

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KIRINYAGA  
P.O. BOX 260 - 10304,  
KUTUS.**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
GOODS AND SERVICES**

**FINANCIAL YEARS 2020-2021/2021-2022**

**NAME OF THE FIRM .....**

**IFMIS. NO.....**

**CATEGORY .....**

**REFERENCE NO.....**

**IF AGPO registered firm, please specify the category: - YOUTH \_\_\_\_\_**

**WOMEN \_\_\_\_\_**

**PWD \_\_\_\_\_**

**CLOSING DATE: FRIDAY, 9<sup>TH</sup> OCTOBER, 2020 AT 10.00 A.M.**

**SUPPLIERS, CONTRACTORS & CONSULTANTS**

**FYs 2020-2021/2021-2022**

**PLEASE FILL ALL THE DETAILS IN THIS PAGE:**

**1. Company Name** \_\_\_\_\_

**2. Physical Location** \_\_\_\_\_

\_\_\_\_\_

**3. PO Box** \_\_\_\_\_

**4. Telephone No.(s)- Landline**\_\_\_\_\_

**Mobile** \_\_\_\_\_

**5. Contact Person** \_\_\_\_\_

**6. Category** \_\_\_\_\_

**Table of Content**

**SECTION I: REGISTRATION / PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS FYs 2020-2021/2021-2022 ..... 4**

**SECTION II - INSTRUCTIONS TO CANDIDATES ..... 6**

**APPENDIX TO INSTRUCTIONS TO CANDIDATES ..... 11**

**QUALIFICATION EVALUATION CRITERIA ..... 12**

**EVALUATION CRITERIA 1 – FOR AGPO REGISTERED TARGET GROUPS ..... 12**

**EVALUATION CRITERIA II – GENERAL PUBLIC ..... 13**

**SECTION III - STANDARD FORMS ..... 15**

**PRICE SCHEDULE .....Error! Bookmark not defined.**

**IFMIS FORM.....35**

**SECTION I: REGISTRATION / PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS FYs 2020-2021/2021-2022**

The County Government of Kirinyaga intends to pre-qualify and register bidders/vendors for the Supply of Goods and Services for financial year 2020-2021/2021-2022 in the following categories pursuant to section 71 of the Public Procurement and Disposal of Assets Act 2015.

Each Pre-qualification/Registration document will be used to apply for One Category as indicated below. For applicants applying for more than One Category, they should apply using different Pre-qualification/Registration documents per category. Applying for multiple categories using one document is not allowed.

We therefore invite eligible and interested vendors/bidders to apply for pre-qualification/registration for supply and delivery of goods, services and works in the categories shown in our County web site [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke) and on Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) as listed below. Kindly note Pre-qualification/Registration documents are **FREE OF CHARGE**.

S/N	TENDER/PREQUALIFICATION NO.	TENDER NAME	CATEGORY	CLOSING DATE
<b>PROVISION OF GOODS</b>				
1.	CGK/PQ/001/2020-2021/2021-2022	Supply and Delivery of Staff uniforms, sports equipment , linen and beddings	AGPO	9 <sup>th</sup> October, 2020
2.	CGK/PQ/002/2020-2021/2021-2022	Supply and Delivery of G.I & UPVC pipes fittings and water meters	AGPO	9 <sup>th</sup> October, 2020
3.	CGK/PQ/003/2020-2021/2021-2022	Supply and Delivery of assorted stationery	AGPO	9 <sup>th</sup> October, 2020
4.	CGK/PQ/004/2020-2021/2021-2022	Supply and Delivery of desktop computers, laptops, printers, photocopiers, scanners, UPS's , audio visual equipment, projectors, projector screens, white board and related Accessories	AGPO	9 <sup>th</sup> October, 2020
5.	CGK/PQ/005/2020-2021/2021-2022	Supply and Delivery of cleaning materials, detergents and disinfectants	AGPO	9 <sup>th</sup> October, 2020
6.	CGK/PQ/006/2020-2021/2021-2022	Supply and Delivery of Electrical materials and fittings	AGPO	9 <sup>th</sup> October, 2020
7.	CGK/PQ/007/2020-2021/2021-2022	Supply and Delivery of farms inputs, raw materials for animal feeds production, animal's feeds and veterinary drugs	AGPO	9 <sup>th</sup> October, 2020
8.	CGK/PQ/008/2020-2021/2021-2022	Supply and delivery of office furniture & equipment	AGPO	9 <sup>th</sup> October, 2020
9.	CGK/PQ/009/2020-2021/2021-2022	Supply and delivery of Drinking Water	AGPO	9 <sup>th</sup> October, 2020

