



THE COUNTY GOVERNMENT ON NYERI

**ITEM DESCRIPTION: REPAIRS AND MAINTENANCE OF
MOTORVEHICLES AND MOTORCYCLES (garages)
TENDER NO CGN/46/2020-2022**

ITEM DESCRIPTION: **REPAIRS AND MAINTENANCE OF
MOTORVEHICLES AND MOTORCYCLES (Garages)**

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Tender Notice

Reference: **CGN/46/2020-2022**

Tender name: **REPAIRS AND MAINTENANCE OF MOTORVEHICLES AND MOTORCYCLES (Garages)**

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 motor vehicles and motorcycles. Interested eligible candidates may obtain further information from the **Supply Chain Management Services, Nyeri County** during normal working hours.

1.2 A complete set of tender document may be obtained by interested candidates at County website www.nyeri.go.ke
Duly completed registration documents in plain sealed envelopes clearly marked "Tender NO.**CGN46/2020-2022** for the supply of ITEM DESCRIPTION: **REPAIRS AND MAINTENANCE OF MOTORVEHICLES AND MOTORCYCLES (garages)**

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 11.00 am**. Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for

(150) days from the closing date of the tender.

NB: COVID 19 MOH and PPRA guidelines will be applicable

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.

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 pre-qualification.

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 pre-qualification, 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 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.**

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 pre-qualified 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 borehole drilling, borehole camera logging services, water testing and laboratory services.

4.3 Essential Criteria for Pre-qualification

4.3.1 (a) Experience: Prospective bidders shall have at least 2 years

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 R-3.

4.3.3 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.

- 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 pre-qualifying 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 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

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. 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
7. Duly filled business questionnaire

FORM R-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

**ITEM DESCRIPTION: REPAIRS AND MAINTENANCE OF
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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
- 11. Registration by Ministry of Water and Irrigation

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.

FORM R-5

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
.....

□	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 30%; text-align: center;">Citizenship</th> </tr> <tr> <th style="text-align: left;">Details</th> <th style="text-align: center;">Shares</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship	Details	Shares			1.				2.				3.				4.				5.			
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<p style="text-align: center;">DateSignature of Candidate.....</p>																																																	

*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-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

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.