

**COUNTY GOVERNMENT OF BUSIA**



**COUNTY ASSEMBLY OF BUSIA**

**OFFICE OF THE CLERK**

**PRE-QUALIFICATION FOR SUPPLIERS  
2018/2019 TO 2019/2020**

**PRE-QUALIFICATION DOCUMENT FOR SUPPLY OF GOODS UNDER  
CATEGORY A**

**TENDER NO.....**

**ITEM DESCRIPTION.....**

**CLOSING DATE WEDNESDAY 31<sup>st</sup> JULY 2019 AT 10:00 AM**

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## **SECTION A:**

### **INSTRUCTIONS TO CANDIDATES**

Invitation for pre-qualification

1. The County Assembly of Busia intends to pre-qualify suppliers of goods under category A.
2. Pre-qualification is open for all eligible suppliers. However preference and reservation regulations apply in certain categories that will be determined by the County Assembly of Busia.
3. Eligible candidates are requested to strictly adhere to submission procedures as outlined in the advertisement whose copy is copied below.
4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their application. Only candidates prequalified under this pre-qualification process will be invited to tender.
5. All the information for pre-qualification shall be provided in the English language.
6. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification may result in the applicant's disqualification.
7. In assessing suitability the eligibility criteria set out below will be used.
8. Pre-qualification will be based on meeting the minimum requirements to pass in the criteria outlined below.

## **SECTION B**

### **TENDER NOTICE**

#### **PRE- QUALIFICATION OF SUPPLIERS FOR THE FY 2019/2020**

The County Assembly of Busia invites interested and competent potential suppliers of goods contractors, and consultants for pre-qualification in the categories outlined below .The successful firms may be invited to bid in the course of the 2019/2020 financial years as and when the goods will be required. The categories are as follows:-

## COUNTY GOVERNMENT OF BUSIA



## COUNTY ASSEMBLY OF BUSIA

### PRE-QUALIFICATION NOTICE 2019/2020

The County Assembly of Busia invites eligible Contractors/Suppliers for pre-qualification of Goods/Services for the FY 2019/2020.

TENDER NUMBER	DESCRIPTION	PREFERENCE
BSA/CA/16/2018/2020	Fuel And Lubricants	Open
BSA/CA/17/2018/2020	Newspapers And Magazines	YWPD
BSA/CA/19/2018/2020	Airtime/Calling Cards	YWPD
BSA/CA/21/2018/2020	Electrical Materials And Installations	YWPD
BSA/CA/22/2018/2020	Tyres, Tubes And Batteries	Open
BSA/CA/23/2018/2020	Printers ,Scanners And Photocopiers	Open
BSA/CA/24/2018/2020	Desktop Computers,Laptops,Tablets,Dictaphones,Hardwares,Softwares And Video Camera	Open
BSA/CA/25/2018/2020	Accountable Documents	Open
BSA/CA/26/2018/2020	Uniform And Protective Devices	YWPD
BSA/CA/29/2018/2020	Office Furniture And Fittings	YWPD
BSA/CA/30/2018/2020	Ceremonial Uniforms	Open

Interested bidders shall download detailed Pre-qualification documents from the County Assembly Website [www.busiaassembly.go.ke](http://www.busiaassembly.go.ke)

Completed pre-qualification documents should be submitted in plain sealed envelopes clearly marked “**County Assembly of Busia pre-qualification 2018/2019 to 2019/2020 indicating the Category No, Tender No and the item description** and addressed to:-

**OFFICE OF THE CLERK  
COUNTY ASSEMBLY OF BUSIA  
P.O BOX 1018-50400,  
BUSIA-KENYA**

The documents should be deposited in the tender box situated at the entrance of the County Assembly reception desk so as to be received on or before **Wednesday 31<sup>ST</sup> July 2019 at 10:00 AM.**

The prequalification documents will be opened soon after at the County Assembly precincts in the presence of bidders or their representatives who may choose to attend.