10.	CGK/PQ/010/2020 -2021/2021-2022	Supply and delivery of cooking gas, firewood and medical gases	AGPO	9 <sup>th</sup> October, 2020
11.	CGK/PQ/011/2020 -2021/2021-2022	Provision for Garment Making, Hair & Beauty, Weights & Measures tools, and other Assorted workshop equipment.	AGPO	9 <sup>th</sup> October, 2020
12.	CGK/PQ/012/2020 -2021/2021-2022	Supply and Delivery Accountable Documents	OPEN	9 <sup>th</sup> October, 2020
<b>PROVISION OF SERVICES</b>				
13.	CGK/PQ/013/2020 -2021/2021-2022	Provision for hire of transport, plant and equipment	OPEN	9 <sup>th</sup> October, 2020
14.	CGK/PQ/014/2020 -2021/2021-2022	Provision of ICT Consultancy services and support services	AGPO	9 <sup>th</sup> October, 2020
15.	CGK/PQ/015/2020 -2021/2021-2022	Provision of legal services	OPEN	9 <sup>th</sup> October, 2020
16.	CGK/PQ/016/2020 -2021/2021-2022	Provision for valuation services/Auctioning	OPEN	9 <sup>th</sup> October, 2020
17.	CGK/PQ/017/2020 -2021/2021-2022	Provision for event management services	AGPO	9 <sup>th</sup> October, 2020
18.	CGK/PQ/018/2020 -2021/2021-2022	Provision for printing service e.g. brochures, folders, folders, booklets and other promotional materials e.g. shirts. Caps etc.	AGPO	9 <sup>th</sup> October, 2020
19.	CGK/PQ/019/2020 -2021/2021-2022	Provision of hotel conference facilities, accommodation and catering services.	OPEN	9 <sup>th</sup> October, 2020

The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The County Secretary & Head of Public Service,  
County Headquarters,  
P.O Box 260 – 10304,  
Kutus.**

The envelope should be marked with the “Prequalification/Registration Number applied for and the category description” upon submission, and must be dropped in the Tender box located at on or before **FRIDAY, 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.**

Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend the opening at The County Headquarters, 3rd Floor, Conference Room.

Late bids SHALL NOT be accepted.

Bidders or their representatives are welcome to witness the opening.

Late bids shall not be accepted.

**HEAD, SUPPLY CHAIN MANAGEMENT  
FOR: COUNTY SECRETARY**

## SECTION II - INSTRUCTIONS TO CANDIDATES

### Table of Contents

<b>2.1</b>	<b>Scope of Tender .....</b>	<b>7</b>
<b>2.2</b>	<b>Submission of Application .....</b>	<b>7</b>
<b>2.3</b>	<b>Eligible Candidates .....</b>	<b>7</b>
<b>2.4</b>	<b>Qualification Criteria .....</b>	<b>8</b>
<b>2.5</b>	<b>Joint Venture .....</b>	<b>9</b>
<b>2.6</b>	<b>Public Sector companies .....</b>	<b>9</b>
<b>2.7</b>	<b>Conflict of Interest .....</b>	<b>9</b>
<b>2.8</b>	<b>Updating Pre-Qualification Information .....</b>	<b>10</b>

## **2.1 Scope of Tender**

2.1.1 County Government of Kirinyaga hereinafter referred to as the procuring entity intends to prequalify Suppliers for **Supply and Delivery of Garment making Fabrics, Hair & Beauty, weights & Measures tools and Other Assorted workshop tools and Equipment** for the FY 2020-2021/2021-2022.

