

KISII COUNTY GOVERNMENT

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Kisii Town Hall Building

P.O. Box 4552 – 40200

Kisii, Kenya.

KISII COUNTY ASSEMBLY

TENDER NO: KCA/06/2022-2023

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS
FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND
CONSULTANCY FOR THE FINANCIAL YEARS 2022-2023, 2023-
2024**

NAME OF THE FIRM.....

CATEGORY NO.....

ITEM DESCRIPTION.....

TARGET GROUP.....

If AGPO registered firm, please specify the category:-

Youth_____

Women_____

PWD _____

CLOSING DATE: WEDNESDAY, 30TH MARCH 2022 AT 11.00 A.M.

Table of Contents

TENDER NOTICE	4
KISII COUNTY ASSEMBLY	4
TENDER NO. KCA/06/2022-2024.....	5
1. REGISTRATION INFORMATION	6
2. REGISTRATION DATA INSTRUCTIONS.....	8
3. BRIEF CONTRACT REGULATIONS/GUIDELINES.....	10
4. REGISTRATION EVALUATION CRITERIA.....	13
FORM PQ-1 –REGISTRATION DOCUMENTS/REQUIREMENTS.....	15
MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS	15
OTHER FIRMS FOR OPEN CATEGORIES	16
FORM PQ-2 – REGISTRATION DATA	17
FORM PQ-3 SUPERVISORY PERSONNEL.....	19
FORM PQ-4 FINANCIAL POSITION	20
FORM PQ5-MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE	21
FORM PQ-6 -PAST EXPERIENCE	28
FORM PQ-7 SWORN STATEMENT.....	30

TENDER NOTICE

KISII COUNTY ASSEMBLY

NO	DESCRIPTION	ELIGIBLE GROUP	
KCA/P/001	Supply of bottled drinking mineral water	OPEN	
KCA/P002	Supply of office stationery	OPEN	
KCA/P/003	Supply of tonners	AGPO	
KCA/P/004	Supply of ICT equipment	AGPO	
KCA/P/005	Supply of Hansard equipment and consumables	OPEN	
KCA/P/006	Supply of cleaning and sanitary materials	AGPO	
KCA/P/007	Supply of printed materials	AGPO	
KCA/P/009	Supply and installation of computer software, printers, photocopiers	AGPO	
KCA/P/010	Supply of motor vehicle tyres and batteries	OPEN	
KCA/P/011	Provision of servicing computers, photocopiers and printers	AGPO	
KCA/P/012	Provision of travel and air ticketing agency services	OPEN	
KCA/P/013	Provision for conference facilities	OPEN	
KCA/P/014	Provision for motor vehicle insurance cover	OPEN	
KCA/P/015	Provision for plumbing services	OPEN	
KCA/P/016	Provision of repair and maintenance services for ICT equipment and Network cabling	AGPO	
KCA/P/017	Provision of services for installation, repair and maintance of electrical systems and equipment	AGPO	
KCA/P/018	Provision of catering services	OPEN	
KCA/P/019	Provision of security services	OPEN	
KCA/P/020	Provision of consultancy services in ICT	AGPO	
KCA/P/021	Provision for consultancy services in HR	AGPO	
KCA/P/022	Provision of vehicle transport, car hire and taxi services	OPEN	

TENDER NO. KCA/06/2022-2024

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Assembly website www.kisiiassembly.go.ke or <http://supplier.treasury.go.ke/>.

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions (original only) in plain sealed envelope clearly marked Tender No. KCA/06/2022-2024, respective Category and Item Description should be deposited in the Tender Box situated at the reception of 2nd Floor, Kisii County Assembly Block or be addressed to:

Clerk of Kisii County Assembly,

P.O. Box 4552-40200,

Kisii.

so as to reach him on or before Wednesday, 30th March 2022 at 11.00am.

Late submission will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend and in compliance to Covid 19 protocols and guidelines at the Simba Boardroom Kisii County Assembly Kisii

Firms that are in the current list of suppliers and those that have submitted their company profiles/ letters of introduction MUST apply afresh in order to determine their eligibility.

CLERK KISII COUNTY ASSEMBLY

1. REGISTRATION INFORMATION

1.1 Introduction Kisii County Assembly invites interested and eligible firms that comply with the set criteria as provided in this Tender Document to apply for registration as Suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introduction over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criteria alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Objective of Registration of suppliers

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the Assembly according to its procurement needs on as and when required basis.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to Kisii County Assembly on 'as and when required' during the Financial Year 2022-2024. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Assembly.

- d) The actual specifications and quantities of items will be as per the bid documents at the time of purchase/procurement.

1.3 Registration Document

This document contains questionnaire, data and forms to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

The Clerk of Kisii County Assembly

P.O. Box 4552-40200,

Kisii.