**NOTE:** Preference and reservation regulations will apply for small, micro-enterprises, youth, people with disabilities and women of Busia County. Special groups must attach certified copies of certificates from Access to Government Procurement Opportunities. (AGPO).The special interest groups may well participate competitively in other categories.

**EVALUATION CRITERIA**

1. Mandatory requirements as per Tender documents.
2. Information supplied as per the tender document.

**EVALUATION CRITERIA (OPEN)**

	<b>Required Information</b>	<b>Maximum Scores</b>	<b>Actual Score</b>
1.	<b>Registration Documentation</b> Certificate of Incorporation/Registration Current Business Permit/Trade License Current Tax Compliance Certificate or Exemption Certificate Current Certificate of Good Conduct of the director(s) Proof of Identity of Directors-Attach copy of ID/Passport and CR12	5 5 5 5 10	
2.	Financial Capacity: Certified Audited reports for the last 1 year. Bank statements for the last 6 months ending 30 <sup>th</sup> May 2019	10 10	
3.	Attach evidence of relevant Past Performance and Experience.	20	
4.	Confidential Business Questionnaire: <ul style="list-style-type: none"> <li>• Duly filled</li> <li>• Fixed premises with telephone facilities (may be inspected/verified by a team from Board officers if need be) indicate location, address, building, telephone etc</li> </ul> Sequential serialization (pagination) of the tender documents, printed not handwritten.	10 10	
5.	Duly filled and stamped Declaration form	10	
6.	<b>Total</b>	<b>100</b>	

**NOTE: CANDIDATES MUST MEET THE MANDATORY REQUIREMENTS AND SCORE A MINIMUM OF 70 MARKS OUT OF 100 TO BE PRE-QUALIFIED.**

**EVALUATION CRITERIA (YWPD)**

	<b>Required Information</b>	<b>Maximum Scores</b>	<b>Actual Score</b>
1.	<p><b>Registration Documentation</b></p> <p>Certificate of Incorporation/Registration</p> <p>Current Tax Compliance Certificate/Exemption Certificate</p> <p>Current Certificate of Good Conduct of the director(s)</p> <p>Proof of Identity of Directors-Attach copy of ID/Passport and CR12</p>	<p>5</p> <p>5</p> <p>5</p> <p>10</p>	
2.	<p>Financial Capacity: Certified Audited reports for the last 1 Year <b>or</b></p> <p>Bank statements for the last 6 months ending 30<sup>th</sup> May 2019</p> <p><b>or</b></p> <p>a valid financing commitment for this specific procurement issued by a recognized financial institution(Including SACCOS,Deposit taking micro-finance and Youth or Women Enterprise Fund.</p>	10	
3.	Proof of technical/professional/vocational/trade qualification /competence	10	
4.	<p>Confidential Business Questionnaire:</p> <ul style="list-style-type: none"> <li>• Duly filled</li> <li>• Fixed premises with telephone facilities (may be inspected/verified by a team from Board officers if need be) indicate location, address, building, telephone etc</li> </ul> <p>Sequential serialization(pagination) of the tender documents.</p>	<p>5</p> <p>5</p>	
5.	Duly filled and stamped Declaration form	5	
6.	Proof for special groups-Youth, Women and Persons With Disabilities( <b>Provide proof of certificate as per the appropriate group from Access to Government Procurement Opportunities</b> )	40	
	<b>TOTAL</b>	<b>100</b>	

**NOTE: CANDIDATES MUST MEET THE MANDATORY REQUIREMENTS, SCORE A MINIMUM OF 70 MARKS OUT OF 100 AND HAVE A VALID AGPO CERTIFICATE TO BE PRE-QUALIFIED.**



**SECTION D:**

**APPLICATION FORM  
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**) ..... hereby apply for registration  
as a supplier of goods under Category A

Tender No's .....

Description of  
items.....  
.....  
.....

Postal Address .....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax.....

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/locations .....

Full name of authorized signatory ..... Signature.....

Designation ..... Official Rubber Stamp.....

