

**REPUBLIC OF KENYA**  
**UASIN GISHU COUNTY ASSEMBLY**  
P.O. Box 100 - 30100  
**ELDORET.**



**TENDER DOCUMENT**  
**FOR**  
**PRE-QUALIFICATION FOR PROVISION OF AIR TICKETS AND TRAVELLING**  
**SERVICES (IATA MEMBER)**  
**TENDER NO. UGCA/T/21/2016/2018**

**Tel: (053) 2062077**  
**(053) 2033507**  
**Email: [ugcountyassembly@gmail.com](mailto:ugcountyassembly@gmail.com)**  
**Website: [www.ugcountyassembly.or.ke](http://www.ugcountyassembly.or.ke)**

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**PREQUALIFICATION**  
**NOTICE** Date: Monday, 18<sup>TH</sup>  
 JULY, 2016.

Reference: **UGCA/PREQ/021/2016/2018**  
 Tender name: **PRE-QUALIFICATION FOR PROVISION OF AIR TICKETS AND TRAVELLING SERVICES (IATA MEMBER)**

Uasin Gishu county invites applications from interested, eligible, capable and firms for prequalification/ registration as consultants/ suppliers of services for the years 2016-2018 in the following categories:-

**CATEGORY B: PRE-QUALIFICATION OF SUPPLIERS FOR 2 YEARS**

<b>NO</b>	<b>TENDER NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
17.	UGCAT/017/2016/2018	Pre-qualification for Supply And Delivery Of Electrical Appliances And Fittings	Open
18.	UGCAT/018/2016/2018	Pre –qualification for Supply And Delivery Of Office Cabinet, Equipment, Fittings & Furniture.	Open
19.	UGCAT/019/2016/2018	Pre-qualification for Supply And Delivery Of General Hardware And Building Materials.	Open
20.	UGCAT/020/2016/2018	Pre –qualification of Provision Of Printing Services.	Special Groups
21.	UGCAT/021/2016/2018	Pre-qualification of Provision Of Air Tickets and Travelling Services (IATA Members)	Open
22.	UGCAT/022/2016/2018	Pre-qualification of Servicing And Repair Of Computers, Laptops, Photocopiers & Printers.	Open
23.	UGCAT/023/2016/2018	Pre –qualification for Supply, Delivery And Servicing Of First Aid And Safety Kits	Special groups
24.	UGCAT/024/2016/2018	Pre-Qualifications Of Contractors For Repairs And Servicing Of Motor Vehicles	Open
25.	UGCAT/025/2016/2018	Prequalification Of General & Civil Engineering Works Contractors.	Open
26.	UGCAT/026/2016/2018	Pre-Qualification For Consultancy Services Services (Baseline, Customer, Employee, Work Environment, Survey, Training, Research And Policies Etc)	Open
27.	UGCAT/027/2016/2018	Pre-qualification of Provision Of Dry clean Services.	
28.	UGCAT/028/2016/2018	Pre –qualification of Provision Of Media Services.	Open
29.	UGCAT/029/2016/2018	Pre-qualification of Provision Of Cleaning Services Eg Carpets, Curtains Etc.	Special groups
30.	UGCAT/031/2016/2018	Pre-qualification of Provision Of Legal Services	Open
31.	UGCAT/031/2016/2018	Pre-qualification for Repair and maintenance of automatic generator.	Open
32.	UGCAT/032/2016/2018	Prequalification for Repair and Maintenance of Hansard Equipments	Open

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

- a) Attach copy of Business Registration Certificate, PIN Certificate And VAT Certificates.
- b) Previous experience is NOT a requirement.

