

REPUBLIC OF KENYA
BARINGO COUNTY GOVERNMENT



Tender Document
For
TENDER NO. BRCG/TNR/1/2016-2017
PRE-QUALIFICATION/REGISTRATION OF
CONTRACTORS/CONSULTANTS AND
SUPPLIERS FOR PROVISION OF GOODS &
SERVICES
FINANCIAL YEAR 2016/2017

BARINGO COUNTY GOVERNMENT
P. O. Box 53- 30400
KABARNET

Tel: 053-22115

CLOSING DATE: 29TH JUNE 2016

**TIME: 12.00 NOON (EAST AFRICAN
TIME)**

Category.....
Item

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REPUBLIC OF KENYA



BARINGO COUNTY GOVERNMENT

TENDER NOTICE

DATE: 16TH June, 2016

**TENDER NAME: - PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS FOR SUPPLY AND DELIVERY/PROVISION OF
GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2016-17**

The **Baringo County Government** invites applications for Prequalification/Registration of suppliers from interested eligible bidders for the supplies/provision of the under listed goods and services for the Financial Year 2016-2017 with effect from 1st July, 2016

SUPPLY OF GOODS AND SERVICES

S/NO.	TENDER / CATEGORY NO.	TENDER NAME
1.	BRCG/TNR/1/2016-2017	PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
		SUPPLY OF GOODS
1.	CATEGORY 1	Supply of Automotive Batteries
2.	CATEGORY 2	Supply of Fire Proof Safes
3.	CATEGORY 3	Supply of Office Furnishings (Curtains, Carpets, Shears, and Blinders) and
4.	CATEGORY 4	Supply of Kitchen Appliances
5.	CATEGORY 5	Supply of Computers, Printers, Photocopiers, Scanners, Projectors and related items
6.	CATEGORY 6	Supply of Electrical Equipment, Appliances & Fittings
7.	CATEGORY 7	Supply of Sporting Equipment, Protective Clothing and Uniforms
8.	CATEGORY 8	Supply of Trees Seedlings
9.	CATEGORY 9	Supply of Fresh Cut Flowers & Supply/Maintenance of Indoor Potted Plants
10.	CATEGORY 10	Supply of Scratch and Calling Cards
11	CATEGORY 11	Supply of Power Generators
12	CATEGORY 12	Supply of Medical Equipment
		PROVISION OF WORKS AND SERVICES
13.	CATEGORY 13	Provision of Servicing, Repair and Maintenance of Medical Equipment, Plant, and Other Machineries
14.	CATEGORY 14	Maintenance of Sewerage Systems and Cleaning of Lagoons
15.	CATEGORY 15	Provision of Transportation Services
16.	CATEGORY 16	Provision of Printing and Publishing Services
17.	CATEGORY 17	Provision of Security Printing Services (e.g. accountable documents, etc.)
18.	CATEGORY 18	Provision of Screen Printing, Neon, Signs and Tagging/Bar-coding of Assets
19.	CATEGORY 19	Provision of Installation of Street Lighting
20.	CATEGORY 20	Repair and Maintenance of Office Equipment & Furniture
21	CATEGORY 21	Provision of Air Ticketing Services (IATA registered Firm only)
22.	CATEGORY 22	Provision of Fumigation and Pest Control Services
23.	CATEGORY 23	Repair and Servicing of Motor Vehicles, Plants and Equipment (eligible Firms must be registered with the Ministry of Transport and Infrastructure and be duly insured)
24.	CATEGORY 24	Printing of T-shirts, Caps and Banners
25.	CATEGORY 25	Provision of Cleaning Services (including Curtains, Carpets, etc)
26.	CATEGORY 26	Provision of Exhaustion Services (for Sceptic Tanks and Pit Latrines)
27.	CATEGORY 27	Repair/Servicing Computers, Printers and Photocopiers
28.	CATEGORY 28	Provision of Construction of Road Works
29	CATEGORY 29	Provision of Construction Services for Surface Waters
30.	CATEGORY 30	Provision of Construction Services for Ground Waters (Borehole related Works)
31.	CATEGORY 31	Provision of Construction and Renovation/Refurbishment/ Redecoration Works of Buildings/Houses
32.	CATEGORY 32	Provision of Construction Works of Footbridges and Other structures
33.	CATEGORY 33	Provision of Electrical Services
34.	CATEGORY 34	Provision of Mechanical and Plumbing Works
35.	CATEGORY 35	Provision of Catering Services
36.	CATEGORY 36	Provision of Security Guarding Services
37.	CATEGORY 37	Provision of Insurance Services.
38.	CATEGORY 38	Provision of Internet Service (LAN & WAN)
39.	CATEGORY 39	Provision of Consultancy Services (Quantity Survey, Project Management, Architectural etc)
40.	CATEGORY 40	Provision of Legal Services
41.	CATEGORY 41	Provision of Valuation Services

