

REPUBLIC OF KENYA

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County Assembly of Laikipia
P. O. Box 487 – 10400,
Nanyuki

COUNTY ASSEMBLY OF LAIKIPIA

COUNTY ASSEMBLY OF LAIKIPIA

REGISTRATION OF SUPPLIERS FOR 2019-2021

(2 Financial Years)

CATEGORY NUMBER	
CATEGORY NAME	

CLOSING DATE: 6TH JUNE 2019 AT 10.30 AM

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INVITATION FOR REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2019/2021

The County Assembly of Laikipia invites applications for registration of suppliers from interested and eligible suppliers/contractors for the supply of goods and provision of services for the 2019-2021(2 Years) financial years under listed categories.

CATEGORY A	SUPPLY OF AND DELIVERY OF GOODS AND EQUIPMENT	TARGET GROUPS
LCA/A01/2019-2021	Office Stationery And Computer Consumables	Special groups
LCA/A02/2019-2021	Computers, Laptops, Printers, Ups, Phones, Software And Other ICT related Machines	Special groups
LCA/A03/2019-2021	Motor Vehicle Tyres, Tubes and Batteries	Open
LCA/A04/2019-2021	Uniforms, Footwear & Protective Gears	Special groups
LCA/A05/2019-2021	Office Furniture and Fittings	Open
LCA/A06/2019-2021	Newspapers & Periodicals	Special groups
LCA/A07/2019-2021	Electronics, Telecommunication Equipment and PA Systems	Open
LCA/A08/2019-2021	Cleaning Detergents E.g. Powder Soap, Bar Soap Etc.	Special groups
LCA/A09/2019-2021	First Aid Material And Equipment	Open
LCA/A10/2019-2021	Fire-Fighting Equipment And Services	Open
LCA/A11/2019-2021	Hardware And Building Material	Open
LCA/A12/2019-2021	Supply of fuels, oil and lubes	Open
LCA/A13/2019-2021	Design, Supply And Delivery of General Printing Services, Branding and Promotional Material Including T- Shirts, Caps And Banners	Special groups
LCA/A14/2019-2021	Supply of kitchen items, milk and dry foods	Open
LCA/A15/2019-2021	Supply of bottled water	Open
LCA/A16/2019-2021	Supply and delivery of motor vehicles	Open
LCA/A17/2019-2021	Supply and installation of lift	Open
Category B	Provision Of Services	Target Groups
LCA/B01/2019-2021	Repair And Services Of Motor Vehicles	Open
LCA/B02/2019-2021	Cleaning Services Including Offices, Curtains, Carpets and fumigation and cleaning of motor vehicles	Open
LCA/B03/2019-2021	Repair and Maintenance of Office Equipment, Telephone, Faxes, PABX & Water Dispensers	Special groups
LCA/B04/2019-2021	Provision of Car hire Services Including 4x4 vehicles, 10 seater vans and buses	Open
LCA/B05/2019-2021	Repair And Maintenance Of ICT Equipment And Local Area Network	Special groups
LCA/B06/2019-2021	Catering Services and Conference Facilities	Open
LCA/B07/2019-2021	Tagging Of Asset Services	Special groups
LCA/B08/2019-2021	Employees' /Customer Satisfaction Surveys	Open
LCA/B09/2019-2021	Data Backup And Recovery Services	Open

LCA/B10/2019-2021	Production Of Documentaries, Advertisement & Public Relations	Open
LCA/B11/2019-2021	Provision of Insurance Services-Medical, Motor, WIBA, GPA, Fire, etc.	Open
LCA/B12/2019-2021	Events Organization Including Provision Of Tents and Chairs	Special groups
LCA/B13/2019-2021	Air Travel And Ticketing Services (IATA Registered Firms)	Open
LCA/B14/2019-2021	Staff Training and Capacity Buildings	Open
LCA/B15/2019-2021	Auctioneering Services And Asset Recovery Services	Open
LCA/B16/2019-2021	Provision Services Of Valuation Of Asset	Open
LCA/B17/2019-2021	Provision Of Legal and Companies Secretarial Services	Open
LCA/B18/2019-2021	Provision of Security Services	Open
LCA/B19/2019-2021	Provision Of Live Broadcasting Services	Open
LCA/B20/2019-2021	Provision Of Drafting Of Bills	Open
LCA/B21/2019-2021	Provision Of Strategic Planning consultancy services	Open
LCA/B22/2019-2021	Provision Of Bulk SMS Billing Services And Live-Streaming System Services	Open
LCA/B23/2019-2021	Servicing And Maintenance Of Stand-By Generators	Open
LCA/B24/2019-2021	Provision Of Professional Research Services	Open
LCA/B25/2019-2021	Provision Of Software Systems Services	Open
LCA/B26/2019-2021	Public Relations And Media Management Services	Open
LCA/B27/2019-2021	Provision Of training and capacity building	Open
LCA/B28/2019-2021	Web Design, Installation of Internet Service And Maintenance	Special groups
LCA/B29/2019-2021	Landscaping and gardening services	Special groups
LCA/B30/2019-2021	Repair and maintenance of office furniture and fittings	Special groups
LCA/B31/2019-2021	Provision of Job evaluation and HR audit services	Open
LCA/B32/2019-2021	Provision of occupational safety and health audit services	Open
LCA/B33/2019-2021	Provision of safety and health and fire audit services	Open
LCA/B34/2019-2021	Provision of binding services (for archived material)	Open
LCA/B35/2019-2021	Provision of publishing services for magazines, reports, manuals etc.	Open
LCA/B36/2019-2021	Supply and installation of IP based CCTV surveillance, Biometric system, and video installation & UPS system	Open
LCA/B37/2019-2021	Provision for management of cafeteria/canteen services	Open
LCA/B38/2019-2021	Supply and installation of ERP Software system	Open
LCA/B39/2019-2021	Maintenance of air conditioning systems	Open
LCA/B40/2019-2021	Provision for management of creche services	Open
LCA/041/2019-2021	Provision of sports and games coaching services	Open
Category C	Contractors	Target Groups
LCA/C01/2019-2021	Repair And Maintenance Of Buildings Works including civil works, mechanical works, electrical works and plumbing works	Open

