

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



TENDER DOCUMENT
FOR
PRE-QUALIFICATION FOR PROVISION OF LEGAL SERVICES
TENDER NO. UGCA/T/030/2016/2018

Tel: (053) 2062077
(053) 2033507
Email: ugcountyassembly@gmail.com
Website: www.ugcountyassembly.or.ke

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PREQUALIFICATION

NOTICE Date: Monday, 18TH
JULY, 2016.

Reference:

UGCA/T/030/2016/2018

Tender name: **PRE-QUALIFICATION FOR PROVISION OF LEGAL SERVICES**

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

NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
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. 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, 1st August 2016 at 10:00 am (local time)**

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

SECTION VI – DESCRIPTION OF SERVICES

- i. Defending the county Assembly in litigations.
- ii. Assisting the county Assembly in instituting legal action and those who contravene county by laws.
- iii. Assist the county Assembly by giving legal opinion on matters as they arise.
- iv. Any other legal services as per instructions from client.

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"> 1. Copy of certificate of registration/incorporation 2. Copy of current Tax compliance certificate 3. Copy of PIN certificate/ VAT certificate 4. Copy of valid business permit 																								
2.22	<p>Evaluation and comparison of tenders <u>TECHNICAL EVALUATION CRITERIA (Total points 100)</u></p> <table border="1" data-bbox="391 1125 1247 1995"> <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 1344">2</td> <td data-bbox="516 1255 1101 1344">Copy of certificate of registration with professional bodies-LSK</td> <td data-bbox="1101 1255 1247 1344">15</td> </tr> <tr> <td data-bbox="391 1344 516 1432">3</td> <td data-bbox="516 1344 1101 1432">Advocate Admission certificate to the high court of Kenya</td> <td data-bbox="1101 1344 1247 1432">15</td> </tr> <tr> <td data-bbox="391 1432 516 1570">4</td> <td data-bbox="516 1432 1101 1570">Dully completed confidential questionnaire and other forms pg 1-7</td> <td data-bbox="1101 1432 1247 1570">05</td> </tr> <tr> <td data-bbox="391 1570 516 1709">5</td> <td data-bbox="516 1570 1101 1709">Qualification and experience of key personnel</td> <td data-bbox="1101 1570 1247 1709">10</td> </tr> <tr> <td data-bbox="391 1709 516 1848">6</td> <td data-bbox="516 1709 1101 1848">Relevant Past experience</td> <td data-bbox="1101 1709 1247 1848">5</td> </tr> <tr> <td data-bbox="391 1848 516 1995">7</td> <td data-bbox="516 1848 1101 1995">Evidence of physical address rent water and KPLC bills</td> <td data-bbox="1101 1848 1247 1995">5</td> </tr> </tbody> </table>		Evaluation Criteria	Marks	1	Copy of certificate of incorporation/registration	5	2	Copy of certificate of registration with professional bodies-LSK	15	3	Advocate Admission certificate to the high court of Kenya	15	4	Dully completed confidential questionnaire and other forms pg 1-7	05	5	Qualification and experience of key personnel	10	6	Relevant Past experience	5	7	Evidence of physical address rent water and KPLC bills	5
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	8	Tax compliance certificate	5
	9	Copy of current single business permit from the county	5
	10	Must give at least three(3) reputable clients one being a government entity	15
	11	Copy of VAT/PIN Certificates	5
	12	Indemnity insurance to clients	10
		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.

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>
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<p>Part 2 (a) – Sole Proprietor Your name in full.....Age Nationality Country of origin *Citizenship details</p>
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<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>				
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<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.			
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5.																								

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

*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 1st 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 2nd 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 3rd 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 4th 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 5th 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)