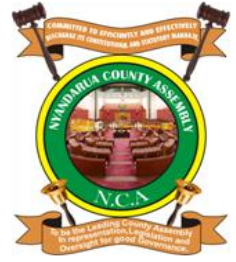




**REPUBLIC OF KENYA**  
**NYANDARUA COUNTY ASSEMBLY**  
**OFFICE OF THE CLERK**



**Office Tel:** 020-2195542;  
**Mobile:** 0706-116880  
**P.O. Box** 720-20303- **OL KALOU**

**Building:** Former Ol Kalou Town Council  
**Email:** [nyandaruaassembly@gmail.com](mailto:nyandaruaassembly@gmail.com)  
**Email:** [clerk@assembly.nyandarua.go.ke](mailto:clerk@assembly.nyandarua.go.ke)

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**NYANDARUA COUNTY ASSEMBLY**

**REF. NO. NCASB/B/39/2016-2018**

**PREQUALIFICATION OF SUPPLIERS FOR:**

**PROVISION OF LEGAL SERVICES**

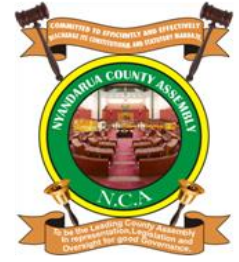
**FINANCIAL YEARS 2016-2018**

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P.O. Box 720-20303- **OL KALOU**

**Email:** [clerk@assembly.nyandarua.go.ke](mailto:clerk@assembly.nyandarua.go.ke)

**REGISTRATION OF SUPPLIERS.**

The Nyandarua County Assembly Service Board invites applications for registration of suppliers and Service Providers from interested eligible Bidders and Tenderers for the supply of goods and provision of services for the Financial Years 2016/2017/2018. For detailed category of registration of suppliers, contractors and consultants, tenderers should visit: <http://assembly.nyandarua.go.ke>

	<b>TENDER DESCRIPTION</b>	<b>TENDER NO.</b>	<b>TARGET GROUP</b>
<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS AND EQUIPMENT</b>			
1	Supply and delivery of General Stationery, Computer consumables and related accessories	NCASB/A/01/2016-2018	Youth, Women & PWD's
2	Supply and delivery of Office Furniture, Furnishings & Fittings	NCASB/A/02/2016-2018	Open
3	Supply and delivery of computers, printers, ups, laptops, LCD projectors, servers, Fax UPS, photocopiers & other ICT equipment	NCASB/A/03/2016-2018	Open
4	Supply and delivery of Motor Vehicle Spare parts, Tyres, Tubes & Batteries	NCASB/A/04/2016-2018	Open
5	Supply and delivery of Staff Uniforms and protective clothing	NCASB/A/05/2016-2018	Youth, Women & PWD's
6	Supply and delivery of Branded Promotional Materials (banners, posters, T-shirts & Umbrellas)	NCASB/A/06/2016-2018	Youth, Women and PWD's
7	Supply and delivery of Electrical & Electronic Equipment, and other appliances	NCASB/A/07/2016-2018	Open
8	Supply and delivery of Flowers, Bouquets and Decorations	NCASB/A/08/2016-2018	Youth, Women & PWD's
9	Supply and delivery of newspapers, periodicals and assorted airtime	NCASB/A/09/2016-2018	Youth, Women & PWD's
10	Supply, delivery and installation of software	NCASB/A/10/2016-2018	Youth, Women & PWD's
11	Supply and maintenance of firefighting/prevention and protection tools/equipment including installation	NCASB/A/11/2016-2018	Open

