



**TURKANA COUNTY GOVERNMENT**

**TENDER NO.TCG/REG/..../2023-2024**

**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE SUPPLY/PROVISION OF  
GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023-2024 & 2024-2025**

**CLOSING/OPENING DATE: **Wednesday 9<sup>th</sup> AUGUST, 2023** at 10.00am**

**CATEGORY NO. ....**

**CATEGORY DESCRIPTION.....**

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**REPUBLIC OF KENYA**  
**TURKANA COUNTY GOVERNMENT**



**PUBLIC TENDER NOTICE**

**Date: 31ST JULY, 2023**

**ADVERTISEMENT FOR SERVICE  
PROVIDERS/SUPPLIERS/CONTRACTORS'/FRAMEWORK  
CONTRACTS FOR THE YEAR 2023-2024 AND 2024-2025.**

The Turkana County Government invites sealed applications from reputable, competent and interested bidders for the purpose of maintaining the suppliers' /contractors data base and framework contracts. Bidders are informed that goods, works and services will be procured on **“As and When Required Basis”**.

<b>CATEGORY A: CONTRACTOR'S FOR WORKS</b>		
<b>Tender No</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
<i>TCG/W/001/2023-2025</i>	Provision of street lighting installation and maintenance	Open
<i>TCG/W/002/2023-2025</i>	Provision of repair, maintenance of air conditioners, firefighting equipment and related accessories	Open
<i>TCG/W/003/2023-2024</i>	Contractors of mechanical and plumbing works	Open
<i>TCG/W/004/2023-2024</i>	Contractors for road/street marking services	Youth, women and PWD firms
<i>TCG/W/005/2023-2024</i>	Contractors for Small works- Drainage, Bush clearing, culvert cleaning, fencing and paintings.	Youth, women and PWD firms
<i>TCG/W/006/2023-2024</i>	Contractors for Water works – Pipe laying. de-silting and rehabilitation of water infrastructure	Open
<i>TCG/W/007/2023-2024</i>	Contractors for Building works –Construction, Repair, Renovation and maintenance of county houses and offices	Open
<i>TCG/W/008/2023-2024</i>	Contractors for Road Works–Construction of civil works, Routine maintenance and improvement.	Open
<i>TCG/W/009/2023-2024</i>	Contractors for Drilling and equipping of Boreholes with solars, gensets hand pumps and construction of Dams.	Open
<i>TCG/W/010/2023-2024</i>	Contractors for repair, maintenance of PABX and telecommunication equipment	Open – Youth, Women and PWDs are encouraged to apply
<i>TCG/W/011/2023-2024</i>	Contractors for repair and making of boats	Open
<i>TCG/W/012/2023-2024</i>	Contractors of steel and masonry tanks	Open
<i>TCG/W/013/2023-2024</i>	Contractors for small civil works – water supply	Open
<i>TCG/W/014/2023-2024</i>	Construction and rehabilitation of water pans, rock dams and other harvesting structures	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>		

<b>Tender No</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
<i>TCG/S/001/2023-2024</i>	Provision of collection and transportation of solid waste (Garbage) – private collectors	Youth, women and PWD firms
<i>TCG/S/002/2023-2024</i>	Provision of signage and branding services	Youth, women and PWD firms
<i>TCG/S/003/2023-2024</i>	Provision of documentary/features production, photography and videography services	Open
<i>TCG/S/004/2023-2024</i>	Provision of Sanitary towels disposal services	Youth, women and PWD firms
<i>TCG/S/005/2023-2024</i>	Provision of media Monitoring/Advertising agency Services	Open
<i>TCG/S/006/2023-2024</i>	Provision of towing and breakdown services	Open
<i>TCG/S/007/2023-2024</i>	Provision of fumigation and pest control services	Open
<i>TCG/S/008/2023-2024</i>	Provision of auctioneer and debts collection services	Open
<i>TCG/S/009/2023-2024</i>	Provision of car hire and related services	Open
<i>TCG/S/010/2023-2024</i>	Provision of event organization and management, exhibition, experimental/road show services	Youth, women and PWD firms
<i>TCG/S/011/2023-2024</i>	Provision of digital advertising services	Open
<i>TCG/S/012/2023-2024</i>	Provision of stage assembling/lighting and sound services	Youth, women and PWD firms
<i>TCG/S/013/2023-2024</i>	Provision for charter of plane and helicopters	Open