**The below listed documents are mandatory for two categories stated above:-**

- 1. Copy of incorporation/registration
- 2. Copy of valid Business permit.
- 3. Copy of VAT and PIN Certificate
- 4. Copy of Current Tax compliance Certificate From KRA

### **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. Copy of certificate of incorporation / registration.
- 2. Copies of certificate of registration with said ministries of roads and public works.
- 3. List and values of all contracts works performed in the last 2 years.
- 4. Contacts of at least two major clients who may be contacted for further information on these contracts.
- 5. Major items of construction equipments owned (of which documents should be available) and any that can be readily hired at short notice.
- 6. Qualifications and experience of key personnel.
- 7. Authority to seek reference from bankers and clients.
- 8. Certificate copies of PIN and VAT registration certificates.
- 9. Physical address.
- 10. Provide audited accounts for the last 2 years.
- 11. For electrical installation works, contracts must be registered with Ministry of Energy.

Dully completed bid documents accompanied with samples of items tendered for ( where applicable) should be returned in plain sealed envelopes bearing no mark or identification of the bidder but only marked 'Tender No' ..... and addressed to

**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 Monday, 1<sup>st</sup> August 2016 at 10:00am. All tenderers or their representatives may attend the opening of tenders.

R.T. Chepkonga,  
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 2016-2018.
- 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, **Monday, 1<sup>st</sup> August 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 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.

### **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, 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



**TENDER NO: UGCA/T/021/2016/2018 Pre-qualification Requirement**

- Tenderer must be IATA member with network and partnership with major Airlines
- Tenderer agencies must be registered with relevant Authorities
- Tenderer are advised to provide comprehensive details of Airline passenger services and destination network
- Tenderer must provide physical address, contacts persons ,24/7 email address, Telephone number and Booking office
- Tenderer must provide the following services;
  1. Executive class per person
  2. Economy class per person

**ORDERS SHALL BE PLACED WHEN NEED ARISES ONLY.**

**Authorized Officer.....Signature.....Date.....**

**Official stamp.....**

### 3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS

NO	CRITERIA																					
2.20.1	<p><b><u>PRELIMINARY EVALUATION CRITERIA</u></b> Tenders are required to submit copies of following <b>MANDATORY DOCUMENTS</b> which will be used during preliminary Examination to Determine responsiveness</p> <ol style="list-style-type: none"> <li>1. Copy of certificate of registration/incorporation</li> <li>2. Copy of current Tax compliance certificate</li> <li>3. Copy of PIN certificate/ VAT certificate</li> <li>4. Copy of valid business permit</li> </ol>																					
2.22	<p>Evaluation and comparison of tenders <b><u>TECHNICAL EVALUATION CRITERIA (Total points 100)</u></b></p> <table border="1" data-bbox="391 1125 1247 1965"> <thead> <tr> <th data-bbox="391 1125 516 1167"></th> <th data-bbox="516 1125 1101 1167">Evaluation Criteria</th> <th data-bbox="1101 1125 1247 1167">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1167 516 1255">1</td> <td data-bbox="516 1167 1101 1255">Copy of certificate of incorporation/registration</td> <td data-bbox="1101 1167 1247 1255">5</td> </tr> <tr> <td data-bbox="391 1255 516 1398">2</td> <td data-bbox="516 1255 1101 1398">Dully completed confidential questionnaire and other forms pg 1-7</td> <td data-bbox="1101 1255 1247 1398">15</td> </tr> <tr> <td data-bbox="391 1398 516 1541">3</td> <td data-bbox="516 1398 1101 1541">Qualification and experience of key personnel</td> <td data-bbox="1101 1398 1247 1541">10</td> </tr> <tr> <td data-bbox="391 1541 516 1684">4</td> <td data-bbox="516 1541 1101 1684">Relevant Past experience</td> <td data-bbox="1101 1541 1247 1684">10</td> </tr> <tr> <td data-bbox="391 1684 516 1827">5</td> <td data-bbox="516 1684 1101 1827">Evidence of physical address eg. rent water and KPLC bills</td> <td data-bbox="1101 1684 1247 1827">10</td> </tr> <tr> <td data-bbox="391 1827 516 1965">6</td> <td data-bbox="516 1827 1101 1965">Tax compliance certificate</td> <td data-bbox="1101 1827 1247 1965">5</td> </tr> </tbody> </table>		Evaluation Criteria	Marks	1	Copy of certificate of incorporation/registration	5	2	Dully completed confidential questionnaire and other forms pg 1-7	15	3	Qualification and experience of key personnel	10	4	Relevant Past experience	10	5	Evidence of physical address eg. rent water and KPLC bills	10	6	Tax compliance certificate	5
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6	Tax compliance certificate	5																				