Not later than Wednesday 30th March 2022 at 11.00 a.m. (Local time).

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Queries or clarifications that may arise from the registration documents should be directed to the Head of Supply Chain Management of Kisii County Assembly...edondieki@kisiiassembly.go.ke or 0725272418 at least seven (7) days before the closing date.

1.6 Additional Information

Kisii County Assembly reserves the right to request for submission of additional information from prospective bidders. The Assembly may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2. REGISTRATION DATA INSTRUCTIONS

2.1 Registration 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 registered for submission of tenders/quotations for the specific category.

2.1.1 The 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.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by Kisii County Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Kisii County Assembly, they possess the 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 and have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should comply with all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4 Category specific information

KCA/P/012-Provision of Travel and air ticketing agency services (IATA Registered firms only)

The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

KCA/P/022-Provision of vehicle transport, car hire and taxi services

The firm should clearly state their geographical locations preferably in Kisii Town.

The vehicles should be new, well maintained/serviced and available at short notice. Drivers should be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

2.5 Withdrawal of registration

Should a condition arise that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Kisii County Assembly reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6 After evaluation of the received applications, Kisii County Assembly will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the eProcurement system or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the particular tendering process.

3.2 Contract Price

The successful suppliers identified through the procurement process shall be issued with a system generated Local Purchase/Local Service Order for them to deliver/provide the specified goods, services or works.

Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

The successful bidder shall deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the Assembly stipulated timelines may lead to the supplier being struck off from the registration list, debarred or denied future engagements with the Assembly.

The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the Assembly, certified delivery notes or job cards/worksheets, invoices, completion certificates and any other supporting document.

3.4 Inspection of the goods, services or works

It shall be the supplier's duty to ensure the goods, services and works delivered meet the international, national and Kisii County Assembly quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Assembly shall not accept substandard

goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

Kisii County Assembly shall only pay for the goods, works or services after their delivery. No advance payment shall be allowed unless provided for by law.

- All local purchases shall be on credit of a minimum of thirty (30) days unless this is not practically possible or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded any supply contract.

3.5 Rights of Kisii County Assembly

The Assembly reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of section 71 of the Public Procurement and Asset Disposal Act, 2015 and section 69 of the public procurement and disposal regulations, 2020 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by suppliers that are advantageous to the Assembly. However, the firms in the list of registered suppliers as

identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.

- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4. REGISTRATION EVALUATION CRITERIA

The Evaluation Committee shall evaluate the applications received in the following stages:-

A) STAGE 1: MANDATORY /PRELIMINARY REQUIREMENTS

Registration Documentation	PQ-1	Mandatory for all firms
----------------------------	------	-------------------------

The bidder must meet all mandatory requirements	YES OR NO
---	-----------

- o *Firm's applications will be evaluated on 'a YES or NO basis' for each requirement.*
- o *If the firm does not provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.*
- o *Firms that fulfill the mandatory/preliminary requirements shall be subjected to the following stage 2 of the evaluation.*

B) STAGE 2: SCORING STAGE-ALLOCATION OF MARKS UNDER EACH

CRITERION

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
1. <u>Registration Data</u>	<u>PQ-2</u>	<u>20</u>
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	10
4. Confidential Report	PQ-5	20
5. Past Experience	PQ-6	30 (full marks for AGPO)
6. Sworn Statement	PQ-7	10
	TOTAL MARKS	100
	Pass Mark 70 points and above	

C) STAGE 3: RECOMMENDATION FOR REGISTRATION AS A SUPPLIER

Firms that score 70 points and above shall be considered as responsive and qualified to be registered under the respective category applied as suppliers to Kisii County Assembly.

Firms that do not qualify (score below 70 points) shall be considered as non-responsive hence ineligible to be registered as suppliers to Kisii County Assembly.

FORM PQ-1 –REGISTRATION DOCUMENTS/REQUIREMENTS

MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

AGPO REGISTERED FIRMS (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -

	REQUIREMENT	ELIGIBILITY/RESERVED
	A Valid Certificate of Registration from the National Treasury as	All AGPO reserved categories
	Youth, Woman or Person with Disability Owned Enterprise	
2.	Certificate of Registration or Incorporation	All AGPO reserved categories
3.	PIN Certificate for Company/Firm/Individual	All AGPO reserved categories
4.	A Valid Tax Compliance Certificate (February 2022 - onwards)	All AGPO reserved categories
5.	Copy of the National Identity Card/Passport(for private firms)	All AGPO reserved categories
6.	Fully filled attached Confidential Business Questionnaire	All AGPO reserved categories
7.	Well Bound, Serialized and Paginated Tender Document (including	All AGPO reserved categories
	the Attachments)	