**SECTION E**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Must be filled by all applicants or Tenderers' who wish to participate in this tender.  
Name of Applicant(s).....

**You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business. Part 2(d) to 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification of your tender or termination of your contract or debarment of your firm at your cost.**

**Part 1: General**

Business Name  
Location of Business premises .....  
Physical Address.....  
Town.....  
Building.....  
Floor.....  
Street/Road.....  
Plot No. ....  
Postal Address .....  
Postal Code.....  
Fax No.....  
Email address.....  
Contact Person(Full  
Names).....  
Mobile No.....  
Power of Attorney (Yes/No).....  
If Yes, Attach Written Document  
Nature of Business(Indicate whether manufacturer,  
distributor).....  
Current trade License..... Expiring date .....  
KRA Pin No.....  
Value of the largest single assignment you have undertaken to date(Ksh).....  
Was this successfully undertaken?  
Yes/No.....  
(If Yes attach reference)  
Name of your bankers ..... Branch .....

**Part 2(a) – Sole Proprietor**

Your name in full ..... Age .....  
Nationality ..... Country of Origin .....  
Citizenship details .....

**Part 2 (b) Partnership**

**Give details of partners as follows:**

<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>No. of Shar</b>
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

**Part 2(c) – Registered Company**

Private or Public .....

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

**Name Nationality Citizenship details Share**

1. ....

2. ....

3. ....

4. ....

5. ....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the County Assembly of Busia and any other public or private institutions.

Full Names

.....

Signature.....

Dated this .....day of .....2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Bankruptcy / Insolvency / receivership.**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated this .....day of .....2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of .....

**Part 2 (f) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

a) .....

b) .....

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 (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s

.....

In the capacity of .....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (g) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a) .....

b) .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2015

Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (h) – Interest in the Firm:**

Is there any person/persons in County Assembly of Busia or any other public institution who has interest in the Firm?  
Yes/No

.....

*(Title) (Signature) (Date)*

**Part 2(i) – Experience:**

**NOTE: THIS SECTION IS NOT APPLICABLE FOR AGPO FIRMS TENDERS.**

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials in **the years prescribed** and attach evidence of recommendation letters, local service order or letters of award to show past experience.

	Company Name	Country	Contract / Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							
3							
4							

**Part 2(j) – Manpower and Expertise**

Attach company profile.

**Part 2 (i or j) – Bank account details:**

AGPO firms must provide evidence from their bank that the account to which County Assembly of Busia shall make payment has a youth or a woman or a PWD listed in the **CR12 form/partnership deed/sole proprietor certificate** as a MANDATORY signatory of that account,- **Sec.157 (11) of PPADA:**

**Account No:**.....**Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor certificate**...../.....  
**ID No(s):**...../.....**Signature and stamp of the authorized Banker Representative**.....**Date**.....

**SECTION F**  
**STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/Incorporation ..... (Attach copy)
2. Valid Trade License ..... (Attach copy)
3. State VAT Registration No. .... (Attach copy)
4. Valid Business Permit..... (Attach copy)
5. Tax Compliance Certificate..... (Attach copy)

**SECTION G**

**FINANCIAL POSITION & TERMS OF TRADE**  
**PART 1**

**AUDITED REPORTS**

Attach copies of audited reports and bank statements for the last 1 year.

Briefly give a general statement on the company's total assets, current assets, total liabilities, current liabilities and sources of funds

**PART II**

**TERMS AND CONDITIONS OF TRADE (PAYMENT TERMS)**

County Assembly of Busia would wish to accept deliveries after issuance of a Local Purchase Order to suppliers and effect payments after deliveries are made.

Confirm acceptance of this:                    **Acceptable/Not Acceptable**



**SECTION E Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give County Assembly of Busia authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc. And any inaccuracy in the information provided herein may be used as grounds for disqualification from further proceedings

Full names.....

Position in the company

Signature.....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp

.....

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

**ANY OTHER DECLARATION**

.....

.....

.....

Name.....

Signature.....