

**KILIFI COUNTY**



**COUNTY GOVERNMENT OF KILIFI**

**PREQUALIFICATION DOCUMENT OF SUPPLIERS OF GOODS,  
SERVICE AND WORKS FOR THE FINANCIAL YEAR 2017/2018-19**

**TENDER NO. KCG/SCM/01/2017-2018-19**

**COUNTY GOVERNMENT OF KILIFI  
P.O BOX 519-80108  
KILIFI**

**CATEGORY KC/...../2017/2018-2019**

**ITEM DESCRIPTION**\_\_\_\_\_

**PRE-QUALIFICATION DOCUMENT 2017**

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### **1.0 Pre-qualification Instructions**

#### **1.1 Introduction**

The County Government of Kilifi would like to invite interested candidates who must qualify by meeting the set of criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services

#### **1.2 Objective**

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders in the County Government of Kilifi as and when required during the period ending FY 2017/2018-2019

#### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **applications** to the **County Secretary, Kilifi County** so that they may be registered for tendering proceedings such as Request for Quotation (RFQ) and Restricted Tendering (RT).

## **Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods, services or services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.4 pre-qualification Document**

This document includes questionnaire forms and documents required for prospective suppliers.

1.5 In order to be considered for pre-qualification interested eligible merchants must submit all the information herein requested.

### **1.6 Submission and Receipt of Pre-qualification Documents**

Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and description only and addressed to:

*THE COUNTY EXECUTIVE COMMITTEE MEMBER  
FINANCE AND ECONOMIC PLANNING  
COUNTY GOVERNMENT OF KILIFI  
P.O.BOX 519-80108-KILIFI*

Completed pre-qualification documents should be deposited in the Tender Box located at the office of the Deputy Governor on or before 29<sup>th</sup> May, 2017 at 11.00 am. Tenders will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at the County Treasury Hall. This pre-qualification document shall be used for all the categories.

### **1.7 Questions arising from documents**

Questions that may arise from the pre-qualification documents should be directed to the County Secretary, Kilifi County whose address is given in paragraph 1.6

## **1.8 Invitation to Tenders/Quotations**

Bidding documents (Restricted Tenders and Request for Quotations) will be made available only to those bidders whose qualifications are accepted by the County Government of Kilifi after scoring 50 points and above soon after the completion of the Supplier registration process.

## **2.0 Brief Contract Regulations/Guidelines**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is /are donor funded.

### **2.2 Custom Clearance**

The contractors shall be responsible for custom clearance for their imported goods and materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender committee.

### **2.4 Payments**

All local purchase or service orders shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

### **2.5 Overseas Purchase**

All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

## **3.0 Pre-qualification data instructions**

### **3.1 Pre-qualification data Forms**

3.1.1 The attached questionnaire PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the **Specified Category**.

3.1.2 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner shall be rejected. All the documents that form part of the application must be written in the English language and in ink.

### **3.2 Qualification**

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the County Government of Kilifi in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by the entity.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the County Government of Kilifi they possess 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 or works.

### **3.3 Essential criteria for Pre-qualification**

3.3.1 (a) Experience; prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. In case of potential supplier/contractor he should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services on short notice.

#### **3.3.3 Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ3.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on form PQ-4. However, potential bidders should provide evidence of financial capacity to execute contract.

#### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualification of bidders. Letters of reference from past customers should be included in form PQ-5 where applicable. Examples are the final completion certificates and copies of delivery notes. Due diligence shall be conducted to ascertain letters of references.

### **3.4 Statement**

Application must include a sworn statement form PQ-6 by the tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of pre-qualification**

Should condition arise between the time a merchant is pre-qualified to bid and the bid opening date of procurement proceeding, which in the opinion of the County Government of Kilifi 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. The Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### **3.6 Outlined supply and delivery procedures**

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract from **PQ-2**.

