

COUNTY GOVERNMENT OF WAJIR



.1.1 TENDER DOCUMENT FOR PRE-QUALIFICATION

REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2019 –2021

**County Government of Wajir
P.O. Box 9-70200
Wajir**

**Email: Supplychain@wajir.go.ke
Website: www.wajir.go.ke**

INVITATION FOR REGISTRATION OF SUPPLIERS.

The County Government of Wajir invites Tenderers for registration/pre-qualification of reputable, competent and interested bidders for supply and delivery of the following goods, , works and services for the financial years ending June 2020 and June 2021 respectively .Bidders are informed that goods, works and services will be procured on “**as and when required basis**” The tender documents for the prequalification /Registrations are available at the county website and can be downloaded free of charge . County website www.wajir.go.ke.

TENDER NO	SUPPLY OF GOODS – CATEGORY A	Eligibility
WCG /PQ/001/2019-2021	Supply and delivery of Office Furniture and Fittings,	Women
WCG /PQ/002/2019-2021	Supply and delivery of office stationary	Youth
WCG /PT/003/2019-2021	Supply and delivery of fuel and lubricants	Open
WCG /PT/004/2019-2021	Supply and delivery of staff uniform, sports ware & protective gears	Youth
WCG /PT/005/2019-2021	Supply and delivery of printed accountable tamper proof and security document	Open
WCG /PT/006/2019-2021	Supply and delivery of perishable goods and non-perishable foodstuff	Women
WCG /PT/007/2019-2021	Supply and delivery of agrochemicals, vet drugs ,farm inputs and animals feeds	Open
WCG /PT/008/2019-2021	Supply and delivery of dry foods.(Food Ration)	Youth
WCG /PT/009/2019-2021	Supply of enriched fortified food for ECD ,outdoor indoor and recreational kit for ECD centers	Women
WCG /PT/010/2019-2021	Supply and delivery of specialized medical equipment	Open
WCG /PT/011/2019-2021	Supply and delivery of cleaning materials , detergents and disinfectants	Open
WCG /PT/012/2019-2021	Supply and delivery of generators sets and submersible pumps	Open
WCG /PT/013/2019-2021	Supply and delivery of tyres,tubes, batteries and motor vehicle accessories	PWD
WCG /PT/014/2019-2021	Supply and delivery of pharmaceutical and Non pharmaceutical items	Open
WCG /PT/015/2019-2021	Supply and delivery of human Drugs	Open
WCG /PT/016/2019-2021	Supply and delivery of laboratory reagents and other laboratory items	Open
WCG /PT/017/2019-2021	Supply and delivery of Renal Items and other Medical Equipment's	Open
WCG /PT/018/2019-2021	Supply and delivery of Non Food item (NFI)	Youth
WCG /PT/019/2019-2021	Supply and delivery of construction materials, road making and bituminous materials .	Open
WCG /PT/020/2019-2021	Supply and delivery of dental and X-ray items	Open
WCG /PT/021/2019-2021	Supply and delivery of installation of first aid equipment, fridges, protective health, safety equipment and laboratory equipment	Open
WCG /PT/022/2019-2021	Supply and delivery of dental, ray and physiotherapy material.	Open
WCG /PT/023/2019-2021	Provision of bottled water and water dispensers	Women

WCG /PT/024/2019-2021	Supply and delivery of computer hardware, ICT related equipment, accessories, software, installation of LAN, WAN and maintenances.	Open
WCG /PT/025/2019-2021	Supply and delivery of vehicle spare parts ,borehole and other spare parts	Open
WCG /PT/026/2019-2021	Supply and delivery of fire wood	Women

