NG-CDF MACHAKOS TOWN

National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos, Kenya
Cell: 0707 522 509
Email: cdfmachakostown@ngcdf.go.ke

MACHAKOS TOWN INVITATION TO APPLY FOR PREQUALIFICATION FOR F/Ys 2026-2028

ADDENDUM

The NG-CDF Machakos Town intends to prequalify contractors/Suppliers/Service Providers for goods, works and services as indicated in the table below.

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDF/MT/01/2026-2028	Supply of General Stationery, Newspapers, magazines and Printing Services	Open
NG-CDF/MT/02/2026-2028	Maintenance of Furniture and Fittings	Open
NG-CDF/MT/03/2026-2028	Supply of Desktop Computers, Servers, Laptop Computers, Printers, UPS, Accessories, CCTV Equipment, Cameras, and other ICT Consumables & Accessories	Open
NG-CDF/MT/04/2026-2028	Supply of Motor Vehicle Tyres, Tubes & Batteries	Open
NG-CDF/MT/05/2026-2028	Supply of Toiletries, cleaning and Fumigation Services	Youth/Women/ PWDs
NG-CDF/MT/06/2026-2028	Repair and Maintenance of Motor vehicles	Open
NG-CDF/MT/07/2026-2028	Repair and Maintenance of Computer Equipment, Printers, photocopiers and UPS	Open
NG-CDF/MT/08/2026-2028	Provision of Building, construction, plumbing and renovation Works	Open
NG-CDF/MT/09/2026-2028	Provision of Courier Services	Open

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NG-CDF/MT/10/2026-2028	Provision of Internet Services	Open
NG-CDF/MT/11/2026-2028	Provision of drinking Water, Catering and event management Services.	Youth/Women/ PWDs
NG-CDF/MT/12/2026-2028	Provision of Projects Labeling, Branding Services and tagging services	Open
NG-CDF/MT/13/2026-2028	Supply and maintenance of Electrical / Electronic Items	Open
NG-CDF/MT/14/2026-2028	Provision of Training and Consultancy Services	Open
NG-CDF/MT/15/2026-2028	Supply of Motor vehicle fuel, oil and Lubricants	Open
NG-CDF/MT/16/2026-2028	Supply of Foodstuffs; Milk, Brown/White Bread, Tea Leaves, Sugar, Margarine etc.	Youth/Women/ PWDs
NG-CDF/MT/17/2026-2028	Supply and Installation of water tanks, tree seedlings and provision of environmental works and related services	Open
NG-CDF/MT/18/2026-2028	Supply and maintenance of Fire Extinguishers	Open
NG-CDF/MT/19/2026-2028	Provision of Waste Disposal Services	Open
NG-CDF/MT/20/2026-2028	Provision of Insurance Services	Open
NG-CDF/MT/21/2026-2028	Provision of repair and maintenance of non-residential buildings.	Open
NG-CDF/MT/22/2026-2028	Provision for borehole drilling, equipping and related works services	Open

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NG-CDF/MT/23/2026-2028	Provision for security services	Open
NG-CDF/MT/24/2026-2028	Provision for supply of furniture and fittings	Open
NG-CDF/MT/25/2026-2028	Provision for printing and publishing services	Open
NG-CDF/MT/26/2026-2028	Provision for supply of staff and committee members uniforms	Open

It is expected that the Invitation to Tender will be made in November 2026 and will run for two years.

Tendering will be conducted through national competitive tendering procedures using a standardized tender document and will be open to all applicants who prequalify.

Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours from 0900 to 1500 hours at the address given below.

A complete set of Prequalification Document in English may be obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings One thousand only in cash or Banker's Cheque and payable to our Bank Account No. **0600297284247** in Equity Bank, Machakos Branch. Tender documents obtained electronically will be free of charge.

Prequalification Document may be viewed and downloaded for free from the website www.machakos-town.ngcdf.go.ke. Applicants who download the Prequalification Document must forward their particulars immediately to cdfmachakostown@ngcdf.go.ke to facilitate any further clarification or addendum.

Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by 10:30 am on or before 20th November 2026.

NG-CDF MACHAKOS TOWN

National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos, Kenya
Cell: 0707 522 509
Email: cdfmachakostown@ngcdf.go.ke

Late applications a reliable to be rejected.

Address where to submit Applications:

The FUND ACCOUNT MANAGER,
Machakos Town NG-CDF,
NG-CDF Building,
Along Utalii Road,
P. O. Box 2521-90100,
MACHAKOS.

NG-CDF MACHAKOS TOWN

National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos
Cell: 0707 522 509
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PRE-QUALIFICATION OF SUPPLIES FOR GOODS, WORKS AND SERVICES NG-CDF/MT 2026/2027 AND 2027/2028

NOVEMBER, 2026

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PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2026/2027 AND 2027/2028

SECTION A:

INSTRUCTIONS FOR PRE-QUALIFICATION

1.1 Introduction

The Machakos Town National Government Constituency Development Fund intends to prequalify suppliers and contractors for the supply of goods and services for the financial year 2026-2027 and 2027-2028. Suppliers registered with the Registrar of Companies under the law of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Fund Account Manager NG-CDF Machakos Town office This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations. Machakos Town NG-CDF employees, committee members and their relatives (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, delivery and provision of goods and services to the Machakos Town NG-CDF Office. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs.

