

**REPUBLIC OF KENYA**  
**UASIN GISHU COUNTY ASSEMBLY.**

P.O. Box 100 - 30100

**ELDORET.**



***TENDER DOCUMENT***

***FOR***

***PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF  
OFFICE CABINET, EQUIPMENT FITTINGS & FURNITURE***

***TENDER NO. UGCA/T/018/2018/2020***

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

Tel: (053) 2062077  
(053) 2033507

Email: [info@ugcountyassembly.or.ke](mailto:info@ugcountyassembly.or.ke)  
Website: [www.ugcountyassembly.or.ke](http://www.ugcountyassembly.or.ke)

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## PREQUALIFICATION

NOTICE DATE; TUESDAY 7<sup>TH</sup> AUGUST, 2018

**REFERENCE: UGCA/PREQ/018/2018/2020**

**TENDER NAME: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF OFFICE CABINETS, EQUIPMENTS, FITTINGS & FURNITURE**

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**

<b>NO</b>	<b>TENDER NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
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	Youth

**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 copy of company profile with official stamp
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, 22<sup>nd</sup> 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, 22<sup>nd</sup> 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



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**PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF OFFICE CABINETS,  
EQUIPMENTS, FITTINGS & FURNITURE**

ITEM NO	ITEM DESCRIPTION	UNIT	QTY	REMARKS/ BRAND
1.	Vacuum Cleaner 220 -240v Scrubbing, Sucking wet and dry 2000-3000 Watts power	No	1	
2.	High Back office chairs-leather	No	1	
3.	Low Back office chairs –leather	No	1	
4.	Office Tables with Lockers:		1	
	i) Mahogany 2 x 3 ft sq	No	1	
	ii) Mahogany 2 ½ x 4ft sq	No	1	
	iii) Mahogany 2 ½ x 3ft sq	No	1	
	iV) Mahogany Executive Desk 3 x 4 ft sq. Double Lockers	No	1	
5.	Filing cabinets 4 lockers	No	1	
6.	Computer Tables	No	1	
7.	Executive High back chair (leather)	No	1	
8.	Executive chair – leather	No	1	
9.	Visitors chair –leather	No	1	
10.	Visitors chair–without arm	No	1	

**-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> <ul style="list-style-type: none"> <li>a) Attach copy of certificate of incorporation/ registration</li> <li>b) Copy of current valid tax compliance</li> <li>c) Copy of a valid Business permit</li> <li>d) Copy of current CR12 with copies of identity card/passport of the directors /shareholders/sole proprietors issued within the last 12 months</li> </ul>																											
2.22	<p>Evaluation and comparison of tenders  <b><u>TECHNICAL EVALUATION CRITERIA (Total points 100)</u></b></p> <table border="1" data-bbox="391 730 1354 1671"> <thead> <tr> <th data-bbox="391 730 472 762"></th> <th data-bbox="472 730 1222 762">Evaluation Criteria</th> <th data-bbox="1222 730 1354 762">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 762 472 835">1</td> <td data-bbox="472 762 1222 835">Registration with a professional body/regulatory body</td> <td data-bbox="1222 762 1354 835">15</td> </tr> <tr> <td data-bbox="391 835 472 972">2</td> <td data-bbox="472 835 1222 972">Provide audited accounts for the last 2 years.</td> <td data-bbox="1222 835 1354 972">15</td> </tr> <tr> <td data-bbox="391 972 472 1119">3</td> <td data-bbox="472 972 1222 1119">Certificate copies of PIN and VAT certificates.</td> <td data-bbox="1222 972 1354 1119">10</td> </tr> <tr> <td data-bbox="391 1119 472 1266">4</td> <td data-bbox="472 1119 1222 1266">Letter of recommendation from 5 major clients of a similar nature and 2 from should be from government entity</td> <td data-bbox="1222 1119 1354 1266">15</td> </tr> <tr> <td data-bbox="391 1266 472 1381">5</td> <td data-bbox="472 1266 1222 1381">Qualification and experience of key personnel with copies of certificates.</td> <td data-bbox="1222 1266 1354 1381">15</td> </tr> <tr> <td data-bbox="391 1381 472 1476">7</td> <td data-bbox="472 1381 1222 1476">Details copy of company profile with official stamp</td> <td data-bbox="1222 1381 1354 1476">15</td> </tr> <tr> <td data-bbox="391 1476 472 1623">8</td> <td data-bbox="472 1476 1222 1623">Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards</td> <td data-bbox="1222 1476 1354 1623">15</td> </tr> <tr> <td data-bbox="391 1623 472 1671"></td> <td data-bbox="472 1623 1222 1671"><b>TOTAL SCORE</b></td> <td data-bbox="1222 1623 1354 1671"><b>100</b></td> </tr> </tbody> </table>		Evaluation Criteria	Marks	1	Registration with a professional body/regulatory body	15	2	Provide audited accounts for the last 2 years.	15	3	Certificate copies 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	Details copy of company profile with official stamp	15	8	Evidence of previous experience of similar nature demonstrated by e.g LPO, LSO, contracts agreement and letter of awards	15		<b>TOTAL SCORE</b>	<b>100</b>
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**NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 50 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**

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

<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. ....																								
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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.

**PQ-5 STAFF COMPOSITION**

(i) Directors / Partners

<b>Name</b>	<b>Position</b>	<b>Specialization and Qualification</b>

ii) Technical/management staff

<b>Name</b>	<b>Position</b>	<b>Specialization and Qualification</b>

iii) Support Staff

<b>Name</b>	<b>Position</b>	<b>Specialization and Qualification</b>



**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.]*

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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)**