

REPUBLIC OF KENYA
UASIN GISHU COUNTY ASSEMBLY

P.O. Box 100 - 30100

ELDORET.



TENDER DOCUMENT

FOR

***PRE-QUALIFICATION FOR PROVISION OF HOTEL CONFERENCE
FACILITIES, FULL DAY PACKAGE SERVICES***

TENDER NO. UGCA/T/008/2020/2022

The Clerk to County Assembly
Uasin Gishu County Assembly
P.O Box 100-30100
ELDORET.

Tel: (053) 2062077
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PREQUALIFICATION

NOTICE DATE: 18th SEPTEMBER 2020

REFERENCE: UGCA/PREQ/T/008/2020/2022

TENDER NAME: PRE-QUALIFICATION FOR PROVISION OF HOTEL CONFERENCE FACILITIES, FULL DAY PACKAGE SERVICES

Uasin Gishu County Assembly invites applications from interested, eligible, capable and firms for prequalification/ registration as consultants/ suppliers of services for the years 2020-2022 in the following categories:-

CATEGORY B: REGISTRATION /PRE-QUALIFICATION OF SUPPLIERS FOR FY 2020/2022.

NO	TENDER NO	ITEM DESCRIPTION	ELIGIBILITY
4	UGCA/T/004/2020/2022	Pre- qualification for Supply And Delivery Of Staff Uniforms And Protective Clothing/Gear.	women
5	UGCA/T/005/2020/2022	Pre- qualification for Supply And Delivery Of General Office Stationery.	women
6	UGCA/T/006/2020/2022	Pre- qualification for Supply And Delivery Of Detergents, Disinfectant And Insecticides.	youth
7	UGCA/T/007/2020/2022	Pre- qualification for Supply And Delivery of Tonner cartridges and computer accessories	Special groups
8	UGCA/T/008/2020/2022	Pre - qualification for Provision Of catering services, hotel conference facilities .	Open
9	UGCA/T/009/2020/2022	Pre- qualification for Supply And Delivery Of Computers, Laptops, Printers and Hansard equipment.	Open
10	UGCA/T/010/2020/2022	Pre-qualification for Supply And Delivery Of Bottled Water	Special groups
11	UGCA/T/011/2020/2022	Pre- qualification for motor vehicle body works	open
12	UGCA/T/012/2020/2022	Pre-qualification for Repair and maintenance of Hansard Equipments	Open
13	UGCA/T/013/2020/2022	Pre-qualification for provision of Sanitary disposal services	Special groups
14	UGCA/T/014/2020/2022	Pre-qualification for provision of Tyres, tubes and batteries	open
15	UGCA/T/015/2020/2022	Pre-qualification for provision of cafeteria services	open
16	UGCA/T/016/2020/2022	Pre-qualification for supply of sports , kits and Equipments	Open
17.	UGCA/T/017/2020/2022	Pre-qualification for Supply And Delivery Of Electrical Appliances And Fittings	Open
18.	UGCA/T/018/2020/2022	Pre –qualification for Supply And Delivery Of Office Cabinet, Equipment, Fittings & furniture	Open
19.	UGCA/T/019/2020/2022	Pre-qualification for Supply And Delivery Of	Open

		General Hardware And Building Materials.	
20.	UGCA/T/020/2020/2022	Pre –qualification for Provision Of Printing Services.	Women
21.	UGCA/T/021/2020/2022	Pre-qualification for Provision Of Air Tickets and Travelling Services (IATA Members)	Open
22.	UGCA/T/022/2020/2022	Pre-qualification for Servicing And Repair Of Computers, Laptops, Photocopiers & printers	Youth
23.	UGCA/T/023/2020/2022	Pre –qualification for Supply, Delivery And Servicing Of First Aid And Safety Kits	Youth
24.	UGCA/T/024/2020/2022	Pre-Qualifications For Repairs And Servicing Of Motor Vehicles	Open
25.	UGCA/T/025/2020/2022	Prequalification Of General & Civil Engineering Works Contractors.	Open
26.	UGCA/T/026/2020/2022	Pre-Qualification For Consultancy Services ,Training , Research And Policies Etc	Open
27.	UGCA/T/027/2020/2022	Pre-qualification for Provision Of Dry clean Services.	PWDs
28.	UGCA/T/028/2020/2022	Pre –qualification for Provision Of Media Services.	Open
29.	UGCA/T/029/2020/2022	Pre-qualification for Provision Of Cleaning Services Eg Carpets, Curtains Etc.	PWDs
30	UGCA/T/030/2020/2022	Pre-qualification for Provision Of Legal Services	Open
31.	UGCA/T/031/2020/2022	Pre-qualification for Repair and maintenance of Automatic Generator.	Open

NB: People with disabilities, youth and women enterprise from Uasin Gishu County ONLY are encouraged to apply and to:-

- a) Attach copy of Certificate of Registration /Incorporation.
- b) Copy of Valid Tax Compliance Certificate.
- c) Copy of Valid Business Permit.
- d) Copy of Current CR 12 with Copies of Identity Card/Passport of the Directors/Shareholders/Sole proprietors issued within the last 12months.

B) PRE-QUALIFICATION OF SUPPLIERS.

The Uasin Gishu County Assembly invites eligible suppliers who must be registered with relevant authorities/ ministries to submit their CV's and relevant testimonials for considerations in pre-qualification and subsequent invitation to tender as appropriate.

