

**EMBU COUNTY GOVERNMENT**



**DEPARTMENT OF FINANCE & PLANNING**

**Telephone:** EMBU COUNTY GOVERNMENT  
**Email:** info.embu.go.ke P.O.BOX, 36-60100  
**When replying please quote;** EMBU.

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2018/2019-2019/2020**

COUNTY GOVERNMENT OF EMBU  
P.O BOX 36-60100  
EMBU

To be completed by the Tenderer. Indicate the following information.

1. Category No. : CGE /PQ/64/2018-2020
2. Item Description : PROVISION OF DEBT COLLECTION SERVICES
3. Closing Date : **13th August 2018 at 12 NOON**

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## INVITATION TO PRE-QUALIFICATION NOTICE

The County Government of Embu invites applications from interested eligible bidders for pre-qualification for the financial years 2018/2019 – 2019/2020.

<b>Pre-qualification NO.</b>	<b>Tender Name</b>	<b>Ministry/ Department</b>	<b>Target group</b>
<b>CATEGORY A - GOODS</b>			
CGE /PQ/01/2018-2020	Supply and delivery of office stationery	General	Reserved For AGPO
CGE /PQ/02/2018-2020	Supply and delivery of office machines, equipment and fittings	General	Open
CGE /PQ/03/2018-2020	Supply and delivery of computers, laptops, UPS, printers, photocopiers and scanners & their accessories	General	Reserved For AGPO
CGE /PQ/04/2018-2020	Supply and delivery of water pipes, fittings, water meters and plastic water tanks	Water Dpt.	Open
CGE /PQ/05/2018-2020	Supply and delivery of newspapers, magazines and periodicals	General	Reserved For AGPO
CGE /PQ/06/2018-2020	Supply and delivery of electrical equipment and fittings	General	Open
CGE /PQ/07/2018-2020	Supply and delivery of hardware, building and construction, plumbing, road maintenance, welding and masonry equipment, tools, materials and items	General	Open
CGE /PQ/08/2018-2020	Supply and delivery of cleaning materials and detergents	Health	Reserved For AGPO
CGE /PQ/09/2018-2020	Supply and delivery of kitchen ware and cutlery for in-patient catering services	Health	Reserved For AGPO
CGE /PQ/10/2018-2020	Supply and delivery of medical (electronic and paper) books and periodicals	Health	Open
CGE /PQ/11/2018-2020	Supply and delivery of linen and beddings	Health and Gender	Reserved for AGPO
CGE /PQ/12/2018-2020	Supply and delivery of laboratory reagents	Health	Open
CGE /PQ/13/2018-2020	Supply and delivery of drugs and medical supplies(pharmaceuticals)	Health	Open
CGE /PQ/14/2018-2020	Supply and delivery of Non-pharmaceuticals	Health	Open
CGE /PQ/15/2018-2020	Supply and delivery of petrol fuel, diesel oil, lubricants and petroleum products including LPG	General	Open
CGE /PQ/16/2018-2020	Supply and delivery of food stuffs and related ingredients(Non-perishable and perishable)	Health and Gender	Reserved For AGPO
CGE /PQ/17/2018-2020	Supply and delivery of mortuary chemicals	Health	Open
CGE /PQ/18/2018-2020	Supply and delivery of medical devices and implants	Health	Open
CGE /PQ/19/2018-2020	Supply and delivery of medical imaging related Consumables	Health	Open
CGE /PQ/20/2018-2020	Supply and delivery of dental materials	Health	Open
CGE /PQ/21/2018-2020	Supply and delivery of timber, firewood and charcoal	Health	Reserved For AGPO
CGE /PQ/22/2018-2020	Supply and delivery of medical, chemical and industrial gases	Health	Open
CGE /PQ/23/2018-2020	Supply of air time and scratch cards	General	Reserved For AGPO
CGE /PQ/24/2018-2020	Supply and delivery of veterinary drugs	Agriculture	Open
CGE /PQ/25/2018-2020	Supply of fish nets, fish packaging, polythene rolls, pond liners, hormones and fingerlings	Agriculture	Open
CGE /PQ/26/2018-2020	Supply and delivery of motor vehicles and motor cycle spare parts, batteries, tires, tubes	General	Open