<b>TCG/S/014/2023-2024</b>	Provision of security services	Open
<b>TCG/S/015/2023-2024</b>	Provision of cleaning services	Youth, women and PWD firms
<b>TCG/S/016/2023-2024</b>	Provision of travel and air ticketing services – IATA registered only	Open
<b>TCG/S/017/2023-2024</b>	Tender for Repair and maintenance of ICT equipment – computers, printers, Laptops, Tablets, Phones, servers, networks devices, Photocopiers Scanners, UPS and infrastructure e.t.c	Open
<b>TCG/S/018/2023-2024</b>	Tender for Provision of website development, hosting and maintenance services	Youth, women and PWD firms
<b>TCG/S/019/2023-2024</b>	Provision for Maintenance of a Standard Data Center	Open
<b>TCG/S/020/2023-2024</b>	Provision for Maintenance of CCTV	Open
<b>TCG/S/021/2023-2024</b>	Management of public toilets	Women and PWD firms
<b>TCG/S/022/2023-2024</b>	Provision of Solid Waste management and Collection.	Youth, women and PWD firms
<b>TCG/S/023/2023-2024</b>	Provision for General Training Services	Open
<b>TCG/S/024/2023-2024</b>	Provision of research and survey based consultancy services (work environment, employee satisfaction, customer satisfaction, integrity surveys, feasibility study for product development, monitoring and evaluation, ISO certification etc.)	Open
<b>TCG/S/025/2023-2024</b>	Provision of human resource and management consultancy services	Open
<b>TCG/S/026/2023-2024</b>	Provision of specialized/technical training consultancy services	Open
<b>TCG/S/027/2023-2024</b>	Provision for SME/Youth Enterprises consultancy and training services	Open
<b>TCG/S/028/2023-2024</b>	Provision for cooperative training and consultancy services	Open
<b>TCG/S/029/2023-2024</b>	Provision of enterprise risk management consultancy services	Open
<b>TCG/S/030/2023-2024</b>	Provision of environmental, impact assessment and Audit services	Open
<b>TCG/S/031/2023-2024</b>	Provision of consultancy services (Quantity survey, Project management, Architectural design and & feasibility studies)	Open
<b>TCG/S/032/2023-2024</b>	Provision of consultancy services for Spatial planning	Open
<b>TCG/S/033/2023-2024</b>	Provision of consultancy services for Land Valuation	Open
<b>TCG/S/034/2023-2024</b>	Provision of media monitoring and analysis, media communication, public relations consultancy services	Open
<b>TCG/S/035/2023-2024</b>	Provision of counseling services(individuals and firms)	Open
<b>TCG/S/036/2023-2024</b>	Provision of general consultancy Services(individuals and firms)	Open
<b>TCG/S/037/2023-2024</b>	Provision of Land Surveying services	Open
<b>TCG/S/038/2023-2024</b>	Provision of team building and change management	Open
<b>TCG/S/039/2023-2024</b>	Provision of hire of trucks, bulldozers, graders, shovels, excavators and low loaders for road works.	Open
<b>TCG/S/040/2023-2024</b>	Provision of ICT Technical Training Services and ICT related certifications for ICT staff	Open
<b>TCG/S/041/2023-2024</b>	Provision of Consultancy Services for youth ICT empowering programs	Open
<b>TCG/S/042/2023-2024</b>	Provision of GIS and CAD Training And Related Service	Open
<b>TCG/S/043/2023-2024</b>	Provision of IT Services (mobile solutions, bulk SMS etc.)	Youth, women and PWD firms
<b>TCG/S/044/2023-2024</b>	Provision of annual internet services, website consultancy and social media services	Youth, women and PWD firms
<b>TCG/S/045/2023-2024</b>	Provision of desludging (exhauster) services for sewerage and pit latrines	Open
<b>TCG/S/046/2023-2024</b>	Provision of water tankering ( Clean water) bowsers	Open

