

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF MERU

PRE-QUALIFICATION OF SUPPLIERS FOR THE FOLLOWING SERVICES FOR THE YEAR ENDING 30TH JUNE 2018 (FINANCIAL YEARS 2016-2018)

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

1. Category No.
2. Item Description
3. Closing date 4th November 2016 at 10.00 am

TABLE OF CONTENTS

PRE-QUALIFICATION NOTICE.....	3
PRE-QUALIFICATION INSTRUCTIONS.....	9
PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS.....	11
FORM PQ-1: PRE-QUALIFICATION DOCUMENTS.....	12
FORM PQ-2: PRE-QUALIFICATION DATA.....	13
FORM PQ-3: SUPERVISORY PERSONNEL.....	14
FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE.....	15
FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	16
FORM PQ-6: PAST EXPERIENCE.....	17
FORM PQ -7: LITIGATION HISTORY.....	18
FORM PQ-8: SWORN STATEMENT.....	19

Meru County Car Loan & Mortgage Fund through The County Government of Meru invites applications for pre-qualification from interested eligible bidders for the following services “as and when required basis” for the financial years 2016-2018.

No.	Item No.	Item Description	Target Group
1.	CGM/CLMF/ /PQ/01/2016-2018	Provision of auctioneering services	Open
2.	CGM/ CLMF /PQ/02/2016-2018	Provision of valuation services	Open
3.	CGM/ CLMF /PQ/03/2016-2018	Provision of Insurance Services	Open

Interested eligible candidates may download the pre-qualification documents from County Government of Meru website www.meru.go.ke **at no cost.**

Completed pre-qualification documents should be dropped in the county tender box located at the county headquarters and should be in plain sealed envelope, clearly marked with Category name, Reference number and addressed to:

**COUNTY SECRETARY,
COUNTY GOVERNMENT OF MERU,
P.O BOX 120-60200.
MERU**

So as to be received on or before **4th November 2016 at 10.00am.** Pre-qualification documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend.

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 pre-qualification process will be posted in the County website.

Ag. Head of Supply Chain Management

FOR: COUNTY SECRETARY

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction Meru County Car Loan & Mortgage Fund through **The County Government of Meru** would like to invite interested candidates who must qualify by meeting the set criteria as provided, for provision of the following services.

1.2 Pre-qualification Objective The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations to the County Secretary, County Government of Meru as and when required during the period ending 30th June, 2018.

1.3 Invitation of Pre-qualification Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the County Secretary, County Government of Meru so that they may be pre-qualified/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 prequalification/registered.

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

1.5 Pre-qualification Document this document includes questionnaire forms and documents required of prospective suppliers.

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

1.7 Distribution of Pre-qualification Documents Copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**COUNTY SECRETARY
COUNTY GOVERNMENT OF MERU
P. O. Box 120-60200
MERU.**

Not later than **4th November, 2016 at 10.00 a.m.** (local time)

1.8 Questions Arising from Documents Questions that may arise from the pre-qualification documents should be directed to the Ag. Head of Supply Chain Management, County Government of Meru.

1.9 Additional Information the County Government 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.

PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

2.5 Pre-qualification 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 pre-qualified for submission of tender for the specific category.

2.5.1 The pre-qualified/registered 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 pre-qualification/registration data on prospective bidders is to be used by Government 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 Government 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 Pre-Qualification/Registered

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 prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified 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 pre-qualifying 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 Prequalification Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/county 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 Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

2.10 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration 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

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

2.11 Pre-qualification Criteria

Required Information

Form Type

Points Score

1. Mandatory Requirement

PQ-1

a	A copy of certificate of incorporation/registration	
b	A copy of valid tax compliance certificate	
c	A copy of PIN certificate/ VAT certificate	
d	Single Business Permit	
e	Registration with a relevant body where applicable	
	<ul style="list-style-type: none"> • For The Valuers:-Registration with The Valuers Act (Chapter 532) • • 	
	<ul style="list-style-type: none"> • For the Auctioneers :- Registration with Auctioneers Act Cap Kenya (526) 	
	<ul style="list-style-type: none"> • For Insurance :-Must be a member of AKI for Insurance Company and AIBK for Insurance Brokers 	

Y - RESPONSIVE

N- NON -RESPONSIVE

FOR PROVISION OF INSURANCE SERVICES ONLY: CGM/ CLMF /PQ/03/2016-2018

Mandatory requirements for Insurance Company/Brokers

- Must be registered with the Insurance Regulatory Authority for the current year and a copy of the current license be submitted.
- Must have done annual gross premiums in previous year of Kshs.50 Million.
- Have a professional indemnity insurance cover of at least Kshs. 150 Million and copy be submitted.
- Must have paid up capital of at least Kshs. 100 Million
- Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year. One being a Government entity in Kenya.
- Must submit a copy of the audited accounts for the last 2 years.
- Must have total number of management staff of at least 10 (NO)
- Must submit copies of the following documents;
 1. KRA PIN/VAT Certificate
 2. Certificate of incorporation
 3. Valid Tax compliance certificate
- Must be a member of the Association of Kenya Insurance (AKI) copy of certificate be submitted for Insurance company and AIBK for Insurance Brokers.
- Must submit evidence of finalized reinsurance arrangements from Insurance Regulatory Authority (IRA) for the year 2016.

TECHNICAL EVALUATION

2. Pre-qualification data duly filled	PQ-2	15
3. At least 3 Supervisory Personnel (attach cvs and Certificates)	PQ-3	20
4. Audited books of accounts for the last three (3) years.	PQ-4	20
5. Confidential Business Questionnaire	PQ-5	10
6. Past Experience	PQ-6	30
(Experience in provision of services of similar nature and magnitude in each of the last three (3) years) Attach recommendation letters from major clients		
7. Litigation History	PQ-7	5
	TOTAL	100

2.12 The qualification is 70 points and Above

NB: For Insurance Company's / Brokers they should indicate the categories to offer out of the following:

1. Group Credit Life
2. Mortgage Protection Policy
3. Fire and perils

4. Motor Vehicle Insurance

FORM PQ-2 - PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS

APPLICATION FORM

I/we hereby apply for
registration as Supplier
(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

(15 Points)

PQ-3 SUPERVISORY PERSONNEL

(At least 3 Supervisory Personnel (attach Cvs and Certificates))

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)

(20 Points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE
Audited books of accounts for the last three (3) years.

- (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.....	
Nature of business.....	
Current Trade Licence No.....	
Expiring date.....	
Maximum value of business which you can handle at any one time: Kshs.....	
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.....</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="width: 15%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 35%; text-align: center;"><i>Nationality</i></th> <th style="width: 15%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Shares</i></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> <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>
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>																		
<i>Shares</i>																		
.....																		
.....																		
.....																		

<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: 45%; 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> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	Shares				1.	2.	3.	4.	5.
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>																										
Shares																													
1.																										
2.																										
3.																										
4.																										
5.																										
<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

(30 Points)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification/registered 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 pre-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 county.
- 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 county and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the pre-qualification 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)