

REPUBLIC OF KENYA



KIAMBU COUNTY GOVERNMENT

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY AND
DELIVERY OF FURNITURE AND FITTINGS**

TENDER NO. CGK/PQF/OO2/2020-2022

TENDER DOCUMENT

(RESERVED FOR WOMEN AND PWD)

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

CLOSING DATE:30th September 2020

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SECTION I - INVITATION FOR PREQUALIFICATION (IEPO)**TENDER NO. CGK/PQF/002/2020-2022 PREQUALIFICATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF FURNITURE AND FITTINGS.**

1. The COUNTY GOVERNMENT OF KIAMBU intends to pre-qualify eligible Candidates for **PREQUALIFICATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF FURNITURE AND FITTINGS.**
2. Interested eligible Candidates may obtain further information from the **Supply Chain (Procurement) office**, County Government of Kiambu Thika Sub County offices Room 15B
3. Eligible candidates may obtain the prequalification document from the official county website <http://www.kiambu.go.ke> or supplier.treasury.go.ke Free of charge.
4. A minimum requirement for qualification is to have successfully carried out similar works in the last two (2) years
5. **Submission of Tenderdocument**
Applications for prequalification must be submitted enclosed in plain sealedwater proof envelopes marked with the tender name and reference number and deposited in the tender box at **Thika Sub County offices outside room 15B or to be addressed to The County Secretary, County Government of Kiambu, P.O.BOX 2344-00900 Kiambu** so as to be received on or before **30th September 2020 at Noon.**
6. Due to Covid-19 pandemic, tenders will be opened 9 days after the closing date which will be on 9th October 2020 in the presence of the Candidates or their representatives who choose to attend **at Thika Town Hall Chambers Thika Subcounty at 10.00 A.M.**
7. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

SECTION II - TENDER SUBMISSION CHECKLIST

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it and attached in the same order.

No.	Item	Tick Where Provided
1	Letter of Application.	
2	Filled Confidential Business Questionnaire (CBQ)	
3	Declaration Form	
4	Valid copy of PIN Certificate	
5	Valid copy of VAT Registration Certificate	
6	Valid copy of Valid Tax Compliance Certificate	
7	Copy of Company or Firm's Registration Certificate	
8	Copy of Local Authority License – Business Permit	
9	Evidence of working premises availability i.e. title deed or lease agreement or water bill or electricity bill or any other proof of occupancy.	
10	Certificate of Confirmation of Directors (C.R. 12/13)	
13	<p>Financial Statements. The audited financial statements required must be those that are reported within thirty six (36) calendar months of the date of the prequalification document.</p> <p><i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i></p> <p>OR</p> <p>Certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document.</p>	
15	Copies of national identification card of Directors	

NOTES TO CANDIDATES

Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan registered Candidates must provide a valid Tax Compliance Certificate.

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SECTION III - INSTRUCTIONS TO CANDIDATES

1.0 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order madethere-under.*
- b) *“Date of Tender Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the Prequalification document.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context soadmits.*
- e) *“PPOA” wherever appearing means The Public Procurement Oversight Authority or its successor(s) and assign(s) where the context soadmits.*
- f) *Reference to “the tender” or the “Tender Document” or the Pre-qualification tender document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document asvaried supplemented and/or replaced in any manner from time totime.*
- g) *“The Procuring Entity” means COUNTY GOVERNMENT OF KIAMBU*
- h) *“The Candidate” means the person(s) submitting its application for the pre-qualification for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation forPre-qualification.*
- i) *Where there are two or more persons included in the expression the “Candidate”, any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.*

2.0 Eligibility forPre-Qualification

2.1 This Invitation to Prequalify is open to all Candidates eligible as described in the Appendix to Instructions toCandidates.

2.2 COUNTY GOVERNMENT OF KIAMBU’s employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in thetender.

2.3 Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by COUNTY GOVERNMENT OF KIAMBUto provide consulting services for the preparation of

the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.

2.4 Candidates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.5 Tenderers shall not be under declarations as prescribed at Section VIII.

3.0 Post –Qualification

3.1 COUNTY GOVERNMENT OF KIAMBU will from time to time issue tenders for the actual supply of the goods, equipment and ancillary services.

