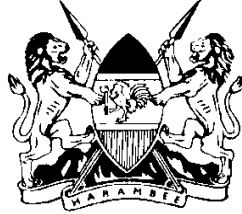


REPUBLIC OF KENYA

TEL: 054-31380;
054-31617

E-mail: transzoiacountyassembly@gmail.com



P.O BOX 4221-30200
KITALE

COUNTY ASSEMBLY OF TRANS NZOIA

TENDER DOCUMENT

REFERENCE NO: CAT/PRE/2024/25-2025/26

PREQUALIFICATION OF SUPPLIERS FOR YEAR 2024/2025 – 2025/2026

TENDERER'S NAME:

CATEGORY NO :

ITEM DESCRIPTION :

S/NO :

CLOSING DATE : WEDNESDAY 6TH MARCH 2024 at 10.00 am.

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REPUBLIC OF KENYA COUNTY ASSEMBLY OF TRANS NZOIA

PREQUALIFICATION NOTICE

Reference: CAT/PRE/2024/25-2025/26

Date: February 2024

Tender name: **Pre-Qualification of Suppliers for Supply of Goods and Services for 2024/2025 – 2025/2026**

The County Assembly of Trans Nzoia invites applications for pre-qualification/registration of Suppliers from interested eligible tenderers for the supply of the under listed categories of goods and services for the financial years 2024/2025-2025/2026.

A. SUPPLY OF GOODS

CATEGORY A	REGISTRATION OF SUPPLIERS FOR 2021-2023	
TENDER NO.	SUPPLY AND DELIVERY OF GOODS	ELIGIBILITY
CAT/PRE/01/24-26	Supply of stationery, toners & Cartridges	Youth
CAT/PRE/02/24-26	Supply of tyres, tubes, and batteries	Open
CAT/PRE/03/24-26	Supply of computers, laptops and ICT related accessories	Open
CAT/PRE/04/24-26	Supply and delivery of fire proof cabinets, paper Shredders, safes and first aid kits	Open
CAT/PRE/05/24-26	Supply and delivery of cameras and Lcd projectors	Open
CAT/PRE/06/24-26	Supply and delivery of bottled water and Sodas	PWD
CAT/PRE/07/24-26	Supply, delivery & installation of fire fighting equipment and servicing	Youth
CAT/PRE/08/24-26	Supply and delivery of cleaning materials, detergents, tissue paper, sanitizers and masks	Women
CAT/PRE/09/24-26	Supply and delivery of office furniture and fittings	Open
CAT/PRE/10/24-26	Supply and delivery of photocopier machines, Printers and servicing	Open
CAT/PRE/11/24-26	Supply of Oil, Fuel and Lubricants	Open

CAT/PRE/12/24-26	Supply and Delivery of Staff Uniforms, Protective Clothing and footwear.	Open
CATEGORY B	PROVISION OF SERVICES	
CAT/PRE/13/24-26	Provision of hotel accommodation, seminar and conference services	Open
CAT/PRE/14/24-26	Hiring of tents, chairs, PA system, branded materials and event organizing	Women
CAT/PRE/15/24-26	Provision of Legal Services	Open
CAT/PRE/16/24-26	Maintenance and servicing of Motor Vehicles, Mowers and Generators.	Open
CAT/PRE/17/24-26	Provision of air-ticketing and travel services	Open
CAT/PRE/18/24-26	Service and maintenance of CCTV and Hansard equipment	Youth
CAT/PRE/19/24-26	Provision of consultancy services for training and capacity building	Open
CAT/PRE/20/24-26	Provision of fumigation, pest control, sanitary bins and asset tagging	PWD
CAT/PRE/21/24-26	Provision of Motor Vehicle and General Insurance	Open
CAT/PRE/22/24-26	Provision of Internet, web development and other asset tagging	Women
CAT/PRE/23/24-26	Provision of building repairs, civil engineering and plumbing works	Open
CAT/PRE/24/24-26	Provision of Electrical repairs and installations	Youth
CAT/PRE/25/24-26	Provision of advertising and media services	Open

RESERVED CATEGORY

Applicants for categories that are reserved should be the **Youth, People Living with Disabilities (PWD), and Women** who should drop copies of their YAGPO or exemption certificates, Business Registration, PIN, and VAT certificates in plain sealed envelopes clearly indicating the category applying for in the tender box.

