



County
Microfinance
Corporation
Growing with you

MERU COUNTY MICROFINANCE CORPORATION

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF WORKS AND SERVICES FOR THE YEAR ENDING
30TH JUNE 2018.**

To be completed by the Tenderer. Indicate the following information.

1. Category No.

2. Item Description

3. Closing date 10th August 2017 at 10.00 am

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MERU COUNTY MICROFINANCE CORPORATION

REGISTRATION OF SUPPLIERS NOTICE

The Meru County Microfinance corporation is a financial institution under Meru county government providing financial services to small and medium enterprises, now invites applications for registration from interested eligible bidders for supply of the under listed works and services “as and when required basis” for the period ending 30th June 2018.

MCMC/PQ/041/2017/2018 provision of valuation services

MCMC/PQ/045/2017/2018 provision of debt collection services

MCMC/PQ/046/2017/2018 provision of auctioneering services

MCMC/PQ/047/2017/2018 provision of vehicle tracking and fleet management services

MCMC/PQ/048/2017/2018 provision of architectural services

MCMC/PQ/049/2017/2018 provision of quantity survey services

MCMC/PQ/050/2017/2018 provision of minor office maintenance works e.g. office repairs, partitioning, painting, plumbing and related services.

Interested eligible candidates may download the Registration documents from **Meru County Government website www.meru.go.ke or Meru county microfinance corporation website www.countymicrofinance.com** at no cost.

Completed registration documents in plain sealed envelope, clearly marked with Category name and Reference number and addressed to:

**THE MANAGING DIRECTOR
MERU COUNTY MICROFINANCE CORPORATION
P O BOX 2564-60200
MERU**

should be deposited in the **TENDER BOX** located at the Corporation Head office Reception, **NTARA PLACE 1ST FLOOR**, so as to be received on or before **Thursday 10th August 2017 at 10.00 am**. Registration documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend at the head office.

Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

Results of the registration process will be posted in the Meru County website and Meru county Microfinance Corporation website.

**PROCUREMENT OFFICER
FOR: MANAGING DIRECTOR**

REGISTRATION INSTRUCTIONS

1.1 Introduction The Meru County Microfinance Corporation would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the Corporation.

1.2 Registration Objective The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations to the Managing Director, Meru County Microfinance Corporation as and when required during the period ending 30th June, 2018.

1.3 Invitation of Registration Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Managing Director, Meru County Microfinance Corporation so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

1.4 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. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

1.5 Registration Document This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents Copies of the completed registration data and other requested information shall be submitted to reach:

**THE MANAGING DIRECTOR
MERU COUNTY MICROFINANCE CORPORATION
P. O. Box 2564-60200
MERU.**

Not later than **10th August, 2017 at 10.00 a.m.** (local time)

1.8 Questions Arising from Documents Questions that may arise from the registration documents should be directed to the Procurement officer, Meru County Microfinance Corporation

1.9 Additional Information The Meru County Microfinance Corporation reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials: The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance: The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.4 Payments All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

REGISTRATION DATA INSTRUCTIONS

2.5 Registration data forms. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.

2.5.1 The registration 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.

2.6 Qualification

2.6.1 It is understood and agreed that the registration data on prospective bidders is to be used by corporation in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

2.6.2 Prospective bidders will not be considered qualified unless in the judgment of Corporation 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, work and services.

2.7 Essential Criteria for Registration

2.7.1 Experience: Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

2.7.2 Personnel: The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

2.7.3 Financial Condition: The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

2.7.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

2.7.5 Past Performance: Past performance will be given due consideration in registration of bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

2.8 Statement: Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

2.9 Withdrawal of registration Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Corporation reserves the right to reject the tender from such a bidder even though he was initially qualified.

2.10 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.10.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

2.11 Registration Criteria

Required Information	Form Type	Points Score															
1. Registration Documentation	PQ-1	30															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center;">a</td> <td style="width: 85%;">A copy of certificate of incorporation/registration</td> <td style="width: 10%; text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">b</td> <td>A copy of valid tax compliance certificate</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">c</td> <td>A copy of PIN certificate</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">d</td> <td>A copy of VAT certificate</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">e</td> <td>Registration with a relevant body</td> <td style="text-align: center;">6</td> </tr> </tbody> </table>			a	A copy of certificate of incorporation/registration	6	b	A copy of valid tax compliance certificate	6	c	A copy of PIN certificate	6	d	A copy of VAT certificate	6	e	Registration with a relevant body	6
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d	A copy of VAT certificate	6															
e	Registration with a relevant body	6															
2. Registration data duly filled	PQ-2	10															
3. Supervisory Personnel	PQ-3	10															
4. Financial Position	PQ-4	20															
5. Confidential Questionnaire	PQ-5	10															
6. Past Experience	PQ-6	10															
7. Litigation History	PQ-7	10															
TOTAL		100															

2.12 The qualification is 70 points and over

FORM PQ-1 REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of current Trade License.
6. Copy of registration to the relevant body (**where applicable**)

(30 points)

FORM PQ-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of.....
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No.

Floor No.....

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

- 2. Business founded or incorporated
- 3. Under present management since
- 4. Net worth equivalent Kshs.....
- 5. Bank reference and address
-
- 6. Bonding company reference and address
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities
- 8. State any technological innovations or specific attributes which distinguish you from your competitors
-
-
-
-
- 9. Indicate terms of trade/sale.

(10 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

(10 Points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-5: 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.....	
Email address.....	
Nature of business.....	
Current Trade License No.....	
Expiring date.....	
Maximum value of business which you can handle at any one time: Kshs.....	
Name of your bankers..... Branch	
Account No.....	

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....</p> <p>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: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 50%;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td><i>Shares</i></td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <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><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: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 25%; text-align: center;"><i>Nationality</i></th> <th style="width: 25%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 10%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</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.				4.				5.			
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<p>Name Signature Date</p>																																																								

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

(10 points)

FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization).....
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....

- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

(10 Points)

FORM PQ -7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM PQ-8 - SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Corporation.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Corporation and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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