

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 members)

TENDER NO. UGCA/T/021/2018/2020

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

Tel: (053) 2062077
(053) 2033507

Email: info@ugcountyassembly.or.ke
Website: www.ugcountyassembly.or.ke

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PREQUALIFICATION

NOTICE DATE; TUESDAY 7TH AUGUST, 2018

REFERENCE: UGCA/PREQ/021/2018/2020

TENDER NAME: PRE-QUALIFICATION FOR PROVISION OF AIR TICKETS AND TRAVELLING SERVICES (IATA MEMBER)

Uasin Gishu County Assembly invites applications from interested, eligible, capable and firms for prequalification/ registration as consultants/ suppliers of services for the years 2018-2020 in the following categories:-

CATEGORY B: PRE-QUALIFICATION OF SUPPLIERS FOR 2 YEARS

| NO | TENDER NO. | ITEM DESCRIPTION | ELIGIBILITY |
|-----|----------------------|---|-------------|
| 16 | UGCA/T/016/2018/2020 | Pre-qualification for Supply And Delivery of Sports, Kits and Equipments | open |
| 17. | UGCA/T/017/2018/2020 | Pre-qualification for Supply And Delivery Of Electrical Appliances And Fittings | Open |
| 18. | UGCA/T/018/2018/2020 | Pre –qualification for Supply And Delivery Of Office Cabinet, Equipment, Fittings & Furniture. | Open |
| 19. | UGCA/T/019/2018/2020 | Pre-qualification for Supply And Delivery Of General Hardware And Building Materials. | Open |
| 20. | UGCA/T/020/2018/2020 | Pre –qualification of Provision Of Printing Services. | Women |
| 21. | UGCA/T/021/2018/2020 | Pre-qualification of Provision Of Air Tickets and Travelling Services (IATA Members) | Open |
| 22. | UGCA/T/022/2018/2020 | Pre-qualification of Servicing And Repair Of Computers, Laptops, Photocopiers & Printers. | Youth |
| 23. | UGCA/T/023/2018/2020 | Pre –qualification for Supply, Delivery And Servicing Of First Aid And Safety Kits | Youth |
| 24. | UGCA/T/024/2018/2020 | Pre-Qualifications Of Contractors For Repairs And Servicing Of Motor Vehicles | Open |
| 25. | UGCA/T/025/2018/2020 | Prequalification Of General & Civil Engineering Works Contractors. | Open |
| 26. | UGCA/T/026/2018/2020 | Pre-Qualification For Consultancy Services Services (Baseline, Customer, Employee, Work Environment, Survey, Training, Research And Policies Etc) | Open |
| 27. | UGCA/T/027/2018/2020 | Pre-qualification of Provision Of Dry clean Services. | Women |
| 28. | UGCA/T/028/2018/2020 | Pre –qualification of Provision Of Media Services. | Open |
| 29. | UGCA/T/029/2018/2020 | Pre-qualification of Provision Of Cleaning Services Eg Carpets, Curtains Etc. | Youth |
| 30. | UGCA/T/030/2018/2020 | Pre-qualification of Provision Of Legal Services | Open |
| 31. | UGCA/T/031/2018/2020 | Pre-qualification for Repair and maintenance of automatic generator. | Open |
| 32 | UGCA/T/032/2018/2020 | Prequalification for Repair and Maintenance of | Youth |

| | | | | |
|--|--|--------------------|--|--|
| | | Hansard Equipments | | |
|--|--|--------------------|--|--|

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 incorporation/ registration
- b) Copy of valid tax compliance
- c) Copy of a valid Business permit
- d) Copy of current CR12 with copies of identity card/passport of the directors /shareholders/sole proprietors issued within the last 12 months

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 body/regulatory body certificates
2. Provide audited accounts for the last 2 years.
3. Certificate copy of PIN and VAT certificates.
4. Letter of recommendation from 5 major clients of a similar nature and 2 from should be from government entity
5. Qualification and experience of key personnel with copies of certificates.
6. Detailed and stamped copy of company profile
7. Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards

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 **Wednesday, 22nd August 2018 at 10:00am.** 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 2018-2020.
- 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, Wednesday, 22nd August 2018 at 10:00am.