### **3.7 Pre-qualification Criteria**

#### **Required information**

<b>Score</b>	<b>Form Type</b>	<b>Point</b>
1. Firm's Registration Documentation	PQ-1	8
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position of a firm	PQ-4	20
5. Past experience	PQ-5	15
6. Sworn Statement/ Affidavit	PQ-6	10
7. Confidential Questionnaire	PQ-7	18
8. Litigation History	PQ-8	9
9. KRA Tax Compliance Certificate		10
<b>TOTAL</b>		<b>100</b>

### 3.7 Qualification Mark

The Qualification Mark is **50 points** and above  
**Form PQ1 – Pre-qualification documentation**

All firms must provide:

- a) Copies of Certificate of Registration
- b) Copy of V.A.T Registration Certificate
- c) Copies of Pin Certificate of Firm/Company/Individual
- d) List of ongoing Contracts/Projects (goods/services)
- e) Bank references
- f) Registration certificates with relevant institutions example NCA Certificates, professional Licenses
- g) Proof of registration Certificate under the procurement preference and reservation

### Form PQ 2

#### Pre-qualification data

1. **Category No**.....  
Item Identification.....  
Legal Name of Firm.....  
Post Office Address.....  
Street and Address.....  
City/Town ..... Email address.....  
Country..... Telephone No.....  
Person to contact.....  
Title.....
2. **Organization & Business Information**.....  
Director.....  
Company Secretary.....  
General Manager.....  
Finance Manager.....  
Others.....

**Partnership (if applicable) Yes( ) No( )**

- 3. When Business was founded or incorporated.....
- 4. Under present management since.....
- 5. Net worth Equivalent Kshs.....
- 6. Bank reference and address.....
- 7. Enclose copy of the organization chart of the firm indicating the main fields of activities.

**Form PQ-3**

**Supervisory personnel**

Name.....

Age.....

Academic Qualification.....

Length of service with contractor.....

Supplier position held.....

**Goods, works or services experience**

- a) Name of project.....
- b) Character and nature of project.....
- c) Contract value.....
- d) Location of project.....
- e) Proposed Contractual Period of project.....
- f) Title and responsibility in project.....
- g) Actual Contractual peroid.....

**Proposal Technical Personnel**

- a).....
- b).....
- c).....
- d).....
- e).....
- f).....
- g).....



## Form PQ-4

### Financial position

Attach a copy of firm's two recent certified financial statements giving summary of quick assets and current liabilities/or any other financial support. Appropriate financial ratios shall be determined to check financial position of firms.

## Form PQ-5

### Past experience

Names of at three (3) applicant's clients in the last two years.

1. (i) Name of client (Organization).....  
(ii) Address of Client (Organization).....  
(iii) Name of contact person at the client (Organization).....  
(iv) Telephone No. of Client.....  
(v) Value of contract.....
  
2. Name of 2<sup>nd</sup> client (Organization)  
(i) Name of client (Organization).....  
(ii) Address of Client (Organization).....  
(iii) Name of contact person at the client (Organization)...  
.....  
(iv) Telephone No. of Client.....  
(v) Value of contract.....  
(vi) Duration of contract (Date).....
  
3. Name of 3<sup>rd</sup> client (Organization)  
(i) Name of client (Organization).....  
(ii) Address of Client (Organization).....  
(iii) Name of contact person at the client (Organization)...  
.....  
(iv) Telephone No. of Client.....  
(v) Value of contract.....  
(vi) Duration of contract (Date).....

## Form PQ-6

### Sworn statement

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge.
2. 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 provision in the tender or quotation documents to follow.
3. When the call for Tender/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we are bound to come by ourselves and inform you and acknowledge your right to review the pre-qualification made.
4. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

**Form PQ-7**

**Confidential business questionnaire**

You are requested to give the particulars indicted in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in 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/Road.....

Postal Address.....Tel No.....

Nature of Business.....

Current Trade License No..... Expiring  
Date.....

