

REPUBLIC OF KENYA

MANDERA COUNTY GOVERNMENT



P.O. BOX 13-70300,
MANDERA

**MANDERA COUNTY
GOVERNMENT
PRE-QUALIFICATION TENDER
DOCUMENT FOR
REGISTRATION OF SUPPLIERS
FOR GOODS, WORKS AND
SERVICES
2018-2020**

MANDERA SOUTH SUB-COUNTY

**TENDER NO
MCG/OT/030/2018-2019**

CATEGORY NO.....

DESCRIPTION OF CATEGORY.....

**PRE-QUALIFICATION OF SUPPLIERS/REGISTRATION
FOR SUPPLY /PROVISION OF GOODS, WORKS AND
SERVICES FOR FINANCIAL YEARS 2018-2020**

TENDER NO MCG/OT/030/2018-2019

SUPPLY OF.....

CATEGORY NO.....

TENDERERS NAME.....

The firms which will be short listed to supply of goods, Services or Works will be invited to quote for the same **as and when** an item/service under the above tender number and category is required by Mandera County Government in the next financial years 2018-2020.

NB

- (i) Please note that you will be disqualified if you give false information for the purpose of seeking qualification.
- (ii) Also check your tender documents before leaving the issuing office or before downloading from the county's website and be satisfied that you have the relevant forms/documents.

TABLE OF CONTENTS

1. Pre-qualification instructions
2. Form PQ-1 Registration documents
3. Form PQ-2 Pre-qualification data
4. Form PQ-3- Past experience
5. Form PQ-4 –Financial statements
6. Form PQ-5 Confidential business questionnaire
7. status of compliance with statutory requirements
8. Form PQ-6 Litigation history
9. Sworn Statement

1. Pre-qualification instructions

a. Invitation of pre-qualification

- a. Madera county government invitees sealed application from competent firms for pre-qualification of supply of goods, services and works for the financial years 2018 to 2020. Interested eligible suppliers are invited to apply for the pre-

- qualification, indicating the category of goods, works or services they wish to supply/provide.
- b. Pre-qualification is open as follows:
- i. Categories reserved for youth women and PWDs (special group) should only receive application from the said category (the criteria applicable to special group indicted in the tender document will be used during evaluation in the case of reserved category).
 - ii. All bidders can apply for categories that are open to all bidders. Youth, women and PWDs can apply for this category and a separate list will be generated for these groups in such categories after the evaluation of tenders. In addition to evidence that they are qualified in the respective category, the special group should attach the certificate of registration for special groups from the Nation Treasury.
- c. Interested/prospective bidders may download the tender documents from the Mander county government website www.mandera.go.ke **FREE OF CHARGE.**
- d. **Completed applications/registration for pre-qualification must be submitted in plain sealed envelopes clearly marked Tender No., the prequalification category and should be deposited in the tender box situated at the supply chain reception before the close date and time and be addressed to ;**

**COUNTY SECRETARY
MANDERA COUNTY GOVERNMENT
P.O. Box 13-70300
MANDERA**

To be received on or before **Tuesday 8th January, 2019 at 10:00 am** The pre-qualification tender will be opened the same day and time in the county government headquarters hall at which time the bid documents will be publicly opened at the same venue in the presence of bidders who choose to attend.

NOTE: LATE APPLICATIONS WILL NOT BE ACCEPTED.

- e. For the category reserved for the special groups (youth, women and PWD) the County Government will generate different list for the said group.
- f. Bidders who are currently in the current list of prequalified suppliers for Mander County Government should re-apply as required in this tender.
- g. For each category a separate application for pre-qualification/registration should be made. Applicants who use the same application for different categories will automatically be disqualified. The category Number and category Name should be indicated in the cover page of the bidders' submission as shown in the cover page of this tender.

- h.** Both the successful and unsuccessful bidders will be notified once the evaluation exercise is concluded.
- i.** All applications must be clearly marked as follows;

**“TENDER NO MCG/OT/030/2018-2020 CATEGORY NO.....
 DESCRIPTION OF THE CATEGORY.....”**

j. Pre-qualification categories

NO	CATEGORY NO	ITEM DESORPTION	TERGET GROUP
Prequalification: Provision of Goods			

•	MCG/PQ/01/2018/2020	Supply of vehicle servicing accessories , i.e. oil and lubricants, oil and diesel filter, air cleaner etc	Open
•	MCG/PQ/02/2018/2020	Supply of fuel (diesel and petrol)	Open
•	MCG/PQ/03/2018/2020	Provision of catering service	Women
•	MCG/PQ/04/2018/2020	Provision of car hires(i.e. car/taxi hire)	Open
•	MCG/PQ/05/2018/2020	Supply of general Office supplies and Computer accessories	Youth
•	MCG/PQ/06/2018/2020	Supply of bottled drinking water	Youth
•	MCG/PQ/07/2018/2020	Supply of Office Furniture and Fittings	PWD
•	MCG/PQ/08/2018/2020	Supply of motor vehicle spare parts (tyres ,tubes, battery, rims etc)	PWD
•	MCG/PQ/09/2018/2020	Supply and delivery of Office curtains and fittings	Women
•	MCG/PQ/10/2018/2020	Supply and Delivery of Pharmaceuticals	Open
•	MCG/PQ/11/2018/2020	Supply and Delivery of Non-Pharmaceuticals	Open
•	MCG/PQ/12/2018/2020	Supply and Delivery of Laboratory Reagents	Open
Provision of Services			
•	MCG/PQ/13/2018/2020	Provision of cleaning service and cabbage collection service	Women
•	MCG/PQ/14/2018/2020	Provision of repair and servicing of motor vehicles/cycle tractors, heavy plants and equipment.	Youth

- **Special Group**-Youth, Women and Person with Disability who have dully registered firm with National Treasury.

a. Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institution of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

For the categories reserved for special group, experience will not be a mandatory requirement as indicated in the criteria for evaluation.

However, experience will be considered if the special groups choose to participate in the categories that are open to all bidders.

b. Pre- Qualification Document

This document includes questionnaire forms and document required of prospective suppliers. In order to be considered for pre-qualification prospective suppliers must submit all information herein requested.

c. Invitation to tenders/quotations

As the need arises, quotations will be invited from pre-qualification firms in the relevant category in accordance with public procurement regulations.

2. PRE-QUALIFICATION DATA INSTRUCTIONS

a. Pre-qualification data forms

- i.** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 and PQ-7 are to be completed by prospective suppliers/contractors with to be listed/ registered as suppliers in the specified categories necessary.
- ii.** The pre-qualification application forms must be filled, incomplete **application will lead to disqualification.**

b. Qualification

- i.** It is understood and agreed that the pre-qualification data on a prospective bidder is to be used by Mandera County Government in determining, according to its sole judgment and discretion, the qualification of prospective bidder to perform in respect to the items/services required.

c. Essential criteria for pre-qualification

- a. Experience:** prospective bidder shall have experience in the supply of goods or services and allied items. Potential suppliers/contractor. However the youth, women and PWDs will be evaluated as per the evaluation criteria indicated in this tender document.
- b.** Prospective supplier must possess all the statutory document as indicated below but not limited to;

- Business registration certificate
- Company PIN
- Certificate of Tax Compliance
- NCA certificate for provision of works

- Proof of eligibility as having been registered with National treasury for firms belonging to special Groups.

d. Financial condition

The supplier's financial condition will be determined by latest bank statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given. However Youth, Women and PWDs will be evaluated as per the evaluation criteria indicated in this tender document.

e. Past performances

Past performances will be given due consideration in pre-qualifying bidders. **Letters of reference from past clients** should be included in the form PQ-3 and **documentary evidence** of contracts executed where applicable.

f. Sworn statement

Application must include a sworn statement (from PQ-8) by tenderer ensuring the accuracy of the information given.

g. Prequalification criteria

- i. Evaluation criteria are open to all bidders except for special groups.**

Required information	form type	points score
1. Registration documents	PQ-1	mandatory
2. Pre-qualification data	PQ-2	5
3. past experience	PQ-3	3
4. Financial statement	PQ-4	5
5. confidential questionnaire	PQ-5	2
6. statutory compliance	PQ-6	5
7. litigation history	PQ-7	5
8. sworn statement	PQ-8	<u>5</u>
	TOTAL	<u>30</u>

Pass mark 70% and over

Mandera County Government has the right to determine the maximum number of suppliers per category.

FORM PQ-1

REGISTRATION DOCUMENTS.

This is preliminary registration of statutory documents which shall be provided by bidders.

- i. Copy of certificate of registration or incorporation.
- ii. Copy of **valid tax compliance certificate** from Kenya Revenue Authority. The validity will be verified using the KRA checker.
- iii. Copy PIN / VAT certificate.
- iv. Physical address.
- v. Provide telephone number and email
- vi. Certificate from affiliated bodies/association where applicable
- vii. Certificate of registration for special groups where applicable.
- viii. Proof of experience from at least three clients (Attached letter of recommendation for each reference given) - **This is not applicable for categories reserved for Youth, Women and PWDs.**

NB: Failure to submit any of the above **mandatory** requirements will lead to **Automatic Disqualification.**

FORM PQ-2

PRE- QUALIFICATION DATA

CONTRACTORS IDENTIFICATION

1. Legal name of firm

.....

Post office address.....code.....
City.....
Country.....
Fixed telephone number.....
Person to contact

Cell phone number.....
Title.....

2. Organization & Business information

Director.....
Secretary.....
General
Manager.....
Treasurer.....
Others.....
Partnership (if applicable)

3. Business founded or incorporated

4. Under present management since.....

- 5. a) Bank reference and address.....**
b) Enclosed copy of the organization chart of the firm indication the main fields of activities.

Marks allocation

(1 mark each of the above points- max 5 marks)

FORM PQ-3

PAST EXPERIENCE

**NAMES OF OTHER CLIENTS THE APPLICANTS DEALT WITH IN THE PAST.
(BIDDERS MUST ATTACH A LETTER OF RECOMMENDATION FROM EACH
REFERENCE GIVEN)**

1. a) Name of client (organization)
- b) Address
- c) Telephone No.....
- d) Value of contract.....
- e) Contact person.....
- f) Signature
- g) Official stamp

2. a) Name of client (organization)
- b) Address
- c) Telephone No.....
- d) Value of contract.....
- e) Contact person.....
- f) Signature
- g) Official stamp

3. a) Name of client (organization)
- b) Address
- c) Telephone No.....
- d) Value of contract.....

e) Contact person.....

f) Signature

g) Official stamp

Others.....

NB: provide letters of recommendation from at least 3 (three) of your major clients listed.

- Current suppliers for Mandera County Government need not provide a letter of recommendation from Mandera County Government but can attach copies of LPO/LSOs.
- The item supplied on the letter of recommendation should be similar to the category applied for prequalification.

Marks allocated

For each reference

0-1 year – 1 mark out of 3

2-3 years – 2 marks out of 3

4 years and above – 3 marks

For overall total marks the above will be added for each reference and calculated relative to the total marks allocated in the evaluation criteria.

FORM PQ-4

FINANCIAL STATEMENT

Attach a copy of the firm's bank statement for at least the past five months.

Marks allocation

1 mark for each month of the bank statement provided- max 5 marks

FORM PQ-5

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either 2(a) 2(b) or 2(c)

Whichever applies in your type business?

You are advised that it is a serious offence to give false information in this form

Part1- General

Business name.....

Location of business.....

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 ksh.....

Name your banker.....branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Proprietors

Your name in full.....age.....

Nationality.....country of origin.....

Citizenship details.....

Part 2 (b) – Partnership

No.	Name	Nationality	Citizenship	Shares
1				
2				
3				
4				
5				

Part 2 (c) – Registered Company

Private or public

State the nominal and issued capital of the company

Nominal ksh

Issued ksh.....

Marks allocation

1 mark for filling part 1 and

1 mark for filling any of part 2

Total 2 marks

FORM PQ-6

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. **Certificate** of Registration of Company or Incorporation
No.....(Attach Copy)

2. **State VAT Registration No.....(Attach Copy)**

3. **Current Local Authority Permit No(From respective sub
County.....(Attach Copy)**

4. **Current tax compliance certificate.....(Attach Copy)**

5. **Current Trade License NO (Must be from the local Su-
County).....(Attach Copy)**

6. **PIN No.....(Attach Copy)**

7. **Other Government levies Status**

8. **State any technological innovations or specific attributes which distinguishes you
with your
competitors.....**
.....

9. (a) State any Quality Assurance certificate.

State if the company is subject of bankruptcy proceedings, in receivership, or any other form
of liquidation as defined by the applicable
law.....
.....

Marks allocated 5

FORM PQ-7

LITIGATION HISTORY

Name of contractors/supplier

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

Year	Award for or against	name of client cause of litigation and matter in dispute	Disputed amount(current value, kshs. Equivalent

Marks allocation

2 marks for form duly filled

FORM PQ- 8

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 tenders or quotation(s) on the basis of provision in the quotation of tender documents.

Application's Name

.....

Reserved By:

.....

Designation

.....

Signature.....date.....

Marks allocation

2 marks for the form dully filled

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the
Public Procurement Administrative Review Board to review the whole/part of the
above mentioned decision on the following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
..... day of20.....

SIGNED
Board Secretary