



**TURKANA COUNTY GOVERNMENT**

**TENDER NO.TCG/REG/.../2019-2021**

**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE SUPPLY/PROVISION OF  
GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2019-2020-2021**

**CLOSING DATE: TUESDAY 27<sup>TH</sup> AUGUST 2019 AT 11:00 AM**

**CATEGORY NO. ....**

**CATEGORY DESCRIPTION.....**

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**TURKANA COUNTY GOVERNMENT**

**TENDER NOTICE**

**TENDER REF NO: TCG/REG/.../2019-2021**

**TENDER NAME: REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY/ PROVISION OF GOODS,SERVICES WORKS**

Turkana County Government invites applications for Registration of Suppliers/contractors from interested eligible bidders for the supply of the under listed categories of goods, works and services for the Financial Year 2019-2020 & 2021

<b>REGISTRATION OF GOODS, SERVICES AND WORKS</b>		
<b>CATEGORY A: PROVISION OF GOODS</b>		
<b>CATEGORY NUMBER</b>	<b>CATEGORY DESCRIPTION</b>	<b>ELIBILITY</b>
TCG/REG/G1/2019-2021	Supply and delivery of stationery	Open
TCG/REG/G2/2019-2021	Supply and delivery of Building Material	Open
TCG/REG/G3/2019-2021	Supply and Delivery of spare parts for plants, motor vehicles & cycles	Open
TCG/REG/G4/2019-2021	Supply and Delivery of cleaning materials and protective garments	Youth/women/pwd
TCG/REG/G5/2019-2021	Supply of hardware Electrical appliances, fittings & other related items	Open
TCG/REG/G6/2019-2021	Supply and Delivery of Computer, Photocopier, Phones & accessories	Youth/women/pwd
TCG/REG/G7/2019-2021	Supply and Delivery of office furniture & Equipment	Youth/women/pwd
TCG/REG/G8/2019-2021	Supply and Delivery of firefighting equipment & materials	Open
TCG/REG/G9/2019-2021	Supply and delivery of tea supplies, bottled water, dispensers and soft drinks	Youth/women/pwd
TCG/REG/G10/2019-2021	Supply and delivery of drilling materials and other related accessories	Open
TCG/REG/G11/2019-2021	Supply and Delivery of certified seedlings and seeds	Open

TCG/REG/G12/2019-2021	Supply and Delivery of tyres, tubes, rims and batteries	Open
TCG/REG/G13/2019-2021	Supply and Delivery of water hand pumps and tanks	Open
TCG/REG/G14/2019-2021	Supply, Delivery and installation of powerful generators	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>		
TCG/REG/S1/2019-2021	Provision of Hire of Vehicles & Transport services	Open
TCG/REG/S2/2019-2021	Provision of Creative Designing and printing services	Youth/women/pwd
TCG/REG/S3/2019-2021	Provision of conference Equipment (LCD-Projectors, computers, tele-conference etc)	Open
TCG/REG/S4/2019-2021	Provision of Exhibition materials (tents, mobiles toilets etc.)	Open
TCG/REG/S5/2019-2021	Provision of Consultancy services (performance, work environment, employee satisfaction,	Open
TCG/REG/S6/2018-2020	Provision of consultancy services (land surveying, hydrogeological survey and other	Open
TCG/REG/S7/2019-2021	Provision of Promotional materials (T-shirts, caps and other branded materials)	Youth/women/pwd
TCG/REG/S8/2019-2021	Provision of landscaping materials	Youth/women/pwd
TCG/REG/S9/2019-2021	Provision of Repairs & maintenance services of Audio visual equipment	Youth/women/pwd
TCG/REG/S10/2019-2021	Provision of Internal Designing services	Open
TCG/REG/S11/2019-2021	Provision of Sport Gear	Open
TCG/REG/S12/2019-2021	Provision of fumigation & sanitary services	Open
TCG/REG/S13/2019-2021	Provision of Asset Values services	Open
TCG/REG/S14/2019-2021	Provision of ICT consultancy services software development and support services	Open
TCG/REG/S15/2019-2021	Provision of consultancy services (financial and audit)	Open
TCG/REG/S16/2019-2021	Provision of consultancy services on environmental impact assessment	Open
TCG/REG/S17/2019-2021	Hire of heavy machinery (graders and wheels)	Open
TCG/REG/S18/2019-2021	Provision of Film production and media consultancy	Open
<b>CATEGORY C: WORKS</b>		
TCG/REG/W1/2019-2021	Contractors for Building, repairs & maintenance	Open
TCG/REG/W2/2019-2021	Contractors for roads, bridges and other related constructions	Open
TCG/REG/W3/2019-2021	Contractors for CCTV and other related security system	Open

TCG/REG/W4/2019-2021	Contractors for Boreholes drilling	Open
TCG/REG/W5/2019-2021	Contractors for electrical works installation	Open
TCG/REG/W6/2019-2021	Contractors for water works	Open

A complete set of registration documents may be obtained free of charge by interested applicants by downloading from <http://www.turkana.go.ke/index.php/document-category/turkana-tenders>. or PPIP Portal: [www.tenders.go.ke](http://www.tenders.go.ke)  
Please note that tenderer's submission should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete set of documents must be submitted in plain sealed envelope marked with **Tender NO: TCG/REG/.../2019-2021 with respective category number and category description** should be addressed to:

**THE COUNTY SECRETARY  
TURKANA COUNTY GOVERNMENT  
P.O. BOX 11 – 30500  
LODWAR.**

The documents should be deposited in the Tender Box located in the county headquarter, **outside director of supply chain management office** so as to be received on or before **Tuesday 27<sup>th</sup> August 2019 at 11.00am**. Tenders submitted later than the indicated closing date and time shall automatically be disqualified.