<i>TCG/S/047/2023-2024</i>	Provision of test pumping services and water quality services	Open
<b>CATEGORY C: SUPPLY AND DELIVERY OF GOODS</b>		
<b>Tender No</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
<i>TCG/G/001/2023-2025</i>	Supply and Delivery of general office supplies (stationery)	Youth, women and PWD firms
<i>TCG/G/002/2023-2025</i>	Supply and delivery of ordinary accountable documents	Open
<i>TCG/G/003/2023-2025</i>	Supply and delivery of medical stationery (reporting tools)	Open
<i>TCG/G/004/2023-2025</i>	Supply and Delivery of oil, lubricants and greases	Open
<i>TCG/G/005/2023-2025</i>	Supply and delivery of dry foodstuff	Youth, women and PWD firms
<i>TCG/G/006/2023-2025</i>	Supply and delivery of fresh fruits and vegetables	Youth, women and PWD firms
<i>TCG/G/007/2023-2025</i>	Supply and delivery of perishables foodstuff (fish, meat, poultry, milk and eggs etc.)	Youth, women and PWD firms
<i>TCG/G/008/2023-2025</i>	Supply and delivery of fire proof safes and cabinets	Open
<i>TCG/G/009/2023-2025</i>	Supply and delivery of newspapers, magazines	Youth, women and PWD firms
<i>TCG/G/010/2023-2025</i>	Supply of Computer Software, ERP and Licenses	Youth, women and PWD firms
<i>TCG/G/011/2023-2025</i>	Supply and delivery of computers, Laptops, Tablets and Phones and allied accessories	Youth, women and PWD firms
<i>TCG/G/012/2023-2025</i>	Supply and Delivery of Genuine supplier authorized tonners and Printer cartridges	Youth, women and PWD firms
<i>TCG/G/013/2023-2025</i>	Supply and Delivery of certified seeds, breeding stock and live animals and AI service	Open
<i>TCG/G/014/2023-2025</i>	Supply and delivery of finger lings and accessories	Open
<i>TCG/G/015/2023-2025</i>	Supply and delivery of fish feeds	Open
<i>TCG/G/016/2023-2025</i>	Supply and Delivery of Veterinarian supplies and materials	Open

<i>TCG/G/017/2023-2025</i>	Supply and Delivery of Fungicides, insecticides and sprays	Open
<i>TCG/G/018/2023-2025</i>	Supply and delivery of Water Pump Sets, Solars, gensets and hand pumps	Open
<i>TCG/G/019/2023-2025</i>	Supply and delivery of human drugs, vaccine and fluids	Open
<i>TCG/G/020/2023-2025</i>	Supply and Delivery and installation of Water treatments plants and chemicals	Open
<i>TCG/G/021/2023-2025</i>	Supply and delivery of hospital patient uniforms	Youth, women and PWD firms
<i>TCG/G/022/2023-2025</i>	Supply and delivery of Hardware materials and paints.	Open
<i>TCG/G/023/2023-2025</i>	Supply and Delivery of pipes PVC , G.I and fittings	Open
<i>TCG/G/024/2023-2025</i>	Supply and delivery of fresh cut office flowers'	Youth, women and PWD firms
<i>TCG/G/025/2023-2025</i>	Supply and Delivery of clothing, material, staff uniforms, curtains and protective gear etc.	Youth, women and PWD firms
<i>TCG/G/026/2023-2025</i>	Supply and delivery of light motor vehicles/cycle spare parts tyres, tubes and batteries	Open
<i>TCG/G/027/2023-2025</i>	Supply and delivery of heavy machinery spare parts, tyres, tubes and batteries	Open
<i>TCG/G/028/2023-2025</i>	Supply and delivery of cleaning materials and detergents	Youth, women and PWD firms

