

THE COUNTY GOVERNMENT OF KITUI



OFFICE OF THE GOVERNOR

(PRE-QUALIFICATION)

TENDER NO. CGoKTI/276/2017-2018

NAME OF TENDER: PROVISION OF PRINTING SERVICES FOR ACCOUNTABLE AND OTHER DOCUMENTS.

30TH MAY, 2018

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SECTION I: INVITATION FOR TENDERS

TENDER REF. NO: CGoKTI/276/2018-2019

TENDER NAME: PRE-QUALIFICATION OF SUPPLIERS PROVISION OF PRINTING SERVICES FOR ACCOUNTABLE AND OTHER DOCUMENTS.

- 1.1 **County government of kitui invites** sealed tenders from eligible tenderers who are prints.
- 1.2 A complete set of tender documents may be obtained by interested candidates by Download the tender documents free of charge kitui website www.kitui.go.ke
OR
<http://supplier.treasury.go.ke> link to GOK tenders websites free of charge.
- 1.3 Prices quoted should be net, inclusive of **all taxes**, and **delivery costs** must be in Kenya Shillings and shall remain valid for **120** days from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box situated outside the office of supply chain management services, or be addressed to (Chief Officer, County Treasury. County Government of Kitui **P.O. Box 33 – 90200 Kitui**) so as to be received on or before **Wednesday 13th June, 2018 at 12.00 noon**.
- 1.5 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at (office of head, supply chain management services).

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1** County Government of Kitui hereinafter referred to as the procuring entity intends to prequalify suppliers for accountable documents. It is expected that prequalification applications will be submitted to be received by County Government of Kitui not later than **Wednesday 13th June, 2018 at 12:00noon.**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures registered under Kenyan laws
- 2.1.3 General information on candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates. The contract will be a unit price contract. The tender documents will be the signed contract between County Government of Kitui and the bidder(s) prequalified.

2.2 Submission of Application

- 2.2.1 Applications for pre-qualification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at Tender Box situated outside office of supply chain management services so as to be received on or before **Wednesday 13th June, 2018 at 12.00 noon.** County Government of Kitui reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the inner envelope(s) and not on the outside envelope. Outside shall bear the Tender number and date of opening only.
- 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 sub 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 Kitui 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 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the service cash flow for a period of three (3) months, estimated at Kshs.one(1) million net of the applicants commitments for other contracts.

2.4.4 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 (5) 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.

(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 liability 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 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	Particulars of appendix to instructions to tenderers
2.3: Eligible Tenderers	printers
2.10: Tender Currencies	Kenya shillings
2.12: Tender Security	n/a
2.16.4: Format and Signing of Tender	All Required documents must be arranged chronologically as listed in the evaluation criteria and clearly marked
2.2 closing of tenders	Wednesday 13th June, 2018 at 12:00noon
2.4 Evaluation and Comparison of Tenders	See below page 9

EVALUATION CRITERIA

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:

A.	MANDATORY REQUIREMENTS	POINTS
A1	Certificate of Incorporation/Registration (Attach Copy)	YES/NO
A2	Attach copy of Valid Tax Compliance Certificate.	YES/NO
A3	Complete the attached mandatory business questionnaire	YES/NO
A4	Attach copy of Valid Business Permit.	YES/NO
A5	Submit two bid documents clearly marked “Original” and “Copy”	YES/NO
A6	Attach audited accounts for the last three years-2013-2014, 2014-2015,2015-2016	YES/NO
B.	GENERAL REQUIREMENTS	
B1.	Financial Capability, copies of audited accounts for the last three years 2013-2014, 2014-2015 and 2015-2016 <ul style="list-style-type: none"> • Current Ratio above 1 15Marks • Current Ratio Below 1 and above 0.5.....10marks- • Current Ratio Below 0.5..... 0 marks 	15
B2.	Indicate having undertaken similar assignment with at least five (5) firms. Attach LPOs and the relevant invoices, delivery notes etc for similar assignments.(5 marks each)	20
B3	Reference letters from at least three of your clients (5mks each)	15
C	TECHNICAL REQUIREMENTS	
C1.	Attach a copy of company profile10 marks	10
C2.	Document presentation – serialized (5) & bound (5)	10
	GRAND TOTAL (Pass Mark 70%)	70

NB:

- Bidders must meet all the mandatory requirements to qualify for technical evaluation.
- Marks will be pro-rated out of 100%.
- The bidder quoting the lowest price having attained 70% technical score shall be recommended for contract award.
- Any information provided by the bidder may be verified by the county.

SECTION III- LETTER OF APPLICATION

Date

To

 (*name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining
 (a) the Applicant’s legal status
 (b) the principal place of business and
 (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

3. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture

or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV- STANDARD FORMS

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APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (3A)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE
(Must be filled by all applicants who choose to participate in this Tender)

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Whichever applies to your type of business and part 3.

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

Name
of Applicant(s).....
...