BARINGO COUNTY GOVERNMENT; PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR
SUPPLY AND DELIVERY/PROVISION OF GOODS, WORKS AND SERVICES

42.	CATEGORY 42	Provision of Land Surveying Services
43.	CATEGORY 43	Provision of Landscaping and Beautification Services
44.	CATEGORY 44	Provision of Environmental Impact Assessment and Audit Services
45	CATEGORY 45	Provision of Sanitary Services

The Annual Prequalification/Registration of Suppliers documents detailing relevant terms and conditions may be obtained from the **Supply Chain Management Unit office at the Baringo County Government Offices AFC Building (along Kabarnet Eldoret Road)** during Official Working Hours upon payment of non-refundable fee of **Kshs. 1,000 (Kenya Shillings One Thousand Only) in cash to the Cash Office situated at the Revenue Office, AFC Building, Baringo County Government (along Kabarnet Eldoret Road)** or Bankers cheque payable to **The Office of the Governor, Baringo County Government, P. O. Box 53 - 30400, Kabarnet.**

Duly Completed Pre-Qualification documents in plain sealed envelope clearly marked with the Tender No. and the Pre-Qualification Category No. should be **deposited in the tender box situated at the Supply Chain Management Unit, located at AFC Building, Baringo County Government (along Kabarnet Eldoret Road)** or be addressed to **The Office of the Governor, Baringo County Government, P. O. Box 53 - 30400, Kabarnet** so as to be received on or before **Wednesday 29th June, 2016 12.00 pm (East African Time).** or be addressed to: -

**The Office of the
Governor, Baringo County
Government, P.O. Box 53 –
30400
KABARNET.**

to be received on or before Wednesday 29th JUNE 2016 at 12.00 Noon.

Applications will be opened immediately thereafter, in the presence of Candidates or their Representatives, who may wish to attend at **the Baringo County Government offices (along Kabarnet Eldoret Road).**

The government reserves the right to accept or reject any tender in whole or part without giving reasons whatsoever

**DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES
BARINGO COUNTY GOVERNMENT**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The **Baringo County Government** invites eligible interested candidates who must meet the set criteria as provided by the procuring entity to perform the contracts for **supply and delivery/provision of Goods, Works and Services to the Government Ministries/Departments and Public Institutions in Baringo County.**

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Governor, Baringo County Government as and when required during the period ending 30th June, 2017.

1.3 Invitation of Pre-qualification

Suppliers registered with the Attorney General's Chamber (Registrar of Companies) of the Republic of Kenya under the Laws of Kenya in respective merchandise or services are invited to submit their **Pre-Qualification Documents to the Office of Governor, (AFC Building, Supply Chain Management Services) Baringo County Government,** so as to be pre-qualified/registered for submission of tenders/quotations for supply and delivery/provision of goods/services. Applications will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery/provision of similar items/services to Government institutions of similar magnitude and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents which are to be duly filled, stamped/embossed and signed by the candidates or their authorized representative (approve of the power of attorney must be provided) of the prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach: -

**The Office of the Governor,
Baringo County Government,
P.O. Box 53 - 30400
KABARNET.**

Not later than Wednesday 29th June 2016 at 12.00 noon

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Governor, Baringo County Government whose address is given in par 1.7

1.9 Additional Information

The Governor, Baringo County Government reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

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 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/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/REGISTERED 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/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered applications 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 pre-qualification/registration data on prospective bidders is to be used by Ministry of Fisheries Development in determining, according to its sole judgement 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 judgement of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital 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/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract 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 pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors 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 on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of capability to execute the contract.

