



NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

TENDER NO: KJN-NGCDF/PRE/...../2025-2027

DATE OF ISSUE: 11TH FEBRUARY, 2025

BIDDERS NAME:

CATEGORY NO:

ITEM DESCRIPTION:

National Government Constituencies Development Fund
Kajiado North Constituency
P.O Box 72-00208
NGONG HILLS
Cell: 0756 839435
Email: cdfkajiadonorth@ngcdf.go.ke | Website: www.ngcdf.go.ke

Submission deadline 25th February 2025 AT 10:00 AM (EAT)

TABLE OF CONTENTS

TABLE OF CONTENTS.....2

PRE-QUALIFICATION NOTICE3

PRE-QUALIFICATION INSTRUCTIONS6

1. INTRODUCTION6

2. BRIEF CONTRACT REGULATIONS/GUIDELINES.....7

3. PRE-QUALIFICATION DATA INSTRUCTIONS7

4. PRE-QUALIFICATION EVALUATION CRITERIA.....9

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS (MANDATORY)11

FORM PQ-2 SUPPLIER PRE-QUALIFICATION DATA12

FORM PQ-3 SUPERVISORY PERSONNEL.....14

FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE.....15

FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRE16

FORM PQ - 6 PAST EXPERIENCE18

FORM PQ-7 LITIGATION HISTORY.....19

FORM PQ 8 - SWORN STATEMENT.....20

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

PRE-QUALIFICATION NOTICE

**REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR
2025-2027 FINANCIAL YEARS**

Tenders are invited from interested firms who are suitably qualified for the supply and delivery of goods and services to **NG-CDF- Kajiado North Constituency** for the Financial Year 2025-2027.

S/No.	Prequalification Categories	Description	Eligible Tenderer
1.	KJN-NGCDF/PRE/01/2025-2027	Prequalification for supply and delivery of stationeries and general supplies	Reserved for AGPO
2.	KJN-NGCDF/PRE/02/2025-2027	Prequalification for Maintenance of office Equipment and furniture	OPEN
3.	KJN-NGCDF/PRE/03/2025-2027	Prequalification for Supply and delivery of office furniture, equipment and fittings	Reserved for AGPO
4.	KJN-NGCDF/PRE/04/2025-2027	Prequalification for printing of magazines, marketing and Promotional materials for publicity materials	Reserved for AGPO
5.	KJN-NGCDF/PRE/05/2025-2027	Prequalification for Supply of Security Guards and Security Services	OPEN
6.	KJN-NGCDF/PRE/06/2025-2027	Prequalification for event planning and supply of chairs, tents and public system address	Reserved for AGPO
7.	KJN-NGCDF/PRE/07/2025-2027	Prequalification for Provision of Conference and Training Services	OPEN
8.	KJN-NGCDF/PRE/08/2025-2027	Prequalification for supply of desks, lockers, tables and chairs	Reserved for AGPO

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

9.	KJN-NGCDF/PRE/09/2025-2027	Prequalification for Building, Construction, renovations and associated Works	OPEN
10.	KJN-NGCDF/PRE/10/2025-2027	Prequalification for Provision of website maintenance, Internet Services and bulk messaging.	OPEN
11.	KJN-NGCDF/PRE/11/2025-2027	Provision for supply and Delivery of Computers, Printers, Photocopiers and Computer Accessories.	Reserved for AGPO
12.	KJN-NGCDF/PRE/12/2025-2027	Supply and delivery of motorvehicle tyres tubes, batteries.	OPEN
13.	KJN-NGCDF/PRE/13/2025-2027	Repair and servicing of motor vehicles	OPEN
14.	KJN-NGCDF/PRE/14/2025-2027	Provision of driving school services for motor vehicles and motor cycles.	OPEN
15.	KJN-NGCDF/PRE/15/2025-2027	Provision of short courses, hairdressing, beauty, housekeeping, vehicle mechanics, building and construction, electrical and electronics	OPEN
16.	KJN-NGCDF/PRE/16/2025-2027	Prequalification for supply and delivery of environmental activity materials, tree seedlings and landscaping services	OPEN
17.	KJN-NGCDF/PRE/17/2025-2027	Prequalification for provision of catering (indoor and outdoor), conference and hotel facilities.	OPEN
18.	KJN-NGCDF/PRE/18/2025-2027	Prequalification for disposal of sanitary waste and and cleaning services	Reserved for AGPO

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

Interested eligible bidders may obtain a complete set of prequalification documents from PPIP Portal, www.tenders.go.ke or NG-CDF Website www.ngcdf.go.ke free of charge, or at the Kajiado North NGCDF office (*Ngong, within the DCCs compound next to the Ngong Law Courts*) upon payment of a non refundable fee of **Ksh 1,000** to the constituency account; *Equity Bank, Ngong Branch, Account 0730294643739*.

