

**REPUBLIC OF KENYA**



**THE COUNTY GOVERNMENT OF NAKURU**

**CONTRACT NO. NCG/REG/008/2019-2020.**

**REGISTRATION OF SERVICE PROVIDERS FOR EVENTS  
ORGANISATION SERVICES**

**M/S.....**

**SERIAL NO. ....**

<b>COUNTY SECRETARY P.O. BOX 2870 NAKURU. AUGUST, 2019</b>	<b>HEAD SUPPLIES CHAIN MANAGEMENT OFFICE NAKURU COUNTY</b>
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# INVITATION FOR TENDERS

TENDER REF. NO: **NCG/REG/008/2019-2020**

**TENDER NAME REGISTRATION OF SERVICE PROVIDERS FOR  
EVENTS ORGANISATION SERVICES**

- 1.1 **COUNTY GOVERNMENT OF NAKURU** invites sealed tenders from eligible candidates for ***Registration of Service Providers for Events Organisation Services***
- 1.2 A complete set of tender documents may be obtained by interested candidates through the IFMIS Suppliers portal and county website.
- 1.3 Completed tender documents are to be submitted through the IFMIS Supplier Portal so as to be received on or before **FRIDAY 13<sup>th</sup> SEPTEMBER 2019 at 12 NOON.**
- 1.4 Tenders will be opened immediately thereafter through the system (on line).

**THE COUNTY SECRETARY  
NAKURU COUNTY GOVERNMENT**

## **A: REGISTRATION INSTRUCTIONS:**

### **01. INTRODUCTION**

The NAKURU COUNTY (NC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring of goods and services to the government.

### **02. REGISTRATION OBJECTIVE**

The main objectives is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Nakuru County, as and when required for a period of one year.

### **03. INVITATION FOR REGISTRATION**

Suppliers registered with registrar of companies under the laws of Kenya in respect to merchandise or services are invited to submit their **REGISTRATION DOCUMENTS** to the **COUNTY SECRETARY, OF NAKURU COUNTY** So that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots, singly or in combination. The prospective suppliers are required to supply mandatory information for REGISTRATION.

### **04. 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 REGISTRATION criteria.

#### **Mandatory documents:**

Bidders are required to **submit copies** of the following:-

- (a) Current Year Single Business Permit for the firm bidding, or any other valid single business permit.
- (b) Valid Tax Compliance Certificate of the firm bidding,
- (c) Certificate of incorporation/ registration of the firm bidding,
- (d) Valid CR12

#### **NOTE**

**Any bidder who does not submit the above mandatory documents shall be considered non-responsive and will not proceed to the next level of evaluation.**

**Pagination of bid document is mandatory)**

- (e) Relevant experience and proof of trained staff, (Attach at least CV for 2 No. Staff).
- (f) Audited financial report for the last three years. (i.e. 2016, 2017, 2018) or Certified bank statement for at least three years.

**EVALUATION CRITERIA FOR REGISTRATION OF SERVICE PROVIDERS  
FOR AIR TICKETING AND TRAVEL ARRANGEMENTS**

1	<b>Supervisory Personnel</b>	
	• Form 5 & 5A	<b>5</b>
	• Organization chart	<b>10</b>
	• Company Profile/CV	<b>10</b>
	<b>Total Score</b>	<b>25marks</b>
2.	<b>Past Experience</b>	
	• Recommendation Letters(at least 3)	<b>9</b>
	• LPOs(at least 3)	<b>9</b>
	• Equipment capability	<b>6</b>
	• Other testimonials	<b>5</b>
	<b>Total Score</b>	<b>29marks</b>
3.	Sworn statement	10
4	Litigation History	5
5	Filled Confidential Business Questionnaire	10
	<b>Total score</b>	<b>25 marks</b>
	• Audited accounts for at least 3 years(2016-2018)	9
	• Certified Bank Statement for 2years (2017-2018)	6
	• Form 7	6
	<b>Total Score</b>	<b>21 marks</b>
	<b>NET SCORE</b>	<b>100</b>

**NOTE Tenderers are informed that minimum score for REGISTRATION is 70 marks.**

**05. REGISTRATION DOCUMENT**

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

In order to be considered for REGISTRATION, prospective suppliers must provide all the information herein requested.

**06. QUESTIONS ARISING FROM DOCUMENTS**

Questions that may arise from REGISTRATION documents should be directed to the

**COUNTY SECRETARY.  
PO BOX 2870 -20100  
NAKURU.**

**07. ADDITIONAL INFORMATION**

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

**REGISTRATION OF SERVICE PROVIDERS FOR EVENTS ORGANISATION SERVICES**

Request for quotations will be made available only to those bidders whose REGISTRATIONS are accepted by Nakuru County after scoring **70%** points after the registration process.

## **B. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **08. TAXES ON IMPORTED MATERIALS**

The supplier will have to pay for custom duty and VAT as applicable for all imported materials to be supplied unless the items(s) is/are donor funded.