3.3.5 Past Performance

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

3.4 Statement

Application must include a sworn statement Form PQ-8 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 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/she 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 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 which is mandatory.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	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. Referees	PQ-7	10
	TOTAL	100

3.8 The Qualification is 70 points and over

**FORM PQ-1 STATUS OF COMPLIANCE WITH STATUTORY
REQUIREMENTS**

All firms submitting their applications for Pre-Qualification/Registration for supply and delivery/provision of goods/works and services **MUST** furnish the Procuring Entity with the copies of the following documents: -

1. Registration Certificate of Business with the Attorney General’s Chamber of the Republic of Kenya;
2. Certificate of incorporation for companies;
3. PIN Registration Certificate of the Firm/Company/Individual;
4. VAT Registration Certificate.
5. Certificate of registration with NCA in the relevant Category where applicable.
6. Valid Tax Compliance Certificate from the Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application);
7. Current Valid Trade License;
8. Certificate of any other government levies status (if any).
9. All pages of the bid document **MUST** be serialized.

Other details as follows: -

10. State any technological innovations or specific attributes which distinguishes you with your competitors
.....
.....
State any quality Assurance Certification e.g. ISO 9000 held by the Company.....
.....
11. 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
.....
12. State whether you have any litigation against the government or any History of litigation or arbitration resulting from contracts executed in the last five years
.....
.....
12. Other important certificates e.g KEBS, Registration with Ministry of Transport and Infrastructure, Professional bodies certifications (IATA a must for Air Travel Agent)

(30 POINTS)

FORM PQ-2 PRE – QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

Official Receipt No.....

Date.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Particulars of the Applicant: -

I/We Hereby apply
(Name of the Company/Firm)
for registration as supplier(s) of

Postal AddressFax No.....

Tel.....Email Address.....

TownStreetName of Building

.....Room/Office No..... Floor No.....

Full Name of Applicant.....

Other Branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief executive).....

Secretary.....

General Manager.....

Any other.....

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation.....

4. Under present management since.....

5. Net worth equivalent Ksh.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of organizational 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)

FORM PQ-3 SUPERVISORY PERSONEL.

Name

Age

Academic Qualification.....

.....
.....

Professional Qualification.....

.....
.....

Length of Service with Contractor or Supplier position
held.....

.....
.....

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

(10 points)

BARINGO COUNTY GOVERNMENT; PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR
SUPPLY AND DELIVERY/PROVISION OF GOODS, WORKS AND SERVICES
FORM PQ-4 **FINANCIAL POSITION AND TERMS OF TRADE**

1. Assets and liabilities:-
 1. Total Assets in ksh.....
 2. Current Assets in Kshs.....
 3. Total Liabilities in Kshs.....
 4. Net worth (Total assets-Total Liabilities).....
 5. Working capital Kshs.....
(Total assets – Net worth)
2. Attach a copy of firms two certified financial statements giving summary of assets and current liabilities/ or any other financial support.
3. Attach letters of reference from the bankers regarding suppliers' credit position.
4. Indicate terms of sale/trade: -
 - (i) Cash on delivery
 - (ii) Credit period Yes/No. (delete as appropriate, if yes) Indicate
Number of days
 - (iii) Upfront payment/Down payment Yes/No (delete as appropriate),
if yes state percentage.....

(20 POINTS)

FORM PQ -5 REPUBLIC OF KENYA
CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part I and either Part 2(a), 2(b) or 2c)
Whichever applies to your type of business?

You are advised that it is a serious offence to give false information on this Form.

Part One General: -

Business Name.....

Location of business premises.....

Plot No.....Street/Road.....

Postal AddressTel. No.....

Nature of business

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time:K£.....

Name of your bankers.....Branch

Is your agent of Kenya national Trading Corporation? YES/NO.....

Part 2(a) __Sole proprietor:

Your name in full.....Age.....

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

Give details of partners as follows: -

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) __Registered Company:

Private or public.....

State the nominal and issued capital of the company_____

Nominal K£.....

Issued K£.....

Give details of all directors as follows:

1.
2.
3.
4.
5.

Date.....Signature of Tendered.....

If the citizen, indicate under” Citizenship Details” whether by Birth, Naturalization or Registration

(10POINTS)

FORM PQ -6 PAST EXPERIENCES

NAME OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - 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 (dates).....

(Attach documentary evidence of existence of contract)
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) Value of Contract.....
 - vi) Duration of Contract (dates).....

(Attach Documental 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 (dates).....

(Attach Documental evidence of existence of contract)
4. Others.....

(10 POINTS)

FORM PQ-7 Referees

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years
or those who know you (not a requirement for new businesses)

(1) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

(2) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

(3) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

(10 POINTS)

FORM PQ- 8 - SWORN STATEMENT

Having studied the pre-qualification/registration 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 quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the County Government and acknowledge your right to review the pre-qualification 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 litigation procedure in process.

Date.....

Applicants Name.....

Represented by

Signature.....

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