CGE /PQ/27/2018-2020	Supply and delivery of paints products and tools	Health	Open
CGE /PQ/28/2018-2020	Supply and delivery of staff uniforms and promotional materials	General	Reserved For AGPO
CGE /PQ/29/2018-2020	Supply and delivery of printed accountable documents	Finance	Open
CGE /PQ/30/2018-2020	Supply and delivery of field ware & protection gear		Open
CGE /PQ/31/2018-2020	Supply and delivery of households Sanitary items(including kitchen Appliances)	Health	Reserved For AGPO
CGE /PQ/32/2018-2020	Supply, delivery, repair and maintenance of firefighting and safety equipment	Works (Firefighting Dpt.)	Open
CGE /PQ/33/2018-2020	Supply and delivery of Audio and Videography equipment and other accessories	Executive	Reserved For AGPO
CGE /PQ/34/2018-2020	Supply & delivery of tree seedlings, dry manure, polytubes and polythene bags	Agriculture	Open
CGE /PQ/35/2018-2020	Supply and delivery of garment making, hair & beauty, weights & measures tools, equipment and items	Education and Trade	Open
CGE /PQ/36/2018-2020	Supply and delivery of livestock, birds and fish feeds	Agriculture	Open
CGE /PQ/37/2018-2020	Supply and delivery of agricultural farm inputs, fertilizers, seeds, pesticides & herbicides	Agriculture	Open
CGE /PQ/38/2018-2020	Supply and delivery of agricultural tools and equipment	Agriculture	Open
CGE /PQ/39/2018-2020	Supply and delivery of livestock, birds and fish	Agriculture	Open
CGE /PQ/40/2018-2020	Supply and delivery of office furniture & equipment	General	Reserved For AGPO
CGE /PQ/41/2018-2020	Supply of sports equipment and sports uniforms	Youth & sports	Reserved For AGPO
CGE /PQ/42/2018-2020	Supply of tools equipment for youth polytechnics	Education	Open
CGE /PQ/43/2018-2020	Supply, delivery, and installation of general medical, Laboratory and dental equipment	Health	Open
CGE /PQ/44/2018-2020	Supply, delivery and maintenance of vacuum cleaners	Executive	Open
<b>CATEGORY B - SERVICES</b>			
CGE /PQ/45/2018-2020	Provision of staff medical cover underwriters	Finance	Open
CGE /PQ/46/2018-2020	Provision of insurance services	Finance	Open
CGE /PQ/47/2018-2020	Provision of maintenance of sewerage and storm water system, emptying and cleaning of soak pits, septic tanks and pit latrines	Environment	Open
CGE /PQ/48/2018-2020	Provision of hotel conference facility, accommodation & outside catering services	General	Open
CGE /PQ/49/2018-2020	Provision of air ticketing services (IATA registered firms only)	General	Open
CGE /PQ/50/2018-2020	Provision of Internet and support services	Finance(ICT)	Reserved For AGPO
CGE /PQ/51/2018-2020	Provision of Security services(security guards)	Executive and health	Open
CGE /PQ/52/2018-2020	Provision of transport and towing services	Transport	Open
CGE /PQ/53/2018-2020	Provision of auctioneering services	Finance	Open
CGE /PQ/54/2018-2020	Provision of cleaning and laundry services(including curtains and carpets)	Executive	Reserved For AGPO
CGE /PQ/55/2018-2020	Provision of field event organizers and management	General	Open
CGE /PQ/56/2018-2020	Provision of fumigation, pesticides and pest control services	Agriculture	Open
CGE /PQ/57/2018-2020	Provision of landscaping and beautification services	Executive	Reserved For AGPO
CGE /PQ/58/2018-2020	Provision for hire of transport, heavy machinery & equipment	Transport & works	Open
CGE /PQ/59/2018-2020	Provision of Environment Impact Assessment and Audit	Environment	Open

