

**REPUBLIC OF KENYA  
UASIN GISHU COUNTY ASSEMBLY**

P.O. Box 100 - 30100

**ELDORET.**



***TENDER DOCUMENT***

***FOR***

***Pre-qualification for Supply and Delivery of Sports, Kits and Equipment's***  
**TENDER NO: UGCA/T/016/2018/2020**

The Clerk to County Assembly  
Uasin Gishu 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/016/2018/2020

**TENDER NAME: PRE-QUALIFICATION FOR DELIVERY OF SPORTS, KITS AND EQUIPMENTS**

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	UGCAT/016/2018/2020	Pre-qualification for Supply And Delivery Of Sports, Kits And Equipment's	Open
17.	UGCAT/017/2018/2020	Pre-qualification for Supply And Delivery Of Electrical Appliances And Fittings	Open
18.	UGCAT/018/2018/2020	Pre –qualification for Supply And Delivery Of Office Cabinet, Equipment, Fittings & Furniture.	Open
19.	UGCAT/019/2018/2020	Pre-qualification for Supply And Delivery Of General Hardware And Building Materials.	Open
20.	UGCAT/020/2018/2020	Pre –qualification of Provision Of Printing Services.	Women
21.	UGCAT/021/2018/2020	Pre-qualification of Provision Of Air Tickets and Travelling Services (IATA Members)	Open
22.	UGCAT/022/2018/2020	Pre-qualification of Servicing And Repair Of Computers, Laptops, Photocopiers & Printers.	Youth
23.	UGCAT/023/2018/2020	Pre –qualification for Supply, Delivery And Servicing Of First Aid And Safety Kits	Youth
24.	UGCAT/024/2018/2020	Pre-Qualifications Of Contractors For Repairs And Servicing Of Motor Vehicles	Open
25.	UGCAT/025/2018/2020	Prequalification Of General & Civil Engineering Works Contractors.	Open
26.	UGCAT/026/2018/2020	Pre-Qualification For Consultancy Services Services (Baseline, Customer, Employee, Work Environment, Survey, Training, Research And Policies Etc)	Open
27.	UGCAT/027/2018/2020	Pre-qualification of Provision Of Dry clean Services.	Women

28.	UGCAT/028/2018/2020	Pre –qualification of Provision Of Media Services.	Open
29.	UGCAT/029/2018/2020	Pre-qualification of Provision Of Cleaning Services Eg Carpets, Curtains Etc.	Youth
30.	UGCAT/031/2018/2020	Pre-qualification of Provision Of Legal Services	Open
31.	UGCAT/031/2018/2020	Pre-qualification for Repair and maintenance of automatic generator.	Open
32	UGCAT/032/2018/2020	Prequalification for Repair and Maintenance of Hansard Equipment’s	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 Registration /Incorporation.
- b) Copy of Valid Tax Compliance Certificate.
- c) Copy of Valid Business Permit.
- d) Copy of Current CR 12 with Copies of Identity Card/Passport of the Directors/Shareholders/Sole proprietors issued within the last 12months.

**B) PRE-QUALIFICATION OF SUPPLIERS.**

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

**Pre-qualification document is free.**

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

1. Registration with a Professional/Regulatory body.
2. Audited Accounts for the last two years.
3. Copy of Pin certificate /Vat.
4. Letter of Recommendation from from Five (5) Clients with two (2) from Government Entity.
5. Qualification and experience of Key Personnel with certificates.
6. Company Profile with an official stamp.
7. Evidence of Previous Experience: Supply of similar nature demonstrated by LPO/LSO, Contracts letter of award.

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

The tenders will be opened immediately thereafter at Uasin Gishu County Assembly main Committee room on **Wednesday, 22<sup>nd</sup> August, 2018 at 10:00 am**. All renderers' or their representatives may attend the opening of tenders

**SIGNED FOR:**

**S.K CHOGE**

**CLERK TO COUNTY ASSEMBLY.**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

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

### **1.2 Pre-qualification Objective**

- The main objective is to supply goods under relevant tenders/quotations to Uasin Gishu county Assembly (UGCA) on 'as and when required' during the Years 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 10:00 am**

## **1.8 Questions Arising from Documents**

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

## **1.9 Additional Information**

The companies reserve the right to request submission of additional information from prospective bidders.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported and materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

### **3.2 Qualification**

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

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

### **3.3 Essential Criteria for Pre-qualification**

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

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

The names and pertinent information and CV of the key personnel to execute the contract must be indicated in form PQ-3.

