

COUNTY GOVERNMENT OF BUSIA



**COUNTY ASSEMBLY OF BUSIA OFFICE OF THE CLERK OF THE COUNTY
ASSEMBLY P.O BOX 1018-50400, BUSIA-KENYA, TEL: +254 721 675217 EMAIL:
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**PRE-QUALIFICATION OF SUPPLIERS
FY 2018/2019 to 2019/2020**

**PREQUALIFICATION DOCUMENT FOR PROVISION OF
SERVICES UNDER CATEGORY B**

TENDER NO.....

ITEM DESCRIPTION.....

CLOSING DATE: WEDNESDAY 31ST JULY 2019 AT 10:00 AM

TABLE OF CONTENTS

SECTION A - Instructions for Prequalification	3
SECTION B - Tender Notice	3
SECTION C - Pre-Qualification Criteria	7
SECTION D - Supplier Application Form.....	8
SECTION E - Confidential/Business Questionnaire	9
SECTION F - Compliance with Statutory Requirements	11
SECTION G - Financial Position, Terms and Trade	12
SECTION H - Litigation/Arbitration history	12
SECTION I - Past Experience and Performances.....	12
SECTION J –Man-power and expertise.....	12
SECTION K–Equipment Capabilities.....	13
SECTION L -Declaration.....	14

SECTION A:

INSTRUCTIONS TO CANDIDATES

Invitation for pre-qualification

1. The County Assembly of Busia intends to pre-qualify Suppliers under category B.
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 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 2018/2019 to 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

ADVERTISEMENT FOR F/Y 2019/2020.

The County Assembly of Busia invites bids for tender and pre-qualification of Goods/Services for the F/Y 2019/2020.

TENDER NO.	DESCRIPTION	TARGET GROUP
BSA/CA/31/2018/2020	Photocopying and Printing	YWPD
BSA/CA/32/2018/2020	Repair and Maintenance of Computers, Printers, Photocopiers	YWPD
BSA/CA/33/2018/2020	Support and Maintenance of Website Services	YWPD
BSA/CA/34/2018/2020	Repair and Maintenance of Hansard Equipment	Open
BSA/CA/35/2018/2020	Repair and Maintenance of Generator and Other Equipments	Local preference
BSA/CA/36/2018/2020	Repair and Servicing of Motor Vehicles	Open
BSA/CA/37/2015/2017	Car Hire Services	Open
BSA/CA/38/2018/2020	Repair and Maintenance of Electrical Materials and Installation	Local preference
BSA/CA/39/2018/2020	Fumigation and Sanitary services	Open
BSA/CA/40/2018/2020	Sanitary disposal services	Open
BSA/CA/42/2018/2020	Repair of Furniture.	YWPD
BSA/CA/44/2018/2020	Civil works, Architectural work and Quantity surveying	Open
BSA/CA/45/2018/2020	Valuation of Assets	Open
BSA/CA/49/2019/2020	Provision of internet service	Open

Tender documents can be obtained free of charge from **IFMIS SUPPLIERS PORTAL** (supplier.treasury.go.ke) or from our website: - www.busiaassembly.go.ke or upon payment of non-refundable fee of Kshs. 1,000 payable at procurement office along Busia Kisumu road.

Dully filled tender documents should be submitted in plain sealed envelopes clearly **indicating 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**

Tender documents shall 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 31st July 2019 at 10.00 Am**

Tenders will be opened publicly immediately thereafter in the presence of participating bidders or their representatives who choose to attend.

NOTE: Preference and reservation 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. Any further clarifications or addendum shall be made through the county assembly's official website

EVALUATION CRITERIA

1. As per the criteria set in the tender document.

CLERK TO COUNTY ASSEMBLY

EVALUATION CRITERIA (OPEN)

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

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

EVALUATION CRITERIA (PROVISION OF INTERNET SERVICES)

	Required Information	Maximum Scores	Actual Score
1.	<p>Registration Documentation</p> <p>Certificate of Incorporation/Registration</p> <p>Current Business Permit/Trade License</p> <p>Current Tax Compliance Certificate or 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>5</p> <p>5</p>	
2.	<p>Financial Capacity: Certified Audited reports for the last 1 year.</p> <p>Bank statements for the last 6 months ending 30th May 2019</p>	<p>10</p> <p>10</p>	
3.	<p>Attach evidence of relevant Past Performance and Experience.</p>	<p>10</p>	
4.	<p>Confidential Business Questionnaire:</p> <ul style="list-style-type: none"> • Duly filled • Fixed premises with telephone facilities (may be inspected/verified by a team from Board officers if need be) indicate location, address, building, telephone etc <p>Sequential serialization (pagination) of the tender documents, printed not handwritten.</p>	<p>5</p> <p>5</p>	
5.	<p>Duly filled and stamped Declaration Form</p>	<p>5</p>	
6	<p>Manufacturers authorization and CCK license</p>	<p>10</p>	
7.	<p>Internet Service Provider with ISP License</p>	<p>10</p>	
8.	<p>Ensure availability and reliability of the line</p>	<p>5</p>	

9.	Service facilities with 24 hrs X 7 days technical support by NOC	5	
10.	Total	100	

EVALUATION CRITERIA (YWPD)

	Required Information	Maximum Scores	Actual Score
1.	<p>Registration Documentation</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 or</p> <p>Bank statements for the last 6 months ending 30th April 2019</p> <p>or</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"> • Duly filled • Fixed premises with telephone facilities (may be inspected/verified by a team from Board officers if need be) indicate location, address, building, telephone etc <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(Provide proof of certificate as per the appropriate group from Access to Government Procurement Opportunities)	40	
	TOTAL	100	

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 Service Provider under Category C

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 signatorySignature.....

DesignationOfficial 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:

Name	Nationality	Citizenship details	No. of Shar
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 thisday of2019.

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 thisday of2019.

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 thisday of2019.

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 thisday of2015

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

- 6. Certificate of Registration/Incorporation (Attach copy)
- 7. Valid Trade License (Attach copy)
- 8. State VAT Registration No. (Attach copy)
- 9. Valid Business Permit..... (Attach copy)
- 10. 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 H

LITIGATION/ARBITRATION INCIDENCES

Litigation and Arbitration incidences

a) Enumerate any past litigation and arbitration incidences encountered by the firm. State the year of the incidence, name of client, cause of litigation and matter of dispute and/or disputed amount.

b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION I

Past Experience and Performances

State any previous clients and attach evidence of recommendation letters, local service order or letters of award to show past experience.

SECTION J

Manpower and Expertise

Attach company profile

SECTION K

EQUIPMENT CAPABILITIES

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer 3. Capacity	2. Model and power rating 4. Year of manufacturer
Current status	⁵ . Current location ⁶ . Details of current commitments	
Source	⁷ . Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8.Name
	9.Address of owner
	Telephone Contact name and title
	Fax Email
Agreements	Details or rental/lease/manufacture agreements specific to the project

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SECTION L

DECLARATION

I/We have completed these forms accurately at the time of the application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information provided herein may be used as grounds for disqualification from further proceedings.

Name Authorized Signature.....

Position in the firm.....

Official Rubber Stamp.....

Position in the Company

Date:

ANY OTHER DECLARATION

.....
.....
.....

Name.....

Signature.....