TENDER NO	PROVISION OF SERVICES – CATEGORY B	Eligibility
WCG /PQ/027/2019-2021	Provision of consultancy services on EIA and environmental management	Open
WCG /PQ/028/2019-2021	Provision of consultancy services, specialized training (industrialization, procurement, finance, legislation, policy drafting and entrepreneurship) and advisory services	Open
WCG /PQ/029/2019-2021	Provision for maintainace and installation of hospital equipment's/Incinerators	Open
WCG /PQ/030/2019-2021	Provision of media practice training ,event management service, tents chair, stage assembly and sound (P.A) services	Open
WCG /PQ/031/2019-2021	Provision of hydrology survey ,Land Survey etc.	Open
WCG /PQ/032/2019-2021	Provision of printing of promotional branded martials ,binding, printing services e.g. diaries, calendars ,cards files etc.	Open
WCG /PQ/033/2019-2021	Provision of architectural and interior design services	Youth
WCG /PQ/034/2019-2021	Provision of media practice training ,event management service, tents chair, stage assembly and sound (P.A) services	Open
WCG /PQ/035/2019-2021	Provision of communication gadgets & airtime	Open
WCG /PQ/036/2019-2021	Provision Somali cultural thatched & heritage materials artifacts	Open
WCG /PQ/037/2019-2021	Provision of air services and ticketing	Open
WCG /PQ/038/2019-2021	Provision of engineering ,Design for roads,buildings,water pan and supervision services	Open
WCG /PQ/039/2019-2021	Provision of recruitment services (human Resources)	Open
WCG /PQ/040/2019-2021	Provision of general insurance and medical insurance services (underwriters only)	Open
WCG /PQ/041/2019-2021	Provision of legal services	Open
WCG /PQ/042/2019-2021	Provision of water treatment chemicals	Women
WCG /PQ/043/2019-2021	Provision of sanitary disposal services , fumigation and pest control services	Youth
WCG /PQ/044/2019-2021	Provision of security and courier services	Open
WCG /PQ/045/2019-2021	Provision for valuation services	Open
WCG /PQ/046/2019-2021	Provision for hire of trucks ,bulldozers, shovel, excavators and other heavy equipment	Open
WCG /PQ/047/2019-2021	Provision of hotel accommodation, seminar facilities and catering services and hall hire for events and training	Open
WCG /PQ/048/2019-2021	Provision of consultancy on Hydro geological cum geophysical surveys	Open
WCG /PQ/049/2019-2021	Provision of advertising and creative agency services	Open

TENDER NO	PROVISION OF SERVICES – CATEGORY B	Eligibility
WCG /PQ/050/2019-2021	Provision of photography ,ideography, audiovisual production editing services ,(including design and DTP) and integrated digital communication services	Youth
WCG /PQ/051/2019-2021	Provision of landscaping cleaning services	Open
WCG /PQ/052/2019-2021	Provision of specialized medical Consultancy and services	Open
WCG /PQ/053/2019-2021	Installation and support for CCTV security system ,security communication equipment, digital billboards and digital recordings system webhosting, creation and support total mail service	Open
WCG /PQ/054/2019-2021	Provision and maintenances of firefighting equipment	Open
WCG /PQ/055/2019-2021	Repair and servicing of motor vehicles, motor bikes, generators, plants, graders and other borehole equipment.	Open
WCG /PQ/056/2019-2021	Repair and servicing of office equipment, IT equipment, photocopier machines and associated equipment.	Youth

TENDER NO	PROVISION OF WORKS CATEGORY C	Eligibility
WCG /PQ/057/2019-2021	Provision of water works, drilling, rehabilitation of boreholes ,dams water pan , water purification plants and desilting	Open
WCG /PQ/058/2019-2021	Provision For construction of Road works and small work maintenances	Open
WCG /PQ/059/2019-2021	Construction murrum roads, Grading and gravelling of roads.	Open
WCG /PQ/060/2019-2021	Proposed Repair, Renovations and construction of government building	Open
WCG /PQ/061/2019-2021	Proposed Construction of drifts ,Bridges and Major Repair	Open
WCG /PQ/062/2019-2021	Proposed Road works Maintenance.	Open

The following documents are mandatory and must accompany the submission as they will form the preliminary evaluation where non-submission of any of the documents will lead to disqualification from the process.

1. Copy of Certificate of Incorporation or Registration
2. A copy of a valid Trade License (where applicable for the specific business the candidate is involved in and is applying to be prequalified)
3. A copy of a **valid** Tax Compliance Certificate
4. Letters of recommendation from three (3) of your major clients

5. Certificates of memberships /affiliations /associations (where applicable)
6. Copy of NCA certificate for relevant categories.
7. Valid County business permit

Applications for registration/Pre –Qualification must be submitted in plain sealed envelopes clearly labeled:

“CATEGORY & REFERENCE NUMBER..... REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

Should be deposited in the Tender Box provided at the County Headquarters ,Ground floor, on or before 9th October 2019 at 10.00am ,Tenders will be opened immediately thereafter in the presence of those bidders or representatives who choose to attend.

**County Government of wajir
P O BOX 9-70200.
Wajir.**

COUNTY CHIEF OFFICE ROADS AND TRANSPORT

1.1 REGISTRATION INSTRUCTIONS

1.1.1 Introduction

County Government of Wajir would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to County.

1.1.2 Registration Objective

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to the **County Government of Wajir** as and when required during the period ending **9th October, 2019 10.00am.**

1.1.3 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 **County Government of Wajir** so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested.

