

COUNTY GOVERNMENT OF BUSIA

P.O. BOX
PRIVATE BAG -
50400
BUSIA, KENYA
COUNTY TREASURY
TENDER DOCUMENT FOR

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022 -2024

BSA/CG/PRE/01-28/2022-2024

CLOSING DATE: 06.12.2022 at 9.00 a.m.

Note: Suppliers/ Service Providers are required to fill in the below table:

Firm Name	
Category Number	
Category Description	
Email Address	
Mobile Number	
AGPO CERTIFICATE No:	
Supplier IFMIS Number	
TAX COMPLIANCE No:	
Certificate of Incorporation No:	
Business Permit No:	
NCA No	
KRA PIN No	



COUNTY GOVERNMENT OF BUSIA
P.O. BOX PRIVATE BAG – 50400
BUSIA, KENYA



THE COUNTY TREASURY

PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2022/2024

The County Government of Busia invites interested eligible Contractors, Suppliers and service providers for prequalification under the following listed categories for Financial Year 2022/2024;

S/No	Registration Number	Item Description	Eligibility
CATEGORY A		SUPPLY OF GOODS	
1	BSA/CG/PRE/01/2022-2024	Supply of fuel, LPG Gas and lubricants	Open
2	BSA/CG/PRE/02/2022-2024	Supply of Non-Pharmaceuticals Products	
3	BSA/CG/PRE/03/2022-2024	Supply of Medical Drugs, Lab Equipment and Reagents	
4	BSA/CG/PRE/04/2022-2024	Provision of Insurance Services	Open
5	BSA/CG/PRE/05/2022-2024	Supply of Motor Vehicle, Tractors, Roads Construction Equipment and Motor Cycle Spare Parts	
6	BSA/CG/PRE/06/2022-2024	Supply of Farm Inputs, Livestock & Livestock Feeds, Veterinary Drugs, Fish/Fish Feeds and Tree Seedlings	Open
CATEGORY B		PROVISION OF SERVICES	
7	BSA/CG/PRE/07/2022-2024	Provision of legislative drafting services	Open
8	BSA/CG/PRE/08/2022-2024	Provision of legal services (Litigation and conveyance)	Open
9	BSA/CG/PRE/09/2022-2024	Provision of electrical installations, repairs , services and maintenance	Open
10	BSA/CG/PRE/10/2022-2024	Provision of valuation and Estate Agency Services - (Attach Valid Practicing Certificate)	Open
11	BSA/CG/PRE/11/2022-2024	Provision of digital services (Website and Social media engagements)	Open
12	BSA/CG/PRE/12/2022-2024	Provision of digital asset tracking, coding, tagging and management solution	Open
13	BSA/CG/PRE/13/2022-2024	Provision of Vehicle tracking services	Open
14	BSA/CG/PRE/14/2022-2024	Provision of Auctioneering services	Open
15	BSA/CG/PRE/15/2022-2024	Provision of Digital records Management	Open
16	BSA/CG/PRE/16/2022-2024	Provision of Consultancy for Team Building Services	Open
17	BSA/CG/PRE/17/2022-2024	Provision of Air Travel and Air Ticketing Services	Open

18	BSA/CG/PRE/18/2022-2024	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	Open
19	BSA/CG/PRE/19/2022-2024	Provision of Security and Guarding Services	Open
20	BSA/CG/PRE/20/2022-2024	Provision of ICT training and consultancy services	Open
21	BSA/CG/PRE/21/2022-2024	Provision of repair and maintenance of Lifts & Generators	
22	BSA/CG/PRE/22/2022-2024	Supply & Maintenance of Fire Fighting equipment and Motor Vehicle	Open
23	BSA/CG/PRE/23/2022-2024	Provision of repair and maintenance of motor vehicles (Registered Garages)	
CATEGORY C		WORKS	
1	BSA/CG/PRE/24/2022-2024	General Building and Construction Works	Open
2	BSA/CG/PRE/25/2022-2024	Routine Maintenance and Improvement of Roads, Bridges and Culverts	Open
3	BSA/CG/PRE/26/2022-2024	Disaster Management Civil Works	Open
4	BSA/CG/PRE/27/2022-2024	Water Works	Open
5	BSA/CG/PRE/28/2022-2024	Electrical Works (Installation and Maintenance of Solar Street and Mass Lights)	Open

Additionally, bidders are expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

The prequalification documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of Charge from the Public Procurement Information Portal (PPIP) - www.tenders.go.ke -

Dully completed prequalification documents in plain sealed envelopes clearly marked " Category No..... For the Supply/Provision of....." should be addressed to:

THE Ag. CHIEF OFFICER FINANCE
COUNTY GOVERNMENT OF BUSIA
P.O BOX PRIVATE BAG
BUSIA (K)

And be deposited in the Tender Box located at the main entrance to the Governor's Office, Ground floor, along Busia- Kisumu road, so as to be received on or before Tuesday, 6th December 2022 at 9.00 a.m. Applications will be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend in the office of the Governor's Compound. (*When conducting this exercise the County Government of Busia shall advise on the safety measures to be observed in line with the Government directive during the Covid-19 pandemic*)

This exercise will be continuous throughout the Financial Years and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Ag. CHIEF OFFICER FINANCE
COUNTY GOVERNMENT OF BUSIA

INVITATION TO TENDER

The County Government of Busia invites sealed applications from eligible candidates for purposes of prequalification of suppliers, Contractors & service providers pursuant to Section 57 and 71 of the PPADA, 2015.

A complete set of prequalification documents may be viewed and downloaded from the Public Procurement Information Portal <https://tenders.go.ke> free of charge.

Interested eligible firms may obtain further information from the Procurement office, Governor's Office, 1st Floor, Room 49 During Normal Working Hours.

Completed prequalification documents are to be enclosed in plain sealed envelopes, marked with the Registered list of suppliers/service providers, number and category name and be deposited in the tender box provided at The Main Entrance to the Governor's Office, Ground Floor, or be addressed to :-

THE Ag. CHIEF OFFICER FINANCE,
COUNTY GOVERNMENT OF BUSIA
P.O BOX PRIVATE BAG-50400,
BUSIA (K).

So as to be received on or before 06.12.2022 at 9.00 a.m.

Applications for prequalification will be opened immediately thereafter in within the County Government Headquarters' Compound, in the presence of bidders / representatives, who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

ACCOUNTING OFFICER

SECTION 1 - INFORMATION TO APPLICANTS

1. BACKGROUND INFORMATION

1.2 Suppliers are invited to apply for prequalification for various categories for provision of Goods, works or services in accordance to the Authority's needs. The County Government of Busia will prequalify suppliers, Contractors and suppliers from among those who will have submitted applications, in accordance with the tender requirements.

1.3 The prequalification Document and the Applicants response thereof shall be the basis of prequalification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.

1.4 The County Government of Busia does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.

1.5 Applicants will be informed in writing 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 CGB's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, CGB:

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 CGB, 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 CGB of the benefits of free and open competition.

(b) The County 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) The County will declare an application ineligible, for prequalification 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) The County will have the right to examine financial records relating to the performance of such services to determine capability;

(e) The County 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 registration of suppliers/service providers is to maintain and update lists of the County Government of Busia's prequalification lists of suppliers, contractors and consultants in the categories of goods, works or service according to its procurement needs.

3. CLARIFICATIONS

3.1 Applicants may request for clarification on the tender document up to three (3) days before the submission date. Any request for clarification must be sent in writing by mail, or hard copy to County Secretary, County Government of Busia's address. CGB will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF PREQUALIFICATION 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 registration 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 in clause 7 of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be Prequalified.

4.4 The prequalification documents shall include financial proposal information And 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 prequalification must remain valid for not less than 120 days from the date of submission and the list will be updated periodically as prescribed in the regulation and in accordance with PPADA 2015.

CGB 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 prequalification 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 initialed by the person who sign(s) the tender Document.

5.2 The prequalification documents should be prepared and submitted in one original in a plain sealed envelope clearly marked:

TENDER NO: BSA/CG/PRE/01/2022-2024----- PREQUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS.

DO NOT OPEN BEFORE 06.12.2022 at 9.00 a.m.

Completed prequalification Documents should be deposited in the tender box provided at The Main Entrance to the Governor's Office, Ground Floor or be addressed and posted to:

THE Ag. CHIEF OFFICER FINANCE
THE COUNTY GOVERNMENT OF BUSIA,
P. O. BOX PRIVATE BAG - 50400
BUSIA (K).

6.0 Deadline for Submission

The closing date and time for submission of the prequalification document shall be 06.12.2022 at 9.00 a.m.

6.1 Late Applications

Any prequalification document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

6.2 Opening of Applications

6.2.1 A Committee of officials from CGB shall open the applications immediately after the closing time for submissions of the Documents in the presence of applicants' representatives who choose to attend.