It is expected that prequalification/Registration applications will be submitted to be received by the procuring entity not later than **FRIDAY, 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.**

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates

2.1.3 General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

## **2.2 Submission of Application**

2.2.1 Applications for prequalification/Registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the tender box at County Government of Kirinyaga County Headquarters, or be addressed to County Secretary & Head of public Service, County Headquarters, P.O. Box 240-10304, Kutus so as to be received on or before FRIDAY 9<sup>TH</sup> OCTOBER 2020 AT 10.00 AM.

2.2.2 The name and mailing address of the applicant may be marked on the envelope.

2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.3 Eligible Candidates**

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. County Government of Kirinyaga reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions
- 2.4.4 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.
- 2.4.5 The audited Accounts for the last Two (2) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.6 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.



## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following: -

(a) Following are the minimum qualification requirements.

The lead partner shall meet not less than (not less than (70 %) of all the qualifying criteria in paragraph's 2.4.3 and 2.4.6 above (24)

The other partners shall meet individually not less than (50 %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7 Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity

that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8 Updating Pre-Qualification Information**

- 2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Pre-qualification/Registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.3.1	<i>The tender is open to all eligible supplier to for Supply and delivery of Garment making Fabrics, Hair &amp;Beauty, weights &amp; Measures tools and Other Assorted workshop tools and Equipment for County Government of Kirinyaga.</i>
2.2.1	<i>Closing day, date and time of closing: <b>FRIDAY, 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.</b></i>
2.4.1	<p>Tenderers are required to submit copies of the following <b>MANDATORY DOCUMENTS</b> which will be used during Preliminary Examination to determine responsiveness:</p> <ol style="list-style-type: none"> <li>1) <b>Valid Certificate of Incorporation/Business Registration (Attach copy)</b></li> <li>2) <b>Current/Valid Tax Compliance Certificate (Attach copy)</b></li> <li>3) <b>Current/Valid Business Permit/License (Attach copy)</b></li> <li>4) <b>CR12 Generated in the last 6 Months (Attach copy)</b></li> <li>5) <b>IFMIS Number</b></li> </ol> <p><b>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.</b></p>
2.4.5	Financial audited accounts for the last two (2) year endorsed, signed and stamped by a registered external auditor.

## QUALIFICATION EVALUATION CRITERIA

### EVALUATION CRITERIA 1 – FOR AGPO REGISTERED TARGET GROUPS

NO.	MANDATORY REQUIREMENTS	POINTS
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
2.	Certificate of registration of Youth, Women and PWD owned enterprises issued by the National Treasury (Attach copy)	YES/NO
3.	Current/Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	YES/NO
4.	Copy of Pin Certificate of firm/company/individual	YES/NO
5.	Current/Valid Business Permit/License (Attach copy)	YES/NO
6.	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
7.	IFMIS NUMBER	YES/NO

**The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification.**

## EVALUATION CRITERIA II – GENERAL PUBLIC

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A2	Current/Valid Tax Compliance Certificate (Attach copy)	YES/NO
A3	Current/Valid Business Permit/License (Attach copy)	YES/NO
A4	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
A5	IFMIS NUMBER	YES/NO
<b>B.</b>	<b>GENERAL REQUIREMENTS</b>	
B1.	Audited Financial statements for the last 2 years	6
B2.	Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
B3.	Business Address - Postal Address (2) - Telephone Number (2) - Email Address (2)	6
B4.	Indicate having undertaken similar assignment with at least 3 firms <b>(Attach Proof)</b>	20
B5.	Business Referees <b>(At least two)</b>	10
B6.	Maximum Volume of Business handled in the (last two years) - Kshs.2 Million and above (14) - Kshs.1 – 2 Million (12) - Kshs. 500,000 – 1 Million (8) - Kshs.100,000 – 500,000 (6)	14
B8.	Indicate Credit Period willing to offer - 90 Days (10) - 60 Days (8) - 30 Days (6) - Less than 30 days (4)	10
B9	Give company structure indicating clearly the rank and qualifications of the key personnel to be handling the service	8
B10	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA /KATA registration a must for Air Travel Agent)	10
B11	Document Conformity/presented in a required format (Document should be well bound)	6
	<b>TOTAL</b>	<b>100</b>