1.1.4 Experience

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

1.1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants. In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier, contractor and consultants will have to pay all taxes payable as applicable for all goods, services works and consultancy to be supplied unless exempted by the Government.

2.2 Customs Clearance

The contractors shall be responsible for custom 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. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.

3.1.2 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.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by County government of Wajir 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 County Government of Wajir they possess capability, experience, qualified personnel

available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

3.3 Essential Criteria for Registration

3.3.1 Experience:

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CVs 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/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants credit position. Potential suppliers/contractors/consultants will be registered/pre-qualified on the satisfactory information given.

3.3.4 Special consideration

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

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/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 Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission 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

Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article 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

3.7 Registration Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
1. Registration Data	PQ-2	10
2. Supervisory Personnel	PQ-3	20
3. Financial Position	PQ-4	10
4. Confidential Report	PQ-5	10
5. Past Experience	PQ-6	15
6. Sworn Statement	PQ-7	5
	TOTAL	100

3.8 To qualify the prospective supplier, consultant or contractor must score 70 points and above.

REQUIREMENTS FOR OPEN CATEGORY

1.2 FORM PQ-1 REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. **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).**
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of Current business Permit/Trade Permit (Wajir county)
7. Letter of recommendation from the previous organizations served

- 8. Air travel firms must be registered with IATA and any other relevant bodies
- 9. Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing
- 10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
- 11. Properly bound and good presented documents. Loosed documents will not be accepted.
- 12. Valid NCA certificate for all categories (Road ,Water,Building and Electrical)
(30 points)

FORM PQ-2 – REGISTRATION DATA

1.3 1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
 Supplier/contractor/consultant of

 Post Office Address.....
 Town.....

 Street.....

 Name of building.....
 Room/Office No..... Floor No.....
 Telephone Nos.....
 Full Name of applicant.....
 Other branches location.....

1.4 2. ORGANIZATION & BUSINESS INFORMATION

Management personnel.....
 President (Chief Executive).....
 Secretary.....
 General
 Manager.....
 Treasurer.....

 Other
 (s).....

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 your competitors

.....

.....

.....

.....

.....

.....

.....

10. Indicate terms of trade / sale

.....

(10 Points)

1.5 PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification

.....

.....

.....

.....

Professional Qualification.

.....

.....
.....
Length of service with contractor or supplier position held
.....
.....

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

(20 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three 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.

(10 Points)

FORM PQ-5

1.5.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business You are advised that it is a serious offence to give false information on this form

<i>Part 1 – General:</i>			
Business			Name
.....			
.....			
Location	of	business	premises.
.....			
Plot	No.....	Street/Road	
.....			
Postal Address	Tel No. Fax
..... E mail Nature of Business, Registration Certificate No.			
.....			
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			
1.		
.....			
2.		
.....			
3.		
.....			
4.		
.....			

Private	Part 2 (c) – Registered Company 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.
.....		
.....		5
.....		
.....		
Date Signature of Candidate		

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration. (10 points)

FORM PQ6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.6 1 Name of 1st Client (Organization)

i. Name of Client (organization)

.....

ii. Address of Client (organization)

.....

iii. Name of Contract Person at the client (organization)

.....

iv. Telephone No. of client

-
- v. Value of Contract
-
- vi. Duration of Contract (date)
- vii.
(Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

-
- i. Address of Client (organization)
-
- ii. Name of Contact Person at the client (organization)
-
- iii. Telephone No. of Client
-
- iv. Value of Contract (date)
-

v. Duration of Contract (date)

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

3. Name of 3rd Client (organization)

-
- i. Address of Client (organization)
-
- ii. Name of Contact Person at the client (organization)
-
- iii. Telephone No. of Client
-
- iv. Value of Contract
-
- v. Duration of Contract (date)
-
- (Attach documental evidence of existence of contract)

Attach evidence eg LPOs, LSOs, Contract Agreements etc (15points)

1.7 FORM PQ-7 SWORN STATEMENT

Having studied the pre-qualification / registered information for the above project 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/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 ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

1.8 Date

.....

Applicant's **Name:**

Represented **by**

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

(5points)

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

1.9 YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)

- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate

1.10 SWORN STATEMENT

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

- The information furnished in our application is accurate to the best of our knowledge.
- 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.
- We enclose all the required documents and information required for the prequalified evaluation.
- Our submission document has got Pages.

Date.....

Applicants

Name.....

Represented

by.....

Signature.....

.....

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