1.3 The pre-qualification document should be downloaded from https://machakos-town.ngcdf.go.ke/downloads/ .The application should be in a sealed envelope to maintain confidentiality and be addressed to:

The Fund Account Manager,
National Government Constituency Development Fund,
Machakos Town Constituency,
P.O. Box 2521-90100
Machakos

The envelope should be marked with the "**Prequalification Number applied for and the category description**" upon submission, and must be dropped in the Tender box any time during working hours on or before 20th November 2026 at 4:00pm.

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 pre-qualification criteria.

1.5 Pre-qualification Documents

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

1.6 Enquiries that may arise from the pre-qualification document should be channeled to the Fund Account Manager- Machakos Town NG-CDF, through the above address.

1.70 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualifications 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/MT/01/2026-2028	Supply of General Stationery, Newspapers, magazines and Printing Services	Open
NG-CDF/MT/02/2026-2028	Maintenance of Furniture and Fittings	Open
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NG-CDF/MT/06/2026-2028	Repair and Maintenance of Motor vehicles	Open
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NG-CDF/MT/08/2026-2028	Provision of Building, construction, plumbing and renovation Works	Open
NG-CDF/MT/09/2026-2028	Provision of Courier Services	Open
NG-CDF/MT/10/2026-2028	Provision of Internet Services	Open
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NG-CDF/MT/13/2026-2028	Supply and maintenance of Electrical / Electronic Items	Open
NG-CDF/MT/14/2026-2028	Provision of Training and Consultancy Services	Open

NG-CDF/MT/15/2026-2028	Supply of Motor vehicle fuel, oil and Lubricants	Open
NG-CDF/MT/16/2026-2028	Supply of Foodstuffs; Milk, Brown/White Bread, Tea Leaves, Sugar, Margarine etc.	Youth/Women/ PWDs
NG-CDF/MT/17/2026-2028	Supply and Installation of water tanks, tree seedlings and provision of environmental works and related services	Open
NG-CDF/MT/18/2026-2028	Supply and maintenance of Fire Extinguishers	Open
NG-CDF/MT/19/2026-2028	Provision of Waste Disposal Services	Open
NG-CDF/MT/20/2026-2028	Provision of Insurance Services	Open
NG-CDF/MT/21/2026-2028	Provision of repair and maintenance of non-residential buildings.	Open
NG-CDF/MT/22/2026-2028	Provision for borehole drilling, equipping and related works services	Open
NG-CDF/MT/23/2026-2028	Provision for security services	Open
NG-CDF/MT/24/2026-2028	Provision for supply of furniture and fittings	Open
NG-CDF/MT/25/2026-2028	Provision for printing and publishing services	Open
NG-CDF/MT/26/2026-2028	Provision for supply of staff and committee members uniforms	Open

SECTION C:

PREQUALIFICATION CRITERIA

	Required information	Maximum scores	PWD'S,YOUTH, &WOMEN
1	Registration documentation • Certificate of Incorporation • Business Permit/trade license • Pin/VAT Certificate	 5 5 5	(Mandatory)

	AGPO Certificate		**(Mandatory)**
2	Compliance with statutory requirements (Valid tax compliance certificate)	13	**(Mandatory)**
3.	Financial capacity • Bank statement in the name of the company for the past 3 months	9	
4.	Past Experience & Performance • No. of years in business • Proof of Past Work Experience	7 15	
5	Confidential business questionnaires • Duly filled **(mandatory)** • Fixed premises with telephone facilities	12 2	
6.	Litigation History	6	
7	Other certificates e.g. registration with MOPW, Professional bodies certification e.g. NCA	5	
8	Declaration and Company stamp	4	
9	Manpower and expertise	12	
	Total	**100**	

NB: Special groups only need AGPO CERT, REGISTRATION CERT, TAX COMPLIANCE AND PIN/VAT NO.

SECTION D:

APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We **(Firm Name)** …… hereby apply for registration as a supplier

for……..... (Category code No.)

……...

Postal Address

……..

……..

Telephone Number (fixed line)

…….....

Mobile……...

E-mail Address …… Fax… …….

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) - Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship details	Share
1.	……	……	……	……
2.	……	……	……	……
3.	……	……	……	……..
4.	……	……	……	……..
5.	……	……	……	……..

Part 2(c) – Registered Company

Private or Public

……

State the nominal and issued capital of the company

Nominal Kshs…….

Issued Kshs…….

Give details of all directors as follows:

	Name	Nationality	Citizenship details	Share
1.	……	……	……	……..
2.	……	……	……	……...
3.	……	……	……	……..
4.	……	……	……	……
5.	……	……	……	……

Date…… Signature of supplier……..

If Kenyan citizen, indicate "citizenship details" 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. PIN No. …… **(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 whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.

   ……

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

   …….
9. Other important certificates e.g. registration with MOPW, Professional bodies certification e.g. NCA. Please attach proof of relevant certificates in your area of expertise other other than those mentioned.

SECTION G :

FINANCIAL POSITION & TERMS OF TRADE
PART 1

- Attach Bank statements for the last 3 months.

PART II

TERMS OF TRADE (PAYMENT TERMS)

Machakos Town 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

Stamp

SECTION H :

LITIGATION/ARBITRATION INCIDENCES

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.

SECTION I:

DECLARATION

I/We have completed these forms accurately at the time of 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:

……..