Part 1: General:

1.1: Business Name
.....

1.2: Certificate of Incorporation/Registration
No:.....

1.3: Location of business premises
.....

1.4: Plot No.
.....

1.5: Street/Road
.....

1.6: Postal Address
.....

1.7: Office Tel. No.
.....

1.8: Mobile:.....
.....

1.9: Fax
No:.....
.....

1.10: Email Address.....
.....

1.11: Website.....
.....

1.12: Nature of business: (Indicate whether Manufacturer, Distributor e.t.c).....

1.13: Contact Person (Full Names).....

(a) Directors Name and Mobile Nos:.....

(b) If not Director, Title..... Power of Attorney (Yes/No) if yes, attach written document.

1.14: Maximum value of business which you can handle at any one time Kshs.

1.15: Name of your bankers Branch

Part 2(a) – Sole Proprietor:

2a.1: Your name in full Age

2a.2: Nationality Country of origin

Citizenship details.....

Part 2(b) – Partnership

2b.1: Give details of partners as follows

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

Part 2(c) – Registered Company:

2c.1: Private or public

2c.2: State the nominal and issued capital of the company –

Nominal Kshs.
Issued Kshs.

2c.3: Give details of all directors as follows

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

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

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

Part 3 – Eligibility Status

3.1 Are you related to an Employee who works in the Finance or Procurement Departments, or, is a member of the Tender Committee of county government of kitui?

Yes..... No:.....

3.2: If answer in ‘3.1’ is **YES** give the relationship:.....

3.3: Does an Employee as in “3.1” above, sit in the Board of Directors or Management of your Organisation Subsidiaries or Joint Ventures?

Yes..... No.....

3.4: If answer in ‘3.3’ above is YES give details.....
.....
.....

3.5: Has your Organisation, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by county government of kitui to provide consulting services for preparation of design, specifications

and other documents to be used for procurement or the goods or services under this invitation? Yes..... No.....

3.6: If answer in '3.5' above is YES give details.....
.....

3.7: Are you under a declaration of ineligibility for corrupt and fraudulent practices? Yes..... No.....

3.8: If answer in '3.7' above is YES give details.....

3.9: Have you offered or given anything of value to influence the procurement process? Yes..... No.....

3.10: If answer in '3.9' above is YES give details.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date:..... Signature of
Candidate:.....

If a Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring
Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

-
1. Please acknowledge receipt of this letter of notification signifying your acceptance.
 2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
 3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

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 of20.....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 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.**

LIST OF ACCOUNTABLE DOCUMENTS.

S/NO	DESCRIPTION OF ITEMS (BOOK)	NO OF PAGES	PRICE
1.	Market fee @Ksh. 15	100	
2.	Market fee @Ksh.10	100	
3.	Market fee @Ksh.20	100	
4.	Demand notice D	50	
5.	Demand notice General	50	
6.	Invoice B	50	
7.	Invoice A	50	
8.	Bonds A	50	
9.	Bonds B	50	
10.	Miscellaneous books	100	
11.	Health care services B	50	
12.	Health care services General	50	
13.	Farm and produce movement permit	50	
14.	Livestock permit A	50	
15.	Livestock permit B	50	
16.	Certificate of Transport	50	
17.	Market fee @35	100	
18.	Market fees @ 100	100	
19.	Market fees @50	100	
20.	Market fees @40	100	
21.	Market fees @30	100	
22.	Parking fees @200 General	100	
23.	Parking fees @70 General	100	
24.	Bus park @ 150 A	100	
25.	Bus park @ 150 B	100	
26.	Sand cess A	100	
27.	Sand cess B	100	
28.	Clearance Certificate A	100	
29.	Clearance Certificate B	100	
30.	Stock loading Bay A	100	
31.	Stock loading Bay B	100	
32.	Alcohol Drink License A	50	
33.	Alcohol Drink License B	50	
34.	Parking fee @100 General	100	
35.	Parking fee @ 50	100	
36.	parking fee @ 20 A	100	
37.	Parking fee @ 20 B	100	
38.	Parking fee @ 250 General	100	
39.	Stock Market Fee @40(Goat & Sheep)	100	

S/NO	DESCRIPTION OF ITEMS (BOOK)	NO OF PAGES	PRICE
40.	Stock Market Fee @ 100(Cow @ Donkey)	100	
41.	Slaughter House License	50	
42.	Meat Transport Permit	50	
43.	Certificate of Condemnation	50	
44.	Certificate of Verification- Weights \$ measures	50	
	SHOW BOOKS		
45.	Entry Ticket @ 50	100	
46.	Entry Ticket @ 100	100	
47.	Entry Ticket @ 150	100	
48.	Billing papers (Reams)	Ream	
49.	Single Business Permits (Ream)	Ream	
50.	Miss Tourist Ticket @ 1,000	100	
51.	Miss Tourist Ticket @ 300	100	
52.	ATC Miscellaneous Receipts Books	100	