completed pre-qualification data and other requested information shall be submitted to reach:-

The Fund Accounts Manager,
Gatundu South constituency
P O Box 213-01030
Gatundu

Before or on **5TH MARCH 2025**. Time: **10.00A.M.** local time.

1.8 ADDITIONAL INFORMATION

NG-CDF Gatundu South constituency reserves the right to request submission of additional information from prospective bidders.

1.9.1 Request for quotations will be made available only to those bidders whose qualifications are accepted by the NGCDF Gatundu South after scoring more than 70% points after the completion of the pre-qualification process.

1.10 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.0 TAXES ON IMPORTED MATERIALS

The supplier will have to pay Custom Duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.1 CUSTOMS CLEARANCE

The contractors shall be responsible for custom clearance of their imported goods and services.

2.2 PAYMENTS

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in The Contract Agreement.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 are to be Completed by prospective suppliers/contractors who wish to be pre-qualified for Submission of tender for the specific tender.

3.1.2 The pre- qualified 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.

3.2. QUALIFICATION

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Gatundu South NG-CDF in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the Client. Availability and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for works, goods/services.

3.3 ESSENTIAL CRITERIA FOR PREQUALIFICATION

- (a) Experience: Prospective bidders shall have at least 2 years experience in the supply of works, goods, services and allied items. In case of potential supplier/contractor should show competence, willingness and capacity to service contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 PERSONNEL

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ-3.

3.3.3. PAST PERFORMANCE

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-4.

3.3.4 STATEMENT

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.4 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration, Incorporation/memorandum and Articles of Association, copies of which must be attached.

- 3.6 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.6.1 PREQUALIFICATION CRITERIA

| REQUIRED INFORMATION | FORM TYPE | POINTS SCORE |
|---------------------------|-----------|--------------|
| 1. Registration Documents | PQ-1 | 30 |
| 2. Pre-qualification Data | PQ-2 | 20 |
| 3. Confidential Report | PQ-3 | 20 |
| 4. Past Experience | PQ-4 | 20 |
| 5. Litigation History | PQ-5 | 5 |
| 6. Sworn Statement | PQ-6 | 5 |
| TOTAL | | 100 |

3.7 The Qualification is 70 points and above.

3.8 Special Conditions of Contract

a) Provide a price list of goods and services in the category applied for (A MUST)

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All firms must provide:

1. Copies of certificate of Registration
2. Copies of VAT Registration Certificate
3. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this Certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Number of the firm/company/individual.
5. Copy of current Trade License.
6. In addition to documents requested in the tender advertisement.

FORM PQ-2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we Hereby apply for registration as supplier(s)
Name of Company/Firm

Of
(Item Description)

.....
(Category No)

Post Office Address

.....
Town

Street.....

Name of Building

.....

Room/Office No.....

Floor No.....

Telephone Nos.

Full Name of Applicant

.....

Other Branches Location

.....

2. Organization and Business Information

Management Personnel

.....
President (Chief Executive)

.....
Secretary

General/Manager

.....
Treasurer

Others

.....
Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....
4. under present management since

.....
5 Net worth equivalent

.....
6 Bank reference and address

.....
7 Bonding company reference and address

.....
8 Enclose copy of Organization Chart of the firm indicating the main fields of Activities.

9 State any technological innovations or specific attributes which distinguish you from your Competitors.

.....

.....

.....

10 Indicate terms of trade/sale.

FROM PQ-3

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part I and either Part 2 (a), 2 (b), 2 (c)
This applies to your type of business:

| |
|--|
| Part 1 – General: Business Name |
| Location of business premises |
| Plot No. Street/Road |
| Nature of Business |
| Current Trade License No.....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 fullAge

Nationality Country of origin

*Citizenship details

.....

Part 2 (b) Partnership

Give details of partners as follows:

| Name | Nationality | Citizenship Details | Shares |
|-------|-------------|---------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company:

Nominal Ksh.....

Issued Kshs.....

Give details of all Directors as follows:

| Name | Nationality | Citizenship Details | Shares |
|-------------|--------------------|----------------------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1 Name of 1st Client (Organization)
 - i) Name of Client (organization)
 -
 - ii) Address of Client (organization)
 -
 - iii) Name of Contact Person at the client (organization)
 -

iv) Telephone No. of Client.

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

.....

i) Name of client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client.

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

(Attached documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client.

.....

v) Value of Contract.

.....

vi) Duration of Contract (date)

.....

(Attached documental evidence of existence of contract)

4. Others

.....

Having studied the pre-qualification information for the above project, I/we hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge;
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow;
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name

Represented by

Signature

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