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/021/2018/2020 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><u>PRELIMINARY EVALUATION CRITERIA</u> Tenders are required to submit copies of following MANDATORY DOCUMENTS which will be used during preliminary Examination to Determine responsiveness</p> <ol style="list-style-type: none"> a. Attach copy of certificate of incorporation/ registration b. Copy of current valid tax compliance c. A copy business permit d. Copy of current CR12 with copies of identity card/passport of the directors /shareholders/sole proprietors issued within the last 12 months | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.22 | <p>Evaluation and comparison of tenders <u>TECHNICAL EVALUATION CRITERIA (Total points 100)</u></p> <table border="1" data-bbox="391 730 1354 1711"> <thead> <tr> <th data-bbox="391 730 467 762"></th> <th data-bbox="467 730 1222 762">Evaluation Criteria</th> <th data-bbox="1222 730 1354 762">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 762 467 884">1</td> <td data-bbox="467 762 1222 884">Registration with a professional body/regulatory body (IATA)</td> <td data-bbox="1222 762 1354 884">15</td> </tr> <tr> <td data-bbox="391 884 467 1026">2</td> <td data-bbox="467 884 1222 1026">Provide audited accounts for the last 2 years.</td> <td data-bbox="1222 884 1354 1026">15</td> </tr> <tr> <td data-bbox="391 1026 467 1169">3</td> <td data-bbox="467 1026 1222 1169">Certificate copy of PIN and VAT certificates.</td> <td data-bbox="1222 1026 1354 1169">10</td> </tr> <tr> <td data-bbox="391 1169 467 1312">4</td> <td data-bbox="467 1169 1222 1312">Letter of recommendation from 5 major clients of a similar nature and 2 from should be from government entity</td> <td data-bbox="1222 1169 1354 1312">15</td> </tr> <tr> <td data-bbox="391 1312 467 1434">5</td> <td data-bbox="467 1312 1222 1434">Qualification and experience of key personnel with copies of certificates.</td> <td data-bbox="1222 1312 1354 1434">15</td> </tr> <tr> <td data-bbox="391 1434 467 1556">7</td> <td data-bbox="467 1434 1222 1556">Detailed and stamped copy of company profile</td> <td data-bbox="1222 1434 1354 1556">15</td> </tr> <tr> <td data-bbox="391 1556 467 1680">8</td> <td data-bbox="467 1556 1222 1680">Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards</td> <td data-bbox="1222 1556 1354 1680">15</td> </tr> <tr> <td data-bbox="391 1680 467 1711"></td> <td data-bbox="467 1680 1222 1711">TOTAL SCORE</td> <td data-bbox="1222 1680 1354 1711">100%</td> </tr> </tbody> </table> | | Evaluation Criteria | Marks | 1 | Registration with a professional body/regulatory body (IATA) | 15 | 2 | Provide audited accounts for the last 2 years. | 15 | 3 | Certificate copy of PIN and VAT certificates. | 10 | 4 | Letter of recommendation from 5 major clients of a similar nature and 2 from should be from government entity | 15 | 5 | Qualification and experience of key personnel with copies of certificates. | 15 | 7 | Detailed and stamped copy of company profile | 15 | 8 | Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards | 15 | | TOTAL SCORE | 100% |
| | Evaluation Criteria | Marks | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Registration with a professional body/regulatory body (IATA) | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Provide audited accounts for the last 2 years. | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards | 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.

N/B the bidders shall serialize the tender documents from the first to the last page including all the attachment

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
.....

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

| |
|--|
| <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 bankersBranch.....</p> |
|--|

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

| <p>Part 2 (b) Partnership 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> | | | | |
|---|--------------------|----------------------------|----------------------------|---------------|--|--|--|--|
| <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> | | | | | |
| | | | | | | | | |

| <p>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:-</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. | | | |
|--|--------------------|----------------------------|----------------------------|---------------|---------|--|--|--|---------|--|--|--|---------|--|--|--|---------|--|--|--|---------|--|--|--|
| <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | | | | | | | | | | | |

| |
|---|
| <p>Date Signature of Candidate.....</p> |
|---|

*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 |
|-------------|-----------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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ii) Technical/management staff

| Name | Position | Specialization and Qualification |
|-------------|-----------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

iii) Support Staff

| Name | Position | Specialization and Qualification |
|-------------|-----------------|---|
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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)