Maximum value of business which you handle at any one time  
Ksh.....

Name of your bankers.....Branch.....

Are you an agent of the Kenya National Trading Corporation?  
YES/NO.....

**PART 2(A) – Sole Proprietor:**

Your name in full.....

Nationality.....Country of origin.....

Citizenship details.....

**Part 2(b) – Partnership: -**

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

**Part 2 (c) - Registered Limited Liability Company**

Private or Public

State the nominal and issued capital of the company

Nominal K.....

Issued K.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

5.....

6.....

Date.....Signature & Stamp of Tender.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

## Form PQ-8

### Litigation history

Name of Contractor/Supplier

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (current value Kshs. Equivalent)

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KILIFI**

**INVITATION FOR PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS**

The County Government of Kilifi invites interested and eligible suppliers, service providers, consultants and contractors to be registered for subsequent procurement proceeding for the financial years 2017/2018 and 2018/2019.

**CATEGORY A: GOODS**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>PREFERENC E</b>
KC/01/2017/2018-19	Supply and delivery of Office Stationery	Reserved
KC/02/2017/2018-19	Supply and delivery of Tyres, Tubes and Batteries	Open
KC/03/2017/2018-19	Supply of Fuel, Grease and Oil	Open
KC/04/2017/2018-19	Supply of and delivery of Building and General Hardware Materials	Open
KC/05/2017/2018-19	Supply and delivery of Staff Uniforms and Promotional Materials and sports kits	Reserved
KC/06/2017/2018-19	Supply and delivery of Office Furniture Fittings and Equipment	Open
KC/07/2017/2018-19	Supply and delivery of Vaccines	Open
KC/08/2017/2018-19	Supply and delivery of Computers, Laptops and Computer Accessories	Open
KC/09/2017/2018-19	Supply, delivery and maintenance of Communication equipment	Open
KC/10/2017/2018-19	Supply and delivery of Cleaning Materials	Reserved
KC/11/2017/2018-19	Supply and delivery of Cold chain equipment, spare parts and maintenance	Open
KC/12/2017/2018-19	Supply and delivery of food stuff (hard cereals, fruits and vegetables) and other special nutrition commodities	Open
KC/13/2017/2018-19	Supply and delivery of Audio and Videography equipment and other Accessories	Open

KC/14/2017/2018-19	Supply and delivery of Fire Proof Cabinets and Paper Shredders	Open
KC/15/2017/2018-19	Supply and delivery of house hold sanitary items (including kitchen appliances)	Reserved
KC/16/2017/2018-19	Supply and delivery of fire Fighting Equipment	Open
KC/17/2017/2018-19	Supply and delivery of Tree Seedlings	Reserved
KC/18/2017/2018-19	Supply and delivery of Scratch and Calling Cards	Reserved
KC/19/2017/2018-19	Supply, delivery and Installation of Power Generators	Open
KC/20/2017/2018-19	Supply and Delivery of Medical Plants, Equipment And Accessories	Open
KC/21/2017/2018-19	Supply and delivery of bedding and Linen	Reserved
KC/22/2017/2018-19	Supply and Delivery of Wood Fuel and Cooking Gas	Open
KC/23/2017/2018-19	Supply and Delivery of Farm Input, Herbicides And Insecticides	Open
KC/24/2017/2018-19	Supply and delivery of Newspapers and Periodicals	Reserved
KC/25/2017/2018-19	Supply and delivery of Tonners, Ribbons And Cartridges	Reserved
KC/26/2017/2018-19	Supply, delivery and maintenance of Air-conditions	Open
KC/27/2017/2018-19	Supply and delivery of Meat, Chicken, Fish and Fresh Milk	Open
KC/28/2017/2018-19	Supply and Delivery of Non-Pharmaceuticals and Dressing Materials	Open
KC/29/2017/2018-19	Supply and Delivery Lab Reagents Plus Glass Wares and Chemicals	Open
KC/30/2017/2018-19	Supply and Delivery of Laboratory, Dental and Medical Related equipment	Open
KC/31/2017/2018-19	Supply and Delivery of Pharmaceuticals	Open
KC/32/2017/2018-19	Supply and Delivery of Medical, Chemicals and Industrial Gasses	Open
KC/33/2017/2018-19	Installation, support and maintenance for CCTV Security System	Open

