

# REPUBLIC OF KENYA



## OFFICE OF THE GOVERNOR NYERI COUNTY GOVERNMENT

**TENDER NO. CGN/45/2020-2022**

---

### **REGISTRATION OF BIDDERS FOR REPAIR AND MAINTENANCE OF OFFICE MACHINES AND EQUIPMENTS**

---

TENDERER'S NAME: .....

REFERENCE: **CGN/45/2020-2022**  
ITEM DESCRIPTION: **REGISTRATION OF BIDDERS  
FOR REPAIR AND MAINTENANCE OF OFFICE  
MACHINES AND EQUIPMENTS.**

### **Table of Contents**

	Page
1. TENDER NOTICE	2-3
2. REGISTRATION INSTRUCTIONS	4-5
3. BRIEF CONTRACT REGULATIONS	5-6
4. REGISTRATION DATA INSTRUCTIONS	6-8
5. FORM PQ - 1 REGISTRATION DOCUMENTS	9
6. FORM PQ - 2 REGISTRATION DATA	10-11
7. FORM PQ - 3 SUPERVISORY PERSONNEL	12
8. FORM PQ - 4 FINANCIAL POSITION	13
9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	14
10. FORM PQ - 6 PAST EXPERIENCE	15
11. FORM PQ - 7 LITIGATION HISTORY	16
12. FORM PQ - 8 SWORN STATEMENT	17

## Tender Notice

Date.....

Reference: **CGN/33/2020-2022**

Tender name: **REGISTRATION OF BIDDERS  
FOR REPAIR AND MAINTENANCE OF OFFICE  
MACHINES AND EQUIPMENTS.**

**1.1**The Office of the Governor, Nyeri County invites applications for registration of Suppliers from interested and eligible bidders for repair and maintenance of office machines and equipment.

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

**1.3**A complete set of tender documents may be obtained by interested candidates free of charge in soft copy at County website ***www.nyeri.go.ke***

**1.4**Duly completed registration documents in plain sealed envelopes clearly marked “Tender No..... For the supply of .....” 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 **22<sup>nd</sup> 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.

**County Secretary  
County Government of Nyeri**

# **REGISTRATIONINSTRUCTIONS**

## **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 during the period ending September 2016.

## **2.3 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 THE COUNTY SECRETARY, NYERI COUNTY, so that they may be pre-qualified 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**

**Two copies** 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 25<sup>th</sup> JULY 2020, at 11.00AM.**

## **2.8 Questions Arising from Documents**

Questions that may arise from the REGISTRATION documents should be directed to the DIRECTOR OF 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 scoring more than 80% points 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. THEY ARE ADVISED TO PREPARE WELL ARRANGED ATTACHMENT(S) AS REQUIRED BY THE PQs FORMS. FAILURE TO ADHERE TO THIS WILL LEAD TO DEDUCTION OF 25 POINTS FROM YOUR OVERALL RATING POINTS.**

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

**4.1.2** **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 and in ink.**

### **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 REPAIR AND MAINTENANCE OF OFFICE MACHINES AND EQUIPMENT.**

### **4.3 Essential Criteria for Registration**

- 4.3.1** (a) Experience: Prospective bidders shall have at least 3 months Experience in provision of the said services and allied items 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 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 PQ-3.

### **4.3.3 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 suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified 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 PQ-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 pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

### **4.4 Statement**

Application must include a sworn statement Form PQ-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 pre-qualified 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 pre-qualified.

**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**

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



## **FORM PQ-1      REGISTRATION**

All firms must provide:-

1.      Certified Copies of Certificate of Registration
2.      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)
4.      Certified Copy of valid local authorities' business permits

**FORM PQ-2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**REPAIR AND MAINTENANCE OF OFFICEMACHINES AND EQUIPMENT.**

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

**PQ-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)

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's certified financial statement giving summary of assets and current liabilities/or any other financial support.

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><b>Part 2 (a) – Sole Proprietor</b>                  Your name in full.....Age.....                  Nationality.....Country of origin.....                  *Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b>Part 2 (b) Partnership</b>                  Given details of partners as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 25%;"><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> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....								
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
.....	.....	.....	.....																						
.....	.....	.....	.....																						
.....	.....	.....	.....																						
<input type="checkbox"/>	<p><b>Part 2 (c) – Registered Company:</b>                  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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 25%;"><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. ....	.....	.....	.....
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
1. ....	.....	.....	.....																						
2. ....	.....	.....	.....																						
3. ....	.....	.....	.....																						
4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						

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

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

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE MONTHS**

**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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 PQ-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.

<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 PQ-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 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. 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** .....

**Signature** .....

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