



REPUBLIC OF KENYA
BOMET COUNTY ASSEMBLY

P. O. Box 590-20400 BOMET Cell: 0727 887 146

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SUPPLY AND DELIVERY OF GOODS & SERVICES
FINANCIAL YEARS 2017/2018-2018/2019

Publication Date : Friday, 18th August 2017

Closing Date : Friday, 1st September 2017 at 12.00 noon

Tender Number : BCA/2/21/2017-2019

TENDER NAME : Supply and Delivery of Stationery

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SECTION I - INVITATION FOR PRE-QUALIFICATION

Bomet County Assembly (hereinafter referred as the “Procuring Entity”) intends to prequalify applicants for the provision/supply of goods and services on “**as and when required basis**” for financial years 2017/18-2018/19

PUBLICATION DATE: Friday, 18th August 2017

TENDER NO: BCA/2/21/2017-2019

TENDER NAME : Supply and Delivery of Stationery

Copies of mandatory documents to be submitted with the prequalification document:

1. Valid Certificate of registration/ incorporation
2. KRA/V.A.T PIN certificates
3. Valid Tax Compliance certificate
4. Trade license (Single Business Permit)
5. Valid AGPO certificate

Completed pre-qualification documents in plain sealed envelopes marked “**Prequalification tender no**” **BCA.../2017-2019...**with the tender description should be addressed to:

THE CLERK

BOMET COUNTY ASSEMBLY

P.O. Box 590-20400

BOMET, KENYA

Or deposited in the Tender Box located at the **Bomet County Assembly offices** on or **before Friday, 1st September 2017 at 12.00 noon**. The tenders will be opened thereafter at the County Assembly lounge and the tenderers or their representatives are invited to attend. Any document received after the due time and date shall be rejected and returned unopened. In case a bidder chooses to use a reliable courier service, they should ensure the documents reach the Tender box before the closing date.

THE CLERK

BOMET COUNTY ASSEMBLY

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BOMET, KENYA

SECTION II - INSTRUCTIONS TO APPLICANTS

1.1 Scope of Tender

- 1.1.1 Bomet County Assembly intends to prequalify suppliers for supply and delivery of goods/services detailed in the invitation for prequalification.
- 1.1.2 **Prequalification is open to only persons/companies who have capacity to enter into contract and registered under the Laws of Kenya** to supply or provide respective merchandise/services/works so that they can be pre-qualified for submission of quotations/tenders.
- 1.1.3 This document includes questionnaire forms and documents required of prospective suppliers
- 1.1.4 The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotation to the **Bomet County Assembly** ‘as and when required’ basis during Financial Years 2017/18-2018/19

2.1. Submission of Application

- 2.1.1 Applications for prequalification shall be submitted in plain sealed envelopes marked with the prequalification reference number and description and deposited in the tender box at the following address or posted to:

**THE CLERK
BOMET COUNTY ASSEMBLY
P.O. Box 590-20400
BOMET, KENYA**

- 2.1.2 All the information requested for pre-qualification shall be provided in English.
- 2.1.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualification or to provide timely clarification will lead to automatic disqualification.

3.1 Eligible Applicants

- 3.1.1 This Invitation for Bids is open only to companies or special groups and registered under the laws of Kenya except as provided hereinafter;
- 3.1.2 Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by the Kenya government.

4.1 Qualification Criteria

- 4.1.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in the Appendix 1 hereof. A short listing of suppliers will also be done taking into account the applicant's general and particular experience, personnel, physical location, capability and financial position as demonstrated by the applicant's response in the attached forms.
- 4.1.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.
- 4.1.3 Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.
- 4.1.4 The applicant should show proof of capacity to supply

GENERAL INFORMATION

1. The questionnaire must be fully and comprehensively completed
2. Information given by the applicant shall be treated in strict confidence.
3. Any information given and later found to be incorrect shall lead to disqualification from the tendering process.

The following documents **MUST** be attached:

- (i) Valid Certificate of registration/ incorporation
- (ii) KRA/V.A.T PIN certificates
- (iii) Valid Tax Compliance certificate
- (iv) Trade license (Single Business Permit)
- (v) Valid AGPO certificate

The tenderers who do not meet the above criteria shall be declared non-responsive therefore disqualified from further analysis.

SECTION III: STANDARD FORMS

PART I: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name
Location of business premises.Plot No.....
Street/RoadPostal Address Tel No.
Fax E mail
Nature of Business
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.
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

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.

Part 2 (c) – Registered Company

Private or Public
State the nominal and issued capital of company- Nominal Kshs.
Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....
2.....
3.....
4.....
5.....

DateSignature of Candidate

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

PART II: SWORN STATEMENT

(Full submission in your company letterhead)

Having studied the pre-qualification information We/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified, we acknowledge that this grants 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. We will not engage in corrupt practices with the Procurement Committee /Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. We are not an employee of **Bomet County Assembly**, Member of County Assembly or a member of the Tender/Procurement Committee
- f. We are not a Minister, Public Servant or any Government or any department of the Government or a person appointed to any position by the President or a Minister
- g. We are not a person, including a corporation who is related to the person described in (e) and (f) above
- h. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.

We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing

Date.....

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

Part III: DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Bomet County Assembly.

FORM COMPLETED BY:

Name:	
Title:	
Date:	
Telephone No.:	
Email:	
Signature:	
Company Seal/Stamp:	

FORM WITNESSED BY:

Name:	
Title:	
Date:	
Telephone No.:	
Email:	
Signature:	
Company Seal/Stamp:	

PART IV: EVALUATION CRITERIA

(i) Preliminary Evaluation:

The following documents shall form part of the evaluation (Mandatory)

- Certificate of registration/ incorporation
- Current business licence/Trading certificate
- KRA/VAT PIN certificate
- Tax Compliance Certificate
- Valid AGPO certificate

(ii) Technical Evaluation

- Attach copies of any LPOs as proof of experience in the past one year

(iii) Financial/Commercial Evaluations- where applicable

- Copies of Bank statements/financial statements for the past one year

Prequalification Evaluation Threshold (Criteria)

NOTE: Bidders who do not pass/have the mandatory requirements will be disqualified and will not proceed for further evaluation

NO.	REQUIREMENTS	SCORE (%)
1	Confidential business questionnaire	10
2	Sworn statement	5
3	Declaration	5
4	Technical evaluation	
	Proof of previous supplies	30
	Company profile	20
5	Financial/bank statement	20
6	Quotation Authorization	10
	TOTAL	100

Qualification Marks

The qualification mark shall be 60% and above

(PLEASE SIGN AND STAMP/SEAL THE SPACE BELOW THIS QUOTATION)

Quotation authorised by:

Signature _____ **Name:** _____

Position: _____ **Date:** _____

(dd/mm/yy)

Authorised for and on behalf of:

Company _____

Signature of the bidder.....