6.2.3 CGB will prepare a record of the tender opening minutes.

7.0 EVALUATION CRITERIA

S/no	Required Information	Form Type	Points Score	Compliance Requirement
1	Mandatory Requirements	REG-1	Mandatory	All documents required for the respective categories must be submitted
2	Prequalification Data	REG-2	Mandatory	The form must be dully completed, signed and stamped
3	Confidential Business Questionnaire	REG-3	Mandatory	The form must be dully completed, signed and stamped
4	Litigation History	REG-4	10	The form must be dully completed, signed and stamped
5	Financial Capability	REG-5	15	Documents required must be provided
6	Past Experience	REG-6	15	Provide all information and documentation requested for. <i>Special Groups are Exempted from this criterion</i>
7	Sworn Statement	REG-7	10	The form must be dully completed, signed and stamped
	TOTAL SCORE		50	

To qualify for Prequalification, applicants must score at least 60% i.e

- 21 out of 35 for Special groups (Youth, Women and PWD)
- 30 out of 50 for others

FORM REG - 1 - MANDATORY REQUIREMENTS

These include: -

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of opening. (This may be verified with the Registrar of Companies. Others (Partnerships and Business names) must submit copies of Directors National Identity Cards – mandatory to all categories.
2. Submit a copy of a Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (May be verified on the KRA TCC Checker) – mandatory for all categories.
3. Submit a copy of relevant valid business permit from County Government in Area of operation – mandatory for all.
4. Self-Declaration that the firm is Registered in IFMIS and able to transact through IFMIS Supplier Portal. The declaration shall include name of the firm and IFMIS Registration Details / number
5. Businesses owned by Special Groups i.e., Youth, Women and Persons Living with Disabilities (PWDs) and that intend to be Registered and benefit from Opportunities reserved for Special Groups must submit a copy of Valid AGPO Certificate from National Treasury.
6. Provide proof of valid relevant registration and/or Licenses from relevant regulatory bodies for categories that require regulatory approvals (e.g., National Construction Authority for works, Insurance Regulatory Authority for Insurance, IATA for Air travel firms, Practicing certificates for Professionals, VMD for Vaccines, Pharmacy and Poisons Board for Pharmaceuticals, ERC License for fuels etc.) where applicable

FORM REG-2 - PREQUALIFICATION DATA

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

1. Company/Firm Data

I/We hereby apply for prequalification as supplier(s)

(Name of Company/Firm)

For

(Item Description)

.....

(Category No.)

Post Office Address:

E-mail Address:

Office Tel. No..... Mobile No.

Town..... Street

Name of building

Room/Office No. Floor No.

Full Name of Applicant:

Other branch's location (if any)

IFMIS Registration No.

2. ORGANIZATION & BUSINESS INFORMATION

.....

.....

(Indicate Nature of Business)

AGPO DETAILS (Applicable for Special Groups Only)

AGPO Category of Registration

(Indicate either Youth, Women or PWD) AGPO Registration No.

.....

I/We confirm availability of financial resources to execute contract(s) once registered

.....

(Indicate Yes/No.)

Signature of Applicant

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full_____

Age_____

Nationality_____

Country of Origin_____

Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in (*County Government of Busia*) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)

FORM REG-4 - LITIGATION HISTORY

Name of Contract Supplier:

Information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount.

YEAR	AWARD FOR OR AGAINST APPLICANT	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE KSHS EQUIVALENT)

All pending litigation shall in total not represent more than fifty percent (50%) of the Applicant's net worth and shall be treated as resolved against the Applicant.

Signature of Applicant

Stamp

FORM REG-5 - FINANCIAL CAPABILITY

1. Financial Capability: Applicants will be required to demonstrate that the company is stable financially to transact business with County Government of Busia and shall be expected to: -

- i) Submit at least one of the following: -
 - Audited Financial Statements for the last financial year (i.e., 2021),
 - Copy of auditor's certificate confirming the candidate is not insolvent, in receivership, bankrupt on in the process of being wound up
 - Certified Bank Statement for the last one year.

2. For firms in the special group category, a commitment indicating that one has the financial capacity to execute contract(s) once registered.

FORM REG-6 - PAST EXPERIENCE NAMES OF THE APPLICANT'S CLIENTS (AT LEAST FOUR IN THE LAST TWO YEARS)

(NOT APPLICABLE TO SPECIAL GROUPS)

1. Name of 1st 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)

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)

FORM PQ-7 - SWORN DECLARATION /STATEMENT

Having studied the Prequalification information provided above I/We hereby state:

a. The information furnished in our application is accurate to the best of our knowledge.

b. That in case of being registered, I/We acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the prequalification made.

d. I/We enclose all the required documents and information required for the prequalification evaluation.

e. I/We hereby give County Government of Busia authority to seek any references it may deem vital while carrying out their evaluation.

f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Date:

Applicant's Name:

Represented by:

Designation:

Signature:

(Name and designation of the person signing and stamp or seal)