

**COUNTY GOVERNMENT OF MERU**



**FINANCE, ECONOMIC PLANNING AND ICT**

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**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2019 (FINANCIAL YEARS 2017-2019)**

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

1. Category No. ....
2. Item Description .....
3. Closing date 30<sup>th</sup> October 2017 at 10.00 am

## TABLE OF CONTENTS

REGISTRATION NOTICE.....	3
REGISTRATION INSTRUCTIONS.....	8
BRIEF CONTRACT REGULATIONS/GUIDELINES.....	9
REGISTERED DATA INSTRUCTIONS.....	10
FORM PQ-1: REGISTRATION DOCUMENTS.....	12
FORM PQ-2: DATA REGISTRATION .....	13
FORM PQ-3: SUPERVISORY PERSONNEL.....	15
FORM PQ-4 : FINANCIAL POSITION AND TERMS OF TRADE.....	16
FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	17
FORM PQ-6 : PAST EXPERIENCE.....	19
FORM PQ-7 : SWORN STATEMENT.....	20

**The County Government of Meru invites applications for Registration from interested eligible bidders for supply of the under listed goods, works and services “as and when required basis” for the financial years 2017-2019.**

<b>Item no.</b>	<b>Item description</b>	<b>Target group</b>
CGM /PQ/01/2017-2019	Supply and delivery of office stationery	Special Group
CGM /PQ/02/2017-2019	Supply delivery of office equipment, furnishings and fittings	Open
CGM /PQ/03/2017-2019	Supply and delivery of computers, laptops, UPS, printers, photocopiers and scanners & their accessories	Special Group
CGM /PQ/04/2017-2019	Supply and delivery of water pipes, fittings, plastic water tanks and hardware materials	Open
CGM /PQ/05/2017-2019	Supply and delivery of newspapers, magazines and periodicals	Open
CGM /PQ/06/2017-2019	Supply and delivery of electrical equipment and fittings	Open
CGM /PQ/07/2017-2019	Supply and delivery of building and road maintenance materials	Open
CGM /PQ/08/2017-2019	Supply and delivery of cleaning materials and detergents	Special Group
CGM /PQ/09/2017-2019	Supply and delivery of petroleum products including LPG	Open
CGM /PQ/10/2017-2019	Supply and delivery of motor vehicles and motor cycle spare parts and batteries	Open
CGM /PQ/11/2017-2019	Supply and delivery of tires, tubes for vehicles and motorcycles	Open
CGM /PQ/12/2017-2019	Supply and delivery of staff uniform	Special Group
CGM /PQ/13/2017-2019	Supply and delivery of printed accountable documents	Open
CGM /PQ/14/2017-2019	Supply and delivery of field ware & protection gear	Open
CGM /PQ/15/2017-2019	Supply of fresh cut flowers	Special Group
CGM /PQ/16/2017-2019	Supply, delivery, repair and maintenance of firefighting and safety equipment	Open
CGM /PQ/17/2017-2019	Supply, repair and maintenance of telephone PABX and telecommunication equipment	Open
CGM /PQ/18/2017-2019	Servicing of server, computers, printers and office equipment	Special Group
CGM /PQ/19/2017-2019	Registration of building contractors (Must be registered with relevant bodies i.e. NCA/ public works)	Open
CGM /PQ/20/2017-2019	Provision of legal services	Open

CGM /PQ/21/2017-2019	Provision of printing and branding of promotion materials, signage billboards, assets tagging/ marking and outdoor advertisements and other related services	Special Group
CGM /PQ/22/2017-2019	Provision of air time and scratch cards	Special Group
CGM /PQ/23/2017-2019	Provision of sanitary services	Special Group
CGM /PQ/24/2017-2019	Provision of installation of street lighting and maintenance	Open
CGM /PQ/25/2017-2019	Repair and maintenance of office equipment and furniture	Special Group
CGM /PQ/26/2017-2019	Repair and servicing of motor, vehicles graders/tractors	Open
CGM /PQ/27/2017-2019	Provision of road construction, rehabilitation and maintenance services(must be registered with the relevant bodies)	Open
CGM /PQ/28/2017-2019	Provision of outside catering services	Open
CGM /PQ/29/2017-2019	Provision of accommodation and conference facilities	Open
CGM /PQ/30/2017-2019	Provision of air ticket services (only IATA registered firms)	Open
CGM /PQ/31/2017-2019	Provision of Internet and support services	Special Group
CGM /PQ/32/2017-2019	Repair and maintenance of stand by Generators	Open
CGM /PQ/33/2017-2019	Provision of Security services	Open
CGM /PQ/34/2017-2019	Provision of transport and towing services	Open
CGM /PQ/35/2017-2019	Provision of auctioneer services	Open
CGM /PQ/36/2017-2019	Provision of cleaning and laundry services	Special Group
CGM /PQ/37/2017-2019	Supply & delivery of tree seedlings, dry manure ,red soil and seedling, poly tubes and polythene bags	Open
CGM /PQ/38/2017-2019	Provision of event management	Open
CGM /PQ/39/2017-2019	Provision of fumigation, pesticides and pest control services	Open
CGM /PQ/40/2017-2019	Provision of landscaping and beautification services	Open
CGM /PQ/41/2017-2019	Provision for hire of machines & equipment	Open
CGM /PQ/42/2017-2019	Provision of Environment Impact Assessment and Audit Services	Open
CGM /PQ/43/2017-2019	Provision and Profiling of tourism sites in Meru County trade and tourism magazines	Open
CGM /PQ/44/2017-2019	Provision on tourism development strategy services	Open
CGM /PQ/45/2017-2019	Provision of accountancy, audit and bookkeeping services	Open
CGM /PQ/46/2017-2019	Supply and delivery of livestock, birds and fish feeds	Open

