



## COUNTY GOVERNMENT OF KIAMBU

DEPARTMENT OF WATER, ENVIRONMENT, ENERGY AND NATURAL RESOURCES

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### **FRAMEWORK AGREEMENT FOR THE PROVISION OF CLEARING OF GARBAGE AT TIPPING SITE AT KANGÓKI DUMPSITE**

**TENDER NO: CGK/WEERN/005/2019/2020**

**NEGOTIATION NO: 786935-2019/2020**

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**COMPANY /FIRM.....**

**TENDER NAME.....**

**CLOSING/OPENING DATE: 24<sup>TH</sup> MARCH 2020**

## **FRAMEWORK AGREEMENTS OF SUPPLIERS FOR TWO YEARS**

The County Government of Kiambu invites framework agreement for the provision of clearing of garbage at tipping site at Kangóki dumpsite from eligible bidders for two years

Bidders are informed that services will be procured on “As and when need arises basis for framework agreements services.

### **PROPOSED SERVICE FOR FRAMEWORK AGREEMENT FOR TWO YEARS**

Tender No.	Description	Category	Remark
CGK/WEERN/005/2019/2020	Provision of clearing of garbage at tipping site at Kangóki dumpsite	OPEN	Framework agreement

- a. Interested firms may obtain framework agreement document from website of County Government of Kiambu .The document can also be viewed and downloaded from the website [www.kiambu.go.ke](http://www.kiambu.go.ke) or from Kenya Supplier Portal [suppliers.treasury.go.ke](http://suppliers.treasury.go.ke) or [www.tender.go.ke](http://www.tender.go.ke) at no fee
- b. Duly Completed tender and framework agreements Documents should be in plain sealed envelope clearly indicating respective “**Tender Title and Reference Number**”& should be addressed to:-

The County Secretary,

County Government of Kiambu,

P.O. Box 1492-00900 Kiambu

**COPY** of the complete document to be deposited into the Tender Box placed at the ground floor of the County Government of Kiambu Thika offices ground floor near the procurement office 15B. The **ORIGINAL** document **MUST** be submitted online through integrated financial system (IFMIS) portal.

Tender opening shall be done on **Tuesday 24TH March 2020 at 12.00 Noon at the Thika sub County chambers offices immediately thereafter.**

Qualifications requirements include:

Requirements		Remarks
1 .	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate	Mandatory
3.	Pin certificate copy attached	Mandatory
4.	Valid single Business Permit (attach copy)	Mandatory
5.	Audited Statements of accounts for the last two recent years and a Three(3) months current bank statement	Mandatory/ Not mandatory for special groups for Reserved categories
6.	Equipment’s-Attach copies of log books or agreements of hire satisfied by an advocate. For a duration not less than 2years.	Mandatory

7.	The supplier <b>MUST</b> provide a supervisor of the fleet	Mandatory
8	The supplier must provide insurance against county workers in case of injury at the site	Mandatory
9.	Provide evidence of supplying similar works to Kiambu County or any other five institutions. Provide copies of LPOs/Contracts/Letters of reference and names of clients	Mandatory
10	Attach certified copy of current CR12	Mandatory
11	Bidders shall prepare and <b>MUST</b> submit the original document online. Tender document should be neatly bound and serialized.	Mandatory

**INVITATION LETTER**

**DATE:** .....

**TENDER REF. NO:** .....

**TENDER NAME:** .....

1. The County Government of Kiambu, department of water, environment ,energy and natural resources invites sealed applications from eligible and interested candidates for registration for the service of clearing of garbage at tipping site at Kangoki dumpsite for t two years
  
2. This document includes a questionnaire to be completed and returned and be supported by the requisite documents from eligible and competent bidders. All statutory requirements are compulsory.
  
3.
  - a. Detailed framework documents may be obtained REFER TO PAGE 4 for details.
  - b. Duly filled Framework documents in plain sealed envelopes, clearly marked:

**FRAMEWORK DOCUMENT FOR HIRE OF BULL DOZERS**

And marking each “**ORIGINAL**” should be submitted online through integrated financial system (**IFMIS**) portal and “**COPY**” should be deposited into the Tender Box at County Government Of Kiambu Offices situated in Thika town hall.