12	Supply and delivery of drinking water and water dispensers	NCASB/A/12/2016-2018	Youth, Women & PWD's
13	Supply and delivery of building, construction and hard ware materials	NCASB/A/13/2016-2018	Open
14	Supply and delivery of cleaning materials, detergents, disinfectants	NCASB/A/14/2016-2018	Open
15	Supply and delivery of fuel and lubricants	NCASB/A/15/2016-2018	Open
16	Supply and delivery of sportswear and equipment	NCASB/A/16/2016-2018	Youth, Women & PWD's
17	Supply and delivery of fresh milk and other assorted goods for kitchen.	NCASB/A/17/2016-2018	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>			
18	Provision of medical cover, WIBA, group life assurance cover, group accident cover,	NCASB/B/18/2016-2018	Open
19	Provision of vehicle insurance and other insurance covers	NCASB/B/19/2016-2018	Open
20	Provision of repair works for furniture (desks, chairs, strong room doors, filing safes and cabinets) and other fittings	NCASB/B/20/2016-2018	Open
21	Provision of data communication services, computer networks & structural cabling installations	NCASB/B/21/2016-2018	Open
22	Provision of electrical installation works including repairs and maintenance	NCASB/B/22/2016-2018	Youth, Women and PWD's
23	Provision of plumbing and drainage services	NCASB/B/23/2016-2018	Open
24	Provision of maintenance of office equipment (photocopiers, shredders, etc.)	NCASB/B/24/2016-2018	Open
25	Provision of maintenance service for telephone and telecommunication equipment (PABX, telephone, routers, faxes and related accessories)	NCASB/B/25/2016-2018	Open
26	Supply and maintenance of CCTV system, digital cameras, TV sets, recorders etc.	NCASB/B/26/2016-2018	Open
27	Repair and maintenance of computer systems, servers, routers, etc.	NCASB/B/27/2016-2018	Open
28	Provision of printing, publishing and binding services	NCASB/B/28/2016-2018	Open
29	Provision of cleaning ,fumigation and pest control services	NCASB/B/29/2016-2018	Open
30	Provision of courier services	NCASB/B/30/2016-2018	Open
31	Provision of air travel and ticketing agency services(IATA registered only)	NCASB/B/31/2016-2018	Open
32	Provision of internet and web hosting services	NCASB/B/32/2016-2018	Open
33	Provision of photography, videography and public address services	NCASB/B/33/2016-2018	Youth, Women and PWD's
34	Provision of event organizing services, hiring of tents and chairs	NCASB/B/34/2016-2018	Women

35	Provision of security services and supply of other security gadgets/systems	NCASB/B/35/2016-2018	Open
36	Provision for repair and servicing of Assembly vehicles	NCASB/B/36/2016-2018	Open
37	Provision of Hotel accommodation, conference facilities and outside catering services	NCASB/B/37/2016-2018	Open
38	Provision of (property/assets /land) valuation services	NCASB/B/38/2016-2018	Open
39	Provision of legal services	NCASB/B/39/2016-2018	Open
40	Provision of landscaping services	NCASB/B/40/2016-2018	Open
41	Provision of consulting services (customer satisfaction, base line survey, employee satisfaction survey and work environment survey	NCASB/B/41/2016-2018	Open
42	Provision of consultancy services /Training and capacity building	NCASB/B/42/2016-2018	Open
43	Provision of legislative drafting services	NCASB/B/43/2016-2018	Open
44	Provision of Architectural & Quantitative Survey Services	NCASB/B/44/2016-2018	Open
45	Provision of bulky electronic Short message services	NCASB/B/45/2016-2018	Open
46	Provision of Tour and Travel Services	NCASB/B/46/2016-2018	Open
47	Provision of Car wash Services	NCASB/B/47/2016-2018	Youth, Women and PWD's
48	Provision of Car Hire Services	NCASB/B/48/2016-2018	Open
	<b>CATEGORY C: CONTRACTORS</b>		
49	Provision for building works (must be registered with National Construction Authority)	NCASB/C/49/2016-2018	Open

Interested bidders should attach copies of the following:

- A. Copy of Business Registration Certificate/Certificate of Incorporation
- B. Copy of valid and current Tax Compliance Certificate
- C. Copy of PIN and VAT certificate
- D. Youth, Women and PWD's Certificates from the **NATIONAL TREASURY/COUNTY GOVERNMENT (AGPO)** for preferential Tenders.