TCG/G/029/2023-2025	Supply and delivery of audio visual systems and security equipment (scanners and detectors) and other security gadgets and systems	Youth, women and PWD firms
TCG/G/030/2023-2025	Supply and delivery of office furniture and fittings	Youth, women and PWD firms
TCG/G/031/2023-2025	Supply and delivery of playground surface materials, games equipment and sportswear	Youth, women and PWD firms
TCG/G/032/2023-2025	Supply and delivery of medical, Dental, and surgical equipment	Open
TCG/G/033/2023-2025	Supply and delivery of non-pharmaceuticals and surgical dressing	Open
TCG/G/034/2023-2025	Supply and delivery of x-ray materials and consumables	Open
TCG/G/035/2023-2025	Supply and delivery of laboratory equipment, reagents and morgue chemicals	Open
TCG/G/036/2023-2025	Supply and delivery of building and road construction materials.	Open
TCG/G/037/2023-2025	Supply and delivery of Electrical fittings and appliances.	Open
TCG/G/038/2023-2025	Supply and delivery of tree seedlings, dry manure, red soil and seedling polythene bags	Youth, women and PWD firms
TCG/G/039/2023-2025	Supplies and Delivery of Beddings and Linen	Youth, women and PWD firms
TCG/G/040/2023-2025	Supply and delivery of medical gas	Open
TCG/G/041/2023-2025	Supply and delivery of , LPG gas,	Open
TCG/G/042/2023-2025	Supply and delivery of charcoal and wood fuel	Youth, women and PWD firms
TCG/G/043/2023-2025	Supply and delivery of communication materials, branded stationery, library books and a periodicals	Youth, women and PWD firms
TCG/G/044/2023-2025	Supply and delivery of first aid kits and first aid training kits	Youth, women and PWD firms
TCG/G/045/2023-2025	Supply and delivery of timber and allied materials	Open

TCG/G/046/2023-2025	Supply and delivery of Designing and printing of educative, promotional, communication and advertising materials	Youth, women and PWD firms
TCG/G/047/2023-2025	Supply and delivery of Shoats, cows	Youth, women and PWD firms
TCG/G/048/2023-2025	Supply and delivery of apiary materials and equipment	Youth, Women and PWDs
TCG/G/049/2023-2025	Supply and delivery of drilling materials and tools	Open
TCG/G/050/2023-2025	Supply and delivery of plastic tanks and collapsible tanks	Youth, Women, PWDs
TCG/G/051/2023-2025	Supply and delivery of survey and planning equipment	Open
TCG/G/052/2023-2025	Supply and delivery of geophysical and hydrological Equipment	Open
TCG/G/053/2023-2025	Supply and delivery of reverse osmosis plant	Open

**CATEGORY D: FRAMEWORK CONTRACTS**

Tender No	ITEM DESCRIPTION	CATEGORY
TCG/FWC/001/2023-2024	Provision of maintenance and repair services for Motor vehicles and Motor cycles	Open
TCG/FWC/002/2023-2024	Supply and delivery of fuel and lubricants ( use of fuel cards)- Fuel/Petrol stations	Open
TCG/FWC/003/2023-2024	Provisions of catering and accommodation services ( Hotels)	Open

<b>TCG/FWC/004/2023-2024</b>	Provision of Legal services	Open
<b>TCG/FWC/005/2023-2024</b>	Provision of water tankering (clean water) services – water bowsers	Open
<b>TCG/FWC/006/2023-2024</b>	Provision of air travel and related Services - IATA	Open
<b>TCG/FWC/007/2023-2024</b>	Provision of transport services additional (relief food transportation)	Open