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract(s).



### **3.3.5 Past Performance**

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

### **3.4 Statement**

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the UGCA could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the UGCA reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration/ incorporation and copies attached.

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

**PARTICULARS**

**TENDER NO; UGCA/T/016/2018/2019 PRE-QUALIFICATION FOR SUPPLY  
AND DELIVERY OF SPORTS,KITS AND EQUIPMENT**

<b>ITEM</b>	<b>SPECIFICATIONS</b>	<b>QUANTITY</b>	<b>COST@ UNIT</b>
TRACK SUITS		150	
T-SHIRTS	POLO T-SHIRTS	150	
SPORTS SHOES	NIKE	150	
<b>NET BALL UNIFORM</b>			
T-SHIRTS	ROUND NECK	24	
SHORTS		24	
NETBALL SHOES		24	
SOCKS	WHITE WITH	24 PAIRS	
BIBS		14 PIECES	
TIGHTS	BLACK	14 PIECES	
KNEE CAPS		7 PIECES	
BALLS	NET BALL BALL	2	
NETS	NETBALL NETS	2	
<b>VOLLEY BALL LADIES</b>			
TRUCK SUIT		12	

T-SHIRTS	ROUND NECK	24	
SHORTS		24	
SOCKS	WHITE WITH	24	
SHOES		12	
KNEE CAPS		12	
BALLS	VOLLEY BALL	2	
NETS	VOLLEY BALL NETS	2	
<b>VOLLEYBALL MEN</b>			
SOCKS	LONG SOCKS	30 PIECES	
SHOES		15 PAIRS	
NETS		2	
UNIFORM	15 RED 15 WHITE	30 PIECES	
BALLS	VOLLEY BALL BALLS	2	
KNEE PADS		30 PIECES	
TRUCK SUITS	15 BLACK 15 RED	30 PIECES	
<b>FOOTBALL MEN</b>			
JERSEY, SOCKS AND SHORTS		63 PIECES	
GOAL KEEPER UNIFORMS		9PIECES	
GOAL KEEPING GLOVES		4PIECES	
FOOTBALL BOOTS		24 PAIRS	
TRAINING BIPS	RED 11 BLUE 11	22PIECES	
9" SAUCER TRAINING		I DOZEN	

CONES			
9" TALL TRAINING CONES		1 DOZEN	
SLIMLINE PEALESS WHISTLE		2	
RED CARD		1	
YELLOW CARD		1	
GOAL NETS		2	
FOOTBALLS		4	
<b>TUG OF WAR MEN AND WOMEN</b>			
COMBACT BOOTHS		24 PIECES	
POLO T. SHIRTS		2 PAIRS EACH	
SHORTS		2 PAIRS EACH	
PULLOVERS		24 PIECES	
HEAVY SOCKS		2 PAIRS	
BELTS		24	
ROPES		2 ROPES	
<b>SNOOKER/POOL</b>			
POLO T-SHIRT		6 PIECES	
CUE STICKS		6 PIECES	
CUE CHALKS		6	

WHITE BALL		3 PIECES	
<b>CHESS GAME</b>			
CHESS BOARD		2	
TIMER WATCH		1	
<b>DRAUGHTERS</b>			
Draughts board		1	
Draughts Chickens		Full dozen	
<b>AJUA</b>			
Ajua board		1	
Ajau Seeds/Counters		Full dozen	
<b>DARTS LADIES AND MEN</b>			
WHITE POLO T-SHIRT	DIRTS LOGO & POCKET	14	
BLACK SHOES	FLAT LIGHT	14	
BASKET BALL		10	
BLACK TROUSERS		14 PIECES	
FOUR DART BOARD		4	
DIRTS SPIKES		28 SETS	
<b>ATHLETICS</b>			
T- SHIRT ROUNDNECK	ROUND NECK	40	