Tender documents with detailed Specifications can be downloaded free of charge on <http://assembly.nyandarua.go.ke>

Completed Tender documents are to be enclosed in a plain sealed envelope marked with **Tender Name** and **Reference number** and forwarded in the Procurement department Office for Nyandarua County Assembly, located at former Ol' Kalou Town Council opposite Ol Kalou Police Station or be addressed to:-

**Nyandarua County Assembly,  
P.O Box 720-20303,  
Ol' Kalou.**

The application for registration of the suppliers is a continuous process until 30<sup>th</sup> June 2018. Those who had been previously registered for the two financial years **2016/2017/2018** need not to apply.

Tenders will be opened, evaluated and the successful tenderers will be updated in our supplier registration list for financial years **2016/2017/2018**.

**HON NDERI NDIANI**  
**CLERK TO THE COUNTY ASSEMBLY.**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Nyandarua County Assembly would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to the Assembly.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders /quotations to the Clerk, Nyandarua County Assembly as and when required during the period ending **30<sup>th</sup> June 2018**.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **THE CLERK, NYANDARUA COUNTY ASSEMBLY** so that they may be pre-qualified/ registered for submission of quotations/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification/registration.

### **1.4 Experience**

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

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

**1.6** In order to be considered for pre- qualification/registration, prospective suppliers must submit all the information herein requested.

### **1.7 Submission of Pre-qualification Documents**

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

**NYANDARUA COUNTY ASSEMBLY  
P.O BOX 720-20303,  
OL KALOU.  
Tel 020-2195542**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to **The Clerk, Nyandarua County Assembly** whose address is given in par 1.7

## **1.9 Additional Information**

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

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

### **2.1 Taxes on Imported Materials**

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

### **2.2 Customs Clearance**

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

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes.

### **2.4 Payments**

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



### **3 PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS**

#### **3.1 Pre-qualification data forms**

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 who wish to be pre-qualified for submission of tender for specific category.

**3.1.1** The pre-qualified/registered 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.

#### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the Assembly 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.

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

#### **3.3 Essential Criteria for Pre- Qualification/Registration**

**3.3.1 Experience:** Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

#### **3.3.2 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.

### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification 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.

**3.3.4** 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(s).

### **3.3.5 Past performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

### **3.4 Statement**

Application must include a sworn statement Form PQ-7 by the tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Pre-qualification**

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/the Assembly 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 Assembly reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**3.6** 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.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

### 3.7 Pre-qualification Criteria

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documents	PQ-1	
2. Pre-qualification Data	PQ-2	20
3. Supervisory Personnel	PQ-3	20
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	30
	<b>TOTAL</b>	<b>100</b>

**3.8- The qualification is 65 points and over**

## FORM PQ-1 PRE-QUALIFICATION

### Mandatory Requirements for Persons With Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration Certificate by National Treasury/County Government (AGPO )
- iv. Duly filled and completed Tender submission document.

**N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)**

### Mandatory Requirements for prequalification of all other categories:

- i. A Copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Trade License.
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.

You can provide evidence of physical address and premises. The Assembly evaluation team may visit suppliers' premises to ascertain physical address and stock of items

## SPECIFIC REQUIREMENTS

The tenderers submitting applications for the categories listed below must in addition to the mandatory requirements submit mandatory additional information/documents specified in the last column of the table below.

	TENDER DESCRIPTION	TENDER NO.	TARGET GROUP	ADDITIONAL MANDATORY REQUIREMENTS
<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS AND EQUIPMENT</b>				
	Supply and maintenance of firefighting/prevention and protection tools/equipment's including installation	NCASB/A/11/2016-2018	Open	Manufacturer's authorization letter.
<b>CATEGORY B: PROVISION OF SERVICES</b>				
	Provision of medical cover, WIBA, group life assurance cover, group accident cover,	NCASB/B/18/2016-2018	Open	Must be a member of Association of Kenya Insurers(AKI)attach evidence