3.2 Only successful identified pre-qualified candidates who are in COUNTY GOVERNMENT OF KIAMBU's Standing List may be invited to tender for future contracts to supply the goods, equipment and ancillary services.

3.3 The tenders for future contracts to be issued will be over a period as prescribed in the Appendix to Instructions to Candidates from the date of appointment or as otherwise may be extended. After this period COUNTY GOVERNMENT OF KIAMBU may conduct another pre-qualification for the goods, works and services.

4.0 Fresh Pre-Qualification

4.1 At the end of the pre-qualification period, COUNTY GOVERNMENT OF KIAMBU may conduct another pre-qualification process at which the existing Standing List will automatically expire.

4.2 At the fresh pre-qualification, all pre-qualified candidates in the Standing List shall be required to re-apply if they so wish to be in the new Standing List.

5.0 Cost of Tendering

5.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and COUNTY GOVERNMENT OF KIAMBU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

5.2 The Prequalification Document shall be free of charge.

6.0 Contents of the Prequalification Document

6.1 The Prequalification Document comprises the documents listed below and Addendum (where applicable) issued in accordance with clause 3.7 of these Instructions to Candidates:-

- a) *Invitation for Prequalification*
- b) *Tender Submission Checklist*
- c) *Instructions to Candidates*
- d) *Appendix to Instructions to Candidates*
- e) *Description of goods for pre-qualification.*
- g) *Summary of the Evaluation Process*
- j) *Letter of application.*
- k) *Confidential Business Questionnaire Form*
- m) *Manufacturer's Authorization Form*
- n) *Notification of pre-qualification.*

q) Technical Specifications

- 6.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in the Prequalification Document. Failure to furnish all information required by the Prequalification Document or to submit a tender not substantially responsive to the Prequalification Document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

7.0 Clarification of Documents

- 7.1 A prospective Candidate requiring any clarification of the Prequalification Document may notify the Procurement Manager in writing or by post at COUNTY GOVERNMENT OF KIAMBU's address indicated in the Invitation for Prequalification. COUNTY GOVERNMENT OF KIAMBU will respond in writing to any request for clarification of the Prequalification documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by COUNTY GOVERNMENT OF KIAMBU. Written copies of COUNTY GOVERNMENT OF KIAMBU's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document.
- 7.2 COUNTY GOVERNMENT OF KIAMBU shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.
- 7.3 If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by COUNTY GOVERNMENT OF KIAMBU after the stated days, COUNTY GOVERNMENT OF KIAMBU shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it.

8.0 Amendment of Documents

- 8.1 At any time prior to the deadline for submission of Tenders, COUNTY GOVERNMENT OF KIAMBU, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.
- 8.2 All prospective Candidates that have received the Prequalification documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.
- 8.3 In order to allow prospective Candidates reasonable time in which to take the amendment into account in preparing their Tenders, COUNTY GOVERNMENT OF KIAMBU, at its discretion, may extend the deadline for the submission of Tenders.

9.0 Language of Tender

The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and COUNTY GOVERNMENT OF KIAMBU, shall be written in English language, provided that any printed literature furnished by the Candidate may be written in another language provide they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English

translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

10.0 Documents Comprising the Tender

The Tender prepared and submitted by the Candidates shall include but not be limited to all the following components: -

- a) *Letter of Application completed in accordance with paragraphs 3.11 below*
- b) *Documentary evidence established in accordance with paragraph 3.12 that the Candidate is eligible and qualified to tender.*

11.0 Letter of Application

The Candidate shall complete the Letter of Application and all other documents furnished in the Prequalification Document attaching all documents required noting to include originals where necessary. The Candidate should also indicate the items they can tender for and their country of origin if pre-qualified, amongst other information required.

12.0 Candidate's Eligibility and Qualifications

12.1 Pursuant to paragraph 3.2, the Candidate shall furnish, as part of its Tender, documents establishing the Candidate's eligibility to tender and its qualifications to be pre-qualified.

12.2 The documentary evidence of the Candidate's eligibility to tender shall establish to COUNTY GOVERNMENT OF KIAMBU's satisfaction that the Candidate, at the time of submission of its Tender, is eligible Candidate as defined under paragraph 3.2.