**NB: General Public Candidates must meet all the mandatory requirements to qualify for technical evaluation. Candidates who score 70 and above shall be considered for prequalification. Candidates who score below 70 will be eliminated and will not be considered for pre-qualification.**

**Other requirements as appropriate to the relevant category**

1. Registration certificate as a contractor by National Construction Authority and other relevant authorities for Building works contractors
2. Letter of recommendation from the Bank
3. Letters of recommendation from previous organization served.
4. A profile of the owners or shareholders.
5. Air Travel firms must be registered with IATA and any other relevant bodies
6. Practicing Certificate for all professionals
7. Transport Hire firms must attach evidence of having taken all the Insurance covers.
8. Where mandatory for service provision, each firm must attach evidence of valid registration certificate with relevant Professional bodies / Authorities.

**SECTION III - STANDARD FORMS**

**Table of Contents**

**REGISTRATION OF SUPPLIERS APPLICATION FORM ..... 16**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE ..... 17**

**PERFORMANCE STANDARDS & FACILITIES ..... 19**

**MANPOWER ..... 20**

**GENERAL INFORMATION ..... 21**

**LITIGATION HISTORY ..... 23**

**MANUFACTURER’S AUTHORIZATION FORM..... 24**

**ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE ..... 25**

**FORM RB 1 ..... 26**

**FORM SD1 ..... 27**

**FORM SD2 ..... 28**

**SWORN STATEMENT ..... 29**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**) .....

hereby apply for registration as a supplier/contractor for (category)

.....

.....

(REFERENCE No.) .....

Postal Address.....

Telephone Number (Fixed Line) .....Mobile.....

Email Address.....IFMIS NO.....

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

Building.....Floor..... Room/Office.....

Other branches/Locations.....

.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....



## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

### *Part I – General:*

Business Name .....

Location of business premises

.....

Plot No. ....Street/Road .....

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

Nature of Business.....

Current Trade Licence No. ....Expiry Date .....

Maximum value of business that you can handle at any one time: K£

.....

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 ..... Age .....

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

Citizenship details .....

### *Part 2 (b)- Partnership:*

Give details of partners as follows:

*Name            Nationality            Citizenship Details    Shares*

1.....

2 .....

*Part 2 (c) – Registered 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.....

Date ..... Signature of Tenderer .....

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

**You are Advised That It Is a Serious Offence to Give False Information On This Form**

**PERFORMANCE STANDARDS & FACILITIES**

**A. Space**

- 1) Factory..... Sq.ft, Specify if owned or rented .....
- 2) Go down..... Sq.ft, Specify if owned or rented .....
- 3) Office..... Sq.ft, Specify if owned or rented .....

**B. Machinery**

You own or lease .....

Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

State extent to which you would have to sub-contract work

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

Are you certified by any Quality Assurance Body?

If so, give the standard and name:

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

(Attach copies of the accreditation)

## **MANPOWER**

- a) Name of Chief Executive Officer/Principal Officer  
.....
- b) Number of employees .....
- c) Number of Technical Staff .....
- d) Number of shifts .....
- e) Number of utility vehicles .....
- f) Please indicate names and attach CV's of key professional/technical personnel to carry out the assignment in the following format.

Name.....Age.....

.....

Academic Qualification .....

Under graduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any)

Length of service with consultant / Contractor or Supplier position held

.....

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

**GENERAL INFORMATION**

Name and address of your Bankers

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

Have you ever had an order/contract issued and cancelled in whole or part by us?  
Yes/No

If Yes, give reasons for cancellation:

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

Do you have any objection in WSTF obtaining a confidential financial report from  
your bankers? .....

Has your company ever been involved in litigation/arbitration with  
clients/consultants? Yes/No

If Yes, give details

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

Attach at least four (4) current letters of recommendation from reputable  
organizations' that you have supplied goods, works/service for the last three years.

Names of the Applicant's clients in the last three years.

- 1.....
- 2.....
- 3.....

4..... Provide names of other clients  
and values of contract/orders as follows: -

**1. Name of 1<sup>st</sup> Client (organization)**

Name of Client (organization) ..... Address of  
Client (organization) .....