#### **CATEGORY B: SERVICES**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>PREFERENCE</b>
KC/34/2017/2018-19	Provision of Legal Services	Advocates
KC/35/2017/2018-19	Provision of General Insurance Services	Open
KC/36/2017/2018-19	Servicing of Motor Vehicles, Motor Cycles And Plants	Open
KC/37/2017/2018-19	Maintenance of Sewerage and Storm Water system, Emptying and Cleaning of Soak Pits, Septic Tanks and Pit Latrines	Open
KC/38/2017/2018-19	Provision of Estate Agency	Open

KC/39/2017/2018-19	Provision of Various Consultancy Services (indicate area of specialty)	Open
KC/40/2017/2018-19	Maintenance and Servicing of Computers, Laptops, Photocopiers and Fax Machines	Reserved
KC/41/2017/2018-19	Provision Of Staff Medical Cover	Open
KC/42/2017/2018-19	Provision of Publicity, Photography and Video Services	Open
KC/43/2017/2018-19	Provision of Printing and Publishing Services	Open
KC/44/2017/2018-19	Provision of car hire and general Transport Services	Open
KC/45/2017/2018-19	Provision of Air- Ticketing and Air Travel Services	Open
KC/46/2017/2018-19	Provision of Fumigation and Pest Control	Reserved
KC/47/2017/2018-19	Provision of Outside Catering and Hotel Accommodation services	Open
KC/48/2017/2018-19	Provision of ICT Consultancy Services, Software Development and Support Services	Open
KC/49/2017/2018-19	Hire of heavy machinery (Graders and wheel loaders)	Open
KC/50/2017/2018-19	Provision of Garbage Collection Services	Open
KC/51/2017/2018-19	Provision of Environmental Impact Assessment and Audit Services	Open
KC/52/2017/2018-19	Provision of Land Surveying and Other Related Services	Open
KC/53/2017/2018-19	Provision of Office and Compound Cleaning Services	Reserved
KC/54/2017/2018-19	Provision of Consultancy Services ( Financial & Audit services)	Open
KC/55/2017/2018-19	Provision of security guards	Open

#### **TEGORY C: WORKS**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>PREFERENCE</b>
KC/56/2017/2018-19	Contractors for Road Works, Bridges and Foot Bridges	Open
KC/57/2017/2018-19	Contractors for Building Works	Open
KC/58/2017/2018-19	Contractors for Refurbishment and Repair of Government Houses	Open
KC/59/2017/2018-19	Contractors for water works and Borehole Drilling	Open
KC/60/2017/2018-19	Electrical Installation contractors	Open



Interested eligible candidates may inspect and download the Pre-qualification Documents by visiting the County Government of Kilifi Website [www.kilifi.go.ke](http://www.kilifi.go.ke). Completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and description only should be addressed to:

***THE COUNTY EXECUTIVE COMMITTEE MEMBER  
FINANCE AND ECONOMIC PLANNING  
COUNTY GOVERNMENT OF KILIFI  
P.O.BOX 519-80108  
KILIFI***

Completed documents should be deposited in the Tender Box located at the County Treasury on or before 29<sup>th</sup> May, 2017 at 11.00 am. Applications will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at the County Treasury Hall.

Tender Documents may be obtained **FREE OF CHARGE** from the website link listed above or from the procurement office located at the County Treasury ground floor. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

Business enterprises owned by youth, women and persons with disabilities are encouraged to apply.

**HEAD, SUPPLY CHAIN MANAGEMENT  
COUNTY GOVERNMENT OF KILIFI**