Pre-qualification document is free.

The pre-qualification documents must be accompanied by the following:-

1. Registration with a Professional/Regulatory body.
2. Audited Accounts for the last two years.
3. Copy of Pin certificate /Vat.
4. Letter of Recommendation from from Five (5) Clients with two (2) from Government Entity.
5. Qualification and experience of Key Personnel with certificates.
6. Company Profile with an official stamp.

7. Evidence of Previous Experience: Supply of similar nature demonstrated by LPO/LSO, Contracts letter of award.

**Clerk to Uasin Gishu County Assembly,
P O BOX 100-30100,
ELDORET.**

The tenders will be opened immediately thereafter at Uasin Gishu County Assembly main Committee room on 2nd October 2020, 10:00 am. All renderers' or their representatives may attend the opening of tenders

**SIGNED FOR
S.K CHOGE
CLERK TO COUNTY ASSEMBLY.**

**PRE-QUALIFICATION INSTRUCTIONS
1.1 Introduction**

Uasin Gishu county Assembly (UGCA) would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods, works and services.

1.2 Pre-qualification Objective

- The main objective is to supply goods under relevant tenders/quotations to Uasin Gishu county Assembly (UGCA) on 'as and when required' during the Years 2020-2022
- Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply the goods for a period of either twelve (12No.) months or twenty four (24No.) months.

1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya to supply or provide respective goods are invited to submit their PRE-QUALIFICATION documents to **THE CLERK, UASIN GISHU COUNTY ASSEMBLY (UGCA)** so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

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

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

1.7 Submission of Pre-qualification Documents

Original and one (1) copy of the completed pre-qualification data and other requested information shall be submitted to reach:

**THE CLERK,
UASIN GISHU COUNTY ASSEMBLY (UGCA)
P O BOX 100-30100,
ELDORET**

Not later than, 2nd October 2020, 10:00 am

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to **THE CLERK, UASIN GISHU COUNTY ASSEMBLY (UGCA)** whose address is given in par 1.7

1.9 Additional Information

The companies reserve 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 imported materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported 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 must be inclusive of all delivery charges and taxes.

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.

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, are to be completed by prospective suppliers/contractors 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.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the companies in determining, according to their sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the companies, they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

3.3 Essential Criteria for Pre-qualification

Experience: Prospective bidders shall have experience in the supply of services and allied items and hence should show competence, willingness and capacity to service the contract.

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 and pertinent information and CV of the key personnel 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/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 financial capability to execute the contract(s).

3.3.5 Past Performance

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

3.4 Statement

Application 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 UGCA 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 UGCA 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 and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate

3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS

NO	CRITERIA
2.20.1	<p data-bbox="391 982 1117 1024"><u>PRELIMINARY EVALUATION CRITERIA</u></p> <p data-bbox="391 1024 1289 1150">Tenders are required to submit copies of following MANDATORY DOCUMENTS which will be used during preliminary Examination to Determine responsiveness</p> <ul data-bbox="440 1234 1393 1514" style="list-style-type: none"><li data-bbox="440 1234 1198 1268">a) Copy of certificate of registration/incorporation<li data-bbox="440 1268 1133 1302">b) Copy of current Tax compliance certificate<li data-bbox="440 1302 938 1335">c) Copy of valid business permit <li data-bbox="440 1388 1393 1514">d) Copy of Current CR 12 with Copies of Identity Card/Passport of the Directors/Shareholders/Sole proprietors issued within the last 12months.

2.22

Evaluation and comparison of tenders

TECHNICAL EVALUATION CRITERIA (Total points 100)

	Evaluation Criteria	Marks
1	Copy Registration with a Profession/Regulatory body.	15
2	Audited Accounts for the last two years.	15
3	Copy of Pin certificate /Vat.	10
4	Letter of Recommendation from from Five (5) Major Clients with two (2) from Government Entity	15
5	Qualification and experience of Key personnel(attach CV certificates)	15
6	Company Profile with an official stamp	15
7	Evidence of Previous Experience: Services of similar nature demonstrated by LPO/LSO, contracts and letter of award.	15
	TOTAL SCORE	100%

NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 50 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.

THE BIDDERS SHALL SERIALIZE THE TENDER DOCUMENTS FROM THE FIRST TO THE LAST PAGE INCLUDING ALL THE ATTACHMENTS

PRE-QUALIFICATION DATA

FORM PQ-1

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.

Telephone Nos..... Fax..... email.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Chief Executive/Managing Director.....

Marketing/Sales Manager

Accountant

Secretary

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. Sister 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
.....

PQ-2 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification.....

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

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

FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

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 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:			
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>

Part 2 (c) – Registered Company:			
Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs			
Issued Kshs.....			
Given details of all directors as follows:-			
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			
5.			

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

PQ-5 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization and Qualification

ii) Technical/management staff

Name	Position	Specialization and Qualification

iii) Support Staff

Name	Position	Specialization and Qualification

PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED

STAFF Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: _____

Signature of staff member _____ Date: _____

Name of authorized representative of the firm

Signature of authorized representative _____ Date:

a. The information furnished in our application is accurate to the best of our knowledge.

b. **FORM PQ-7 - T SWORN STATEMENT**

at in case of

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

being pre-qualified, we acknowledge that you will 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 will not engage in corrupt practices with the UGCA Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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