	Provision of vehicle insurance and other insurance covers	NCASB/B/19/2016-2018	Open	Must be a member of Association of Kenya Insurers(AKI) or Association of Insurance Brokers of Kenya (AIBK)attach evidence
	Provision of air travel and ticketing agency services(IATA registered only)	NCASB/B/31/2016-2018	Open	Must be registered with IATA
	Provision of security services and supply of other security gadgets/systems	NCASB/B/35/2016-2018	Open	Must be a member of Kenya security Industry Association (KSIA) and certificates for Good conduct for employees. Attach evidence
	Provision of legal services	NCASB/B/39/2016-2018	Open	Must have a valid current practicing certificate. Attach evidence.
	Provision of consulting services (customer satisfaction, base line survey, employee satisfaction survey and work environment survey	NCASB/B/41/2016-2018	Open	To provide NITA certificate
	Provision of consultancy services /Training and capacity building	NCASB/B/42/2016-2018	Open	Must indicate the specialized area of consultancy.eg ICT Finance ,HR etc
	Provision of legislative drafting services	NCASB/B/43/2016-2018	Open	Must have a valid current practicing certificate. Attach evidence.
	Provision of Architectural & Quantitative Survey Services	NCASB/B/44/2016-2018	Open	Must be registered By recognized body attach evidence
	Provision of Car Hire Services	NCASB/B/48/2016-2018	Open	Must provide the list of fleet of vehicle and their logbooks/or lease agreement as proof
	<b>CATEGORY C:CONTRACTORS</b>			
	Provision for building works (must be registered with National Construction Authority)	NCASB/C/49/2016-2018	Open	Must be registered by National Construction Authority(NCA)7 and above Attach evidence

**FORM PQ-2**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

.....

(Item Description)

.....

(Category No.)

Post Office Address .....

**Town** .....

**Street**.....

**Name of building** .....

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

**Telephone Nos** .....**Fax**.....**email**.....

**Full Name of applicant** .....

**Other branches location** .....

**2. Organization & Business Information**

Management Personnel .....

Chief Executive/Managing Director.....

Secretary .....

General Manager .....

Accountant .....

Other .....

Partnership (if applicable)

- Name of Partners .....
- 3 Business founded or incorporated .....
- 4. Under present management since .....
- 5. Net worth equivalent Kshs .....
- 6. Bank reference and address .....
- 7. Sister 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

**(20 points)**

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Professional Qualification .....

Length of service with Contractor or Supplier. Position held.....  
.....  
.....

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

**(20 points)**



**PQ-4**

**FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position

**(20 Points)**

**REPUBLIC OF KENYA**

**PQ- 5      CONFIDENTIAL BUSINESS QUESTIONNAIRES**

You are requested to give the particulars indicated in part 1 and either part 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.

<p><b>Part 1 – General:</b></p> <p>Business Name.....</p> <p>Location of business</p> <p>Premises.....</p> <p>Plot No. .... Street /Road .....</p> <p>Postal Address .....Tel. No.....</p> <p>.</p> <p>Nature of business .....</p> <p>Current Trade Licence N.....Expiring date .....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch.....</p>
---

<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full .....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<p><b>Part 2(b) – Partnership</b></p> <p>Give details of partners as follows:</p> <table style="width: 100%;"><thead><tr><th style="width: 25%;">Name</th><th style="width: 25%;">Nationality</th><th style="width: 40%;">Citizenship Details</th><th style="width: 10%;">Shares</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>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....				5.....			
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 company:-

Nominal : Ksh.....

Issued : .....

Give details of all directors as follows:-

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

**Date** .....**Signature of candidate**.....

- If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

**(10 points)**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHE CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 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(date).....
  - 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).....
- 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)

**3. Name of 3<sup>rd</sup> 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 documental evidence of existence of contract) e.g. L.P.Os/L.S.OS or completion Certificates

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

**(30 Points)**

Name of contractor/supplier

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))

Having studied the pre-qualification /registered 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/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Assembly.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Assembly and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

.....

Represented by

.....

Signature .....

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