TRUCK SUITS	ADIDAS	40	
RUNING KITS(SHORT& VEST)		40	
TRAINING SHOES		40	
SPIKES		40	
SPIKES NAILS		40 PACKETS	
RACING SHOES		6 PAIRS	
SHORT PUT	ONE MEN ONE WOMEN	2	
DISCUSS	ONE MEN ONE WOMEN	2	
HAMMER	ONE MEN ONE WOMEN	2	
JEVERLINE	ONE MEN ONE WOMEN	2	
HIGH JUMP	COMPLETE IMPLIMENT	1	
VOLTVOLT	COMPLETE IMPLEMENT PLUS LANDING MAT	1	
LONG JUMP JUMPING SPIKES	JUMPING SPIKES	6	
TRIPLE JUMP JUMPING SPIKES	JUMPING SPIKES	6	
<b>TABLE TENNIS</b>			
BATS	BATS	4	
TABLE TENNIS TABLE	(MOVABLE & FOLDABLE)	1	
TABLE TENNIS NET	NET	2	
CORKS	CORKS	4 PACKETS	
<b>BADMINTON</b>			
RACKETS	RACKETS	4	

BADMINTON NET	BADMINTON NET	1	
SHUTTLE CORKS	SHUTTLE CORKS	4 PACKETS	
<b>CHOIR/ CULTURAL</b>			
TRADITIONAL ATTIRE	BROWN IN COLOUR	30 PIECES	

**N/B**

- **Orders Shall Be Placed When Need Arises Only.**
- **The Bidder Shall Serialize The Tender Document From First To The Last Page Including All Attachments**

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

Official Stamp.....



### 3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS

NO	CRITERIA
2.20.1	<p data-bbox="391 527 1016 558"><b><u>PRELIMINARY EVALUATION CRITERIA</u></b></p> <p data-bbox="391 562 1300 667">Tenders are required to submit copies of following <b>MANDATORY DOCUMENTS</b> which will be used during preliminary Examination to Determine responsiveness</p> <ul data-bbox="440 743 1360 961" style="list-style-type: none"><li data-bbox="440 743 1094 779">a) Copy of certificate of registration/incorporation</li><li data-bbox="440 783 1036 819">b) Copy of current Tax compliance certificate</li><li data-bbox="440 823 870 858">c) Copy of valid business permit</li><li data-bbox="440 863 1360 961">d) Copy of Current CR 12 with Copies of Identity Card/Passport of the Directors/Shareholders/Sole proprietors issued within the last 12months.</li></ul>

2.22

Evaluation and comparison of tenders

**TECHNICAL EVALUATION CRITERIA (Total points 100)**

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

**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

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No. .... Floor No. ....

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

Full Name of applicant .....

Other branches location .....

#### 2. Organization & Business Information

Chief Executive/Managing Director .....

Marketing/Sales Manager.....

Accountant .....

Secretary.....

Other .....

Partnership (if applicable)

Names of Partners .....

#### 3. Business founded or incorporated .....

4. Under present management since .....
5. Net worth equivalent Kshs.....
  
6. Bank reference and address.....  
.....
  
7. Sister company reference and address.....
  
8. Enclose copy of organization chart of the firm indicating the main fields of  
activities .....
  
9. State any technological innovations or specific attributes which distinguish you  
from your competitors.....  
.....  
.....
  
10. Indicate terms of trade/sale  
.....

**PQ-2            SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification .....

.....

Professional Qualification.....

Length of service with Contractor or Supplier position

held.....

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

**FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

<i>Part I- General :</i>	
Business Name Name.....	
Location of business premises.....	
Plot No. ....	Street/Road .....
Postal Address .....	Tel. No .....
Nature of business .....	
Current Trade Licence No.....	Expiring date.....
Maximum value of business which you can handle at any one time : Kshs .....	
Name of your bankers .....	Branch.....

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

<i>Part 2 (b) Partnership</i>			
Given details of partners as follows:			
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>

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

Date .....	Signature of Candidate.....
------------	-----------------------------

\*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>





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

**STAFF Proposed Position:**

---

Name of Firm:

Name of Staff:

Profession:

---

Date of Birth:

Years with Firm: \_\_\_\_\_ Nationality:

Membership in Professional Societies:

---

Detailed Tasks Assigned:

**Key Qualifications:**

---

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

---

Education:

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

---

Employment Record:

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

Certification:

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

Name of staff member: \_\_\_\_\_

Signature of staff member \_\_\_\_\_ Date: \_\_\_\_\_

Name of authorized representative of the firm

Signature of authorized representative \_\_\_\_\_ Date:

**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 you will grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We will not engage in corrupt practices with the UGCA Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

**Date** .....

**Applicant's Name**

**Represented by** .....

**Signature** .....

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