**The County secretary,  
County Government of Kiambu,  
P.O. Box 2344-00900  
Kiambu.**

ON or BEFORE, **Tuesday 24th March, 2020 at 12.00 Noon** local time. Bids submitted later than this date and time shall be rejected and returned unopened.

## **GENERAL INFORMATION:**

### **INTRODUCTION**

#### **1. Eligible applicant**

- 1.1 This invitation for supplier registration application is open to all suppliers and manufacturers eligible as described in the application documents.
- 1.2 Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).
- 1.3 Applicants shall bear all costs associated with the submission of their applications and County Government of Kiambu will in no case be liable for such costs, regardless of the conduct or outcome of the process.
- 1.4 The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if it is accepted.
- 1.5 The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the Institution's satisfaction.
  - a) That in the case of an applicant offering goods which the applicant do not manufacture or otherwise produce, the applicant has been duly authorized by the goods' manufacturer or producer to supply them.
  - b) That the applicant has financial, technical and production capability necessary to perform the contract.
  - c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the category applied for.
  - d) That the applicant is willing to do business with County Government of Kiambu and shall allow credit facilities and acceptable trade terms.

#### **2. GOODS ELIGIBILITY AND CONFORMITY**

- 2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.
- 2.2 The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.3 The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings and data and shall consist of:-
  - a) Where applicable a detailed description of essential technical and performance characteristics of the service.
  - b) A list giving full particulars including available sources and current prices of the service.

### 3. SUBMISSION OF APPLICATION

#### 3.1 Validity of Tenders

- 3.1.1 Tenders shall remain valid for 150 days. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 3.1.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

#### 3.2 Format and Signing of Tender

- 3.2.1 The tenderer shall prepare one copy of the tender, clearly marking it. Completed tender documents are to be submitted online through the Integrated Financial Management System (IFMIS) supplier portal and one copy enclosed in plain sealed envelopes marked with tender name and tender number and be deposited in the Tender Box outside **Room 15B at Thika town hall offices** In the event of any discrepancy between them, the original which is online shall govern.
- 3.2.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 3.2.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

#### 3.3 Sealing and Marking of Tenders

- 3.3.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL” MUST be submitted online through integrated financial system (IFMIS) portal and “COPY.”** To be deposited in the tender box situated at Thika sub county offices ground floor near the procurement office room 15B. The envelopes shall then be sealed in an outer envelope.
  - 3.3.2 The inner and outer envelopes shall:
    - (a) be addressed to the Procuring entity at the address given in the invitation to tender
    - (b) Bear, tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE Tuesday 24<sup>th</sup> March, 2020 at 12.00 Noon.**
  - 3.3.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
  - 3.3.4 If the outer envelope is not sealed and marked as required by paragraph 3.3.2 the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.
- 3.4 Applications must be received by the Institution at the address, date and time specified on the invitation for.

- 3.5 The Institution may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Institution and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

#### **4. MODIFICATION AND WITHDRAWAL OF APPLICATION**

- 4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Institution prior to the deadline prescribed for submission of applications.
- 4.2 The applicant's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by cable, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.
- 4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

#### **5. OPENING AND EVALUATION OF APPLICATIONS**

##### **5.1 Opening**

The Institution will open all the applications in the presence of applicant's representatives who choose to attend in the designated place as per invitation to. Applicant's representatives who choose to witness the opening shall sign a register evidencing their attendance.

- 5.2 The applicant's names, modifications or withdrawals and other details the Institution considers appropriate will be announced at the opening.
- 5.3 The Institution will prepare minutes of the opening.

## 6. CLARIFICATION OF APPLICATION

- 6.1 To assist in the examination, evaluation and comparison of applications, the Institution may at its discretion ask the applicant for clarification of his/her application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.
- 6.2 Any effort by the applicant to influence the Institution during evaluation, application comparison or acceptance decision making may result in rejection of the applicant's application.