	Services		
CGE /PQ/60/2018-2020	Provision of electronics and electrical installation services	Health/Works	Open
CGE /PQ/61/2018-2020	Provision of printing and publishing services(including medical documents)	General	Reserved For AGPO
CGE /PQ/62/2018-2020	Provision of valuation services	Lands	Open
CGE /PQ/63/2018-2020	Provision of photography, Video and public address system services	Executive	Reserved For AGPO
CGE /PQ/64/2018-2020	Provision of debt collection services	Finance(revenue)	Open
CGE /PQ/65/2018-2020	Provision of land surveying and other related Services	Lands	Open
CGE /PQ/66/2018-2020	Provision of research and consultancy services(indicate area of specialty)	General	Open
CGE /PQ/67/2018-2020	Provision of networking(LAN & WAN)), software installation and development, and configuration services	Finance	Reserved For AGPO
CGE /PQ/68/2018-2020	Provision of garbage collection services	Environment	Open
CGE /PQ/69/2018-2020	Provision of digital broadcasting & communication services (Mobile, Internet, Radio & TV	ICT/Communication	Open
CGE /PQ/70/2018-2020	Provision of Installation, commissioning and testing of CCTV and other security equipment ( Including service and maintenance)	Executive	Open
CGE /PQ/71/2018-2020	Provision of servicing, Repair & maintenance of general medical, Laboratory and dental equipment	Health	Open
CGE /PQ/72/2018-2020	Provision of repair and maintenance of office furniture & equipment.	General	Open
CGE /PQ/73/2018-2020	Provision of sanitary services	Health	Reserved For AGPO
CGE /PQ/74/2018-2020	Provision of installation of street lighting and maintenance services	Works	Open
CGE /PQ/75/2018-2020	Provision of repair and Servicing of office machines and equipment	General	Reserved For AGPO
CGE /PQ/76/2018-2020	Provision of repair and servicing of motor vehicles, graders/tractors, plant and equipment	Transport	Open
CGE /PQ/77/2018-2020	Provision of servicing of server, computers, laptops, printers and office equipment	General	Reserved For AGPO
CGE /PQ/78/2018-2020	Provision of repair and maintenance of telephone PABX and telecommunication equipment	ICT/Communication	Open
CGE /PQ/79/2018-2020	Provision of legal services	Executive (Legal Dpt.)	Open
	<b>CATEGORY C - WORKS</b>		
CGE /PQ/80/2018-2020	Contractors for drilling, equipping boreholes, shallow wells, irrigation, sewerage works and plumbing works	Water, Environment and Agriculture	Open
CGE /PQ/81/2018-2020	Contractors for building, Maintenance and Renovation of GOK houses (Must be registered with relevant bodies i.e. NCA/ public works)	General	Open
CGE /PQ/82/2018-2020	Contractors for routine works	General	Reserved For AGPO
CGE /PQ/83/2018-2020	Contractors for repair and rehabilitation of ponds, canals, dykes and bridges	Water	Open
CGE /PQ/84/2018-2020	Contractors for water works(Intakes, Pipelines, Water treatment, water dams, reservoirs and water tanks)	Water	Open
CGE /PQ/85/2018-2020	Contractors for minor construction works, including office portioning, repairs and renovations	General	Open
CGE /PQ/86/2018-2020	Contractors for road works, rehabilitation and routine maintenance services(must be registered with the relevant bodies)	Transport	Open

CGE/PQ/87/2018-2020	Mortgage and Car loan scheme	General	Open
CGE/PQ/88/2018-2020	Branding and Publicity Services	General	Open

Interested eligible candidates may download the Pre-qualification documents from County Government of Embu website [www.embu.go.ke](http://www.embu.go.ke) Instructions and mandatory requirements are contained in the prequalification document. Applicants shall be checking the website for any for any updates or addendum.

Completed Prequalification documents should be dropped in the county tender box located at the Embu county headquarters outside the Governors Boardroom and should be in plain sealed envelope, clearly marked with Category name, Reference number and addressed to:

**COUNTY SECRETARY,  
COUNTY GOVERNMENT OF EMBU,  
P.O BOX 36-60100  
EMBU**

So as to be received on or before **13th August 2018 at 12 NOON** Opening of the applications/bids will take place immediately thereafter at the county Boardroom at Embu Headquarter offices in presence of bidders or their representatives who choose to attend.

Women, Youth and persons with disabilities shall attach their AGPO certificates.

Director Supply Chain Management services  
For: County Secretary  
**EMBU COUNTY**

## **PREQUALIFICATION INSTRUCTIONS**

**1.1 Introduction** The County Government of Embu would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the county.

**1.2 Prequalification Objective** The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations to the County Secretary, County Government of Embu as and when required during the period ending 30th June, 2019.

**1.3 Invitation of Prequalification** Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit **their prequalification documents to the County Secretary, County Government of Embu** so that they may be registered for submission of tenders. Tender Documents are available **FREE OF CHARGE** from the website link [www.embu.go.ke](http://www.embu.go.ke) listed in the newspaper. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

**1.4 Experience** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria. Special groups comprising youth, women and persons with disability (AGPO) who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

**1.5 Prequalification Document** this document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered for prequalification, prospective suppliers must submit all the information herein requested.

**1.7 Submission and Receipt of Pre-qualification Documents** One copy of the completed prequalification data and other requested information shall be submitted to reach. Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and **description** only and addressed to:

**COUNTY SECRETARY  
COUNTY GOVERNMENT OF EMBU  
P. O. Box 36-60100  
EMBU.**

Not later than **13<sup>th</sup> August 2018 at 12 NOON** (local time)

**1.8 Questions Arising from Documents** Questions that may arise from the prequalification documents should be directed to the Director of Supply Chain Management, County Government of Embu

**1.9 Invitation to Tenders/Quotations** Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the County

Government of Embu after scoring **70 points** and above soon after the completion of the prequalification process.

## **BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials** the Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

**2.2 Customs Clearance** The contractors shall be responsible for custom clearance of their imported goods and materials.