12.3 The documentary evidence of the Candidate's qualifications to be pre-qualified if its Tender is accepted shall be established to COUNTY GOVERNMENT OF KIAMBU's satisfaction—

- a) *where applicable, in the case of a Candidate offering to supply goods, equipment and ancillary services upon pre-qualification which the Candidate does not manufacture or otherwise produce, the Candidate has been duly authorized by the goods' manufacturer or producer to supply the goods. The authorization shall strictly be in the form and content as prescribed in the Manufacturer's Authorization Form in the Tender Document*
- b) *that the Candidate observes financial discipline by operating distinct accounts for the business. The Candidate shall be required to provide the documents as specified in the Appendix to Instructions to Candidates.*
- c) *where applicable, that the Candidate has the technical and production capability necessary to produce the items upon pre-qualification.*
- d) *that the Candidate has the capability necessary to supply the items if and when the candidate becomes the successful tenderer upon actual award of a subsequent tender.*

13.0 Validity of Tenders

- 13.1 Tenders shall remain valid for one hundred and twenty (120) days after the date of tender opening as specified in the Invitation for Pre-qualification or as otherwise may be prescribed by COUNTY GOVERNMENT OF KIAMBU, A Tender that is valid for a shorter period shall be rejected by COUNTY GOVERNMENT OF KIAMBU as non-responsive.
- 13.2 In exceptional circumstances, COUNTY GOVERNMENT OF KIAMBU may extend the Tender validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its tender during the extended period.

14.0 Number of Sets of and Tender Format

- 14.1 The tender shall be submitted two (2) bid documents one named 'Original' and 'Copy of original'

15.0 Preparation and Signing of the Tender

- 15.1 The tender shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate.
- 15.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-
- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
 - b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*
- 15.3 In either case above, the Power of Attorney shall accompany the Tender.
- 15.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialled by the person or persons signing the Tender.
- 15.5 COUNTY GOVERNMENT OF KIAMBU will assume no responsibility whatsoever for the Candidate's failure to comply with or observe the entire contents of this paragraph.
- 15.6 Any Tender not prepared and signed in accordance with this paragraph may be rejected by COUNTY GOVERNMENT OF KIAMBU as non-responsive.

16.0 Marking of Tenders

The tender shall be submitted using TWO (2) plain envelopes marked the TENDER NO and also ORIGINAL and COPY OF THE ORIGINAL and addressed to the County Secretary County Government of Kiambu. P.O Box 2344-00900 Kiambu and no name of the bidding company shall be written on the enveloped.

17.0 Deadline for Submission of Tenders

Tenders must be received by COUNTY GOVERNMENT OF KIAMBU by the day and at the time specified in the Invitation for Prequalification.

COUNTY GOVERNMENT OF KIAMBU may, at its discretion, extend this deadline for submission of Tenders by amending the pre-qualification documents in accordance with paragraph 3.7, in which case all rights and obligations of COUNTY GOVERNMENT OF KIAMBU and the Candidate's previously subject to the initial deadline, will therefore be subject to the deadline as extended.

18.0 Modification and Withdrawal of Tenders

- 18.1 The Candidate may modify or withdraw its Tender after it has submitted it, provided that written notice of the modification, including substitution or

withdrawal of the Tender is received by COUNTY GOVERNMENT OF KIAMBU prior to the deadline prescribed for submission of tenders.

18.2 The Candidate's modification or withdrawal notice shall be prepared, marked, and send not later than the deadline for submission of Tenders.

18.3 No Tender may be modified after the deadline for submission of Tenders.

19.0 Opening of Tenders

Due to Covid-19 pandemic, tenders will be opened 9 days after the closing date which will be on 9th October 2020 in the presence of the Candidates or their representatives who choose to attend **at Thika Town Hall Chambers Thika Subcounty at 10.00 A.M.**

19.1 The Candidates or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

19.2 The Candidate's names, tender modifications or withdrawals and such other details as COUNTY GOVERNMENT OF KIAMBU, at its discretion, may consider appropriate, will be announced at the opening.

20.0 Clarification of Tenders

20.1 To assist in the examination, evaluation and comparison of Tenders COUNTY GOVERNMENT OF KIAMBU may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.