### CLARIFICATION OF APPLICATION ON CONTENTS OF BIDDING DOCUMENTS

For **Clarification of bid purposes** only, the Client's address is:

Attention:

*The county Secretary,*

*County Government of Kiambu,*

*P.O. Box 2344-00900*

*Kiambu.*

Electronic mail address: [info@www.kiambu.go.ke](mailto:info@www.kiambu.go.ke),



## 7. EXAMINATION FOR ACCEPTANCE

7.1 Prior to the detailed evaluation, the Institution will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The Institution's determination of applicants' responsiveness will be based on the content of the application without re-course to extrinsic evidence.

7.2 If an application is not substantially responsive, it will be rejected by the Institution and may not subsequently be made responsive by applicant through correcting the non-conformity.

## 8. EVALUATION AND COMPARISON OF APPLICATIONS

8.1 The Institution will only evaluate and compare applications that have been determined to be substantially responsive.

### SECTION IV – EVALUATION CRITERIA

All applicants for **frame work agreement** are requested to submit the below listed requirements without which they shall be disqualified (which shall be used during Preliminary Examination to determine responsiveness):-

**The following Evaluation criteria will be used:-**

**Preliminary stage: Mandatory requirements**

Requirements	Remarks	YES/NO
1. Copy of Certificate of Registration/Incorporation	Mandatory	
2. Certified copy of Valid Tax Compliance Certificate	Mandatory	
3. Pin certificate copy attached	Mandatory	
4. Valid single Business Permit (attach copy)	Mandatory	
5. Audited Statements of accounts for the last two recent years and a Three(3) months current bank statement	Mandatory	
6. Equipment's-Attach copies of log books or agreements of hire satisfied by an advocate. For a duration not less than 2years.	Mandatory	
7. The supplier MUST provide a supervisor of the fleet	Mandatory	
8. The supplier must provide insurance against county workers in case of injury at the site	Mandatory	
9. Bidders shall prepare and <b>MUST</b> submit the original document online. Tender document should be neatly bound and serialized.	Mandatory	
10. Attach certified copy of current CR12	Mandatory	
11. Provide evidence of supplying similar works to Kiambu County or any other five institutions. Provide copies of LPOs/Contracts/Letters of reference and names of clients	Mandatory	

## TECHNICAL EVALUATION

Requirements		SCORE	AWARDED
1.	Copy of Certificate of Registration/Incorporation	10	
2.	Certified copy of Valid Tax Compliance Certificate	10	
3.	Pin certificate copy attached	5	
4.	Valid single Business Permit (attach copy)	10	
5.	Audited Statements of accounts for the last two recent years and a Three(3) months current bank statement	Audited accounts 2 years – 10marks 1 year – 5 marks 6 MTHS – 1 mark None – 0 marks	
6.	Equipment's-Attach copies of log books or agreements of hire satisfied by an advocate. For a duration not less than 2years.	10	
7.	The supplier <b>MUST</b> provide a supervisor of the fleet	5	
8	The supplier must provide insurance against county workers in case of injury at the site	10	
9.	Provide evidence of supplying similar works to Kiambu County or any other five institutions. Provide copies of LPOs/Contracts/Letters of reference and names of clients	Kiambu County or any other five institutions (evidence with references) – 10marks Others prorated at: below 5 clients ( each client to earn a mark)	
10	Attach certified copy of current CR12	10	
11	Bidders shall prepare and <b>MUST</b> submit the original document <b>ONLINE</b> . Tender document should be neatly bound and serialized.	10	

### NOTE:

1. Kindly note that evaluation will be based on the above mentioned requirements. Firms that attain a pass mark of 70% and above shall be registered in the list of suppliers.
2. The mandatory requirements must be met in order to qualify for the technical evaluation.
3. The Institution's evaluation of an application will also take into account the eligibility of the applicant and the evaluation criteria as attached.