The banking slip clearly narrating the bidding company's name should be put on the first page of the bid document.

Tender will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend at the Boardroom of the National Government Constituency Fund Office, Kajiado North.

The NG-CDF reserves the right to accept any tender either wholly or in part and is not bound to accept the lowest or any tender or give reasons for its decision.

**FUND ACCOUNT MANAGER
NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND
KAJIADO NORTH CONSTITUENCY**

PRE-QUALIFICATION INSTRUCTIONS

1. INTRODUCTION

NG-CDF KAJIADO NORTH would like to invite interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery/provision of goods and services to the organization.

1.1 Reserved and Open Categories

Categories marked “reserved” has been specifically set aside for enterprises owned by the Youth, Women and Persons living with disabilities. Categories marked “Open” is accessible to all interested and competent suppliers.

1.2 Registration objective

The main objective is to have standby list of qualified suppliers for various categories to supply and deliver of assorted items and also provide services under relevant tenders/quotations/proposals as and when required during the period **ending 30th June 2025** (2 years).

1.3 Invitation of registration

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Fund Account Manager - so as to be registered for submission of quotations/proposals/tenders. Bid will be submitted singly. The prospective suppliers/contractors are required to provide mandatory documents and other information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful and delivery of similar items/services to government institutions/corporations of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.6 Submission of Registration Document

One original copy of the completed registration data and other requested information shall be submitted to reach:

1.7 Questions arising from Documents

Questions that may arise from registration documents should be directed to the Fund account manager **NG-CDF KAJIADO NORTH CONSTITUENCY** whose address above.

1.8 Additional information

The Fund Account manager reserves the right to request submission of additional information form prospective bidders.

Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by **NG-CDF KAJIADO NORTH CONSTITUENCY** after scoring a minimum of 70% points after the completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 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. (Where taxes are paid by the Government). The suppliers should also be i-tax compliant.

2.2 Customs Clearance

The Contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices should be inclusive of all delivery charges.

2.4 Payments

All local purchase/service orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms are to be completed by prospective suppliers/contractors who wish to be registered for submission of specific tender/RFQ.

The pre-qualification 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 indelible ink.

3.2 Qualification

It is understood and agreed that the registration data on prospective bidders is to be used by the **NG-CDF KAJIADO NORTH** office in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respective to the Tender Category as described by the Client.

Prospective bidders will not be considered qualified unless in the judgment of **NG-CDF KAJIADO NORTH** office they possess capability, experience, qualified personnel, availability and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-Qualification

Experience: Prospective bidders should have at least three years' experience in the supply of goods, and five years in case of consultancy services and allied items. In case of potential supplier/contractor should demonstrate competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance company. **AGPO** groups are exempt from this requirement.

Prospective supplier requires special experience and capacity to organize supply and delivery of items or services at short notice.

NG-CDF KAJIADO NORTH office reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

3.4 Personnel

The supplier/Contractor/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. C.V's of key personnel or individual or group to execute the contract must be indicated.

3.5 Financial condition

The supplier's financial position will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contracts credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data filled/provided in PART II. However, potential bidders should provide evidence of financial capability to execute the contract.

3.6 Past Performance (exempted for AGPO registered firms)

Past performance will be given due consideration in registration of suppliers. Letter of reference form past clients should be included in part v.

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

3.7 Statement

Application must include a sworn statement by the supplier ensuring accuracy of the information given.

3.8 Withdrawal of Registration

Should a condition arise between the time of registration exercise and the opening date which in the opinion of the client/corporation 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 commitment. NG-CDF KAJIADO NORTH office reserves the right to reject the tender form such a bidder even though he was initially registered. For provides operating outside Kajiado North the applicant must show evidence of a fixed premise, must be registered in Kenya and operating from the region with the relevant business licenses.

The firm must have a fixed business premise and must be registered in Kenya with a certificate of registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

The firm must show proof that it has paid all statutory obligations and have current tax compliance certificate from Kenya Revenue Authority.

