

**REPUBLIC OF KENYA**  
**WEST POKOT COUNTY GOVERNMENT**



**PRE-QUALIFICATION OF SUPPLIERS FOR  
SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR  
THE FINANACIAL YEAR 2016-2017**

**Please indicate the item applied for as follows:**

**CATEGORY NO. ....**

**CATEGORY NAME: .....**

**West Pokot County Government invites sealed application for prequalification from interested, competent and eligible contractors/suppliers for supply and provision of under mentioned goods, services and works**

<b>NO</b>	<b>TENDER REF NO.</b>	<b>TENDER DESCRIPTION</b>	<b>ELIGIBLE BIDDERS</b>
<b>CATEGORY A :SUPPLY AND DELIVERY OF GOODS</b>			
1.	WPC/P/001/2016-2017	Supply and Delivery of Food Stuff	All bidders
2.	WPC/P/002/2016-2017	Supply and Delivery of Fresh Fruits And Groceries	Reserved for Youth, Women and PWD
3.	WPC/P/003/2016-2017	Supply and Delivery of Natural Building Materials	All bidders
4.	WPC/P/004/2016-2017	Supply and Delivery of Petrol, Oils And Lubricants	All bidders
5.	WPC/P/005/2016-2017	Supply and Delivery of Tyres And Tubes	All bidders
6.	WPC/P/006/2016-2017	Supply and Delivery of Agro-Chemicals, Veterinary Drugs And Vaccines	All bidders
7.	WPC/P/007/2016-2017	Supply and Delivery of Animal Feeds And Farm Inputs	All bidders
8.	WPC/P/008/2016-2017	Supply and Delivery of Laboratory Reagents	All bidders
9.	WPC/P/009/2016-2017	Supply and Delivery of Dental Materials	All bidders
10.	WPC/P/010/2016-2017	Supply and Delivery of Medical Gases	All bidders
11.	WPC/P/011/2016-2017	Supply and Delivery of Non Pharmaceuticals	All bidders
12.	WPC/P/012/2016-2017	Supply and Delivery of Office Stationery	All bidders
13.	WPC/P/013/2016-2017	Supply and Delivery of airtime calling cards and newspapers	Reserved for Youth, Women and PWD
14.	WPC/P/014/2016-2017	Supply and Delivery of Cleaning Materials	Reserved for Youth, Women and PWD
15.	WPC/P/015/2016-2017	Supply and Delivery of Printed Medical Records	All bidders
16.	WPC/P/016/2016-2017	Supply and Delivery of Firewood, Charcoal And Cooking Gas	Reserved for Youth, Women and PWD
17.	WPC/P/017/2016-2017	Supply and Delivery of Textiles, Fabrics, Uniforms And Protective Gears	All bidders
18.	WPC/P/018/2016-2017	Supply and delivery of Motor Vehicles Spare Parts	All bidders

19.	WPC/P/019/2016-2017	Supply and delivery of Office Furniture	All bidders
20.	WPC/P/020/2016-2017	Supply and delivery of Computer, Laptops, UPS, Servers, Printers, And Other Computer Accessories	All bidders
21.	WPC/P/021/2016-2017	Supply and delivery of Tree Seedlings	Reserved for Youth, Women and PWD
22.	WPC/P/022/2016-2017	Supply and delivery of Sports Equipment	All bidders
23.	WPC/P/023/2016-2017	Supply and Delivery of Medical Drugs	All bidders
24.	WPC/P/024/2016-2017	Supply and Delivery of X-ray Materials	All bidders
25.	WPC/P/025/2016-2017	Supply and Delivery of Medical & Veterinary Equipment, Instruments And Plants	All bidders
26.	WPC/P/026/2016-2017	Supply and Delivery of Building/ Hardware materials	All bidders