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

Telephone No. of Client ..... Value of  
Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**2. Name of 2nd Client (organization)**

Name of Client (organization) ..... Address of Client (organization) .....

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

Telephone No. of Client ..... Value of Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**3. Name of 3rd Client (organization)**

Name of Client (organization) ..... Address of Client (organization) .....

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

Telephone No. of Client ..... Value of Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**4. Name of 4th Client (organization)**

Name of Client (organization) ..... Address of Client (organization) .....

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

Telephone No. of Client ..... Value of Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**5. Others.....**

## LITIGATION HISTORY

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

<b>Year</b>	<b>Award for or against</b>	<b>Name of Client cause of Litigation and matter in dispute</b>	<b>Disputed Amount (Current Value, Kshs. Equivalent</b>

**MANUFACTURER’S AUTHORIZATION FORM**

To [name of the Procuring entity] .....

WHEREAS ..... [ name of the manufacturer] who are established and reputable manufacturers of ..... [name and/or description of the goods] having factories at ..... [address of factory] do hereby authorize ..... [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

\_\_\_\_\_  
[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.



**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

I/We/Messrs.....  
....

of Street, Building, P O  
Box.....

Contact/Phone/E  
mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized  
Signature.....

Name and Title of Signatory.....

Stamp.....

**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND .....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above  
mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on  
..... day of .....20.....

SIGNED  
Board Secretary

**FORM SD1**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, .....of P. O. Box ..... being a resident of ..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**Note:** This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January, 2016.

**FORM SD2**  
**SELF DECLARATION FORMS ( r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender **No.** ..... for .....(insert tender title/description) for .....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

..... (Title)  
(Signature) (Date) Bidder's Official Stamp

**Note:**

This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016

**SWORN STATEMENT**

Having studied the pre-qualification information for the above supply/provision of goods, works or services applied for we/I hereby state:

The information furnished in our/my application is accurate to the best of our/my knowledge.

That in case of being pre-qualified we/I acknowledge that this grants us/me the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender/quotation document to follow.

We/I enclose all the required documents and information required for the prequalification process.

**Applicant's Full Name** .....

**In the Capacity of** .....

**Signature** .....

**Date** .....

**Affix Company Stamp**

**PRICE SHEDULE FOR GOODS****TENDER NO. CGK/PQ/011/2020-2021/2021-2022****SUPPLY AND DELIVERY OF GARMENT MAKING FABRICS, HAIR &BEAUTY, WEIGHTS & MEASURES TOOLS AND OTHER ASSORTED WORKSHOP TOOLS AND EQUIPMENT****CARPENTRY SECTION MATERIALS**

No.	DESCRIPTION	UNIT	UNIT COST	Remarks
1.	Timber (1) gravillia 8x1 6x1 2x2 3x2 4x2	220ft 400 ft 200ft 300ft 100 ft		
2.	Varnish ( Peach)	2 Ltrs		
3.	Varnish Cherry	2 Ltrs		
4.	Thinner	2 Ltrs		
5.	Sand Paper P 80	3 Mtrs		
6.	Sand Paper P 60	3 Mtrs		
7.	M.D.F Tools;	2 Sheets		
8.	Chisel ½ ‘	3 Pcs		
9.	Hand Saw	2 Pcs		
10.	Sash Cramp 6 Ft	2 Pcs		
11.	Equipment;			
12.	Bench Vice	2 Pcs		
13.	M.D.F. (boards)	12 sheets		

**ELECTRICAL MATERIALS**

NO.	DESCRIPTION	UNIT	UNIT COST	REMARKS
1.	ACCTV set (A-way)			
2.	A solar system + Battery			
3.	A ceiling fan			
4.	2.5 mm single core cable R			
5.	2.5 mm single core cable B			
6.	2.5 mm single core cable G			
7.	2.5 mm T/E cable roll			
8.	1.5 mm single care B			
9.	1.5 mm single core cable G			
10.	1.5 mm single core cable R			
11.	1.5 mm T/E cable roll			
12.	0.75 mm bell wire (oxygen free)			
13.	Triple pole circuit breakers			
14.	Triple pole circuit breakers			
15.	Bee relays 12			
16.	Bell relays 240			

