



# **NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

## **NAKURU TOWN EAST CONSTITUENCY**

LOCATED AT THE LANET D.O'S OFFICE  
FREE AREA SHOPPING CENTRE  
NAKURU  
nakuruteastngcdf@gmail.com

P.O BOX 1746, GPO NAKURU  
TEL: +254703107009  
EMAIL:

## **SUPPLY AND DELIVERY OF BUILDING SAND, STONES, BALLAST AND HARDWARE MATERIALS**

<b>No.</b>	<b>NTEC/NGCDF/004/2019-2021</b>
<b>004.</b>	<b>SUPPLY AND DELIVERY OF BUILDING SAND, STONES, BALLAST AND HARDWARE MATERIALS</b>

***CLOSING DATE & TIME: FRIDAY 7<sup>TH</sup> FEBRUARY, 2020 AT 12.00 NOON***

***RECEIPT NO.....***

***SERIAL NO. ....***

## **SECTION II - INSTRUCTIONS TO BIDDERS**

### **2.1 Scope of Tender**

Nakuru Town East Sub-County hereinafter referred to as the procuring entity intends to prequalify suppliers for supply / provision of various categories of goods and services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **FRIDAY 7<sup>th</sup> FEBRUARY, 2020 at 12.00 NOON**

2.1.1 Prequalification is open to eligible firms as indicated in ITB 2.3.

### **2.2 Submission of Application**

Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited to Nakuru Town East NG-CDF Office to be received on or before. **FRIDAY 7<sup>th</sup> FEBRUARY, 2020 at 12.00 NOON**

The procuring entity reserves the right to accept or reject late applications.

2.2.1 The name and mailing address of the applicant may be marked on the envelope.

2.2.2 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the bidder's disqualification.

### **2.3 Eligible Candidates**

2.3.1 This invitation for pre-qualification is open to all bidders who are eligible as defined in Kenya's Public Procurement Law and regulations.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All bidders found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in section III. The declaration will be either pass or fail regarding the bidder's general and particular experience, personnel and financial position and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract. The qualification criteria is as per specified in **MINIMUM MANDATORY REQUIREMENTS**.

## **2.5 Public Sector companies**

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6. Conflict of Interest**

2.6.1 The bidder shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the tender, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.7. Updating Pre-qualification Information**

2.7.1 Pre-qualified bidders shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letter head paper of the applicant and will include full postal address, telephone numbers, fax number and E-mail address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**Declaration**

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal form or termination of the qualification process.

I/We confirm that I/we are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing.

I/we confirm that i/we have fulfilled our obligations to pay taxes and social security contributions.

Signed and sealed: -----

For and behalf of: -----

Position in company: -----

Date: -----

Official Receipt No-----

Date-----

**Anti-Corruption Declaration Pledge Form**

I/We.....  
.....

.....aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and

Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Procurement entity.

Tenderer's Name.....

Address.....

Authorized signature.....

Date.....

**MINIMUM MANDATORY REQUIREMENTS**

- I. MUST BE A REGISTERED FIRM IN KENYA with a Certificate of Registration; incorporation/Business name. Copy of which must be attached.
- II. Must attach copy of KRA PIN certificate
- III. Must attach a copy of VAT registration certificate.
- IV. Must attach a copy of Valid Tax Compliance certificate.
- V. Must fill and stamp the attached confidential business questionnaire.
- VI. Must fill and stamp attached form of tender.
- VII. Must fill and stamp attached anti-corruption declaration pledge form.

## Form of Tender

Date: \_\_\_\_\_

Tender No. ....

To: .....

*[Name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....

*[Insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....

*[Description of materials and spares]* in conformity with the said tender documents for the sum of..... *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver the materials and spares in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by .....( Procuring entity).

4. We agree to abide by this Tender for a period of.....*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[In the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

**REPUBLIC OF KENYA**

**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: K£.....

Name of your bankers..... Branch .....

<input type="checkbox"/>	<p><b><i>Part 2 (a) - Sole Proprietor</i></b></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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<input type="checkbox"/>	<p><b><i>Part 2 (c) - Registered Company:</i></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....
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2. ....	.....	.....	.....														
3. ....	.....	.....	.....														

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

\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registratio

**TENDER NO. NTEC/NGCDF/004/2019-2021/(13)****SUPPLY AND DELIVERY OF BUILDING SAND, STONES, BALLAST AND HARDWARE MATERIALS****HARDWARE MATERIALS**

<b>Item</b>	<b>Item description</b>	<b>Unit of Issue</b>	<b>Qty</b>	<b>UNIT PRICE (KSHS)</b>
1.	Cement ordinary – 50 Kg	Bag	As and when required	900
2.	Gutters roofing G.I 12mx30g	No.	“	450
3.	Ridges roofing GI 12mx30g	“	“	400
4.	Ridges roofing GI 12mx25g	“	“	500
5.	Sheets roofing 28g – 2 Metres	Sheet	“	1400
6.	Sheets roofing 28g – 2 ½ Metres	“	“	1745
7.	Sheets roofing 28g – 3 Metres	“	“	2095
8.	Sheets roofing 30g – 2 Metres	“	“	600
9.	Sheets roofing 30g – 2 ½ Metres	“	“	750
10.	Sheets roofing 30g – 3 Metres	“	“	900
11.	Roofing nails	Kg	“	350
12.	Nails wire round 25mmx37.5mm	“	“	300
13.	Nails wire round 50mmx150mm	“	“	330
14.	Barbed wire high tensile 25kg	Roll	“	6700
15.	Barbed wire 121/2 kg	“	“	5430
16.	Plain fencing wire 8-26g	“	“	10000
17.	Reinforcement round bars 8mmx12m	No	“	1300
18.	Plain fencing wire 8-22	Roll	“	11600