**Where to drop the duly completed tender documents**

<b>Tender Box</b>	<b>Category</b>	<b>Closing/Opening dates</b>
Tender Box 1	A – Contractor for works	9 <sup>th</sup> August 2023 10:00 Am
Tender Box 2	B – Provision of Services	9 <sup>th</sup> August 2023 10:00 Am
Tender Box 2	C- Supply and delivery of Goods	9 <sup>th</sup> August 2023 10:00 Am
Tender Box 3	D – Framework Contracts	14 <sup>th</sup> August 2023 10:00 Am

**Documents containing detailed terms, conditions and evaluation criteria may be downloaded from the county’s website:**

[www.turkana.go.ke](http://www.turkana.go.ke) or PPIP ([www.tenders.go.ke](http://www.tenders.go.ke))

**Important Note: Special category; People With Disability, Youth & Women Enterprises from Turkana County are encouraged to apply and must have the following Mandatory Requirements: -**

1. Attach a copy of tax compliance certificate /Certificate of exemption from National council for people with disability.
2. Attach copy of business registration certificate/ Certificate of Incorporation
3. Copies of IDs must be attached for Company enterprise/CR12 for limited companies from Registrar of business names.
4. AGPO certificate given by National treasury.
5. Duly filled and signed Letter of Application Forms
6. Duly Filled and Signed Standard Forms (1-9)

**Other categories (open)**

1. Attach a copy of tax compliance certificate
2. Attach copy of business registration certificate/ Certificate of Incorporation
3. CR12 for Limited Company from registrar of business names /Copy of ID for company enterprise
4. Copies of certificate of registration with relevant authorized bodies e.g. NCA, EPRA etc. (Where applicable)
5. Duly filled and signed Letter of Application Forms
6. Duly Filled and Signed Standard Forms (1-9).
7. Valid Single business permit from Turkana County Government

Duly completed Bid documents with attachments be returned in plain sealed envelopes marked with Tender No.and tender name addressed to:-

**THE CHIEF OFFICER FINANCE  
FOR THE COUNTY SECRETARY,  
TURKANA COUNTY GOVERNMENT  
P.O BOX 11-  
30500  
LODWAR**

The Bid documents should be deposited in the Tender Boxes (located outside director supply chain management services office) as detailed on the tender notice above not later than Wednesday 9<sup>TH</sup> **August 2023 at 10.00am for suppliers/contractors and Monday 14<sup>th</sup> August 2023 for Framework contracts.** Tenders will be opened immediately in the presence of the Bidders or their representatives who wish to witness the Opening Process. Tenders submitted later than the indicated closing date and time shall automatically be disqualified.

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend in the supply chain management department Boardroom. Any Canvassing or giving of false information will lead to automatic disqualification.

For further clarification contact supply chain management services director email;  
[supplychainoffice@turkana.go.ke](mailto:supplychainoffice@turkana.go.ke)

**Director Supply Chain Management Services  
TURKANA COUNTY GOVERNMENT.**

## **1.1 REGISTRATION INSTRUCTIONS**

### **1.2 Introduction**

Turkana county Government invites interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery of goods and provision of services.

### **1.3 Registration Objective**

The main objective is to supply and deliver assorted items and also provides services under relevant Tender/Quotations/Proposals to The Turkana County Government as and when required.

### **1.4 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to Turkana County Government so that they may be registered for submission of tenders/proposals/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.6 Registration Document**

This document includes business questionnaire form and documents required of prospective suppliers.

**1.7** In order to be considered for pre-qualification prospective supplier must submit all the information herein requested

### **1.8 Submission of Registration Documents**

Completed pre-qualification data and other requested information shall be submitted so as to reach: -

**THE CHIEF OFFICER FINANCE  
FOR THE COUNTY SECRETARY  
TURKANA COUNTY GOVERNMENT  
P.O. BOX 11 – 30500  
LODWAR.**

**Not later than 10.00am (Local time) on Wednesday 9<sup>TH</sup> August 2023 for suppliers/contractors and 14<sup>th</sup> August 2023 for Framework contracts**

Registration documents will be opened immediately thereafter at the supply chain management department Boardroom in the presence of candidates or their duly authorized representatives who choose to attend. Late bid submission shall not be accepted and will be returned.

