

THE COUNTY GOVERNMENT OF TAITA – TAVETA

GOVERNORS DEPARTMENT



**PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF LEGAL
SERVICES FOR THE FINANCIAL YEARS 2018/2019-2019/2020**

TTCG/PREF/GVN/357/2018-2019

FEBRUARY, 2019

TABLE OF CONTENTS

Contents Page	
1. Prequalification Notice.....	3
2. Prequalification Instructions.....	7
3. Brief Contract Regulations/guidelines.....	8
4. Prequalification Data Instructions.....	9
5. Forms	
Form PQ-1 Prequalification Documentation	11
Form PQ-2 Prequalification Data	12
Form PQ-3 Supervisory Personnel	14
Form PQ-4 Financial Position.....	15
Form PQ-5 Confidential Questionnaire.....	16
Form PQ-6 Past Experience.....	18
Form PQ-7 Litigation History	19
Form PQ-8 Sworn Statement	20

INVITATION TO PRE-QUALIFICATION NOTICE

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

Pre-qualification NO.	Tender Name	Ministry/ Department	Target group
TTCG/PREF/GVN/357/2 018-2019	PROVISION OF LEGAL SERVICES	GOVERNORS	OPEN

Interested eligible candidates may download the Pre-qualification documents from County Government of Taita Taveta website www.taitatavetacounty.go.ke and from the national treasury IFMIS website <http://supplies.treasury.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 to be enclosed in plain sealed envelopes clearly marked with **Tender Number, Name** and deposited in the tender box provided at the **County Headquarters, Wundanyi** or addressed to :

**COUNTY SECRETARY,
COUNTY GOVERNMENT OF TAITA TAVETA,
P.O BOX 1066-80304
WUNDANYI**

So as to be received on or before **28th February 2019 at 10:30 am.** Tender will be opened thereafter in the presence of tenderers of their representatives who chose to attend at the venue indicated above.

**Director Supply Chain Management
For: County Secretary
Taita Taveta County**

PREQUALIFICATION INSTRUCTIONS

1.1 Introduction The County Government of Taita Taveta would like to invite interested candidates who must qualify by meeting the set criteria as provided.

1.2 Prequalification Objective The main objective is Provision Of Legal Services under relevant tenders/quotations to the County Secretary, County Government of Taita Taveta as and when required during the period ending 30th June, 2020.

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 Taita Taveta** so that they may be registered for submission of tenders. Tender Documents are available **FREE OF CHARGE** from the website link www.taitatavetacounty.go.ke and from the national treasury IFMIS website <http://supplies.treasury.go.ke>. Only A single application is required.

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 **Tender Number** and **description** only and addressed to:

**COUNTY SECRETARY,
COUNTY GOVERNMENT OF TAITA TAVETA,
P.O BOX 1066-80304
WUNDANYI**

Not later than **28th February 2019 at 10:30 am** (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 Taita Taveta.

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 Taita Taveta after scoring **70 points** and above soon after the completion of the prequalification process.

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.

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 for the provision of 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

Required information	Score Form Type	Points
1. Prequalification Documentation (MANDATORY)	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
TOTAL		100

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

FORM PQ-1 PREQUALIFICATION DOCUMENTS

2.11 Prequalification Criteria

1. Mandatory Requirement

Mandatory Requirement		Y/N
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)