



National Government Constituencies
Development Fund Board
Samburu North constituency
P.O Box 47
Baragoi, Kenya

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS
FOR THE FINANCIAL YEARS 2024/2025-2025/2026.**

Tender No. SBUNG-CDF/PREQ/01/2024-2026

Tenderer's Name:

Category No:

Category Description:

FEBRUARY 2025

Deadline for Submission: 3rd March 2025 on or before 10:00am

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INVITATION FOR REGISTRATION**17/2/2025**

Tender No: SBUNCDF/PREQ/01/2024-2026

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2024/2025-2025/2026**

NG-CDF Samburu North invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2024/2025 -2025/2026**

S/No.	Tender No. Categories	Tender Description	Eligible Tenderer
1	SBUNCDF/01/2024-2026	Supply/delivery of general stationery, tonners & cartridges and printing services.	Youth, Women, PWD's
2	SBUNCDF /02/2024-2026	Supply/delivery of refined fuels oils and lubricants	OPEN
3	SBUNCDF /03/2024-2026	Pre-qualification for repairs of office equipment, computers and other ICT related equipment's.	Youth, Women, PWD's
4	SBUNCDF /04/2024-2026	Prequalification for Supply of office furniture, fittings and Equipment's	Youth, Women, PWD's
5	SBUNCDF /05/2024-2026	Prequalification for printing of magazines, marketing and Promotional materials for publicity materials	Youth, Women, PWD's
6	SBUNCDF /06/2024-2026	Pre-qualification for repairs of motor vehicles, Supply/delivery of tyres, tubes and motor vehicle batteries	OPEN
7	SBUNCDF /07/2024-2026	Pre-qualification for supply/delivery of hardware materials: eg water tanks supplies	OPEN
8	SBUNCDF /08/2024-2026	Prequalification for event planning and hire of chairs, tents and public system address	OPEN
9	SBUNCDF /09/2024-2026	Prequalification for Provision of Catering and Training Services	OPEN
10	SBUNCDF /10/2024-2026	Prequalification for supply of desks, lockers, tables and chairs	OPEN
11	SBUNCDF /11/2024-2026	Pre-qualification of contractors for buildings works, electrical works, mechanical works and renovations	OPEN
12	SBUNCDF /12/2024-2026	Prequalification for Provision of Internet Services	OPEN
13	SBUNCDF /13/2024-2026	Prequalification for Provision of tree seedlings and landscaping services	Youth, Women, PWD's
14	SBUNCDF /14/2024-2026	Prequalification for Provision of consultancy services in design and preparation of strategic plan	OPEN
15	SBUNCDF /15/2024-2026	Prequalification for emergency and special programs	OPEN
16	SBUNCDF /16/2024-2026	Prequalification for insurance cover service	OPEN

17	SBUNCDF /17/2024-2026	Prequalification for car hire	OPEN
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REQUIREMENTS

Prospective suppliers 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. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)*
4. *Copy of Current Trade License.*
5. *Company profile*
6. *Valid AGPO Certificate for the reserved groups*
7. *Duly Completed Confidential Business Questionnaire*
8. *Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water*
9. *For Repair & Maintenance works Firms MUST be registered by NCA*
10. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government*

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.

Complete prequalification documents with detailed information may be obtained from PPIP, Samburu North NG-CDF website and Samburu North NGCDF office email cdfsamburunorth@ngcdf.go.ke on request or from the offices located in baragoi town and Maralal town, during office working hours **(8.00AM – 5.00PM)** Upon payment of non-refundable fee of **Ksh.1,000** per set of documents.

Complete Pre-qualification documents in plain sealed envelopes, clearly marked with the requisite reference; **PREQUALIFICATION OF SUPPLIERS 2024-2026**. Should be addressed to: -

Fund Account Manager,
Samburu North NG- CDF
P.O Box 47-20600
baragoi

And should be delivered and dropped in the Tender Box provided at the **SAMBURU NORTH NG-CDF** offices, so as to be received not later than **3rd MARCH 2025 at 10:00AM**. Documents submitted after this will **NOT BE ACCEPTED**.

The pre-qualification documents will be opened immediately thereafter at 10:00a.m and tenderers or their representatives are welcome to attend and witness the opening at SAMBURU NORTH NG-CDF BOARDROOM.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 The NG-CDF Samburu North office would like to invite interested candidates who must qualify by meeting the set criteria as provided by Office of the NG-CDF Samburu North to perform the contract of provision of goods, services and works to the Office of the NG-CDF Samburu North.

2.2. Format and Signing of Applications

2.2.1 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.

2.2.2 The registration document 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 pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

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.

2.3 Submission of Applications

2.3.1 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 **Monday, March 3rd, 2025 at 1000hours**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the registration document in an envelope duly marked. The envelopes shall:

- (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 2.2.1, the envelopes shall indicate the name and address of the

applicant to enable the application to be returned unopened in case it is declared ~~late~~ pursuant to Clause 2.3.1.

2.3.3 If the envelope is not sealed and marked as instructed above, NG-CDF Samburu North Office will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity NG-CDF Samburu North will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 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.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to NG-CDF Samburu North so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to NG-CDF Samburu North, as the NG-CDF Samburu North shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

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

2.5.6 Confidential Business Questionnaire

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

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 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 Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

Prequalification Documents with detailed specifications may be obtained from downloaded in www.tenders.go.ke, NG-CDF Samburu North website or in person from NG-CDF Samburu North and Maralal office during normal working upon payment of non/refundable fee of ksh.1000 for a set of tender documents payable at Cash office either in cash or bankers' cheque. The applicant shall however bear any other costs associated with the preparation and submission of its application and NG-CDF Samburu North office will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify NG-CDF Samburu North in writing or by email at cdfsamburunorth@ngcdf.go.ke

2.7.2 NG-CDF Samburu North will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the NG-CDF Samburu North 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.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, NG-CDF Samburu North may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 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 NG-CDF Samburu North.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, NG-CDF Samburu North may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by NG-CDF Samburu North at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 NG-CDF Samburu North may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of NG-CDF Samburu North and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 NG-CDF Samburu North 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.

2.10.2 NG-CDF Samburu North shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

2.11 Process to be Confidential

2.11.1 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 NG-CDF Samburu North processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

2.12.1 To assist in the examination, evaluation, and comparison of applications, NG-CDF Samburu North may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact NG-CDF Samburu North 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 NG-CDF Samburu North, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence NG-CDF Samburu North in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, NG-CDF Samburu North will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that NG-CDF Samburu North may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 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 NG-CDF Samburu North 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.

2.13.3 If an application is not substantially responsive, it will be rejected by NG-CDF Samburu North and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 NG-CDF Samburu North, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by NG-CDF Samburu North within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time NG-CDF Samburu North notifies qualified Applicants that their applications are responsive, NG-CDF Samburu North shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 NG-CDF Samburu North will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 NG-CDF Samburu North Right to accept any Application and to Reject any or all Applications

2.16.1 NG-CDF Samburu North 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.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by NG-CDF Samburu North, NG-CDF Samburu North will notify successful applicants through a list of applicants respective emails.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document. Online Submission Shall **NOT** be Accepted
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., PSK, LSK, CMTE etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	AGPO Certificate where applicable	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We hereby apply for registration
(Name of Company/Firm)

As suppliers of
(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel..... Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the 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 offence to give false information on this form

Part 1- General:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Postal Address..... Tel No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time:

Ksh.....

Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full..... Age.....

Nationality.....Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

(40 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

(30 points)

FORM RQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year 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 RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....

Date.....

Signature &

Stamp.....

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