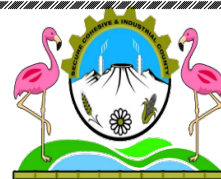




**COUNTY GOVERNMENT OF NAKURU**



**NAKURU COUNTY**  
COUNTY OF UNLIMITED OPPORTUNITIES

**DEPARTMENT OF HEALTH SERVICES**

**TENDER NO: CGN/MOH/T/22/2020-2022**

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF LINEN AND UNIFORMS**

**CLOSING DATE:**

**7<sup>TH</sup> SEPTEMBER, 2020.**

**COUNTY GOVERNMENT OF NAKURU,  
MINISTRY OF HEALTH SERVICES,  
NAKURU LEVEL 5 HOSPITAL  
P.O. BOX 71,  
NAKURU.**

**F/Y 2020-2022**

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## SECTION I: INVITATION TO TENDER

DATE:

TENDER REFERENCE NUMBER: **CGN/MOH/PGH/T/22/2020-2022**

TENDER NAME: **REGISTRATION OF SUPPLIERS FOR THE SUPPLY AND DELIVERY OF LINEN & UNIFORMS.**

The County Government of Nakuru invites sealed applications from interested, eligible and qualified suppliers to be registered for **THE SUPPLY AND DELIVERY OF LINEN & UNIFORMS**. The successful firms may be invited to bid in the course of the 2020/2021 to 2021/2022 financial years as and when the services will be required.

Interested and eligible candidates may obtain the registration documents from the county government of Nakuru website: [www.nakuru.go.ke](http://www.nakuru.go.ke) or from the Public Information Portal; [www.tenders.go.ke](http://www.tenders.go.ke) free of charge. Bidders are advised to regularly visit the website to obtain any additional information/addendum on the tender.

Duly completed tenders, marked with “**tender number**” should be submitted and dropped in the tender box provided at office of **The Medical Superintendent** box so as to be received on or before **7<sup>th</sup> September, 2020**. Addressed to: -

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE**  
**COUNTY GOVERNMENT OF NAKURU**  
**P O Box 71-20100**  
**NAKURU**

## **SECTION II: INSTRUCTION TO CANDIDATES**

- 1.1. The County Government of Nakuru intends to register suppliers for the supply and delivery of linen and uniforms under category B.
- 1.2. Registration is open for all eligible suppliers.
- 1.3. Eligible candidates are requested to strictly adhere to submission procedures as outlined in the invitation to tender.
- 1.4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their application. Only candidates registered under this registration process will be invited to tender.
- 1.5. All the information for registration shall be provided in the English language.
- 1.6. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification may result in the applicant's disqualification.
- 1.7. In assessing suitability, the eligibility criteria set out below will be used.
- 1.8. Registration will be based on meeting the minimum requirements to pass in the criteria outlined below.

### SECTION III: EVALUATION CRITERIA

1. Mandatory Requirements as per the Tender Documents
2. Information supplied as per the Tender Documents
3. 70:30 Technical to Price weighting shall be applied.

S/NO	REQUIRED INFORMATION	YES/NO	
1.	Mandatory Documents		
	a) Certificate of Incorporation/Registration		
	b) KRA PIN Certificate		
	c) Current Tax Compliance Certificate		
	d) Current Business Permit/ Trade License		
	e) Proof of Identity of Directors – Attach CR12 and Passport/Copy of National ID.		
<b>**MANDATORY DOCUMENTS SHOULD BE CERTIFIED BY A COMMISSIONER OF OATHS.</b>			
2.	Financial Capacity	MAXIMUM SCORES	ACTUAL SCORES
	a) Bank Statements for the last six (6) months ending 30 <sup>th</sup> June, 2020 and/or Commitment letter from a bank or other recognized financial institution.	15	
	b) Certified Audited Reports for the last two (2) years	10	
3.	Attach Evidence of relevant Past Performance and Experience for the last two (2) years	10	
4.	Attach Evidence of relevant documents of Expertise and Manpower	15	
5.	Duly filled Confidential Business Questionnaire indicating the fixed premises location, address and contact details.	15	
6.	Duly filled, signed and stamped Declaration Form	10	
7.	Company Background/Profile & Organizational Structure	15	
8.	Sequential Serialized (pagination) of the tender documents	10	

