



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
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008. SUPPLY, DELIVERY AND MAINTENANCE OF COMPUTERS, PRINTERS AND OTHER ACCESSORIES

No.	NTEC/NGCDF/008/2019-2021
(ii).	SUPPLY, DELIVERY AND MAINTENANCE OF COMPUTERS, PRINTERS AND OTHER ACCESSORIES

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 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 7th FEBRUARY, 2020 at 12.00 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 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 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 _____

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

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
	TONNER	PC	As and when required	
1.	HP LASERJET Q2612A	“	“	10910
2.	TONNER 12A	“	“	8500
3.	FAX FILM NO KX-FA 57E	“	“	7500
4.	TONNER 2420	“	“	14500
5.	TONNER 49A	“	“	8490
6.	LASERJET 1018	“	“	13670
7.	HP LASERJET 13A-(1300)	“	“	4270
8.	TONNER 42A	“	“	12500
9.	TONNER Q5950/51/52	“	“	12000
10.	LASERJET 5L	“	“	21000
11.	HP LASERJET 1150	“	“	12900
12.	HP LASER 4100	“	“	13500
13.	HP LESERJET Q7353 A	“	“	13350
14.	LASERJET 59A	“	“	12500
15.	HP LASERJET 27	“	“	8000
16.	TONNER KYOCERA – TK 710	“	“	17500
17.	TK 310 TONER KNYOCERA	“	“	14900
18.	TONNER C 7115A	“	“	13500
19.	TONNER 106R 01048 RICHOH – FT 410	“	“	11750
ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
20.	TONNER HP LASERJET 006A	No.	As and when required	13000

21.	TONNER HP LASERJET 27X	No.	“	23235
22.	TONNER HP LASERJET Q2610A	“	“	12500
23.	TONNER HP LASERJET Q6511A	“	“	12500
24.	TONNER HP LASERJET Q2613A	“	“	16250
25.	TONNER HP LASERJET Q7115A	“	“	12000
26.	TONNER HP LASERJET Q1338A	“	“	14000
27.	TONNER HP LASERJET Q5949A	“	“	14000
28.	TONNER HP LASERJET C4092A	“	“	14000
29.	TONNER HP LASERJET Q3960A BLACK	“	“	15000
30.	TONNER HP LASERJET Q3963A MAGENTA	“	“	15000
31.	TONNER HP LASERJET Q3961A CYAN	“	“	15000
32.	TONNER HP LASERJET Q3962A YELLOW	“	“	15000
33.	TONNER HP LASERJET Q6470A BLACK	“	“	15500
34.	TONNER HP LASERJET Q7583A MAGENTA	“	“	15500
35.	TONNER HP LASERJET Q7581A CYAN	“	“	15500
36.	TONNER HP LASERJET Q7582A YELLOW	“	“	15500
37.	TONNER HP LASERJET Q5945A	“	“	14000
38.	TONNER HP LASERJET Q7551A	“	“	14000
39.	TONNER HP LASERJET Q7516A	“	“	14000
40.	TONNER 85A	“	“	9000
41.	TONNER 05A	“	“	8500
42.	TONNER 26A	“	“	
43.	TONNER 36A	“	“	

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE (Kshs)
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1.	31/2 floppy computer diskettes	Set	As and when required	400
2.	Ammonia printing paper	Roll	“	3000
3.	Computer catridge ribbon	No	“	2500
4.	Computer Toner 13A	“	“	12500
5.	Computer Catridges	“	“	7000
6.	Catridge No.56 Black	No.	“	3840
7.	Catridge No. 35A	“	“	10910
8.	Catridge No. 283A	“	“	10910
9.	Catridge No. 650A BLACK	“	“	4175
10.	Catridge No. 650A TRI-COLOUR	“	“	5000
11.	Catridge No. 540A BLACK	“	“	9000
12.	Catridge No. 541 A CYAN	“	“	9000
13.	Catridge No. 542A YELLOW	“	“	9000
14.	Catridge No. 543A MAGENTA	“	“	9000
15.	Catridge No. TK-6305	“	“	11000
16.	Catridge No.TK-8505 Y	“	“	7750
17.	Catridge No.TK-8505 C	“	“	7750
18.	Catridge No.TK-8505 M	“	“	7750
19.	Catridge No.TK-8505 K	“	“	7750
20.	Catridge No.57 Colour	“	“	10400
21.	Catridge No.27 Black	“	“	4500
22.	Catridge No.28 Colour	“	“	4500
23.	Flash disk sahara 256 MB	No.	“	20
24.	Flash disk 1GB	No.	“	10
25.	Flash disk Sahara 2GB	No	“	

26.	Drafting Film 0.75mx10m	Roll	“	
27.	Tracing paper 0.75mx10m	Roll	“	
28.	Ammonia Solution	Ltr	“	
29.	Ammonia Paper 0.75mx10m	Roll	“	
30.	Ammonia Paper 1.0x10m	Roll	“	
31.	Cartridge paper 0.75x10m	Roll	“	
32.	Toshiba Tonner	No	“	
33.	Kyocera Mota	No	“	
34.	Blank CD	No.	“	
35.	HP Ink cartridge Magenta 11	No.	“	
36.	HP Ink cartridge Cyan 11	No	“	
37.	HP Ink cartridge Yellow 11	No.	“	
38.	HP Ink cartridge Black 11	No.	“	
39.	Computer Cartridge No.130	Pcs	“	
40.	Computer Cartridge No.135	Pcs	“	
41.	Printer Cartridge HP 1200 Series	Pcs	As and when required	
42.	Printer Cartridge HP Laserjet P2015	Pcs	“	
43.	Cartridges A 50	Pcs	“	
44.	Smart pens for transparencies A4	Pcs	“	
45.	Toner Cartridge 53A	No.	“	
46.	Printer Cartridge 130	No.	“	
47.	Printer Cartridge 135	No.	“	
48.	Printer Cartridge 17	No.	“	
49.	Printer Cartridge 15	No.	“	
50.	Printer Cartridge 28	No.	“	

51.	Printer Cartridge 27	No.	“	
52.	Printer Cartridge 305A	No.	“	
53.	Printer Cartridge 305-Y-M-C-K	No.	“	
54.	Printer Cartridge PRO 400M 401D	No.	“	
55.	Printer Cartridge Canon 1BP-3460	No.	“	
56.	Printer Cartridge Canon 71	No.	“	
57.	Toshiba Toner Studio 163	No.	“	
58.	Kyocera Toner 8030	No.	“	
59.	Memory Sticks 4GB	No.	“	
60.	External Hard Disk	No.	“	
61.	Printer Data Cable	Pcs	“	
62.	Fax Film KXFA 57E	No.	“	
63.	Fax Film KXFA 136A	No.	As and when required	
64.	PMS Roll	No.	“	
65.	PMS Ribbon	No.	“	
66.	Cartridges (HP Laser jet P 4015X)	Pcs	“	