All applicants for pre-qualification should access detailed documents containing terms and conditions which may be downloaded from the website www.transnzoiaassembly.go.ke

Completed pre-qualification documents in plain sealed envelopes clearly marked

Reference No: CAT/PRE/2025/25-2025/26

Pre-qualification of Suppliers for Supply / Provision of Goods and Services

Prequalification Category No.....

Addressed to:-

**THE CLERK
COUNTY ASSEMBLY OF TRANS-NZOIA
P. O. Box 4221-30200
KITALE**

Should be deposited in the tender box situated at the main reception on or before **Wednesday 6th March 2024 at 10.00 am.**

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who may wish to attend in the boardroom situated on the ground floor.

Late tenders shall be rejected.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The County Assembly of Trans-Nzoia invites interested bidders 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 County Assembly.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted goods and also provide services under relevant tenders /quotations to the County Assembly of Trans Nzoia as and when required during the period ending 30th June, 2026.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in the respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to The County Assembly of Trans-Nzoia so that they may be pre-qualified/registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or and separately.

The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential

suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required from 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

One original and one copy of the completed pre-qualification document shall be submitted to reach:

**THE CLERK
COUNTY ASSEMBLY OF TRANS NZOIA
P. O. Box 4221-30200
KITALE**

Not later than 6th March 2024 at 10.00 AM. (Local time).

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to The Head of Procurement whose address is given in par 1.7.3

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations and tenders will be made available only to those bidders whose qualifications are accepted by the County Assembly after scoring more than 70% after the completion of the evaluation 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 items is/are donor funded or exempt from paying taxes.

2.2 Customs Clearance.

The suppliers shall be responsible for customs clearance of their imported goods and materials.

2.3 Contract Price.

The contract 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 client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase 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 PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, and PQ-8 are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualification 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.

3.2 Qualification

3.2.1 It should be understood and agreed that the pre-qualification data on prospective bidders shall be used by Government 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.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available 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

3.3.1 (a) Experience:

Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items. The potential supplier should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers require special experience and capacity 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 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers' credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders or contracts and work-in-progress. However, potential bidders should provide evidence of financial capability to execute the contract in Form PQ-4.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of orders / contracts from past customers should be included in Form PQ-6.

3.4 Statement

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

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.

3.6 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.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	20
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	10
	TOTAL	100

3.8 The qualification is 70 points and above.

FORM PQ-1 PRE-QUALIFICATION

All firms must provide:-

1. Copy of Registration Certificate.
2. Copy 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 the application).

4. Copies of Pin Certificate of firm/company/individual.

(20 points)

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.

TelephoneNos.

Full Name of applicant

.....

Other branches location

.....

2. Organization & Business Information

Management Personnel

.....

President (Chief Executive)

.....

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names 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 your competitors

.....

.....

.....

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

(10 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

.....

Professional Qualification

.....

.....

Length of service with Supplier position held

.....

.....

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

(10 Points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements 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 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 I- General :

Business Name

Location of business premises.....

Plot No. Street/Road.....

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

Nature of business.....

Current Trade Licence 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 full.....Age.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership

Given 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 K\$......

Issued K\$......

Given details of all directors as follows:-

Name Nationality Citizenship Details Shares

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

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

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

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACTS / ORDERS

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 documentary evidence of existence of contract)

2. Name of 2nd Client

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 documentary 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)

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

4. Others

.....
(10 Points)

FORM PQ-7 - LITIGATION HISTORY

Name _____ of _____ Supplier

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

YEAR OF 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/registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited /requested to do so by the County Assembly.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the County Assembly and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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

(10 Points)