**2.3 Contract Price** The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

**2.4 Payments** All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

**2.5 Overseas Purchase** All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.



## **PREQUALIFICATION DATA INSTRUCTIONS**

### **3.1 Prequalification data forms**

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the **specified category**.

**3.1.2** The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the prequalification data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders 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 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, work and services.

### **3.3 Essential Criteria For Prequalification**

**3.3.1 Experience:** Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

**3.3.2 Personnel** The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

**3.3.3 Financial Condition** The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

**3.3.5 Past Performance** Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

**3.4 Statement** Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

**3.5 Withdrawal of Prequalification Should** a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/county could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Prequalification of Prequalification/Incorporation/Memorandum and Article of Association, copies of which must be attached.

**3.7** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

### **3.8 Pre-qualification Criteria**

<b>Required information</b>	<b>Score Form Type</b>	<b>Points</b>
1. Prequalification Documentation ( <b>MANDATORY</b> )	PQ-1	18
2. Pre-qualification Data	PQ-2	6
3. Supervisory Personnel	PQ-3	6
4. Financial Position	PQ-4	20
5. Past experience	PQ-5	15
6. Sworn Statement	PQ-6	10
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	5
<b>TOTAL</b>		<b>100</b>

NB: The Qualification Mark **SHALL** be 70 points and over.

## FORM PQ-1 PREQUALIFICATION DOCUMENTS

### 2.11 Prequalification Criteria

#### 1. Mandatory Requirement

<b>Mandatory Requirement</b>		<b>Y/N</b>
a	A copy of certificate of Registration incorporation certificate	
b	A copy of valid tax compliance certificate	
c	A copy of PIN certificate/ VAT certificate	
d	A copy of current year business Permit	
e	Proof of registration with relevant body/institution where applicable	
f	Proof registration certificate under procurement preference & reservation group where applicable	
g	A copy of CR12 Certificate	

**Y - RESPONSIVE**

**N- NON -RESPONSIVE**

**FORM PQ-2 –DATA PREQUALIFICATION OF SUPPLIERS APPLICATION FORM**

I/we ..... hereby apply for prequalification as Supplier

**(Name of Company/Firm)**

Of.....

**(Item Description)** .....

**(Category No.)** .....

Post Office Address .....

Town.....

Street .....

Name of building .....

Room/Office No. ....

Floor No.....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

**Organization & Business Information**

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

**Partnership (if applicable)**

Names of Partners

2. Business founded or incorporated

.....

3. Under present management since .....

4. Net worth equivalent Ksh.....

5. Bank reference and address .....

.....

6. Bonding company reference and address .....

7. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

...

8. State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

.....

.....

.....

9. Indicate terms of trade/sale. ....

**PQ-3 SUPERVISORY PERSONNEL**

Name

.....

Age.....

Academic Qualification .....

.....

Professional Qualification .....

.....

Length of service with Contractor or Supplier position held .....

.....

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

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

**FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c)

Whichever applies to your type of business

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

***Part I- General:***

- Business Name .....
- Location of business premises.....
- Plot No. ....
- Street/Road.....
- Postal Address.....
- Tel. No.....
- Nature of business.....
- Current Trade License No.....
- Expiring date.....
- Maximum value of business which you can handle at any one time: Ksh.....
- Name of your bankers.....
- Branch .....

***Part 2 (a) – Sole Proprietor***

- Your name in full.....
- Age.....
- Nationality.....
- Country of origin.....
- \*Citizenship details.....



**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship details
Shares		
1. ....		
2. ....		
3. ....		
4. ....		

**Part 2 (c) – Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
<i>Shares</i>		
1. ....		
2. ....		
3. ....		
4. ....		

Name ..... Signature ..... Date .....

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Prequalification.

**FORM PQ-6: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st 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 documental evidence of existence of contract)

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 documental evidence of existence of contract)

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 documental evidence of existence of contract)

4. Others .....

**Form PQ-7 :Litigation history**

Name \_\_\_\_\_ of \_\_\_\_\_  
Contractor/Supplier.....

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

Year Award for or against Name of client cause of Litigation and matter in Dispute  
Disputed Amount (current value Ksh Equivalent). The County Government of Embu invites interested and eligible suppliers, service providers, consultants and contractors for the supply and delivery of goods, works and services to the County Government of Embu for the period ending **FY 2018/2020**

**FORM PQ-8 :SWORN STATEMENT**

Having studied the registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
  
- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the county.
  
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the county and acknowledge your right to review the prequalification made.
  
- d. We enclose all the required documents and information required for the prequalification evaluation.
  
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

**Date** .....

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

**Represented by** .....

**Signature** .....

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