17.	1-Gang – 1- Way switch			
18.	1 –way - 2 – gang switch			
19.	1 –way - 3 – gang switch			
20.	2 –way- 1 – gang switch			
21.	2 –way - 2 – gang switch			
22.	2 –way - 3 – gang switch			
23.	Light operated switch ( autometre) 13 A socket outlets			
24.	Industrial socket outlets			
25.	Steel conduit diestock			
26.	Single phase motor			
27.	Three phase contactors			
28.	Batten type lamp holders giant			
29.	Bell switch			
30.	Cable clips 2			
31.	Cable (2.5 mm) lugs			
32.	Cable staples (1.5mm)			
33.	Cable staples ( 2.5 mm)			
34.	Tack nails $\frac{3}{4}$			
35.	Self taping screw $\frac{3}{4}$			
36.	Self taping screw 1			
37.	Self taping screw 2			
38.	20 mm PVC conduits H/G			
39.	20 mm steel conduit H/G			
40.	Open metal saddle			
41.	Insulating tape R			
42.	Insulating tape B			
43.	Insulating G			
44.	Switch box (metallic)			
45.	Switch box (PVC)			
46.	Shallow Patrice			
47.	Deep Patrice			
48.	Metallic switches			
49.	Iron box			
50.	Contactora Auxiliaries			
51.	Contactora Auxiliaries			
52.	Heat resistant cable			

## GARMENT MAKING

NO.	DESCRIPTION	UNIT	UNIT COST	REMARKS
1.	Brown paper			
2.	Materials Dacron 1. green 2. blue 3. navy blue			
3.	Poplin 1. white 2. navy blue 3. black			
4.	Poplin flowered			
5.	Checked material 1. maroon 2. green 3. blue 4. red			
6.	Tape measure			
7.	Manila paper			
8.	Gum canvas			
9.	Machine oil			
10.	Thread (big cones) I. black II. white			
11.	Zips 7" 12"			
12.	Elastic 1/4" 1/2" 1"			
13.	Paper scissors			
14.	Long heavy cutting shears			
15.	Tailors chalk			
16.	Bobbin\bobbin cases			
17.	Double knit thread			
18.	Seam rippers			
19.	Lining Black colour			



	White colour			
20.	Buttons ½” Shirt ½” Trouser			
21.	Hook and bars			
22.	Belt buckles			
23.	Laces  ¼" white ½" white ¼" black ½" black 3" white 3" black			
24.	Ribbons 1. Green 2. Red 3. light blue 4. white			
25.	Machine needles Round size 18 Flat size 18			
26.	Office pins			
27.	1 calico plain material			
28.	Commercial sewing machine electric			

#### HAIR & BEAUTY REQUISITION TOOLS, EQUIPMENTS & MATERIALS

No.	DESCRIPTION	UNIT	UNIT PRICE	REMARKS
1.	Barbering Chair	3 Pcs		
2.	Wall Mounted Mirror	12 Pcs		
3.	Ordinary Mirror	8 Pcs		
4.	Heating System	4 Pcs		
5.	Instant Shower	4 Pcs		
6.	Advanced Shampooing Sinks	4 Pcs		
7.	Trolleys With Stand (Black)	12 Pcs		
8.	Dry Shaver Machine	3 Pcs		
9.	Manicure Trolley With Stand	8 Pcs		
10.	Foot Spa	8 Pcs		
11.	French Manicure kit	4 Doz		
12.	Make Up Kit With Shades	24 Pcs		
13.	Rip Stick Medium/Dark	24 Pcs		
14.	Menthylated Spirit	10 Ltrs		