OTHER FIRMS FOR OPEN CATEGORIES

Must submit and fulfill the following: -

	REQUIREMENT	APPLICABLE CATEGORIES
1)	Certificate of Registration or Incorporation	All Open categories
2)	PIN Certificate for Company/Firm/Individual	All Open categories
3)	A Valid Tax Compliance Certificate (February 2022 - onwards)	All Open categories
4)	Current County Trade/Business License/Permit	All Open categories
5)	Fully filled attached Confidential Business Questionnaire	All Open categories
6)	Well Bound, Serialized and Paginated Tender Document (including the Attachments)	All Open categories
7)	IATA Registration Certificate for Air Travel Agents	For Travel Agents
	Evidence of own Equipment/Facilities for contractors	
12)		For category D2

Please note:-

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) Should submit a separate document for each category for those firms that intend to apply in different categories.
- c) Any AGPO Registered firm that applies for the open categories is required to fully comply with the set requirements under the open categories level.
- d) Firms that are not AGPO registered that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

FORM PQ-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (*Firm's Name*)

hereby apply for registration in the categoryas

supplier/contractor/ consultant(s) of

.....
(*Item Description/per category*)

Post Office

address.....Town.....

Name of building..... Floor

No.....Room/Office No.....

Telephone Number (working).....Email

address.....

Full names of the person

applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing

Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

.....

.....

3. ADDITIONAL INFORMATION

a) Business founded or incorporated.....

b) Net worth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

.....

e) State any technological innovations or specific attributes which distinguish you from your competitors:-

.....

.....

f) Indicate terms of trade / sale.....

(20 Points)

FORM PQ-3 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

Age

.....

Academic Qualifications

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

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

(10 Points)

FORM PQ-4 FINANCIAL POSITION

1. Attach a copy of firm's Bank Statements or any other supporting documents showing firm's capacity to service orders within a short notice (*for open categories only*)-(5marks)
2. Attach letters of reference from the bankers regarding supplier's credit position (*for open categories only*).(5 marks)
3. AGPO registered firms - to provide bank details and their IFMIS Registration Number

in the following (2 marks for each detail upto a
format:- maximum of 5) (10marks)

Name of the Bank

Bank Branch

Account No. (Optional)

Name of the Account Holder

Supplier IFMIS No.

(Please note the bank details required above will remain confidential and are to be used purposely for this registration of suppliers exercise. Registered firms will be required to resubmit the same once they have successfully been awarded a contract).

(10 Points)

FORM PQ5-MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s).....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business

Name.....

Certificate of Incorporation/Registration No

Location of business premises:

Country

Physical address

Town

Building.....

Floor.....

Plot No.

Street / Road

Postal Address

Postal / Country Code.....

Telephone No's.....Fax No's.

E-mail addressWebsite

Contact Person (*Full Names*)Direct/Mobile No's.....

Title Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc.*)

.....

(Applicable to Local Suppliers Only)

Local Authority Trading License No

Expiry Date

Value Added Tax No.....

Value of the largest single assignment you have undertaken to
date (*US\$/Kshs*)

.....

Was this successfully undertaken? Yes / No. (If yes, attach
reference)

Name (s) of your banker (s)

Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

Nationality.....Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....			
2.....			
3.....			
4.....			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
			
1.....			.
			
2.....			.
			
3.....			.
			
4.....			.

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 or corrupt acts with regard to this or any other tender by the County Assembly and any other public or private institutions.

Full Names
.....

Signature
.....

Dated thisday of2021.

In the capacity of

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

Part 2 (e) – Criminal Offence

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

- a)
- b)
- c)

Have/ 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 of2021

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

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

- a)
- b)
- c)
- d)

For and on behalf of M/s

In the capacity of

Dated thisday of2021

Suppliers’ / Company’s Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in Kisii County Assembly or any other public institution who has/have interest in the Firm? Yes/No (*Delete as necessary*) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....			
2			
3.....			

Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give Kisii County Assembly 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.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of2021

Suppliers' / Company's Official Rubber Stamp

(20points)

FORM PQ-6 -PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (*FOR OPEN CATEGORIES ONLY*)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

- i. Name of Client (organization)
- ii. Address of Client (organization)
- iii. Name of Contract Person at the client (organization)
- iv. Telephone No. of client
- v. Value of Contract
- vi. Duration of Contract (date)

(Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date)
- v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i. Address of Client (organization)

ii. Name of Contact Person at the client (organization)

iii. Telephone No. of Client

iv. Value of Contract

v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

Others

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

NB: AGPO firms that apply in the open categories must also fulfil these requirements.

(10 points for each reference and provision of documental evidence upto a max of 3 references)

FORM PQ-7 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by Kisii County Assembly.
- c. We shall notify Kisii County Assembly when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process *(In case of any litigation issues, please indicate the nature in a different sheet as an attachment)*.

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

(10points)

.....*End*.....