### **09. CUSTOM CLEARANCE**

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

### **10. CONTRACT PRICE**

The contract 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 the authority of the client's accounting officer or tender committee. Prices quoted should be inclusive of all delivery charges.

All local purchase orders shall be on credit.

## **REGISTRATION DATA INSTRUCTIONS.**

### **11. REGISTRATION DATA FORMS.**

The attached questionnaire forms 1, 2, 2A, 3, 3A, 4, 5, 5A, 6, 7, 8 and 9 are to be REG- qualified for submission of tender for specific tender.

12. The REG-qualified 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.

## **QUALIFICATION**

13. It is understood and agreed that the registration data on prospective bidders is to be used by the Nakuru County in determining according to its sole judgment and discretion, the qualification of prospective bidders to perform in respect to the tender category as described by the client.

14. Prospective bidders will not be considered qualified unless in the judgment of The Nakuru County that 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 works /services.

## **REGISTRATION OF SERVICE PROVIDERS FOR EVENTS ORGANISATION SERVICES**

**ESSENTIAL POINTS**

(a) Prospective bidders shall have **at least 2 years' experience** in supply of goods, services and allied items and in which case the potential supplier/contractor should show competence, willingness and capability to service the contract.

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

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

.....

Category .....

Post office address.....

Town.....

Name and building .....

Room/office.....floor no.....

Telephone No s.....

Full name of applicant .....

Other branches location .....

.....

**BUSINESS & ORGANIZATION INFORMATION**

MANAGEMENT PERSONNEL.....

PRESIDENT (CHIEF EXECUTIVE).....

Treasurer.....

Other.....

**PARTNERSHIP (IF APPLICABLE)**

Names of partners.....

Business founded or incorporated .....

Under present management since.....

Net worth equivalent Kshs.....

Bank reference and address .....

.....

Bonding company reference and address .....

.....

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

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

Indicate terms of Trade/sale.....

**STANDARD FORMS**

**Notes on completion of Standard Forms**

Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form

Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.

Application Form 2A - Joint Venture Summary  
This form is to be completed by joint venture applicants only.

Application Form 3 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each



member of or joint venture. Complimentary information will be given on application Form 3A.

Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

Application Form 4 - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Application Form 5 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

Application Form 5A - Candidate Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel.

Application Form 6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The

information should include the summary of actual assets and liabilities for the last five years.

Application Form 8

- Litigation History

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

Application Form 9

- Questionnaire

This form is to be completed by all applicants.

### APPLICATION FORM (1)

#### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/ registration	Year of incorporation/ registration

Nationality of owners		
Name	Nationality	
1.		
2.		
3.		
4.		
5.		

### APPLICATION FORM (2)

#### GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture
---

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		

4.		
5.		

**APPLICATION FORM (2A)**

**JOINT VENTURE SUMMARY**

Names of all partners of a joint venture	
1.	Lead partner
2.	Partner
3.	Partner
4.	Partner
5.	Partner
6.	Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			





## APPLICATION FORM (4)

### SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work (Kshs.)	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

## APPLICATION FORM (5)

### PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate

3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM (5A)**

**CANDIDATE SUMMARY**

Name of Applicant
-------------------

Position	Candidate * Prime                      * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with Present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.





Omit the following information for equipment owned by the Applicant or partner

Owner	<p>8. Name</p> <hr/> <p>9. Address of owner</p> <hr/> <p>Telephone                      Contact name and title</p> <hr/> <p>Fax                                      Email</p> <hr/>
Agreements	<p>Details or rental/lease/manufacture agreements specific to the project</p> <p>.....</p> <p>.....</p> <hr/>

**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture

Banker	Name of banker	
	Address of banker	
	..... Telephone	Contact name and title
	Fax	E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	



**APPLICATION FORM (9)**

**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 to type of business.

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

**Part1 -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 Kshs.....

Name of 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: -

<b>NO.</b>	<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIP DETAILS</b>	<b>SHARES</b>
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1...../...../...../.....

2...../...../...../.....

3...../...../...../.....

**Part 2(c) – Registered Company**

Private/Public: .....

State the nominal and issued capital of the Company: -

Nominal Kshs: .....Issued Kshs: .....

Give details of all directors as follows: -

<b>NO.</b>	<b>NAME</b>	<b>NATIONALITY</b>	<b>CITIZENSHIP DETAILS</b>	<b>SHARES</b>
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1...../...../...../.....

2...../...../...../.....

Date: -.....Signature of Applicant.....

· If Kenyan Citizen, indicate under “Citizenship Details” Whether by birth,

· Naturalisation or Registration

· GPK (L)

Date -----Signature of Applicant -----

**SWORN STATEMENT.**

*Having studied the REGISTRATION information for the above project, we/I hereby state:*

- a) That information furnished in our application is accurate to the best of our /my knowledge.*
- b) That in case of being REG-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.*
- c) We enclose all the required documents and information required for the REGISTRATION evaluation.*

**Date.....**

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

**Represented by.....**

**Signature.....**

**Official Stamp or seal.....**

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