



NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

NAKURU TOWN EAST CONSTITUENCY

LOCATED AT THE LANET D.O'S OFFICE
FREE AREA SHOPPING CENTRE
NAKURU

P.O BOX 1746, GPO NAKURU
TEL: +254703107009
EMAIL: nakuruteastngcdf@gmail.com

008. SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND SUPPLIES

No.	NTEC/NGCDF/008/(i)/2019-2021
(i).	SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND SUPPLIES

CLOSING DATE & TIME: FRIDAY 7TH 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 7TH February, 2020 at 11.00 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 in the tender box at the entrance of the Deputy Commissioner's Office to be received on or before. **Friday 7TH February, 2020 at 11.00 Noon**

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

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

2.2.3 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.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or 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.

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 attach a copy of AGPO certificate.
- VI. Must fill and stamp the attached confidential business questionnaire.
- VII. Must fill and stamp attached form of tender.
- VIII. 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

<i>Part I- General :</i>	
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><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></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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.....														
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></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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1.														
2.														
3.														
<p>DateSignature of Candidate.....</p>																	

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER NO. NTEC/NGCDF/008/(i)/2019– 2021**SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND SUPPLIES**

	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
1.	Envelops A3	“	“	20
2.	Envelopes A4	“	As and when required	10
3.	Envelopes A5	“	“	8
4.	Envelopes 9x6	“	“	5
5.	Envelopes C7	“	“	6
6.	Box files complete with guard	No	“	290
7.	Spring files PV	“	“	80
8.	Felt pens	No	“	200
9.	Ruled papers (Fullscap)	Ream	“	700
10.	Counter books 4Quire	No.	“	450
11.	Carbon papers (pelican)	Pkt	“	2600
12.	Biro pens Bic	“	“	800
13.	Photocopy papers	Ream	“	750
14.	Typing Papers	Ream	“	620
15.	Transparencies A4 Size (Assorted Colours)	Ream	“	750
16.	Plastic Holder	No.	“	350
17.	Note Book A4	No.	“	700
18.	Embossed papers A4 size (All Colours)	Reams of 100 sheets	“	950
19.	Photocopy papers A3 vista or its equivalent	Ream	“	1650
20.	Masking tapes ¾ “	No.	“	50
21.	Blackboard dusters	No.	“	1000

22.	Chalk dustless	Pkt	“	100
	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
23.	Notebook A5	No.	As and when required	140
24.	Hardcover Books 4 Quire	No.	“	450
25.	Hardcover Books 3 Quire	No.	“	420
26.	Hardcover Books 2 Quire	No.	“	300
27.	Flash disk 256 MB	No.	“	350
28.	Flash disk 1GB	No.	“	700
29.	Flash disk Sahara 2GB	No	“	800
30.	Drafting Film 0.75mx10m	Roll	“	1520
31.	Tracing paper 0.75mx10m	Roll	“	4000
32.	Ammonia Solution	Ltr	“	1700
33.	Ammonia Paper 0.75mx10m	Roll	“	2550
34.	Ammonia Paper 1.0x10m	Roll	“	950
35.	Cartridge paper 0.75x10m	Roll	“	9490
36.	Toshiba Tonner	No	“	13350
37.	Kyocera Mota	No	“	10250
38.	Blank CD	No.	“	30
	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
39.	Printer Cartridge HP 1200 Series	Pcs	As and when required	10440
40.	Printer Cartridge HP Laserjet P2015	Pcs	“	7500
41.	Cartridges A 50	Pcs	“	4270
42.	Smart pens for transparencies A4	Pcs	“	1550

43.	Toner Cartridge 53A	No.	“	14500
44.	Printer Cartridge 130	No.	“	13500
45.	Printer Cartridge 135	No.	“	11550
46.	Printer Cartridge 17	No.	“	8500
47.	Printer Cartridge 15	No.	“	8650
48.	Printer Cartridge 28	No.	“	7700
49.	Printer Cartridge 27	No.	“	7300
50.	Printer Cartridge 305A	No.	“	2370
51.	Printer Cartridge 305-Y-M-C-K	No.	“	7120
52.	Printer Cartridge PRO 400M 401D	No.	“	7120
53.	Printer Cartridge Canon 1BP-3460	No.	“	3800
54.	Printer Cartridge Canon 71	No.	“	14500
55.	Toshiba Toner Studio 163	No.	“	16500
56.	Kyocera Toner 8030	No.	“	12700
57.	Memory Sticks 4GB	No.	“	760
58.	External Hard Disk	No.	“	12235
59.	Printer Data Cable	Pcs	“	500
60.	Fax Film KXFA 57E	No.	“	190
	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
61.	Fax Film KXFA 136A	No.	As and when required	9500
62.	PMS Roll	No.	“	995
63.	PMS Ribbon	No.	“	1280
64.	Manila Papers	No.	“	2600

65.	Exercise Books 200pgs Ruled/Squared	No.	“	230
66.	Exercise Books A4 200 Pgs Ruled/Squared.	No.	“	240
67.	File Covers Plastic	No.	“	90
68.	Lamination Films	Pkts	“	160
69.	Duplicating papers	Ream	“	550
70.	Duplicating Ink	No.	“	2560
71.	Office Pins (50g)	Pkt	“	430
72.	Office Glue (160 gms)	Bottle	“	100
73.	Paper Clips (100Pcs) 33mm	Pkt	“	80
74.	Flip charts	No.	“	700
75.	Flip Boards (large size)	No.	“	8700