

COUNTY GOVERNMENT OF BUSIA

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

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

BSA/CG/RS/01-26/2022-2024

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	

TENDER NOTICE



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



THE COUNTY TREASURY

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2022/2024

The County Government of Busia invites interested eligible Contractors, Suppliers and service providers for registration under the following listed categories for Financial Year 2022/2023-2023/2024;

S/No	Registration Number	Item Description	Special Requirements (Where Applicable)	Eligibility
CATEGORY A		SUPPLY OF GOODS		
1	BSA/CG/RS/01/2022-2024	Supply of computers and Computer Accessories	-	Open
2	BSA/CG/RS/02/2022-2024	Supply of office furniture and fittings	-	Open
3	BSA/CG/RS/03/2022-2024	Supply of general office stationeries	AGPO	Reserved
4	BSA/CG/RS/04/2022-2024	Supply and installation of air conditioners	-	Open
5	BSA/CG/RS/05/2022-2024	Supply and fitting of office curtains	AGPO	Reserved
7	BSA/CG/RS/06/2022-2024	Supply of staff uniforms, footwear, & other clothing	AGPO	Reserved
8	BSA/CG/RS/07/2022-2024	Supply of tyres, tubes, batteries and accessories	-	Open
9	BSA/CG/RS/08/2022-2024	Supply of flowers, bouquets and decoration	AGPO	Reserved
10	BSA/CG/RS/09/2022-2024	Supply and installation of CCTV, alarm and access control systems	AGPO Certificate	Reserved
11	BSA/CG/RS/10/2022-2024	Supply of sports gears, sports equipment and related items	-	Open

12	BSA/CG/RS/11/2022-2024	Supply of cleaning materials, detergents and disinfectants	AGPO Certificate	Reserved
13	BSA/CG/RS/12/2022-2024	Supply of Tonners and Cartridges	AGPO Certificate	Reserved
14	BSA/CG/RS/13/2022-2024	Supply of Accountable Tamper Proof Documents	-	Open
15	BSA/CG/RS/14/2022-2024	Supply of Assorted Electrical Fittings and Lighting Materials	AGPO Certificate	Reserved
16	BSA/CG/RS/15/2022-2024	Supply of General Hardware and Plumbing Materials	-	Open
18	BSA/CG/RS/16/2022-2024	Supply of Foodstuff	AGPO Certificate	Reserved
19	BSA/CG/RS/17/2022-2024	Supply of Charcoal and Firewood	AGPO Certificate	Reserved
CATEGORY B		PROVISION OF SERVICES		
1	BSA/CG/RS/18/2022-2024	Provision of Hotel accommodation , conference facilities and catering services	Certificate of Food Handling	Open
2	BSA/CG/RS/19/2022-2024	Provision of printing, Designing, Branding services for calendars, diaries, cards, Fliers, Stickers, Signage, brochures, Booklets, magazines, reports, branded stationery items	-	Open
3	BSA/CG/RS/20/2022-2024	Provision of transport, taxis, hire services and related services	-	Open
5	BSA/CG/RS/21/2022-2024	Provision of repair and maintenance of computers, Computer Accessories Office Furniture and Equipment	AGPO Certificate	Reserved
6	BSA/CG/RS/22/2022-2024	Provision of events management services, Documentary production, News coverage, Photography services, video graphics, Public address system, Audiographer production and Editing services	-	Open
11	BSA/CG/RS/23/2022-2024	Provision of Garbage Collection	AGPO Certificate	Reserved
14	BSA/CG/RS/24/2022-2024	Provision of Sanitary Bins and disposal Services	AGPO Certificate	Reserved
20	BSA/CG/RS/25/2022-2024	Provision of Bulk SMS and Emailing services	-	Open
CATEGORY C		WORKS		

1	BSA/CG/RS/26/2022-2024	Registration for Small Works (Renovations, Repairs, Painting, Civil, Structural and Mechanical Works)	NCA Building, Roads and Water Works	Open
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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 registration 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 registration 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 registering suppliers & service providers pursuant to Section 57 and 71 of the PPADA, 2015.

A complete set of registration 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 tender 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 Registration 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 to be registered for various categories for provision of Goods, works or services in accordance to the Authority's needs. The County Government of Busia will register and enlist suppliers from among those who will have submitted applications, in accordance with the tender requirements.

1.3 The tender Document and the Applicants response thereof shall be the basis of supplier registration. 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 registration 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 registered 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 REGISTRATION 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 registered.

4.4 The registration 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 registration 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 tender 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 tender documents should be prepared and submitted in one original and one (1) copy in a plain sealed envelope clearly marked:

TENDER NO: BSA/CG/RS/01/2022-2024----- REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS.

DO NOT OPEN BEFORE 06.12.2022 at 9.00 a.m.

Completed tender 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 tender document shall be 06.12.2022 at 9.00 a.m.

6.1 Late Applications

Any tender 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 tender 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 REGISTRATION EVALUATION CRITERIA

S/no	Required Information	Form type	Points score
1	Registration Documents	R-1	20
2	Registration data	R-2	20
3	Supervisory personnel	R-3	20
4	Confidential Business Questionnaire (Dully filled, signed and stamped)	R-4	20
5	Sanctity of the Registration document (Dully filled, serialized and binded)		20
	TOTAL SCORE		100
	PASS MARK		70 Points and above

FORM R-1 REGISTRATION

Mandatory Requirements:

- i. A Copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Business Permit.
- vi. A copy of CR12 and ID(s) for limited companies and ID(s) only for Business names
- vii. Duly filled and completed Tender submission document.
- viii. A valid copy of AGPO Certificate (for reserved categories only)

You can provide evidence of physical address and premises. The Assembly evaluation team may visit suppliers' premises to ascertain physical address and stock of items

7.3 General Requirements

- (a) CGB will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Registration will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices
- (d) CGB 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.

8. CONFIDENTIALITY

8.1 Information relating to evaluation and recommendations concerning the tender shall not be disclosed to the applicants until the specific firms have been advised accordingly.

FORM R-2 REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby apply for registration as supplier(s)
of

(Name of Company/Firm).....

(Item Description).....

(Category No.).....

Post Office Address

Town

Street.....

Name of building

Room/Office No Floor No

Telephone NosFax.....email.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Chief Executive/Managing Director.....

Secretary

General Manager

Accountant

Other

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. Sister 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

.....

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.....

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.....

.....

10. Indicate terms of trade/sale

(20 points)

R-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier,Position
held.....

.....

.....

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

(20 points)

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)