



**REGISTRATION/PREQUALIFICATION DOCUMENT FOR
TAITA TAVETA COUNTY GOVERNMENT
(Updating Suppliers Register for Financial Years 2016-2018)**

**OFFICE OF THE GOVERNOR
P.O.BOX 1066-80304 WUNDANYI**

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INVITATION TO TENDER

The Taita Taveta County Government is currently updating its register of suppliers for the Financial Year 2016-2018 for various goods, works and service as listed below. Interested suppliers are invited to apply for Registration/Prequalification indicating the category of goods and services they wish to supply.

Note: Those already Registered/Prequalified need not to apply.

REGISTRATION OF SUPPLIERS

TTCG invites application for prequalification/Registration of suppliers for the Provision of Services for the next financial years for the following categories.

SERIAL NO.	CATEGORY	REFERENCE NUMBER	ELIGIBILITY
1.	PROVISION OF PRINTING SERVICES AND DESIGN	TTCG/D44/2016-2018	Youth, Women & PLWD.
3.	PROVISION OF REPAIRS AND SERVICES OF MOTOR VEHICLES MOTOR BIKES, PLANTS AND EQUIPMENTS.	TTCG/D45/2016-2018	Open.
4.	PROVISION OF LEGAL SERVICES.	TTCG/D46/2016-2018	Open.
5.	PROVISION OF TRANSPORT, TAXI AND CAR HIRE SERVICES	TTCG/D47/2016-2018	Open.
6.	PROVISION OF REPAIRS AND SERVICES OF COMPUTERS, LAPTOPS, PRINTERS, PHOTOCOPIERS AND OTHER OFFICE EQUIPMENT	TTCG/D48/2016-2018	Youth, Women & PLWD.
7.	VALUATION OF ASSETS	TTCG/D49/2016-2018	Open.
8.	PROVISION OF SECURITY SERVICES	TTCG/D50/2016-2018	Open.
9.	PROVISION OF LANDSCAPING SERVICES	TTCG/D51/2016-2018	Open
10.	ASSET TAGGING AND IDENTIFICATION	TTCG/D52/2016-2018	Open.
11.	PROVISION OF CLEANING AND GARBAGE COLLECTION	TTCG/D53/2016-2018	Youth, Women & PLWD.
12.	PROVISION OF EVENT MANAGEMENT AND HIRING OF TENTS PLASTIC CHAIRS AND TABLES	TTCG/D54/2016-2018	Youth, Women & PLWD.

13.	PROVISION OF ENVIRONMENTAL ASSESSMENT ENVIRONMENTAL MANAGEMENT PLANS AND ENVIRONMENTAL AUDITS	TTCG/D55/2016-2018	Open.
14.	PROVISION OF FUMIGATION AND PEST CONTROL SERVICE	TTCG/D56/2016-2018	Open.
15.	PROVISION OF AUDIOVISUAL PRODUCTION AND EDITING SERVICES	TTCG/D57/2016-2018	Youth, Women & PLWD.
16.	PROVISION OF ADVERTISING AND CREATIVE SERVICES	TTCG/D58/2016-2018	Open.
17.	PROVISION OF DESIGN, INSTALLATION & MAINTENANCE OF WEBSITE AND INTERNET SERVICE	TTCG/D59/2016-2018	Youth, Women & PLWD.
18.	PROVISION OF LAND SURVEY	TTCG/D60/2016-2018	Open.
19.	PROVISION OF SUPPLY AND DELIVERY OF TREE SEEDLINGS AND PLANTING SEEDS.	TTCG/D61/2016-2018	Youth, Women & PLWD.
20.	PROVISION OF AIR TRAVEL AND AIR TICKETING SERVICES	TTCG/D62/2016-2018	Open.
23.	PROVISION OF HOTEL ACCOMMODATION, CONFERENCE FACILITIES AND CATERING SERVICES	TTCG/D63/2016-2018	Open.
24.	PROVISION OF HIRE OF ECO TOILETS	TTCG/D64/2016-2018	Open.
25.	PROVISION OF INSURANCE SERVICES	TTCG/D65/2016-2018	Open.