20.2 Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

21.0 Inspection

21.1 COUNTY GOVERNMENT OF KIAMBU or its representative(s) shall have the right to inspect the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. COUNTY GOVERNMENT OF KIAMBU's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.

21.2 COUNTY GOVERNMENT OF KIAMBU shall meet its own costs of the inspection. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to COUNTY GOVERNMENT OF KIAMBU.

21.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as pre-qualified.

22.0 Tender Evaluation

22.1 COUNTY GOVERNMENT OF KIAMBU will determine the responsiveness of each Tender. For purposes of this pre-qualification, a responsive Tender is one that conforms to all the requirements of the Evaluation. COUNTY GOVERNMENT OF KIAMBU's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

22.2 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by COUNTY GOVERNMENT OF KIAMBU and can not subsequently be made responsive by the Candidate by correction of any non-conformity.

Pre-qualification will be based on meeting the requirements to pass in the criteria set out in the Summary of Evaluation Process.

23.0 Process to be Confidential

23.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising therefrom shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.

23.2 Any effort by a Candidate to influence COUNTY GOVERNMENT OF KIAMBU or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Candidate's tender.

24.0 Minor Deviations, Errors or Oversights

24.1 COUNTY GOVERNMENT OF KIAMBU may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.

24.3 COUNTY GOVERNMENT OF KIAMBU may waive errors and oversights that can be corrected without affecting the substance of the Tender.

25.0 Tender Evaluation Period

The tender evaluation committee shall evaluate the tender within the validity period of the tender.

25.0 Debarment of a Candidate

A Candidate who gives false information in the Tender about its eligibility or qualification shall be considered for debarment from participating in future public procurement.

26.0 Confirmation of Qualification for Appointment on the Standing List

COUNTY GOVERNMENT OF KIAMBU may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.

The confirmation will take into account the Candidate's technical, and production capabilities. It will be based upon an examination of the documentary evidence of

the Candidate's qualifications submitted by the Candidate, pursuant to paragraph 3.13 as well as confirmation of such other information as COUNTY GOVERNMENT OF KIAMBU deems necessary and appropriate. This may include factory and other facilities inspection and audits.

An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

28.0 Approval of Pre-qualification

The approval of pre-qualification will be either pass or fail regarding the Candidate's general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.

Approval shall be for all Candidates who meet the prequalification requirements as prescribed in the Appendix to Instructions to Candidates.

COUNTY GOVERNMENT OF KIAMBU shall invite tenders as and when it requires from only the Candidates who have been pre-qualified, subject to applicable thresholds.

29.0 Termination of Procurement Proceedings

COUNTY GOVERNMENT OF KIAMBU may at any time terminate prequalification proceedings before approval and shall not be liable to any person for the termination.

COUNTY GOVERNMENT OF KIAMBU shall give prompt notice of the termination to the Candidates and, on request from any Candidate, give its reasons for termination within fourteen (14) days of such request.

30.0 Notification of Appointment

Prior to the expiration of the period of tender validity, COUNTY GOVERNMENT OF KIAMBU shall notify the successful Candidate(s) in writing that its Tender has been approved.

The notification of appointment shall not constitute the formation of the contract. Simultaneously, on issuance of Notification of Appointment to the successful Candidate(s), COUNTY GOVERNMENT OF KIAMBU shall notify each unsuccessful Candidate.

31.0 Acceptance of Pre-qualification

At the same time as COUNTY GOVERNMENT OF KIAMBU notifies the approved Candidate that its Tender has been approved, COUNTY GOVERNMENT OF KIAMBU will send the Candidate a copy of the Notification of Appointment together with any other necessary documents incorporating all agreements between the Parties.

Within Fourteen (14) days of the date of notification of appointment, the successful Candidate(s) shall sign and stamp (where applicable) the copy of notification of appointment and all other documents, if any, and return them to COUNTY GOVERNMENT OF KIAMBU.

Failure of the successful Candidate(s) to sign and return the copy of the Notification of Appointment, the Appointment shall stand nullified.

32.0 Corrupt or Fraudulent Practices

COUNTY GOVERNMENT OF KIAMBU requires that Candidates observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows:-

- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of public official in the procurement process or in contract execution;*
- b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of COUNTY GOVERNMENT OF KIAMBU, and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive COUNTY GOVERNMENT OF KIAMBU of the benefits of free and open competition.*

COUNTY GOVERNMENT OF KIAMBU will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt or fraudulent practices in competing for the pre-qualification.