NO	ITEM DESCRIPTION	UNIT	QUANTITY REQUIRED	UNIT PRICE
1	Provision of clearing of garbage at tipping site at Kangóki dumpsite	PER HOUR	N/A	

## **SPECIAL CONDITIONS OF CONTRACT**

### 9.1 Special conditions of contract as relates to the GCC

<b>SPECIAL CONDITIONS OF CONTRACT</b>
<b>Delivery services if awarded the contract</b> <ul style="list-style-type: none"><li>• The tenderers shall make service to County Government of Kiambu</li><li>• Services must be accompanied by Delivery Note(s)/ Packing List and Invoices.</li><li>• The Local Purchase Order number must be indicated on Delivery Note(s).Packaging and Invoices.</li></ul>

## **10. CORRUPT FRAUDULENT PRACTICES**

**10.1** The Institution requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the Institution:-

- a) Defines for the purpose of this provision, the terms set forth below as follows:-
  - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a Institution official in the procurement process or in contract execution including acceptance of this application.
  - i. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Institution and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial non-competitive levels and to deprive the Institution of the benefit of free and open competition.
- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question’.
- c) Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any Institution contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.

**FRAMEWORK AGREEMENT SUBMISSION**

Date \_\_\_\_\_

To: \_\_\_\_\_  
[name and address of procuring entity]

Gentlemen and/or Ladies:

We, the undersigned, submit our form for \_\_\_\_\_

\_\_\_\_\_ in accordance  
with (Title of bid)

Requested for No \_\_\_\_\_  
(Tender No)

Dated \_\_\_\_\_ and our Proposal. We are hereby submitting our

documents which include the following attachments;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Price list as submitted by as shall be binding upon us up to expiration of validity period specified in the instruction to candidate. We undertake that if our application is acceptable we will deliver services in accordance with the delivery schedule as requirement or official an order signed by authorized officer(s) of the Institution.

We understand that you are not bound to accept the lowest bid or any tender you may receive. We remain

Yours Sincerely

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

Name and title of signature and stamp .....

Name of Applicant's company.....

Address.....

In presence of Witness name and signature.....

Date.....

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated:

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

**PART 1 – GENERAL**

- a) Business Name .....
- b) Location of business premises County//Town.....
- c) Street / Road.....
- d) Building.....
- e) Plot Number .....
- f) Postal Address ..... Telephone No. ....
- g) Email Address.....
- h) Nature of Business ..... And Specialization.....
- i) Current Single business permit/Trade License  
No. ....Expiring Date..... (Attach copy)
- j) Certificate of Incorporation..... (Attach copy)
- k) Current Tax Compliance Certificate/ or Exemption letter from VAT Dep't  
No..... Expiring Date ..... (Attach copy)
- l) Maximum Value of Business which you can handle at any one time Kshs.....
- m) Name of your Bankers ..... Branch .....
- n) Your trade terms (including mode of payment, credit allowed and discount)  
.....
- o) Banker Certificate on the applicants liquidity, suitability and credit limitation  
.....

p) Name and Telephone of contact person

..... q) Any other  
.....  
.....

**PART 2 (A) – SOLE PROPRIETORS**

a) Your name in full ..... Age .....

b) Nationality ..... Country of Origin.....

Citizenship details .....

**PART 2 (B) – PARTNERSHIP**

Give details of partners as follows:-

<b>NAME</b>	<b>NATIONALITY</b>	<b>SHARES</b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

**PART 2(C) REGISTERED COMPANY**

a) **Private or Public**..... State the nominal and

Issued capital of the company:-

**Nominal Kshs.** .....

**Issued Kshs.** .....

**b) Details of Directors:**

<b>NAME</b>	<b>NATIONALITY</b>	<b>SHARES</b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

**FINANCIAL POSITION**

Attach 3 months bank statement and a copy of firm’s latest two years certified audited financial statements, three months bank statement, giving summary of assets and liabilities, income and expenditure, cash flow statement.

**DECLARATION**

Having studied the framework agreement information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name .....

For and on behalf of.....

Position.....

Sign..... Stamp.....