**SCORE A MINIMUM OF 70 MARKS OUT OF 100 TO BE REGISTERED.**

**SECTION IV: STANDARD FORMS**

**A. APPLICATION FORM: REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (Firm Name) ..... hereby apply for registration as a Service Provider under Category B Tender No's.....

Description of items: .....

Postal Address .....

Telephone Number (fixed line) .....

Mobile .....

E-mail Address ..... Fax.....

Town ..... Street ..... Building..... Floor..... Room/office.....

Other Branches/locations .....

.....

Full name of authorized signatory .....

Signature.....

Designation.....

Official Rubber Stamp.....

## B. 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 applied 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.....

Plot No..... Street/Road.....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one 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**

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 Kshs. ....

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

Date ..... Signature of Candidate .....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### **C. STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/Incorporation .....(Attach Copy)
2. State KRA PIN Registration No. ....(Attach Copy)
3. Valid Business Permit/ Trade License..... (Attach Copy)
4. Tax Compliance Certificate .....(Attach Copy)
5. State if the company is a subject of debarment proceedings with the Public Procurement Administrative Review Board, receivership, or any other form of liquidation as defined by the applicable law  
.....  
.....
6. State any technological innovations or specific attributes which distinguishes you from your competitors .....
7. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification. Please attach proof of relevant certificates in your area of expertise other than those mentioned.



## **D. FINANCIAL POSITION & TERMS OF TRADE**

### **PART I: AUDITED REPORTS**

- i. Attach copies of audited reports and bank statements for the last 1 year.
- ii. Briefly give a general statement on the company's total assets, current assets, total liabilities, current liabilities and sources of funds

### **PART II: TERMS AND CONDITIONS OF TRADE (PAYMENT TERMS)**

The County Government of Nakuru would wish to accept deliveries after issuance of a Local Purchase Order to suppliers and effect payments after deliveries are made.

Confirm acceptance of this:

**Acceptable/Not Acceptable**

## **E. LITIGATION/ARBITRATION INCIDENTS**

### Litigation and Arbitration incidences

- i. Enumerate any past litigation and arbitration incidences encountered by the firm.
- ii. State the year of the incidence, name of client, cause of litigation and matter of dispute and/or disputed amount.
- iii. State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

## **F. PAST EXPERIENCE AND PERFORMANCES**

- i. State any previous clients and attach evidence of recommendation letters, local service order or letters of award to show past experience.

## **G. MANPOWER AND EXPERTISE**

- i. Attach company profile
- ii. Duly signed Resumes of at least two technical staff (Duly registered with evidence of current membership of a professional body and annual practicing license serial number).

## H. EQUIPMENT CAPABILITIES

Name of Applicant: .....

Equipment Information	Name of Manufacturer	
	Model and Power Rating	
	Capacity	
	Year of Manufacturer	
Current Status	Current Location	
	Details of Current Commitments	
Source	Indicate source of equipment  *owned *rented * leased * specially manufactured	

\*\*Omit the following information for equipment owned by the Applicant or Partner

Owner Information	Name & Title	
	Address	
	Email	
	Fax	
Agreements	Details or rental/lease/manufacture agreements specific to the project	

## I. DECLARATION

Having studied the pre-qualification 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 pre-qualified we acknowledge that this grants us the right to participate in de time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follows.
- c) We enclose all the required documents and information required for the pre-qualification evaluation

ANY OTHER DECLARATION

.....

.....

.....

.....

Date:

Applicant's Name:

Represented by:

Signature:

Official Stamp or Seal:

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