### **1.9 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the County Secretary, attention to Director of supply chain management services, whose address is given in Part 1.7 above.

### **1.10 Additional Information**

The Turkana County Government reserves the right to request submission of additional information from prospective bidders.

### **1.11 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) when necessary will be made available only to those bidders whose qualifications are accepted by the Turkana County Government after scoring **50 points** and above after the registration process.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) are donor funded. (Where taxes are paid by the Government)

### **2.2.2 Custom Clearance**

The suppliers shall be responsible for custom clearance of their imported goods and materials

### **2.2.3 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

### **2.2.4 Payments**

All local purchases/services orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract agreement

## **3.0 REGISTRATION DATA INSTRUCTIONS**

### **3.1.1 Registration Data forms**

The attached questionnaire forms RG-1, RG-2, RG-3, RG-4, RG-5, RG-6, RG-7, RG-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of the specific tender.

The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English Language and in ink only.

## **3.2 QUALIFICATION**

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Turkana County Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender category as described by the client.

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

## **3.3 ESSENTIAL CRITERIA FOR REGISTRATION**

### **3.3.1 Experience:**

**(a)** Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items and in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

**(b)** Prospective supplier requires special experience and capability to organize supply and delivery items, or services on short notice.

### **3.3.2 Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form RG.3.

### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential supplier/contractors will be registered on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of completed orders from various contract or order in progress. Data should be provided on Form RG-4. However, potential bidders should provide evidence of financial capability to execute the contract.

**3.3.4** Past performance will be given due consideration in registering bidders. Letters of reference from past customers should be included in form RG 5 where applicable.

### **3.4 SWORN STATEMENT**

Application must include a sworn statement form RG 6 by the Tender ensuring accuracy of the information given.

### **3.5 WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Turkana County Government could substantially change performance and qualification of the bidder, but not limited to bankruptcy, change in ownership or new commitment, Turkana County Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### **3.6 PRE-QUALIFICATION EVALUATION CRITERIA**

Required Information	Form Type	Maximum Point Score
1. Registration Documentation	RG-1	YES/NO
2. Pre-qualification on Business Data	RG-2	20
3. Supervisory Personnel	RG-3	20
4. Financial Position	RG-4	20
5. Past Experience	RG-5	20
6. Confidential Questionnaire	RG-6	YES/NO
7. Litigation History	RG-7	YES/NO
8. Sworn Statement	RG-8	YES/NO
9 Valid business permit		20
	<b>Total</b>	<b>100</b>

### **3.8 QUALIFICATION MARK**

The qualification mark is **50** points and above.

To qualify the prospective supplier must score not less than 50 Points

# REQUIREMENTS FOR OPEN GROUP

## FORM RG1 REGISTRATION DOCUMENTATION

### MANDATORY REQUIREMENTS

All firms must provide:

1. Copies of Certificate of Registration/Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority (**failure to attach this certificate to prove compliance, will lead to automatic disqualification, thus no further evaluation of the application**).
3. Copies of Pin Certificate of Firm/Company /Individual.
4. Copy of current Trade License.
5. CR 12 –current list of Directors
6. Properly bound and paginated (Serialized) documents to comply with section 78 (5) of the Public Procurement and Asset Disposal Act 2015
7. NCA certificate for construction works is mandatory

### Additional Pre-requisites for Specialized Categories

- i. Law firms and /or any other professional firms will be required to submit the following documents; Valid Practicing Certificate copies and be current member of good standing.
- ii. Practicing Certificate for all applicants for Consultancy services where applicable
- iii. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant Professional bodies / Authorities e.g. Registration by Chief Mechanical and Transport Engineer for registered garages, Auctioneers Licensing Board, Valuers Registration Board, Pest Control Product Board etc.

**(Failure to attach Valid Professional Certificate) will lead to automatic disqualification**

**FORM RG-2 PRE-QUALIFICATION ON BUSINESS DATA REGISTRATION**

**OF SUPPLIERS APPLICATION FORM**

1. I/We.....  
hereby apply for registration as supplier(s) of

.....  
**Indicate Category description and Category Number**

Official email address.....

