

# COUNTY ASSEMBLY OF KILIFI



## REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE FINANCIAL YEAR 2018-2019

--	--

## Table of Contents

Page

1.TENDER NOTICE	
2.PRE-QUALIFICATIONDATAINSTRUCTIONS	4
3.BRIEFCONTRACTREGULATIONS	5
4.FORMPQ-1PRE-QUALIFICATIONDOCUMENTS	8
5.FORMPQ-2REGISTRATION DATA	9
6.FORMPQ-3 SUPERVISORY PERSONNEL	11
7.FORMPQ-4 FINANCIAL POSITION	12
8.FORMPQ-5 CONFIDENTIAL BUSINESSQUESTIONNAIRES	13
9.FORMPQ-6 PAST EXPERIENCES	15
10.FORMPQ-7 LITIGATION HISTORY	16
11.FORMPQ-8 SWORN STATEMENTS	17

## INVITATION FOR REGISTRATION

### **INVITATION FOR REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2020.**

The County Assembly of Kilifi was established under Article 176 of the Constitution of Kenya (CoK). Pursuant to Article 177 (1) (a) A county Assembly consists of members elected by registered voters of the wards, each ward constituting a single member constituency. Thus the County Assembly of Kilifi has a total of 35 elected members of the county Assembly and 19 nominated members and the speaker who is an Ex-Officio member (Article 177 (1) (d).

The table below shows the categories of the items for supply and provision of services.

#### **CATEGORY A: SUPPLY OF GOODS**

<b>TENDER NO.</b>	<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>
CAK/017/2018-2019	Supply and delivery of photocopier machines and servicing	Reserved
CAK/036/2018-2019	Supply of fuel, oils and lubricants	Open
CAK/039/2018-2019	Supply and delivery of fire fighting equipment and maintenance	Reserved

#### **CATEGORY B: PROVISION OF SERVICES**

<b>TENDER NO.</b>	<b>DESCRIPTION</b>	<b>ELIGIBILITY</b>
CAK/019/2018-2019	Provision of conference and hotel accommodation and services	Open
CAK/021/2018-2019	Design and maintenance of the County Assembly website	Open
CAK/023/2018-2019	Maintenance and servicing of motor vehicles & power generators	Open
CAK/024/2018-2019	Provision of transport hire and taxi services	Reserved
CAK/029/2018-2019	Provision of internet services	Open
CAK/030/2018-2019	Provision of pest control and fumigation services	Open
CAK/037/2018-2019	Provision of valuation and asset	Open

	tagging services	
CAK/040/2018-2019	Provision of gym facilities	Open
CAK/041/2018-2019	Provision of event management services	Reserved
CAK/042/2018-2019	Provision of emptying of septic tank and soakage pit services	Open
CAK/043/2017-2018	Provision of branding and labeling services	Reserved

Tender and Pre-qualification documents detailing the information may be obtained from the County Assembly of Kilifi official website:-[www.kilifiassembly.go.ke](http://www.kilifiassembly.go.ke)

Completed Tender/Pre-qualification Documents in plain sealed envelopes, clearly marked with the “Tender No. and Tender Name” as particularly described in the Tender documents should be deposited in the Tender Box located at the County Assembly of Kilifi in the Reception Area addressed to:

The Clerk

County Assembly of Kilifi

P. O. Box 332 - 80200

**MALINDI**

So as to be received by **30<sup>TH</sup> MAY, 2018 at 12.00 Noon**. The documents will be opened immediately thereafter in the presence of the candidates who choose to attend in the CAK main conference room. **Late bids will not be accepted.**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

County Assembly of Kilifi (CAK) would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of provision of goods and services to the Authority.

### **1.2 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Head of Procurement, County Assembly of Kilifi so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.3 Experience**

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

### **1.4 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

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

### **1.6 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Head of Procurement, County Assembly of Kilifi on the following address:

Head of Procurement,  
P.O. Box 332-80200  
Malindi.

### **1.7 Additional Information**

County Assembly of Kilifi reserves the right to request submission of additional information from prospective bidders.

**1.8** Request for quotations will be made available only to those bidders whose qualifications are accepted by County Assembly of Kilifi after scoring more **than 70 points** after the completion of the pre – qualification process.