### **CATEGORY B :PROVISION OF SERVICES**

27.	WPC/P/027/2016-2017	Provision of Repair And Maintenance Of Computers, Servers, Printers, Photocopiers, Telephones And Cabinets	All bidders
28.	WPC/P/028/2016-2017	Provision of Repair And Services Of Motor Vehicles, Motor Cycles, Plants And Equipment	All bidders
29.	WPC/P/029/2016-2017	Provision of Security Guarding Services	All bidders
30.	WPC/P/030/2016-2017	Provision of Fumigation, Pest Control Services And Sanitary Services	All bidders
31.	WPC/P/031/2016-2017	Provision of Baseline Consultancy Services	All bidders
32.	WPC/P/032/2016-2017	Provision of Printing Promotional And Marketing Services	Reserved for Youth, Women and PWD
33.	WPC/P/033/2016-2017	Provision of Asset Valuation Services	All bidders
34.	WPC/P/034/2016-2017	Provision of Insurance Services	All bidders
35.	WPC/P/035/2016-2017	Provision of Air Ticketing And Travel Arrangements	Reserved for Youth, Women and PWD
36.	WPC/P/036/2016-2017	Provision of Environmental Audit And Impact Assessment	All bidders
37.	WPC/P/037/2016-2017	Provision of Installation and Support for CCTV Security System, Digital Bill Boards And Digital Recording System	All bidders
38.	WPC/P/038/2016-2017	Provision of ICT Consultancy Services	All bidders
39.	WPC/P/039/2016-2017	Provision of Networking Services; LAN,WAN for County Offices	All bidders
40.	WPC/P/040/2016-2017	Provision of Installation Of Telephone System, And Other Communication Gadgets	All bidders
41.	WPC/P/041/2016-2017	Provision of Training and Capacity Building Services	All bidders
42.	WPC/P/042/2016-2017	Provision of Records Management Services	All bidders
43.	WPC/P/043/2016-2017	Provision of Photography, Videography, Audi	All bidders

		Visual Production Editing Services, Integrated Digital Communication Services	
44.	WPC/P/044/2016-2017	Prequalification of Contractors for Hire of Road Construction Equipment and Services	All bidders
45.	WPC/P/045/2016-2017	Provision of Land Valuation Services	All bidders
46.	WPC/P/046/2016-2017	Provision of Land Surveying Services	All bidders
47.	WPC/P/047/2016-2017	Provision of Legal Drafting Services	All bidders
48.	WPC/P/048/2016-2017	Provision of Legal Services	All bidders
49.	WPC/P/049/2016-2017	Provision of consultancy Services for Architects, Quantity Surveyors, Electrical Engineers, Civil/structural Engineers, Mechanical Engineers(BS)	All bidders
50.	WPC/P/050/2016-2017	Provision of Internet Services	All bidders
51.	WPC/P/052/2016-2017	Provision of Transport Services	All bidders
52.	WPC/P/052/2016-2017	Provision Of Human Resource Consultancy Services	All bidders
53.	WPC/P/053/2016-2017	Provision of Garbage Collection and solid waste management services	All bidders
54.	WPC/P/054/2016-2017	Provision of firefighting and disaster management services	All bidders
55.	WPC/P/055/2016-2017	Provision of Catering Services	All bidders
56.	WPC/P/056/2016-2017	Provision of Cleaning Services	Reserved for Youth, Women and PWD
57.	WPC/P/68/2016-2017	Provision Of Hydro Geological Surveys For Bore Holes	All Bidders
58.	WPC/P/069/2016-2017	Provision Of Hydrological Assessments For Surface Water	All Bidders
59.	WPC/P/070/2016-2017	Provision Of Rig Spare Parts And Servicing	All Bidders
<b>CATEGORY C :PROVISION OF WORKS</b>			
60.	WPC/P/057/2016-2017	Prequalification of Contractors For Building Construction And Associated Works	All bidders
61.	WPC/P/058/2016-2017	Prequalification of Contractors for Street Lighting , Installation and Maintenance	All bidders
62.	WPC/P/059/2016-2017	Prequalification of Contractors For Paved Road Works	All bidders
63.	WPC/P/060/2016-2017	Prequalification of Contractors For Beautification And Landscaping	All bidders
64.	WPC/P/061/2016-2017	Pre-qualification of contractors for water works, drainage and sewerage works.	All bidders
65.	WPC/P/062/2016-2017	Prequalification of Contractors for Bridge works	All bidders
66.	WPC/P/063/2016-2017	Prequalification of Contractors for Grading and gravelling works	All bidders
67.	WPC/P/064/2016-2017	Prequalification of Contractors for Labor Based Construction	All bidders
68.	WPC/P/065/2016-2017	Prequalification of Contractors for Labor based routine maintenance	Reserved for Youth, Women

			and PWD
69.	WPC/P/066/2016-2017	Supply and Delivery of Road Construction Materials and others	All bidders
70.	WPC/P/067/2016-2017	Prequalification Of Contractors For Electrical Works	All bidders

Interested eligible candidates may obtain further information and Specification details from, and inspect the Pre-qualification documents at the office of: -

**Head of Supply Chain Management Services, Governor's Office Building, Ground Floor during normal working hours.**

Pre-qualification documents will be obtained free of charge from the county website, [www.westpokot.go.ke](http://www.westpokot.go.ke) or from the above office from

Completed pre-qualification documents in plain sealed envelopes clearly marked with the **prequalification number** for the **specific** category **applied for and addressed to:**

**The County Secretary**

**County Government of West Pokot**

**P.O Box 222-30600, Kapenguria**

Prices quoted shall be inclusive of all taxes and applicable duties, transport and other incidental expenses

**STEPHEN KAPEL, HEAD SUPPLY CHAIN MANAGEMENT SERVICES**

**FOR COUNTY SECRETARY**

**WEST POKOT COUNTY**

# **PRE-QUALIFICATION INSTRUCTIONS**

## **1.1 Introduction**

The County Government of West Pokot would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods and services to the County Government.

## **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 County Government of West Pokot as and when required during the period ending **30<sup>th</sup> June, 2017**.

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

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **County Secretary, County Government of West Pokot, Kapenguria** so that they may be pre-qualified Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply the mandatory information for pre-qualification/registration as requested.

## **1.4 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 pre-qualification criteria.

## **1.5 Pre-qualification Document**

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

## **1.6 Considerations**

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

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

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**SUPPLY CHAIN MANAGEMENT OFFICE  
P.O BOX 222-30600  
KAPENGURIA**

### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed To the Head of **Supply Chain Management Office, West Pokot County** through the address as given in par. 1.7.

### **1.9 Additional Information**

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

## **2. 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 shall be inclusive of all delivery charges and all taxes as well.



## **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 DATE INSTRUCTIONS**

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

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

**3.1.2** 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/registered data on prospective bidders is to be used by Government in determining, according to its sole judgement 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 Government they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria For Pre-Qualification/Registered**

#### **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 CVs 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 prequalification documents as well as letters of reference from

the bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

### 3.3.4 Special consideration

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### 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

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

### 3.5 Withdrawal of Prequalification

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/County 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 County Government 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 Prequalification Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
Pre-qualification Data	PQ-2	10
Supervisory Personnel	PQ-3	20

Financial Position	PQ-4	10
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	5
	<b>TOTAL</b>	<b>100</b>

**3.8 The qualification is 70 Points.**

**To qualify the prospective supplier must score not less than 70 Points.**

## **FORM PQ-1          PRE-QUALIFICATION**

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License from County Government where applicable
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. Practicing Certificate for all professional where applicable
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
11. Properly bound and good presented documents. Loose documents will not be accepted.
12. Membership certificates and numbers from relevant professional bodies for employees from firms providing expert consultancy.

(30 points)

**FORM PQ-2 – PRE-QUALIFICATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as supplier/(s) of  
.....  
.....

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 (s).....

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. 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 .....

(10 Points)

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

.....

.....

Professional Qualification .....

.....

.....

Length of service with contractor or supplier position held .....

.....

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

(20 Points)

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

1. Attach a copy of firm's three 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.

(10 Points)



**FORM PQ-5**

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

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

*Part 1 – General:*

Business Name ..... Location of business premises. .... Plot No..... Street/Road ..... Postal Address ..... Tel No. .... Fax ..... E mail ..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time – Kshs. .... Name of your bankers ..... Branch .....
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<b>Part 2 (a) – Sole Proprietor</b>
Your name in full ..... Age ..... Nationality ..... Country of origin ..... - .....

<b>Part 2 (b) Partnership</b>																				
Given details of partners as follows: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">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> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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3. ....	.....	.....	.....																	
4. ....	.....	.....	.....																	

<b>Part 2 (c) – Registered Company</b>																								
Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Shares</th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">Citizenship Details</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>	Shares	Name	Nationality	Citizenship Details	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																					

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

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

(10 Marks)

**FORM PQ6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

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

- i. Name of Client (organization) .....
  - ii. Address of Client (organization) .....
  - iii. Name of Contract Person at the client (organization) .....
  - iv. Telephone No. of client .....
  - v. Value of Contract .....
  - vi. Duration of Contract (date) .....  
(Attach documents evidence of existence of contract)
2. Name of 2<sup>nd</sup> Client (organization) .....
- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract (date) .....
  - v. Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
3. Name of 3<sup>rd</sup> Client (organization) .....
- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract .....
  - v. Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
- Others .....

(15marks)

**FORM PQ-7**

**SWORN STATEMENT**

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 ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry 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.

**Date** .....

**Applicant's Name:** .....

**Represented by** .....

**Signature** .....

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

(5marks)