4. PRE-QUALIFICATION EVALUATION CRITERIA

4.1 Mandatory Requirements

	Requirements	Score
1.	Certified Copy of Certificate of Registration/Incorporation.	Mandatory
2.	Valid Certificate of registration with Treasury for AGPO registered firms.	Mandatory
3.	Certified Copy of Valid Tax Compliance Certificate.	Mandatory
4.	Copy of CR12Certificate issued by the Registrar of Companies Within the last 12 Months for limited companies or copy of National ID for sole proprietorships	Mandatory
5.	Firms seeking prequalification for provision of driving school services to indicate their geographical location and other branches, show proof of ownership (e.g. logbooks, franchise or and other equivalent), and proof of registration with relevant authorities eg NTSA etc	Mandatory
6.	Firms seeking pre-qualification in all construction related works must be registered by NCA in category 8 and above.	Mandatory
7.	Single Business Permit relevant county or certificate/letter of exemption for professional services (AGPO registered firms are exempted).	Mandatory

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

8.	Outside side catering bidders to avail a certificate of health for food handling from county government	Mandatory
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4.2 Technical Evaluation

	Required Information	Form Type	Points Score
1.	Registration Document	PQ-1	30
2.	Pre-qualification Data	PQ-2	10
3.	Supervisory Personnel	PQ-3	10
4.	Financial Position	PQ-4	20
5.	Confidential Report	PQ-5	10
6.	Past Experience	PQ-6	10
7.	Litigation History	PQ-7	10
8.	Sworn Statement	PQ-8	-
	Total		100

N.B The minimum score to be registered shall be 75 points. Applicants who will not meet this minimum score shall be not be registered.

AGPO registered firms will be evaluated differently. Provision of information under PQ-2, PQ-5, PQ-7 and PQ-8 shall be sufficient for registration in this category.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS (MANDATORY)

All firms should provide copies of the following:-

1. Copies of certificate of Registration/Partnership deed/Business Registration.
2. Copies of PIN Certificate of Firm/Company/Individual
3. Copy of current trade license.
4. Copies of Relevant and Current registration certificates/permits/licenses e.g. NCA Certificate.
5. Current letters of recommendation from previous organizations served where applicable.
6. Where registration of service is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies/authorities.
7. Must have fixed business premises with contact person and telephone number (attach utility bill or tenancy agreement)

(30 points)

FORM PQ-2 SUPPLIER PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. We hereby apply for registration as
supplier(s)

(Name of Company/Firm)

of

(Item Description)

P.O. Box Code

Town

Street

Name of Building

Room/Office No. Floor No.

Telephone No. (s)

Email Address

Full Name of Applicant

Other Branches Location

2. Organisation & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Accountant

Other

Partnership (if applicable)

Name of partners

3. Business founded or incorporated

4. Under present management since

5. Net Worth Equivalent Kshs.

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
other competitors

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

10. Indicate terms of trade/sale.....

(10 points)

FORM PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or supplier and Position

.....

(Attach copies of certificates of key personnel in the organization)

(10 points)

FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's financial statement giving summary of assets and current liabilities or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

(20 points)

FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offense 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 No.....
 Maximum Value of business which you can handle at any one time
 Kshs.....
 Name of your bankers.....

Part 2 - Sole Proprietor

Your Name in full.....
 Nationality.....
 *Citizenship Details.....

Part 2(a) - Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Part 2(c) - Registered Company

Private or Public.....
 State the nominal and issued capital of company -
 Nominal Kshs.....
 Issued Kshs.....

Given details of all directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Date..... Signature of Candidate.....

NG- CDF KAJIADO NORTH CONSTITUENCY

REGISTRATION OF CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS FOR 2025-2027 FINANCIAL YEARS

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

(10 points)

FORM PQ – 6 PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS.
NAMES OF THE CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (Organization)
Name of Client (Organization).....
Address of Client (Organization).....
Name of Contact Person at the Organization.....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract (Date).....
(Attach documentary evidence of existence of contract)

2. Name of 1st Client (Organization)
Name of Client (Organization).....
Address of Client (Organization).....
Name of Contact Person at the Organization.....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract (Date).....
(Attach documentary evidence of existence of contract)

3. Name of 1st Client (Organisation)

Name of Client (Organisation).....
Address of Client (Organsiation).....
Name of Contact Person at the Organisation.....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract (Date).....
(Attach documentary evidence of existence of contract)

4. Others

(Please note that documentary evidence could be in form of L.P.O's/L.S.O's,
Copies of payment vouchers, invoices e.t.c)

NB: NG-CDF KAJIADO NORTH may verify to corroborate the above
information.

(10 points)

FORM PQ-7 LITIGATION HISTORY

Name of Contractor/ Supplier.....

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.

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

(10 points)

FORM PQ 8 - SWORN STATEMENT

Having studied the pre-qualification information for the above subject we/I 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 document to follow.
- c. We enclose all the required documents and information required for the pre-qualified evaluation.
- d. We have not been debarred from participating in pre-qualification proceedings.

Date

Applicant's name

Represented by

Signature

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