Interested bidders should attach copies of the following:

- A. Copy of Business Registration Certificate/Certificate of Incorporation –Attach CR12
- B. Copy of valid and current Tax Compliance Certificate
- C. Copy of PIN and VAT certificate
- D. NCA for category C
- E. Youth, Women and PW D's Certificates from the **NATIONAL TREASURY/COUNTY GOVERNMENT (AGPO)** for preferential Tenders.

Registration of tender documents, containing detailed terms and conditions can be downloaded free of charge from the Laikipia County Assembly website: <http://laikipiaassembly.go.ke/2015/06/08/procurement/> Completed registration tender documents in plain sealed envelopes clearly marked with registration Category number and item description addressed/posted to:

**The Clerk,
Laikipia County Assembly,
P.O. Box 487-10400,
NANYUKI**

The tender document to be deposited into the tender box located at Laikipia County Assembly offices so as to be received on or before **6TH JUNE 2019 at 10.30 am**. The tender documents will be opened immediately thereafter in the boardroom in presence of candidate or their representatives who choose to attend. For further inquiries, you may contact the procurement department.

NB: Companies owned by Youth, Women and Persons with disabilities (The Special Groups) are encouraged to apply since 30% of our procurement will be set aside exclusively for the women, youth and persons with disability owned firms.

REGISTRATION OF SUPPLIERS INSTRUCTIONS

1.1 Introduction

The Laikipia County Assembly would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to the Assembly.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders /quotations to the Clerk, Laikipia County Assembly as and when required during the period ending **6th June 2019 at 10.30 Am.**

1.3 Invitation of Registration

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to

**THE CLERK,
LAIKIPIA COUNTY ASSEMBLY**

so that they may be registered for submission of quotations/tenders. Bids will be submitted in complete lots singly. The prospective suppliers are required to supply mandatory information for registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

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

1.7 Submission of Registration Documents

Original copy of the Completed registration data and other requested information shall be submitted to reach:

**LAIKIPIA COUNTY ASSEMBLY
P.O BOX 487-10400,
NANYUKI**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to **The Clerk, Laikipia County Assembly** whose address is given in par 1.7

1.9 Additional Information

The Assembly reserves the right to request submission of additional information from prospective bidders.

2.0 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 and taxes.

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.

3. 0 REGISTERED DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific category.

3.1.1 The registration 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 registration data on prospective bidders is to be used by the Assembly 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 the Assembly they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

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

3.3.2 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 suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.3 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. However, potential bidders should provide evidence of financial capability to execute the contract(s).

3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included.

3.4 Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/the Assembly 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 Assembly reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

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

FORM PQ-1

REGISTRATION REQUIREMENTS

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate/ Certificate of Incorporation
- ii. Attach copy of PIN certificate
- iii. Valid Tax Compliance Certificate/ Tax Exemption Certificate
- iv. Registration Certificate by National Treasury/County Government (**AGPO**)
- v. Duly filled and completed Tender submission document.

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWD's,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWD's (be specific).

Mandatory Requirements for registration of all other categories:

- i. A Copy of Certificate of Registration/incorporation
- ii. Copy of PIN Certificate.
- iii. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Trade License.
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.

You can provide evidence of physical address and premises. The Assembly evaluation team may visit suppliers' premises to ascertain physical address and stock of items

FORM PQ-2**REGISTRATION DATA****REGISTRATION OF SUPPLIERS APPLICATION FORM**

S.No	Particulars	Details	Compliance (Yes/No)
1	Name of Company/Firm		
2	Business Registration No./ Certificate of Incorporation No.		
3	Attach a copy of Valid Tax Compliance		
4	Tax Compliance Number		
5	Attach a copy of Valid Pin Certificate		
6	Pin Certificate Number		
7	Post Office Address		
8	Town		
9	Street		
10	Name of Building		
11	Room/Office No		
12	Floor No		
13	Telephone Nos		
17	Email Address		
18	Full Name of applicant/Contact Person		
19	Attach copy of CR 12 for companies /		

	partnership deed for partnership/ID of sole proprietor for sole proprietorship		
20	Attach bank reference letter		
21	Indicate credit period		
22	IFMIS Number		
23	Audited accounts for last two years		
24	Bank name		
25	Bank branch		
26	Bank account number		
27	At least 3 Clients- Attach documentary evidence eg: LPOs/LSOs/ Contracts/Completion Certificates		
28	Filled and Signed Litigation History		
29	Filled and Signed Sworn Statement		

PQ-3

PAST EXPERIENCE

Names of the applicant's clients in the last two years

- 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 (date).....
- 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) e.g. L.P.Os/L.S.Os or completion Certificates

PQ -4

LITIGATION HISTORY

Suppliers 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, Kshs. (Equivalent))

PQ- 5

SWORN STATEMENT

Having studied the registration 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 Assembly.
- 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 Assembly and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Applicant's Name.....

Represented by

Signature

Date.....

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