Further, a Candidate who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Candidates *hereinafter abbreviated as ITC*. Wherever there is a conflict between the provisions of the ITC and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITC.

No.	ITC Reference Clause	Particulars of Appendix
1.	3.2.1 Eligible Candidates	<i>Locally registered Companies/Firms</i>
2	3.3.3 Term of Prequalification	<i>The Pre-qualification shall run for a period of two (2) years from the commencement date.</i>
3.	3.12 Documentary evidence of Candidate's eligibility to qualify	<i>As per the Tender submission checklist</i>
4.	3.15 Preparation and Signing of the Tender	<i>Two copies of tender document shall be submitted and marked as 'ORIGINAL' and 'COPY of the ORIGINAL'</i>

SECTION IV – DETAILED DESCRIPTION OF ITEMS

TENDER NO. CGK/PQF/002/2020-2022 PREQUALIFICATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF FURNITURE AND FITTINGS.

Part A - Brief Schedule Of Details On Proposed Supply of furniture and fittings

Item No.	*COUNTY GOVERNMENT OF KIAMBU Code	Brief Description	Candidate please indicate location of business premises
1		Furniture Fittings.	

***NOTES:**

1. All Candidates must indicate their interest by saying “Yes” or “√” Ticking or “Not Applicable (N/A) or “X” Crossing against each item.
2. Please note that where a Candidate leaves a blank space it will be deemed and evaluated on the basis that the Candidate is not interested in that item i.e.N/A.
3. Candidate, please note that County Government of Kiambu intends to tender and procure the above items from time to time over the period prescribed in the Appendix to Instructions to Candidates.

SECTION V – SUMMARY OF EVALUATION PROCESS

Submission of the following documents		
No.	Part one : Mandatory Requirements	
1	Copy of valid tax Exemption certificate for PWD, valid tax compliance for women	
2	Kra pin certificate	
3	Copy of certificate of registration /incorporation	
4	Proven Physical location of the firm/company(attach copies of tenancy agreements or title deed, utility bills)	
5	Copy of Valid single business.	
6	Current AGPO certificate (PWD/WOMEN).	
7	A current -CR 12/CR13 form or equivalent for business name registration.	
8	A properly filled signed stamped confidential business questionnaire	
9	Copies of national identification card of Directors	

Evaluation of duly submitted prequalification tenders will be conducted along the following lines: -

The above requirements are mandatory.

Those who do not submit any of the documents listed above shall be considered Non-responsive and shall be not proceed for evaluation under PART TWO below.

Part Two – Score Sheet		Max Score	Score Attained
1	Evidence of working premises availability i.e. title deed/lease agreement, water bill/electricity bill or any other proof of occupancy	35	
2	At least 3 reference letters or 3 Copies of relevant purchase/service orders from other customers.	30 (10 for each letter)	
3	Detailed specifications, catalogues, e.t.c for the products the supplier intend to supply.	25	
4	Detailed company profile including History, list of directors, co – business where applicable, head office location and postal address (@2marks)	15	
TOTAL		100	

Only Candidates who attain the minimum score of 70 marks shall be considered for approval.

NOTES ON EVALUATION PROCESS:-

1. All candidates must meet **all** the requirements from **no.1 to no.9 (part one)**. Those who do not meet any of the requirements will automatically be disqualified from further evaluation.
2. Candidates who attain the minimum score will be subjected to a site physical due diligence before approval as per 3.27 of instruction to candidates.
3. **The approved candidates shall be the ones who are successful in the due diligence.**

SECTION VI - LETTER OF APPLICATION

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are **not** associated with any other Tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

SECTION VII- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c)
whichever applied to your type of business

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

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers Branch</p>

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>i. Citizenship details</p> <p>.....</p> <p>.....</p> <p>ii.</p>																								
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.				
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3.																					
4.																					
<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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<p>Date Signature of Candidate</p>																								

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

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Candidate provided above shall at all times be used for purposes of this pre-qualification tender.*
2. *The details on this Form are essential and compulsory for all Candidates*

SECTION VIII - DECLARATION FORM

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are **not** associated with any other Tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer