



COUNTY GOVERNMENT OF BOMET

PROCUREMENT DEPARTMENT

**DEPARTMENT OF FINANCE AND ECONOMIC
PLANNING**

**REGISTRATION OF SUPPLIERS FOR
GOODS, SERVICES AND WORKS FOR THE (TWO) FINANCIAL
YEARS ENDING 30TH JUNE 2022**

COMPANY NAME:.....

CATEGORY:.....

ITEM DESCRIPTION:.....

.....

.....

TENDER NO:.....

IF IN SPECIAL GROUP PLEASE INDICATE

BELOW: (TICK)

WOMEN

YOUTH

PERSONS WITH DISABILITY

CLOSING / OPENING DATE: MONDAY 31ST AUGUST 2020 AT 10:00 AM

PROCUREMENT ENTITY: COUNTY GOVERNMENT OF BOMET

ADDRESS: P.O. BOX 19, BOMET

WEBSITE: www.bomet.go.ke

REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS AND
WORKS FY 2020-2022

TABLE OF CONTENTS

	PAGE
1. REGISTRATION NOTICE.....	3-6
2. PRE-QUALIFICATION INSTRUCTIONS.....	7-8
3. BRIEF CONTRACT REGULATIONS.....	9
4. PRE-QUALIFICATION DATA INSTRUCTIONS.....	10-12
5. FORM PQ – 1 PRE-QUALIFICATION DOCUMENTS.....	13
6. FORM PQ – 2 PRE-QUALIFICATION DATA.....	14-15
7. FORM PQ – 3 SUPERVISORY PERSONNEL.....	16
8. FORM PQ – 4 FINANCIAL POSITION.....	17
9. FORM PQ – 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES.....	18
10. FORM PQ – 6 PAST EXPERIENCE.....	19
11. FORM PQ – 7 SWORN STATEMENT.....	20



COUNTY GOVERNMENT OF BOMET

REGISTRATION NOTICE FOR SUPPLIERS OF GOODS, SERVICES & WORKS

Dated: 14TH AUGUST 2020

The County Government of Bomet invites application for Registration from interested, competent and eligible suppliers / bidders for the supply, delivery and provision of the under listed goods, services and works on, “AS” and “WHEN REQUIRED” basis for the period **2020-2021 and 2021-2022** financial years as indicated in the Registration notice:

BIDDERS MUST ATTACH THE FOLLOWING REQUIREMENTS FAILURE TO WHICH IT WILL BE A REASON FOR DISQUALIFICATION:

- Attach a Copy of Certificate of Business Registration / Incorporation.
- Attach a Copy of Valid Tax Compliance Certificate.
- Attach a Copy of VAT / PIN Registration.
- Provide CR 12 of the company directors.
- Attach a valid AGPO Registration Certificate from National Treasury for Special groups
- Attach Valid Single Business Permit from COUNTY GOVERNMENT OF BOMET
- Provide VALID National Construction Authority Certificate (NCA) for provision of Building works, Roadworks & Waterworks.
- Provide valid Licence from Pharmacy & Poisons Board for Pharmaceuticals & Non-Pharms and Kenya Medical Laboratory Technologists and Technicians (KMLTTB) for Lab-reagents.
- Attach a Copy Registration Certificate from the Relevant Ministry / Authority where applicable.
- Complete and attach any other documents stated in the Tender Document.
- Those wishing to register in more than one category will be required to download documents for each category.

NOTE: -

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the Public Procurement and Asset Disposal Act 2015 AND the regulations 2020.
- ii. Special Groups refer to: - Women, Youth and Persons with Disability thus are encouraged to apply and in Open Category are also eligible to participate.
- iii. Any canvassing or giving of false information will lead to automatic disqualification.

Completed tender documents in plain sealed envelope clearly marked “Registration Description & Number.” should be deposited in the tender box situated at the County Government of Bomet, Procurement Headquarter and be addressed / posted: -

THE COUNTY SECRETARY,
COUNTY GOVERNMENT OF BOMET
P.O. BOX 19, BOMET

So as to reach him on or before **MONDAY 31ST AUGUST 2020 at 10:00 a.m.**

Tenders shall be opened immediately thereafter in the presence of tenderers or their representatives who wish to attend.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
COUNTY GOVERNMENT OF BOMET**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The County Government of Bomet would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provision of services / works to the County Government of Bomet.

1.2 Pre-qualification Objective

The main objective is to shortlist firms to supply and deliver assorted items and also provide services under relevant tenders / quotations to the County Government of Bomet as and when required during the period of (two) years commencing **September 2020 and ending 30th June, 2022**

1.3 Invitation of Pre-qualification

Suppliers / contractors registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents **to THE SECRETARY, COUNTY GOVERNMENT OF BOMET. Bids** will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification purpose

1.4 Special Groups and Open Categories

Tender Nos specifically set aside for exclusive competition among enterprises owned by the Youth, Women & People with Disabilities are marked as Youth, Women & People with Disabilities respectively. Categories marked “Open” are accessible to all interested, eligible candidates.

1.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods / services / works to Government institutions / state Corporation or other institutions of similar size and complexity where applicable. Potential suppliers / contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.6 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.8 Distribution of Pre-qualification Documents

Completed Pre-qualification/ Registration data and other requested information shall be deposited in the Tender Box located at the County Government of Bomet, Procurement Headquarter or be addressed and posted to address below:

**COUNTY SECRETARY,
COUNTY GOVERNMENT OF BOMET
P. O. BOX 19-20400, BOMET**

Not later than Monday 31st August 2020 at 10:00 A.M. (Local time)

1.9 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the County Secretary, County Government of Bomet whose address is given in paragraph 1.8

1.10 Additional Information

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

1.10 Invitation to Tenders / Quotations

Bidding documents (Tender / Quotations) will be made available only to those bidders whose qualifications are accepted by the Board after scoring more than 75 points soon after the completion of the pre-qualification process. For Applicants to categories for „“Special Groups”” (Youth Women and Persons with Disability), the minimum score to qualify for pre-qualification shall be 70 points.

County Government of Bomet does not bind itself to assign contracts / tenders but shall endeavor to ensure a fair and equal rotation amongst the persons prequalified under each category.

BRIEF CONTRACT REGULATIONS / GUIDELINES

2.1 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 or zero rated. **(Those with a Certificate of exemption should attach)**

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. Quantities may increase or decrease as determined by demand and on the authority of clients' Accounting officer „. Prices quoted should be inclusive of all delivery charges and applicable taxes.

2.4 Payments

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

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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.

3.1.1 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 and in ink.

3.2 Qualification

Only those firms that have provided all the information required and provided supporting documents shall qualify for Registration. All clarifications should be done before the close of the bid period. All late submission of bids will be disqualified.

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by the County Government of Bomet 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 Entity 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 goods/services.

3.3 Essential Criteria for Pre-Qualification

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 Outlined supply and delivery procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract in form PQ-2.

3.3.3 Personnel

The names and pertinent information and Curriculum Vitae of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.4 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.

3.3.5 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.

3.3.6 Confidential Questionnaire

Fully filled confidential questionnaire PQ-5

3.3.7 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

3.3,8 Statement

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

3.4 Withdrawal of Prequalification

Should a condition arise between the time a bidder is pre-qualified to bid and the bid opening date which in the opinion of the Entity could substantially change the performance and qualification of the bidder or its ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Entity will reserves the right to reject the tender from such a bidder even though it was initially pre-qualified.

3.5 The bidder must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration/Incorporation/Memorandum and Article of Association or any other relevant constitution documents, copies of which must be attached.

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

3.6 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	40
2. Pre-qualification Data	PQ-2	15
3. Supervisory Personnel	PQ-3	15
4. Financial Position	PQ-4	10
5. Confidential Business Questionnaire	PQ-5	10
6. Past Experience	PQ-6	10
	TOTAL	100

IMPORTANT:

- a. The minimum score to qualify for prequalification shall be 75 points for Applicants to Categories Marked as “Open”.
- b. For Applicants to categories for „“Special Groups”” (Youth Women and Persons with Disability), the minimum score to qualify for pre-qualification shall be 70 points.
- c. Those wishing to register in more than one category will be required to download documents for each category.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All bidders must provide the following mandatory documents: -

1. Copy of Certificate of Business Registration / Incorporation.
2. Copy of VAT / KRA PIN Registration Certificate of Firm / Company / Individual.
3. Valid 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).
4. Copy of Current Trade License (Business Permit Certificate) from Bomet County.
5. Copy of Registration Certificate from National Treasury (AGPO) for Special groups (Youth, Women & People with Disabilities)

(40 points)

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

of.....
.....
(Item Description)

.....
.....
(Category No.)

Post Office Address
.....

Town.....
.....

Street
.....

Name of building
.....

Room / Office No. Floor No.

Telephone Nos.
.....

Official email address (es)
.....

Full Name of applicant
.....

Other branches location
.....

2. Organization & Business Information

Management Personnel

.....

Managing Director / Chief Executive officer.....

Secretary

.....

General Manager

.....

Treasurer

.....

Others.....

.....

Partnership (if applicable)

Names 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

(15 Points)

PQ-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)

(15 Points)

PQ-4 - FINANCIAL POSITION & TERMS OF TRADE

- (1) Attach a copy of supplier'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.

(10 Points)

REPUBLIC OF KENYA

FORM PQ-5 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 1 – General:

Business
Name.....

Location of business
premises.....

Plot No..... Street/Road
.....

Postal Address Tel No. E mail
..... Nature of Business
.....

Current Trade Licence No.....Expiring
date.....

Maximum value of business which you can handle at any one time – Kshs.
.....

Name of your bankers Branch
.....

<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>❖ Citizenship details</p>																
<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table><thead><tr><th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr></thead><tbody><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr><tr><td>.....</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
Name	Nationality	Citizenship Details	Shares													
.....													
.....													
.....													

<i>Part 2 (c) – Registered Company</i>			
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.
Date		Signature of Candidate	

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

(10 Points)

FORM PQ-6 - 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

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) 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 3rd 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)

4. Others

.....

(10 Points)

FORM PQ-7 - SWORN STATEMENT

Having studied the pre-qualification / registered information for the above project I / We hereby state:

- a. The information furnished in my / our application is accurate to the best of my / our knowledge.
- b. That in case of being pre-qualified I / we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited to do so by the Authority.
- c. When the Request for Quotations is issued and the legal technical financial conditions or the contractual capacity of the firm changes I / we shall notify the Fund and acknowledge the Authority's right to review the pre-qualification made.
- d. I / We enclose all the required documents and information required for the prequalification evaluation.
- e. I / We confirm that I / we have not been debarred from participation in Public Procurement and have no litigation pending against me / us in any court.

Date

Applicant's Name

Represented by

Signature

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