



COUNTY GOVERNMENT OF NANDI

PRE-QUALIFICATION DOCUMENT

FOR THE

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2020-2022

NDCG/P/001-112/2020-2022

**NANDI COUNTY
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JULY 2020

NDCG/P/001-112/2020-2022
: PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2020-2022.

County Government of Nandi invites online applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2020-2022 financial years.

1. The Pre-qualification documents containing the submission information, detailed terms and conditions of qualification maybe obtained by interested candidates free of charge from the County Government of Nandi Website www.nandi.go.ke and on the Public Procurement Information Portal (www.tenders.go.ke).
2. Suppliers who choose to participate **MUST** register with the County's procurement portal procurement.nandicounty.go.ke by forwarding the **MANDATORY** company details
4. Submission must be serialized i.e. with page numbers and must contain copies of Mandatory statutory documents among other requirements.
5. Due to National Response to the Corona virus pandemic, the documents and all forms to be filled must be scanned and uploaded online via the supplier registration Portal

SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

- 1.1 As per the provisions of Section 71 and **93** of the Public Procurement and Asset Disposal Act (PPADA) 2015, the county Government is issuing a notice for pre-qualification and registration of suppliers, contractors and consultants for the Period 2020-2022
- 1.2 Suppliers are invited to apply to be pre-qualified for various categories; The County Government of Nandi will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 County Government of Nandi does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed online of the results of their applications, immediately after completion of the process.
- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is County Government of Nandi policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts.
 - a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
 - (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of SASDEF, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive SASDEF of the benefits of free and open competition.

- (b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
- (c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
- (d) Will have the right to examine financial records relating to the performance of such services to determine capability;
- (e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of pre-qualifying suppliers is to have a standby list of suppliers for the year 2020-2022 for provision of Goods, Services and Works for the operations of County Government of Nandi activities.

3. CLARIFICATIONS

3.1 Applicants may request for clarification on the prequalification document up

to **three(3) days** before the submission date. Any request for clarification must be sent in writing by mail to the County Government of Nandi address. County Government of Nandi will respond in writing by electronic mail to such requests. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

4.1 Applicants are requested to submit an application written in English language.

4.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

4.3 Applicants are required to meet the qualification criteria stipulated herein of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.

4.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified

Bank Statements for businesses that have been in operation for less than two years.

4.5 Period of Validity

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

County Government of Nandi will make the best effort to complete the evaluation and communicate within this period.

5. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

5.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initiated by the person who sign(s) the Pre-qualification Document.

5.2 The pre-qualification documents should be prepared and submitted online via The County Procurement portal www.procurement.nandicounty.go.ke

5.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be **28th July 2020 at 11.00AM**

5.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

5.5 Opening of Applications

5.5.1 A Committee of officials from the County Government of Nandi shall open online the applications immediately after the closing time for submissions of the Pre-qualification Documents' and proceed to evaluate

6.0 PRE-QUALIFICATION EVALUATION CRITERIA

6.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

- (i) Prequalification submission Form
- (ii) Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate/exemption from Kenya Revenue Authority (failure to produce this certificate to prove compliance,

will lead to automatic disqualification thus no further evaluation of your application).

- (iv) Copies of KRA PIN Certificate of firm/company/individual.
- (v) Current Copy of Trading License/Permit from County government (where applicable)
- (vi) Duly completed Confidential Business Questionnaire
- (vii) Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, IATA Certification, Insurance Regulatory Authority for Insurance e.t.c.) where applicable.
- (viii) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings

NB: Business units owned by Special Groups i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Asset Disposal Act, 2015 (Preference and Reservations) Regulations, 2020.

6.2 General Requirements

- (a) The County Government of Nandi will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and the county government of Nandi reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) The County Government of Nandi does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

7 CONFIDENTIALITY

- 7.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS 2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: Head of Supply Chain Management

County Government of Nandi

Kapsabet

P. O. Box 803

Kapsabet

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos. The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 2020

[Signature] _____ (in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the County Government of Nandi to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers et

Signed.....

For and on behalf of.....

In the capacity of

Dated this day of2020

Company's rubber Stamp

2.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 (a MUST).....

Plot No, (a MUST)..... Street/Road (a MUST).....
Postal address (MUST) **Tel No(s) (a MUST).....**
Fax **Email (a MUST).....**
Nature of Business.....
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.....
Name of your bankers.....
Branch.....
Note: (A MUST) is a requirement for every purpose of easy location and all communications.

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....
Nationality.....Country of Origin.....
Citizenship details.....
Youth/Woman/Person with Disability (indicate).....
Citizen Contractor (Indicate).....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

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

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member]

_____ *Date;*

[Signature of authorized representative of the firm]

Full name of staff member: _____

Tel. No. _____

Full name of authorized representative: _____

2.5 PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS 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 (LPOs/LSOs, Contracts)

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 (LPOs/LSOs, Contracts))

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 (LPOs/LSOs, Contracts))

NO.	CATEGORY	MARKS ALLOTTED
1	Statutory requirements a) A copy of certificate of incorporation/registration b) Valid Tax Compliance Certificate c) KRA PIN Certificate d) Current Trade License e) Duly completed Confidential Business Questionnaire All will be verified online through the official verification links	Mandatory
2	Financial strength (30marks)- Attach Company Profile with Audited books of accounts for 3 years (2017/2018 and 2019) AGPO-Attach Bank Statements for the Last 6 Months	30
3	Past Experience/ Major Clients (25Mks) a) Experience of 3 Years and Above b) Minimum of 3 Existing Clients c) References and Contact Persons	10 10 5
4	Presentation of documents	10
5	Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, IATA Certification for ticketing and related services, Insurance Regulatory Authority for Insurance e.t.c (15Marks) NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)	15
5	Submission Forms and Correctly uploading via the portal (15Marks)	15
6	Declaration Form (5marks)	5
	TOTAL MARKS	100

PASS MARK 70%