SECTION A: INVITATION FOR TENDERS**REGISTRATION /PREQUALIFICATION SUPPLIERS FY 2016-2018**

1. The Taita Taveta County Government invites applications for Registration of Suppliers to allow for Continuous Updating of the Suppliers Register for the Financial Years 2016-2018
2. Interested eligible candidates may obtain further information and inspect the tender documents at the Procurement Office during normal office working hours. (8am-5pm).
3. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the **MANDATORY** documents.
4. A complete set of tender documents may be viewed and downloaded for free from Taita Taveta County Website www.taitataveta.go.ke Bidders who download the tender document must forward their company details to info@taitataveta.go.ke.
5. Completed Prequalification documents for each Category Applied are to be enclosed in plain sealed envelopes, marked with the Registration number, Name and be deposited in the Tender Box located at Wundanyi Headquarters Offices at the Reception be addressed to,

THE COUNTY SECRETARY,

TAITA TAVETA COUNTY GOVERNMENT,

P.O. BOX 1066-80304,

WUNDANYI

so as to be received on or before **30TH October 2017 at 10.30 a.m.**

6. Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend.
7. TTCG has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act 2015 and the Regulations 2006.
8. TTCG reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.
9. TTCG reserves the right to accept or reject any tender without assigning reasons for the decision.
10. Late applications will **NOT** be accepted.

SECTION B: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. Submission of tenders: The application for prequalification should be submitted in sealed envelopes properly labeled with the item code and the item description as applied for.
5. In selection of suppliers, TTCG will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.
8. The TTCG will retain the suppliers for duration of twenty four (24) months subject to supplier's satisfactory performance which will be re-evaluated.

SECTION C: MANDATORY REQUIREMENTS (EVALUATION CRITERIA)

- 1) Submit a Copy of Incorporation certificate/Registration Certificate
- 2) Submit a Copy of Valid Single Business Permit
- 3) Valid Tax Compliance Certificate from KRA (Will be verified on the KRA TCC Checker).
- 4) Copy of CR12 Incorporated entities.
- 5) If Youths, Women and PWD attach AGPO certificate from the National Treasurer/County Government.
- 6) Bidders shall Sequentially Serialize all pages of tender attachment submitted.

SECTION D: CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

What products/services do you want to be supply.....(Indicate relevant category and the Tender No. and the Tender Tittle
.....

How many employees do you have?..... How many are permanent.....
How many are temporary?.

SECTION E: ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes, when.....(if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?
Yes.....No.....
3. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....
4. Are you a manufacturer/wholesaler/retailer/other (please specify).....
5. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?
6. Yes/No..... (Attach documentary evidence of certification)
7. What is your average response to delivery of goods/services after issuance of an LPO?
8. What is the maximum value of business which you can handle at any one time? Kshs.....
9. If you are not a manufacturer, are you an authorized dealer?
Yes.....No.....
10. Who have been your major corporate clients for the past 2 years? State client's name, Product/service provided Value of goods, works or service and contact person Applicable to general suppliers, Youth, Women and PWD firms are exempted.
11. What is your average response time to a request for quotation/Proposal
12. Our Payment Terms are 30 days from the date of invoice/deliver on receipt and acceptance of goods/services. Do you accept?
Yes.....No.....

PROVISION OF SERVICES

PREQUALIFICATION/REGISTRATION DOCUMENT

SECTION F: PAST AND CURRENT CONTRACT AWARDED

Bidders are required to demonstrate their experience in the field applied for by Listing (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person. Applicable to general suppliers, YAGPO Suppliers are exempted

Serial No.	Name of organization	Item Description	Value of the Contract	Contact Person.
1.				
2.				
3.				
4.				

NB. PLEASE ARRANGE THE DOCUMENTS ACCORDING TO THE FORMAT AND THE QUESTIONS PROVIDED ABOVE

SECTION G: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) and 2(d) whichever applies to 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; Country/Town.....
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 time: Kshs.....
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

Give details of partners as follows:

Name in full	Nationality	Citizenship	Details Shares
1.....			
2.....			

Part 2(c) -Registered Company.

Private or public.....
State the nominal and issued capital of the company.
Nominal Kshs.....
Issued Kshs.....

Give details of all directors as follows.

Name in full	Nationality	Citizenship	Details shares
1.....			
2.....			

Part 2(d) -Interest in the firm.

Is there any person/persons in..... (Name of Employer) who has interest in this firm?

Yes / No..... (Delete as necessary).

I certify that the above information is correct.

.....
(Title) (Signature) (Date)

SECTION G: TENDER SUBMISSION FORM

- a) Having studied the pre-qualification information for the above tender category We/I hereby state:
- b) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- c) That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- d) That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- e) We/I enclose all the required documents and information required for the pre-qualification evaluation.
- f) Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- g) We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's Name.....

Represented by.....

Signature.....

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