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend in the supply chain management department Boardroom. Any Canvassing or giving of false information will lead to automatic disqualification.

**Director Supply Chain Management Services  
TURKANA COUNTY GOVERNMENT.**

## **1.1 REGISTRATION INSTRUCTIONS**

### **1.2 Introduction**

Turkana county Government invites interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery of goods and provision of services.

### **1.3 Registration Objective**

The main objective is to supply and deliver assorted items and also provides services under relevant Tender/Quotations/Proposals to The Turkana County Government as and when required.

### **1.4 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to Turkana County Government so that they may be registered for submission of tenders/proposals/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.6 Registration Document**

This document includes business questionnaire form and documents required of prospective suppliers.

1.7 In order to be considered for pre-qualification prospective supplier must submit all the information herein requested

### **1.8 Submission of Registration Documents**

Completed pre-qualification data and other requested information shall be submitted so as to reach: -

**THE COUNTY SECRETARY  
TURKANA COUNTY GOVERNMENT  
P.O. BOX 11 – 30500  
LODWAR.**

**Not later than 11.00am (Local time) on Tuesday 27<sup>th</sup> August 2019.**

Registration documents will be opened immediately thereafter at the supply chain management department Boardroom in the presence of candidates or their duly authorized representatives who choose to attend. Late bid submission shall not be accepted and will be returned.

### **1.9 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the County Secretary, attention to Director of supply chain management services, whose address is given in Part 1.7 above.

### **1.10 Additional Information**

The Turkana County Government reserves the right to request submission of additional information from prospective bidders.

### **1.11 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) when necessary will be made available only to those bidders whose qualifications are accepted by the Turkana County Government after scoring **50points** and above after the registration process.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1.1 Taxes on Imported Materials**

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

### **2.2.2 Custom Clearance**

The suppliers shall be responsible for custom clearance of their imported goods and materials

### **2.2.3 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

### **2.2.4 Payments**

All local purchases/services orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract agreement

### **3.0 REGISTRATION DATA INSTRUCTIONS**

#### **3.1.1 Registration Data forms**

The attached questionnaire forms RG-1, RG-2, RG-3, RG-4, RG-5, RG-6, RG-7, RG-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of the specific tender.

The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English Language and in ink only.

### **3.2 QUALIFICATION**

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Turkana County Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Turkana County Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 ESSENTIAL CRITERIA FOR REGISTRATION**

#### **3.3.1 Experience:**

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

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

#### **3.3.2 Personnel**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form RG.3.

#### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential supplier/contractors will be registered on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of completed orders from various contracts or orders in progress. Data should be provided on Form RG-4. However, potential bidders should provide evidence of financial capability to execute the contract.



**3.3.4** Past performance will be given due consideration in registering bidders. Letters of reference from past customers should be included in form RG 5 where applicable.

### **3.4 SWORN STATEMENT**

Application must include a sworn statement form RG 6 by the Tender ensuring accuracy of the information given.

### **3.5 WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Turkana County Government could substantially change performance and qualification of the bidder, but not limited to bankruptcy, change in ownership or new commitment, Turkana County Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### **3.6 PRE-QUALIFICATION EVALUATION CRITERIA**

Required Information	Form Type	Maximum Point Score
1. Registration Documentation	RG-1	YES/NO
2. Pre-qualification on Business Data	RG-2	20
3. Supervisory Personnel	RG-3	10
4. Financial Position	RG-4	20
5. Past Experience	RG-5	10
6. Confidential Questionnaire	RG-6	20
7. Litigation History	RG-7	10
8. Sworn Statement	RG-8	10
	<b>Total</b>	<b>100</b>

### **3.8 QUALIFICATION MARK**

The qualification mark is **50** points and above.

To qualify the prospective supplier must score not less than 50 Points

# REQUIREMENTS FOR OPEN GROUP

## FORM RG1 REGISTRATION DOCUMENTATION

### MANDATORY REQUIREMENTS

All firms must provide:

1. Copies of Certificate of Registration/Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority **(failure to attach this certificate to prove compliance, will lead to automatic disqualification, thus no further evaluation of the application).**
3. Copies of Pin Certificate of Firm/Company /Individual.
4. Copy of current Trade License.
5. CR 12 –current list of Directors
6. Properly bound and paginated (Serialized) documents to comply with section 78 (5) of the Public Procurement and Asset Disposal Act 2015
7. NCA certificate for construction works is mandatory

### Additional Pre-requisites for Specialized Categories

- i. Law firms and /or any other professional firms will be required to submit the following documents; Valid Practicing Certificate copies and be current member of good standing.
- ii. Practicing Certificate for all applicants for Consultancy services where applicable
- iii. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant Professional bodies / Authorities e.g. Registration by Chief Mechanical and Transport Engineer for registered garages, Auctioneers Licensing Board, Valuers Registration Board, Pest Control Product Board etc.

