

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF WEST
POKOT



**REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS,
SERVICES AND WORKS FOR THE FINANCIAL YEAR 2019-2021**

Please indicate the item applied for as follows:

CATEGORY NO.

CATEGORY NAME:

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

NO	TENDER REF NO.	TENDER DESCRIPTION	ELIGIBLE BIDDERS
CATEGORY A :SUPPLY AND DELIVERY OF GOODS			
1.	WPC/P/001/2019-2021	Supply and Delivery of Food Stuff	Reserved for Youth, Women and PWD
2.	WPC/P/002/2019-2021	Supply and Delivery of Fresh Fruits And Groceries	Reserved for Youth, Women and PWD
3.	WPC/P/003/2019-2021	Supply and Delivery of Natural Building Materials	Open
4.	WPC/P/004/2019-2021	Supply and Delivery of Petrol, Oils And Lubricants	Open
5.	WPC/P/005/2019-2021	Supply and Delivery of Tyres And Tubes and Batteries	Open
6.	WPC/P/006/2019-2021	Supply and Delivery of Agro-Chemicals, Veterinary Drugs And Vaccines	Open
7.	WPC/P/007/2019-2021	Supply and Delivery of Animal Feeds And Farm Inputs	Open
8.	WPC/P/008/2019-2021	Supply and Delivery of Laboratory Reagents	Open
9.	WPC/P/009/2019-2021	Supply and Delivery of Dental Materials	Open
10.	WPC/P/010/2019-2021	Supply and Delivery of Medical Gases	Open
11.	WPC/P/011/2019-2021	Supply and Delivery of Non Pharmaceuticals	Open
12.	WPC/P/012/2019-2021	Supply and Delivery of Office Stationery	Reserved for Youth, Women and PWD
13.	WPC/P/013/2019-2021	Supply and Delivery of airtime calling cards, newspapers and periodicals	Reserved for Youth, Women and PWD
14.	WPC/P/014/2019-2021	Supply and Delivery of Cleaning Materials	Reserved for Youth, Women and PWD
15.	WPC/P/015/2019-2021	Supply and Delivery of Printed Medical Records	Open
16.	WPC/P/016/2019-2021	Supply and Delivery of Firewood, Charcoal And Cooking Gas	Reserved for Youth, Women and PWD
17.	WPC/P/017/2019-2021	Supply and Delivery of Textiles, Fabrics, Uniforms And Protective Gears	Reserved for Youth, Women and PWD
18.	WPC/P/018/2019-2021	Supply and delivery of Motor Vehicles Spare Parts	Open

19.	WPC/P/019/2019-2021	Supply and delivery of Office Furniture	Reserved for Youth, Women and PWD
20.	WPC/P/020/2019-2021	Supply and delivery of Computer, Laptops, UPS, Servers, Printers, And Other Computer Accessories	Open
21.	WPC/P/021/2019-2021	Supply and delivery of Tree Seedlings	Reserved for Youth, Women and PWD
22.	WPC/P/022/2019-2021	Supply and delivery of Sports Equipment	Open
23.	WPC/P/023/2019-2021	Supply and Delivery of Medical Drugs	Open
24.	WPC/P/024/2019-2021	Supply and Delivery of X-ray Materials	Open
25.	WPC/P/025/2019-2021	Supply and Delivery of Medical ,Laboratory & Veterinary Equipment, Instruments And Plants	Open
26.	WPC/P/026/2019-2021	Supply and Delivery of Hardware materials	Open
27	WPC/P/027/2019-2021	Supply and Delivery of electrical materials	Reserved for Youth, Women and PWD
28	WPC/P/028/2019-2021	Supply and Delivery of electronics	Reserved for Youth, Women and PWD
CATEGORY B :PROVISION OF SERVICES			
29.	WPC/P/029/2019-2021	Repair And Maintenance Of Computers, Servers, Printers, Photocopiers, Telephones And Cabinets	Open
30.	WPC/P/030/2019-2021	Repair And Services Of Motor Vehicles, Motor Cycles, Plants And Equipment	Open
31.	WPC/P/031/2019-2021	Provision of Security Guarding Services	Open
32.	WPC/P/032/2019-2021	Provision of Fumigation, Pest Control Services	Open
33.	WPC/P/033/2019-2021	Provision of Printing Promotional And Marketing Services	Reserved for Youth, Women and PWD
34.	WPC/P/034/2019-2021	Provision of Asset Valuation Services	Open
35.	WPC/P/035/2019-2021	Provision of Insurance Services	Open
36.	WPC/P/036/2019-2021	Provision of Air Ticketing And TravelArrangements(IATA approved)	Reserved for Youth, Women and PWD
37.	WPC/P/037/2019-2021	Provision of Environmental Impact Assessment reports	Open
38.	WPC/P/038/2019-2021	Provision of Installation and Support for CCTV Security System, Digital Bill Boards And Digital Recording System	Open
39.	WPC/P/039/2019-2021	Provision of Networking Services; LAN,WAN for County Offices	Open

