

REPUBLIC OF KENYA
BARINGO COUNTY GOVERNMENT



**Tender Document
For**

TENDER NO. BCG/TNR/1/2022-2024

**PRE-QUALIFICATION/REGISTRATION OF
CONTRACTORS/CONSULTANTS AND
SUPPLIERS FOR PROVISION OF GOODS,
WORKS & SERVICES**

For the period 2022-2024

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

Tel: 053-22115

**CLOSING DATE: 9TH MARCH, 2023 TIME:
12.00 NOON (EAST AFRICAN TIME)**

Category.....

Item.....

.....

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**TENDER NAME: - PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS FOR SUPPLY AND DELIVERY/PROVISION OF
GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2022-24**

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
2022-2024 with effect from 6th March 2023

SUPPLY OF GOODS AND SERVICES

S/NO.	TENDER / CATEGORY NO.	TENDER NAME
	BRCG/TNR/1/2022-2024	PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
		SUPPLY OF GOODS
1.	CATEGORY 57	SUPPLY OF FOOD STUFFS
2.	CATEGORY 58	SUPPLY OF ANIMAL BREEDS
3.	CATEGORY 59	SUPPLY OF FARM INPUTS
4	CATEGORY 60	SUPPLY OF TREE AND FRUIT SEEDLINGS

The Annual Prequalification/Registration of Suppliers documents detailing
Relevant terms and conditions may be obtained from the county website www.baringo.go.ke
free of charge.

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 **Thursday 22nd September, 2022 12.00 pm (East African
Time)**. Or be addressed to: -

**The County Treasury
Headquarter office, AFC
Building,
P.O. Box 53 -30400
KABARNET.**

**To be received on or before Thursday 22nd September, 2022 12.00 pm
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)**.

**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 Baringo County Government as and when required during the period ending 31st August, 2024.

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 County Treasury, (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

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

**County Treasury Office,
Baringo County Government,
P.O. Box 53 - 30400
KABARNET.**

Not later than Thursday 22nd September, 2022 12.00 pm noon

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the County supply chain office through supplychain@baringo.co.ke, Baringo County Government whose address is given in part 1.7

1.9 Additional Information

The 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	5
8. Sworn Statement	PQ-8	5
	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. And applicable authorities depending on the services provided.
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.
10. Current copy of CR12.

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.....

TownStreet.....Name 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.....

(5 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)

(5 POINTS)