	7	Copy of current single business permit from the county	5
	8	Must give at least three(3) reputable clients one being a government entity	10
	9	Copy of VAT/PIN Certificates	5
	10	Audited accounts for the past two years	10
	11	Copy of certificate of registration with professional bodies-IATA	15
		TOTAL SCORE	100

**NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 70 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.**

**PRE-QUALIFICATION DATA**

**FORM PQ-1**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

1/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  
.....

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

<p><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.....</p>
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<p><b>Part 2 (a) – Sole Proprietor</b>                  Your name in full.....Age                  Nationality ..... Country of origin .....                  *Citizenship details .....</p>
--

<p><b>Part 2 (b) Partnership</b>                  Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				
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<p><b>Part 2 (c) – Registered Company:</b>                  Private or Public .....                  State the nominal and issued capital of company-                  Nominal Kshs .....                  Issued Kshs.....                  Given details of all directors as follows:-</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>2. ....</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>3. ....</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>4. ....</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>5. ....</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....				2. ....				3. ....				4. ....				5. ....			
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2. ....																								
3. ....																								
4. ....																								
5. ....																								

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

**FORM PQ-4 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS AND  
VALUES OF CONTRACT/ORDERS**

1. Name of 1<sup>st</sup> Client (Organization)

i) Name of Client (organization) .....

ii) Address of Client (organization) .....

iii) Narrative Description of project:  
.....

iv) Name(s) of Professional Staff provided by Your Firm/ or  
self.....  
.....  
.....

i) Name of Contact Person at the client (organization)  
.....  
.....

ii) Telephone No. of Client.....

iii) Value of Contract.....

iv) Duration of Contract (date) .....

(Attach documental evidence of existence of contract)

2. Name of 2<sup>nd</sup> Client (organization)

v) Name of Client (organization) .....

vi) Address of Client (organization).....

vii) Narrative Description of project:  
.....

viii) Name(s) of Professional Staff provided by Your Firm/ or  
self.....

iv) 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)

.....



- ix) Name of Client (organization) .....
- x) Address of Client (organization).....
- xi) Narrative Description of project:  
.....

xii) Name(s) of Professional Staff provided by Your Firm/ or self.....  
.....  
.....

vii) Name of Contact Person at the client (organization).....  
.....  
.....

- x) Telephone No. of Client.....
  - xi) Value of Contract.....
  - xii) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

4. Name of 4<sup>th</sup> Client (organization)

- xiii) Name of Client (organization) .....
- xiv) Address of Client (organization).....
- xv) Narrative Description of project:  
.....

xvi) Name(s) of Professional Staff provided by Your Firm/ or self

- xiii) Name of Contact Person at the client (organization) .....
  - xiv) Telephone No. of Client .....
  - xv) Value of Contract .....
  - xvi) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

5. Name of 5<sup>th</sup> Client (organization)

- xvii) Name of Client (organization) .....
- xviii) Address of Client (organization).....

xix) Narrative Description of project:

.....

xx) Name(s) of Professional Staff provided by Your Firm/ or self

xvii) Name of Contact Person at the client (organization).....

.....

xviii) Telephone No. of Client

.....

xix) Value of Contract

.....

xx) Duration of Contract (date) .....

(Attach documental evidence of existence of contract)





**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 authorised representative of the firm

Signature of authorised representative \_\_\_\_\_ Date:

**FORM PQ-7 - SWORN STATEMENT**

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 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)**