40.	WPC/P/040/2019-2021	Provision of Installation Of Telephone System, And Other Communication Gadgets	Open
41.	WPC/P/041/2019-2021	Provision of Training and Capacity Building Services	Open
42.	WPC/P/043/2019-2021	Provision of Photography, Videography, Audi	Open
		Visual Production Editing Services, Integrated Digital Communication Services	
43.	WPC/P/043/2019-2021	Hire of Plant & Equipment and Services	Open
44.	WPC/P/044/2019-2021	Provision of Land Valuation Services	Open
45.	WPC/P/045/2019-2021	Provision of Land Surveying Services	Open
46.	WPC/P/046/2019-2021	Provision of Legal Drafting Services	Open
47.	WPC/P/047/2019-2021	Provision of Legal Services	Open
48.	WPC/P/048/2019-2021	Provision of consultancy Services for Architects, Quantity Surveyors, Electrical Engineers, Civil/structural Engineers, Mechanical Engineers(BS)	Open
49.	WPC/P/049/2019-2021	Provision of Internet Services Connectivity services	Open
50.	WPC/P/050/2019-2021	Provision of Transport Services	Open
51.	WPC/P/051/2019-2021	Provision Of Human Resource Consultancy Services	Open
52.	WPC/P/052/2019-2021	Provision of Garbage Collection and solid waste management services	Open
53.	WPC/P/053/2019-2021	Provision of Catering Services	Open
			Reserved for Youth, Women and PWD
54.	WPC/P/054/2019-2021	Provision of Cleaning Services	
55.	WPC/P/055/2019-2021	Provision Of Hydro Geological Surveys For Boreholes	Open
56.	WPC/P/056/2019-2021	Provision Of Rig Spare Parts And Servicing	Open
57.	WPC/P/057/2019-2021	Provision Of Hotel and Conference facilities	Open
58.	WPC/P/058/2019-2021	Provision Of Office Refurbishment and furnishing/office renovation	Open
59.	WPC/P/059/2019-2021	Provision Of hire of tents and chairs	Reserved for Youth, Women and PWD
60.	WPC/P/060/2019-2021	Repair and maintenance of office furniture and fittings	Open
61.	WPC/P/061/2019-2021	Servicing & Maintainace of firefighting Equipment	Open
62.	WPC/P/062/2019-2021	Provision of Marking/Tagging of assets	Open

63.	WPC/P/063/2019-2021	Servicing & Maintainace of Hansard Equipment	Open
64.	WPC/P/058/2019-2021	Provision of Laundry services	
CATEGORY C :PROVISION OF WORKS			
65.	WPC/P/065/2019-2021	Contractors For Small Works	Reserved for Youth, Women and Pwds
66.	WPC/P/066/2019-2021	Contractors for Street Lighting ,Installation and Maintenance	Open
67.	WPC/P/067/2019-2021	Contractors For Paved Road Works	Open
68.	WPC/P/068/2019-2021	Contractors For Building Works	Open
69.	WPC/P/069/2019-2021	Contractors For Beautification And Landscaping	Open
70.	WPC/P/070/2019-2021	Contractors for water works, drainage and sewerage works.	Open
71.	WPC/P/071/2019-2021	Contractors for Bridge works	Open
72.	WPC/P/072/2019-2021	Contractors for Grading and gravelling works	Open
73.	WPC/P/073/2019-2021	Supply and Delivery of Road Construction Materials and others	Open
74.	WPC/P/074/2019-2021	Contractors For Electrical Works	Open

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

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

Registration documents will be obtained free of charge from county website, www.westpokot.go.ke or from above office. Completed registration documents in plain sealed envelopes clearly marked with the

Registration 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

REGISTRATION 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, works and services to the County Government.

1.2 Pre-qualification/Registration 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 **30th June, 2021**.

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 registration 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 Registration 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 Registration Documents

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. REGISTERED /PRE-QUALIFICATION DATE INSTRUCTIONS

3.1 Registration 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 registered 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

3.3.4 The Supplier's financial condition will be determined by latest financial statement submitted with the registration 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

3.3.5 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.

3.3.6 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 a Tax compliance Certificate which is **Mandatory**

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. AGPO Certificate (special groups)
9. Air travel firms must be registered with IATA and any other relevant bodies
10. Practicing Certificate for all professional where applicable
11. 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).
12. Properly bound and good presented documents. Loose documents will not be accepted.
13. Membership certificates and numbers from relevant professional bodies for employees from firms providing expert consultancy.

FORM PQ-2 – REGISTRATION 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

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)

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.

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

Part 2 (a) – Sole Proprietor
Your name in full Age Nationality Country of origin - -

Part 2 (b) Partnership																				
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.
Name	Nationality	Citizenship Details	Shares																	
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2.																	
3.																	
4.																	

Part 2 (c) – Registered Company																								
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.

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 2nd 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 3rd 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

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).

REGISTRATION CRITERIA

	Registration information	Maximum scores
1	Registration documentation	
2	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Business permit/trade license <input type="checkbox"/> KRA PIN no. <input type="checkbox"/> VAT Certificate	5 5 5 5
3	Compliance with statutory requirements (valid tax compliance certificate)	10
4	Financial capacity <input type="checkbox"/> Audited accounts for the last 2 years & bank statements <input type="checkbox"/> Mode of payment & willingness to give credit	6 4
5	Past Experience & Performance <input type="checkbox"/> No. of years in business <input type="checkbox"/> Three referees (mostly clients) –attach proof	5 6
6	Confidential business questionnaires <input type="checkbox"/> Dully filled <input type="checkbox"/> Fixed premises with office facilities e.g. fixed telephone line, mobile No. ,Email ,fax etc (will be inspected/verified by a team of officers from the County)	5 9
7	Litigation History (if none)	5
8	Other certificates e.g. registration with relevant, professional bodies certification	8
9	Declaration and company stamp	10
10	Supervisory Personnel	12
	Total	100

Note: To qualify as a registered Supplier, a bidder MUST score at least 70%.