Post Office Address.....

Town.....

Street.....

Name of building.....

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

Official Telephone Number / Mobile Number.....

Name of applicant.....

Other branches location.....

**2. Organization & Business information**

General Manager.....

Directors.....

Others.....

Partnership (if applicable).....

Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of the 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 .....

**(20 Points)**

**Full filled-20 marks Partially**

**filled =10 marks Not filled = 0**

**mark**

**FORM RG-3 SUPERVISORY PERSONNEL**

1.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

2.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

3.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

**(Attach copies of certificates of key personnel in the organization)(10 Points)**

## **FORM RG –4 FINANCIAL POSITIONS**

1. Attach a copy of firm's financial statement giving summary of current assets and current liabilities/or any financial support for the past two (2) years. ( 20marks)

OR

2. Attach letters of reference from the bankers regarding supplier's credit position. (20marks)

**(20 Points)**

***Note: ONLY SPECIAL GROUPS EXEMPTED.***

**FORM RG 5: PAST EXPERIENCE**

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years or those who know you (not a requirement for new businesses)

- (i) Name of client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**2. Name of 2nd Client (Organization)**

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**3. Name of 3rd Client (Organization)**

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**4. Others .....**

(Please note that documentary evidence could be in form of L.P.O's, L.S.O's, Agreements, Contracts, and Reference Letters from client etc.). (1mark)

**(10 points) for the relevant documents attached**

**0 Mark for client details provided with no documentary evidence**

**RG-6- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this form.

**Part 1 – General:**

Business Name .....

Location of Business Premises.....

Plot No. ....Street/Road .....

Postal address ..... Tel No. ....

Nature of Business .....

Current Trade License No..... Expiry date .....

Maximum value of business which you handle at any one time K£.....

Name of your bankers ..... Branch .....

**Part 2 (a) Sole Partnerships**

Your name in full ..... Age .....

Nationality ..... Country of Origin .....

Citizenship details .....

**Part (b) – Partnership:**

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

**Part 2 (c) - Registered Company**

Private or Public

State the nominal and issued capital of the company

Nominal K£.....

Issued K£ .....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....D

ate .....Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization of Registration.

**Part 2 (d) - Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts regarding this or any other tender by ORPP and any other public or private institutions

Full Name.....

Signature.....

Dated this.....day of .....2017

In the capacity of .....

Duly authorized to sign Tender for and on behalf of.....

**SIGNATURE AND STAMP ON THIS FORM IS A MUST TO EARN THE ASSIGNED MARKS**

**FORM RG-7 - LITIGATION HISTORY**

Name of Contract Supplier .....

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>

**FORM RG-8 SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/the state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation
- c) Those pre-qualified bidders will be invited randomly to participate in the tender/ quotations as andwhen there is a requirement.
- d) We/ I enclose all the required documents and information required for the pre-qualification evaluation.

Name of Company: .....

Represented by .....

Category: .....

**Please indicate the category on this form. ONLY ONE CATEGORY PER TENDER DOCUMENT SHALL BE INDICATED.**

Signature and Official Rubber Stamp: .....

Date .....

## **REQUIREMENTS FOR AGPO GROUP**

**Please provide copies as a proof and sign the sworn statement**

### **YOUTH**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names where applicable
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **WOMEN**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from Registrar of business names
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **PERSONS WITH DISABILITY (PWDs)**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Bank statement/bank reference letter
- Valid Tax Compliance Certificate OR Tax Exemption Certificate
- Valid target group certificate (AGPO Certificate)

**EVALUATION CRITERIA FOR SPECIAL GROUPS WILL BE BASED ON YES/NO.**

**SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/I state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We/ I enclose all the required documents and information required for the pre-qualified evaluation.
- d) Our submission document has got..... Pages.

**Date** .....

**Applicants Name**.....

**Represented by**.....

**Signature**  
.....

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