## **BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty and VAT as required by the law.

### **2.2 Customs Clearance**

The supplier 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. Quantities may increase or decrease as determined by demand on the authority of the Clerk. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

All local purchase 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, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.1** The pre-qualified 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 pre-qualification data on prospective bidders is to be used by County Assembly of Kilifi 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 Assembly of Kilifi 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 1 year experience in the supply of goods, services and allied items in case of potential supplier should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

##### **3.3.2 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ3.

##### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration 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 on contract and now in progress.

Data to be filled/ provided 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 pre-qualifying bidders. Letter of reference 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 Registration.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then County Assembly of Kilifi reserves the right to reject the tender from such a bidder even though they have been 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.

### 3.7 Registration 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	15	
6. Past Experience	PQ-6	10	
7. Litigation History	PQ-7	5	

**TOTAL** **100**

**3.8** The minimum score to qualify for Registration shall be 70 points. Applicants who will not meet this minimum score shall be disqualified.



## **FORM PQ-1 REGISTRATION DOCUMENTATION**

All firms **must** provide **certified** copies of the following:-

1. Certificate of Registration / Incorporation.
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Letters of recommendation from previous organization served (at least two).
4. Evidence of physical registered office in the Region applied for.
5. Registration with relevant Regulatory Authorities e.g WARMA, NCA, IRA, ERB, PSV, National Treasury (AGPO Certificate.)

**(30 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)

.....  
( sub-Category No.) Post Office Address

Town

Street

Name of building

Room/Office No. ....

Floor No.....

Telephone Nos.....

Full Name of applicant

Other branches location

Organization & Business Information

.....

Management Personnel

.....

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

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

.....

Under graduate

.....

Post graduate

.....

Diploma

.....

High School

.....

Professional Qualification

.....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

..... *(Attach*

*copies of certificates of key personnel in the organization and professional)*

**(10 Points)**

**PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach letters of reference from the bankers regarding supplier's credit position.
- (2) Bank Statements
- (3) State Credit period (minimum proposed is 30 days)

**(20 Points)**

**PQ-5 County Assembly of Kilifi  
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

<i>Part I- General :</i>	
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	

<input type="checkbox"/>	<b>Part 2 (a) – Sole Proprietor</b> Your name in full..... Age.....												
<input type="checkbox"/>	<b>Part 2 (b) Partnership</b> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px dotted black;">Name</th> <th style="text-align: left; border-bottom: 1px dotted black;">Nationality</th> <th style="text-align: left; border-bottom: 1px dotted black;">Citizenship Details</th> <th style="text-align: left; border-bottom: 1px dotted black;">Shares</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="border-top: 1px dotted black; border-bottom: 1px dotted black;">.....</td> </tr> <tr> <td colspan="4" style="border-top: 1px dotted black; border-bottom: 1px dotted black;">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	.....				.....			
Name	Nationality	Citizenship Details	Shares										
.....													
.....													



<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company: Private or Public.....</i></p> <p>.... State the nominal and issued capital of company-</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><i>Shares</i></th> </tr> </thead> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>		
Date .....	Signature of Candidate .....				

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.  
**(15 Points)**

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST  
TWO YEARS NAMES OF OTHER CLIENTS AND VALUES**

**OF CONTRACT/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 documental  
evidence of existence of contract)

2. Name of 2<sup>nd</sup> 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 documental  
evidence of existence of contract)

3. Name of 3<sup>rd</sup> 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 documental evidence of existence of contract)

4. Others.....

**(10 Points)**

**FORM PQ-7 - LITIGATION HISTORY**

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

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT	CAUSE OF LITIGATION & DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

**(5 Points)**

**FORM PQ-8 - SWORN STATEMENT PRE-QUALIFICATION  
OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES**

County Assembly of Kilifi intends to update its register for suppliers for various goods, works and services for the year ending 30<sup>th</sup> June 2020. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to supply



Having studied the pre-qualification 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 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 documents to follow.
  
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date.....**

**Applicant's  
Name.....**

**Represented by  
.....**

**Signature  
| | .....**

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