**(Failure to attach Valid Professional Certificate) will lead to automatic disqualification**

**FORM RG-2 PRE-QUALIFICATION ON BUSINESS DATA REGISTRATION  
OF SUPPLIERS APPLICATION FORM**

1. I/We.....  
hereby apply for registration as supplier/(s) of

.....  
**Indicate Category description and Category Number**

Official email address.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Official Telephone Number / Mobile Number .....

Name of applicant.....

Other branches location.....

**2. Organization & Business information**

General Manager.....

Directors.....

Others.....

Partnership (if applicable).....

Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of the Organization chart of the Firm indicating the main fields of activities.....  
.....

9. State any technological innovations or specific attributes which distinguish you from Your competitors .....

10. Indicate terms of trade / sale .....

**(20 Points)**  
**Full filled-20 marks**  
**Partially filled =10 marks**  
**Not filled = 0 mark**

**FORM RG-3 SUPERVISORY PERSONNEL**

1.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

2.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

3.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

**(Attach copies of certificates of key personnel in the organization)  
(10 Points)**

**FORM RG –4 FINANCIAL POSITIONS**

1. Attach a copy of firm's financial statement giving summary of current assets and current liabilities/or any financial support for the past two (2) years. ( 20 marks)
- OR
2. Attach letters of reference from the bankers regarding supplier's credit position. (20 marks)

**(20 Points)**

***NOT MANDATORY FOR SPECIAL GROUPS.***

## FORM RG 5: PAST EXPERIENCE

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years or those who know you (not a requirement for new businesses)

- (i) Name of client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

### 2. Name of 2nd Client (Organization)

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

### 3. Name of 3rd Client (Organization)

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

### 4. Others .....

(Please note that documentary evidence could be in form of L.P.O's, L.S.O's, Agreements, Contracts, and Reference Letters from client etc.). (1mark)

**(10 points) for the relevant documents attached**

**0 Mark for client details provided with no documentary evidence**

**RG-6- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this form.

**Part 1 – General:**

Business Name .....  
Location of Business Premises.....  
Plot No. ....Street/Road .....  
Postal address ..... Tel No. ....  
Nature of Business .....  
Current Trade License No..... Expiry date .....  
Maximum value of business which you handle at any one time K£.....  
Name of your bankers ..... Branch .....

**Part 2 (a) Sole Partnerships**

Your name in full ..... Age .....  
Nationality ..... Country of Origin .....  
Citizenship details .....

**Part (b) – Partnership:**

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

**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.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

Date .....Signature & Stamp of Tenderer.....

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

**Part 2 (d) - Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts regarding this or any other tender by ORPP and any other public or private institutions

Full Name.....

Signature.....

Dated this.....day of .....2017

In the capacity of .....

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

**SIGNATURE AND STAMP ON THIS FORM IS A MUST TO EARN THE ASSIGNED MARKS**

**(20 Points)**

**Duly filled, signed and stamped = 20 points**

**Not duly filled = 0 point**

**FORM RG-7 - LITIGATION HISTORY**

Name of Contract Supplier .....

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

<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>

**(10 Points)**

**Duly filled = 10 points**

**Not duly filled = 0 point**



**FORM RG-8 SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/the state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation
- c) Those pre-qualified bidders will be invited randomly to participate in the tender/ quotations as and when there is a requirement.
- d) We/ I enclose all the required documents and information required for the pre-qualification evaluation.

Name of Company: .....

Represented by .....

Category: .....

**Please indicate the category on this form. ONLY ONE CATEGORY PER TENDER DOCUMENT SHALL BE INDICATED.**

Signature and Official Rubber Stamp: .....

Date .....

**(10 Points) Authorized signature**

**Duly filled, signed and stamped= 10 points**

**Not duly filled, signed and stamped= 0 point**

## **REQUIREMENTS FOR AGPO GROUP**

**Please provide copies as a proof and sign the sworn statement**

### **YOUTH**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names where applicable
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **WOMEN**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from Registrar of business names
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **PERSONS WITH DISABILITY (PWDs)**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Bank statement/bank reference letter
- Valid Tax Compliance Certificate OR Tax Exemption Certificate
- Valid target group certificate (AGPO Certificate)

**EVALUATION CRITERIA FOR SPECIAL GROUPS WILL BE BASED ON YES/NO.**

**SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/I state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We/ I enclose all the required documents and information required for the pre-qualified evaluation.
- d) Our submission document has got..... Pages.

**Date** .....

**Applicants Name**.....

**Represented by**.....

**Signature**  
.....

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