

REPUBLIC OF KENYA



OFFICE OF THE GOVERNOR COUNTY GOVERNMENT OF NYERI

TENDER NO. CGN/44/2020-2022

PROVISION OF COURIER SERVICES

TENDERER'S NAME:

REFERENCE: **CGN/44/2020-2022**

ITEM DESCRIPTION: **PROVISION OF COURIER SERVICES**

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Tender Notice

Reference: **CGN/44/2020-2022**

Tender name: **PROVISION OF COURIER SERVICES**

1.1The Office of the Governor, Nyeri County invites applications for registration of Suppliers from interested and eligible bidders for provision road works and bridge.

1.2Interested eligible candidates may obtain further information from and inspect the tender documents at the office of the **Supply Chain Management Services, Nyeri County** during normal working hours.

1.3A complete set of tender documents may be obtained by interested candidates at County website www.nyeri.go.ke

1.4 Duly completed registration documents in plain sealed envelopes clearly marked “Tender NO.**CGN/44/2020-2022** for **Provision of courier services.** and be deposited in the Tender Box at the entrance of the Nyeri County Headquarters or be addressed to:

THE COUNTY SECRETARY
NYERI COUNTY GOVERNMENT,
P.O BOX 1112-10100
NYERI

So as to be received on or before **22nd July, 2020, at 11:00AM.**

1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the county chambers, Nyeri County Headquarters.

NB: COVID 19 MOH and PPRA guidelines will be applicable.

County Secretary
County Government of Nyeri

REGISTRATION INSTRUCTIONS

2.1 Introduction

The Office of the Governor, Nyeri County, would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the government.

2.2 Registration Objective

The main objective is to procure travel services and also provide services under relevant tenders/quotations to the various departments in the Nyeri County as and when required.

2.3 Invitation for 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 THE COUNTY SECRETARY, NYERI COUNTY, so that they may be registered for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for Registration.

2.4 Experience

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

2.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

2.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

2.7 Distribution of registration Documents

A copy of the completed registration data and other requested information shall be submitted to reach:

THE COUNTY SECRETARY.
COUNTY GOVERNMENT OF NYERI,
P.O BOX 1112-10100,
NYERI

Not later than 22nd July, 2020, at 11:00AM

2.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the supply chain management.

2.9 Additional Information

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

2.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by Government after the completion of the registration process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 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) is/are donor funded.

3.2 Customs Clearance

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

3.3 Contract Price

The contract 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 the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

3.4 Payments

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

4. REGISTRATION DATA INSTRUCTIONS

4.1 Registration data forms

Bidders are instructed **not to change the format, page arrangements of this document.**

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

4.1.2 The registration 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.

4.2 Qualification

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

4.2.2 Prospective bidders will not be considered qualified unless in the judgment of 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; **Provision of courier services.**

4.3 Essential Criteria for Registration

- 4.3.1** (a) Experience: Prospective bidders shall have at least 2 years Experience in provision of the said services and allied items incase 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 of items, or services at short notice.

4.3.2 Personnel

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

4.3.3 Financial Condition

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

- 4.3.4** 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 R-4. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form R-6

4.4 Statement

Application must include a sworn statement Form R-8 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially registered.

4.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

4.7 Registration Criteria

Required Information	Form Type
1. Registration Documentation	R-1
2. Registration Data	R-2
3. Supervisory Personnel	R-3
4. Financial Position	R-4
5. Confidential Report	R-5
6. Past Experience	R-6
7. Litigation History	R-7

FORM R-1 REGISTRATION

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation.
2. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
3. Copy of valid business permits.
4. Details of company directors (CR12).
5. Audited account for the last two years 2018 and 2019.
6. Relevant past experience (Attach evidence)
7. Duly filled, signed and stamped confidential business questionnaire

FORM R-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

PROVISION OF COURIER SERVICES

Tenderers are asked to give as much information as possible.
They may attach extra papers if necessary. This formation may be verified.

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

of
(Item Description)

.....

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Ksh.....

6. Bank reference and address

.....

7. Bonding 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

R-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

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

R-4 - FINANCIAL POSITION AND TERMS OF TRADE

Audited account for the last two years 2018 and 2019.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....</p>																								
<input type="checkbox"/>	<p>Part 2 (b) Partnership Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <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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<input type="checkbox"/>	<p>Part 2 (c) – Registered Company: Private or Public..... State the nominal and issued capital of company- Nominal K£..... Issued K£..... 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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DateSignature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM R-6 - PAST EXPERIENCE

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1.
 - 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 documental evidence of existence of contract)

- 2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - vii) Name of Contact Person at the client (organization)
 - viii) Telephone No. of Client
 - ix) Value of Contract
 - x) Duration of Contract (date)
(Attach documental evidence of existence of contract)

- 3. Name of 3rd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - xi) Name of Contact Person at the client (organization)
 - xii) Telephone No. of Client
 - xiii) Value of Contract
 - xiv) Duration of Contract (date)
(Attach documental evidence of existence of contract)

- 4. Others

FORM R-7 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history 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)

FORM R-8- SWORN STATEMENT

Having studied the registration 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 registered 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. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name

Represented by

Witnessed by.....

Signature

.....

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being
a

resident of in the Republic of do
hereby make a statement as follows:-

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

.....

..... (insert name of the Company) who is a Bidder in respect
of

Tender No. for(insert tender
title/description)

for(insert name of the Procuring entity) and duly authorized and
competent to make this statement.