15.	Serviets	20 Pcs		
16.	Earring Stands (England)	36 Pkts		
17.	Dettol Soap(Medium)	48 Pcs		
18.	Soap Dish	20 Pcs		
19.	Slippers	24 Pcs		
20.	Hydrogen Peroxide	10 Cans		
21.	Mouth Masks	6 Pkts		
22.	Moulding Gel ( Small	8 Doz		
23.	Wax Remover ( Kissy	4 Can		
24.	Weave Needles	24 Doz		
25.	Ordinary Needles	36 Pcs		
26.	Weave (Long 24 Short 20 Straight) 7 with curls assorted colors	650		
27.	Braids Long 60 Short 150	210		
28.	Conditioner	20 Ltrs		
29.	Shampoo	40 Ltrs		
30.	Deep Penetrating Conditioner (lorry's)	6 Can		
31.	Barbering Combs	12 Pcs		
32.	Shower Caps (Assorted color with Black)	6 doz		
33.	Hair Net (For Dread Rocks)	24 pcs		
34.	Contour Kit (Medium, Dark)	12		
35.	Concealed (Medium, Dark)	12		
36.	Perforated cap	24 pcs		
37.	Weave Net	36 pcs		
38.	Cutting Scissors	12 pcs		
39.	Pimple Extractor	24 pcs		
40.	Disposable Gloves	12 pkts		
41.	High Frequency Facial Machine (7in 1)	1 pc		
42.	Nail File	24 pcs		
43.	Manicure(Pedicure Set (Paunch Type)	12 pcs		
44.	Hair bonding glue	12 pcs(500ml)		
43	End paper	6 doz		
44	Spirals (for setting)	12 doz		
45	Enamel (cutex (assorted colors)	12 doz		

## MASONRY SECTION

NO.	DESCRIPTION	UNIT SIZE	UNIT PRICE	REMARKS
1.	Quarry Stone	9 X 9		
2.	Quarry Stone	9 X 6		
3.	Concrete block	450x225x150 mm		
4.	Lime	25 Kgs		
5.	Clay Tiles	100 X 100 Mm		
6.	Sand (Mbere)			

7.	Ballast			
8.	Floor tile			
9.	Roofing tiles (plain)			
10.	Roofing Nails			
11.	Nails	4" 3" 2"		
12.	Cement			
1.	Building trowel			
2.	Plump bob			
3.	Mason square			
4.	Tape measure 3 m			
5.	Tape measure 30 m			
6.	Spirits level			
7.	Steel float			
8.	Wooden float			
9.	Mason square			
10.	Pointing trowel			
11.	Hacksaw flame			
12.	Hand saw			
13.	Claw hammer			
14.	Mason hammer			
15.	Cold chisel			
16.	Wheel barrow			
17.	Spades			
18.	Forked jembe			
19.	Block master			
20.	Tile cutter			
21.	Grass cutters			
	<b>Total</b>			

### WELDING & FABRICATION 2020

NO	DESCRIPTION	UNIT	UNIT PRICE	REMARKS
1.	Angle Grinders			
2.	Bench Grinder			
3.	Hand Files			
4.	Flat File			
5.	Round File			
6.	Half Round File			
7.	Triangle File			
8.	Bench Vice			
9.	Dot punch			
10.	Center Punch			
11.	Venires Caliper			

12.	Square Tubes 1"x1"			
13.	Angle Beds 1 1/2" X 1 1/2"			
14.	Flat Bars 2" X 3/8"			
15.	Flat Bar 1 1/4" X 6 mm			
16.	Round Bar 10			
17.	T-bar 3/4 X 3/4			
18.	Flat Bar 1 1/2 x 3/16"			
19.	Black Sheet Gauge 26			
20.	Packets Of Mild Steel Welding Rods Ø 3.25			
21.	Grinding Disc			
21	Hacksaw Blades			
22	Z – bar 3/4			
23	Square bar 10x10			
24	Cutting Disc			

### MOTOR VEHICLE MECHANICS TRAINING TOOLS, EQUIPMENTS & MATERIALS

NO.	DESCRIPTION	UNIT	UNIT PRICE	REMARKS
1.	Grower tester			
2.	Engine diagnosing machine			
3.	Wheel balancing machine			
4.	Multimeter digital			
5.	Internal micrometer			
6.	External micrometer			
7.	Gas welding regulators set			
8.	Gas welding base pipes set			
9.	Gas welding nozzles set & touch			
10.	Nozzle cleaner			
11.	Taps and dus set			
12.	Hydraulic body jack			
13.	Coil spring compressor			
14.	Valve spring compressor			
15.	Injector nozzle testers			
16.	Telescopic thinning height			
17.	Soldering bites 1/4kg			
	<b>Total</b>			
	<b>TOOLS:</b>			
1.	A seven step tool box complete			
	<b>TRAINING MATERIALS</b>			
1.	Petrol			
2.	paraffin			
3.	diesel			
4.	Brake fluid			
5.	Gas welding rods			
6.	Grease			