<b>Item</b>	<b>Item description</b>	<b>Unit of issue</b>	<b>Qty</b>	<b>UNIT PRICE (KSHS)</b>
19.	Reinforcement round bars 10mm-12m	No	As and when required	1570
20.	Reinforcement round bars 12mmx12m	“	“	2955
21.	Reinforcement round bars 16mmx12m	“	“	5275
22.	Reinforcement round bars 20mmx12m	“	“	8800
23.	Reinforcement round bars 25mmx12m	“	“	6720
24.	Reinforcement round bars 32mmx12m	“	“	12220
25.	Reinforcement round bars 40mmx12m	“	“	15550
26.	Reinforcement round bars 10mmx12m	“	“	2000
27.	Reinforcement twisted bars 12mmx12m	“	“	2915
28.	Reinforcement twisted bars 16mmx12	“	“	5275
29.	Reinforcement twisted bars 20mmx12m	“	“	5650
30.	Reinforcement twisted bars 12mmx12m	No.	“	1350
31.	Reinforcement twisted bars 32mmx12m	“	“	12400
32.	M.S plate 8x4x6mm	Sheet	“	4300
33.	M.S.plate 8x4x4mm	“	“	4000
34.	Gabion boxes welmesh type 2x1x1m	No	“	9520
35.	Gabion boxes maccaferi type 2x1x1m	“	“	10250
36.	Reinforcement twisted bars 8mmx12mm	“	“	600
37.	Gabion mattresses maccaferi type 6x2x0.3	“	“	9530
38.	Hardboard 8”x4”x1/8”	Sheet	“	650
39.	Hardboard 8”x4”x1/4”	“	“	2020
40.	Hardboard 8”x4”x3/4”	“	“	3150

<b>Item</b>	<b>Item description</b>	<b>Unit of issue</b>	<b>Qty</b>	<b>UNIT PRICE (KSHS)</b>
41.	Hardboard 8"x4"x1/2"	"	"	4320
42.	Hardboard 8"x4"x1"	"	"	510
43.	Wire mesh 8/2x1"x1/2"	Sheet	"	1690
44.	Chicken wire 6x1	Roll	"	13160
45.	BRC wire no 66	"	"	15890
46.	Chain link 30"x6"	Roll	"	7490
47.	Chain link 30"x8"	"	"	10235
48.	Gabion boxes maccaferi type 2x2x1m	No	"	18700
49.	Gabion boxes maccaferi type 3x1x1m	"	"	19360
50.	Gabion mattresses renotype 2x1x0.3m	"	"	12500
51.	Gabion mattresses renotype 3x2x0.3m	"	"	14000
52.	GI Sheet 6x3x24	Sheet	"	18200
53.	Hoop Iron (25mm wide)	Roll	"	8390
54.	Weld mesh A142	Roll	"	2995
55.	Weld Mesh BRC A65	Roll	"	5615
56.	Plastic Water Tanks 1000 Litres	No.	"	22135
57.	Plastic Water Tanks 1500 Litres	No.	"	3220
58.	Plastic Water Tanks 2500 Litres	No.	"	58790
59.	Plastic Water Tanks 5000 Litres	No.	"	97615
60.	Plastic Water Tanks 10000 Litres	No.	"	201320
61.	Plastic Water Tanks 24000 Litres	No.	"	813735
62.	Polythene Sheeting G500	Roll	"	109590

Item	Item description	Unit of issue	Qty	UNIT PRICE (KSHS)
63.	M/s Plate 8x4x1.5mm	Sheet	As and when required	11325
64.	Square Bar 12mmx12Meters	Length	“	3120
65.	Square Bar 10mm x 12 Meters	“	“	1560
66.	Galvanized Sheet 8x4x0.5mm	Sheet	“	1550

### **PAINING MATERIALS.**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE (KSHS)
1.	Pain Emulsion Grade 1	As and when required	4 Litres	3000
2.	Paint Emulsion Grade 1	“	20 Litres	7000
3.	Vinyl Silk Emulsion Grade 1	“	4 Litres	2750
4.	Vinyl Silk Emulsion Grade 1	“	20 Litres	8500
5.	Paint Gloss Grade 1	“	4 Litres	2880
6.	Floor paints Gallon Premium Quality	“	4 Litres	3000
7.	Roof paints Gallon Premium Quality	“	4 Litres	4500
8.	Undercoat Gallon Premium Quality	“	4 Litres	3500
9.	Mineral Turpentine	“	5 Litres	1200
10.	Standard Thinner	“	5 Litres	1995
11.	Paint Brushes 4”	“	No.	525
12.	Paint Brushes 5”	“	No.	550
13.	Paint Brushes 6”	“	No.	650
14.	Road Marking Paint Yellow Grade 1	“	4 Litres	5500
ITEM NO.	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE (KSHS)

15.	Road Marking Paint White Grade 1	“	4 Litres	4500
16.	Aluminium Paint Premium Quality	“	4 Litres	4740
17.	Black Bituminous Paint	“	4 Litres	1800