7.	Gear box oil SAE			
8.	Head lamps			
9.	Angle lines			
10.	Distributor Mazda Bib complete			
11.	Carburetor mazda bib complete			
12.	Stator motor mazda bib			
13.	Electric fuel pump			
14.	Spark plugs set			
15.	504 distributor			
16.	504 fuel pump			
17.	504 stater motor			
18.	504 slave cylinder			
19.	Body filler			
20.	Primer			
21.	Sport putty			
22.	Standard thinner			
23.	Sadalcrycl paint white			
24.	High gloss thinner			
25.	Hardener			
26.	Clear			
27.	Sand papers			
28.	“			

**PLUMBING MATERIALS**

NO	DESCRIPTION	UNIT	UNIT PRICE	REMARKS
	G.I Pipes ½			
2.	G.I Pipes ¾			
3.	G.I Pipes 1			
4.	Mild Steel pipe ½ Mild Steel pipe ¾ Mild Steel pipe 1			
5.	P.P.R Pipes PN 20 ½ P.P.R Pipes PN 20 ¾ P.P.R Plain Elbow ½ P.P.R Plain Elbow ¾ P.P.R Plain Tee ½ P.P.R Plain Tee ¾ P.P.R Plain union ½ P.P.R Plain union ¾			
6.	PPR male socket ½ PPR male socket ¾ PPR male Elbow ½ PPR male Elbow ¾ PPR Female socket ½ PPR Female Elbow ½ PPR Female Elbow ¾			
7.	Gate valve plegar ½			

	Gate valve plegar $\frac{3}{4}$			
8.	BIB tab plegar $\frac{1}{2}$			
9.	P.V.C pipe class c $\frac{1}{2}$			
10.	P.V.C pipe class c $\frac{3}{4}$			
11.	G.I Reducing bush $\frac{3}{4} \times \frac{1}{2}$			
12.	G.I Reducing bush 1 x $\frac{3}{4}$			
13.	Shower rose $\frac{1}{2}$			
14.	G.I flat sheet gauge 28			
15.	Mind steel flat bar 3x6 mm			
16.	Soldering bit 350 g			
17.	Soldering stick 50/50			
18.	Soldering flux (HCL)			
19.	Brazing flux 10 gm			
20.	Brazing rods			
21.	Welding rods 3mm			
22.	PPR pipe heater (2200 watts			
23.	Die stock ( small)			
24.	Engineer pipe vice (record 4" pipe )			
25.	Oxy-Acetylene gauge and hose			
26.	Nozzle – gas oxy-Acetylene (copper)			
27.	Pipe wrenches No. 14			
28.	Adjustable spanner No.12			
29.	Tin snip medium			
30.	Concrete blocks 450x225x150			
31.	Lime 25 kgs			
32.	Sand $\frac{1}{2}$ lorry			
33.	Blow lamp			

**WEIGHT AND MEASURES MATERIAL (LIST BELOW)**

S/NO	DESCRIPTION	UNIT	UNIT PRICE	REMARKS

**IFMIS FORM**  
**FULLY FILLED SIGNED AND STAMPED IFMIS TENDER FORM**  
**COUNTY GOVERNMENT OF KIRINYAGA**  
**P.O BOX 260-10304**  
**KUTUS**

**EMAIL:** [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke)

**To: COUNTY SECRETARY & HEAD OF PUBLIC SERVICE, COUNTY HEADQUARTERS**

**COMPANY BANK ACCOUNT DETAILS**

- A/C NAME .....
- A/C NUMBER.....
- BANK NAME.....
- BANK BRANCH.....
- COMPANY REG NO.....
- EMAIL ADDRESS.....
- IFMIS NO.....
- COMPANY KRA PIN NUMBER.....
- CONTACTS.....

SIGN.....DATE.....

COMPANY OFFICIAL STAMP.....