CGM /PQ/47/2017-2019	Supply and delivery of agricultural inputs, fertilizers, seeds and pesticides	Open
CGM /PQ/48/2017-2019	Supply and delivery of agricultural tools and equipment	Open
CGM /PQ/49/2017-2019	Supply and delivery of veterinary drugs, vaccines and equipment	Open
CGM /PQ/50/2017-2019	Supply and delivery of livestock, birds and fish	Open
CGM /PQ/51/2017-2019	Supply and delivery of plant propagation equipment and materials	Open
CGM /PQ/52/2017-2019	Construction of agricultural structures, water dams, reservoirs and water pan	Open
CGM /PQ/53/2017-2019	Provision of irrigation services and equipment	Open
CGM /PQ/54/2017-2019	Dipping of water projects	Open
CGM /PQ/55/2017-2019	Provision of networking, software installation and development, and configuration services	Special Group
CGM /PQ/56/2017-2019	Supply of furniture	Open
CGM /PQ/57/2017-2019	Supply of sports equipment and uniforms	Open
CGM /PQ/58/2017-2019	Supply of equipment for youth polytechnics	Open
CGM /PQ/59/2017-2019	Supply of broadcasting equipment	Open
CGM /PQ/60/2017-2019	Supply and delivery of drinking water	Special Group
CGM /PQ/61/2017-2019	Provision of digital broadcasting & communication services (Mobile, Internet, Radio & TV	Open
CGM /PQ/62/2017-2019	Supply, delivery, commissioning and testing of CCTV and other security equipment	Open
CGM /PQ/63/2017-2019	Provision of valuation services	Open
CGM /PQ/64/2017-2019	Provision of public address system services	Open
CGM /PQ/65/2017-2019	Provision of training services in business, Co-operative, performance contracting including monitoring & evaluation	Open
CGM /PQ/66/2017-2019	Provision of training services on ISO certification process	Open
CGM /PQ/67/2017-2019	Provision of debt collection services	Open
CGM /PQ/68/2017-2019	Provision of Spatial Planning, mapping of public lands and base line survey on the status of land adjudication Services	Open
CGM /PQ/69/2017-2019	Provision of consultancy services	Open

CGM /PQ/70/2017-2019	Supply and delivery of vaccines, medicine and non-pharmaceuticals	Open
CGM /PQ/71/2017-2019	Supply, delivery, commissioning and maintenance of laboratory equipment	Open
CGM /PQ/72/2017-2019	Printing and supply of medical data capture tools, medical documents and software	Open
CGM /PQ/73/2017-2019	Repair and maintenance of medical and laboratory equipment	Open
CGM /PQ/74/2017-2019	Supply and delivery of in-patient food and related ingredients	Open
CGM /PQ/75/2017-2019	Supply and delivery of mortuary chemicals	Open
CGM /PQ/76/2017-2019	Supply and delivery of medical devices and implants	Open
CGM /PQ/77/2017-2019	Supply and delivery of medical imaging related Consumables	Open
CGM /PQ/78/2017-2019	Supply and delivery of body embalming chemicals to County health facilities	Open
CGM /PQ/79/2017-2019	Supply and delivery of timber, firewood and charcoal	Open
CGM /PQ/80/2017-2019	Supply and delivery of medical gases	Open
CGM /PQ/81/2017-2019	Supply, delivery, installation, commissioning and maintenance of medical laboratory equipment.	Open
CGM /PQ/82/2017-2019	Supply, delivery, installation, commissioning and maintenance of general medical equipment	Open
CGM /PQ/83/2017-2019	Supply, delivery, installation, commissioning and maintenance mortuary refrigeration equipment and laundry machines	Open
CGM /PQ/84/2017-2019	Supply, delivery and maintenance of vacuum cleaners	Open
CGM /PQ/85/2017-2019	Supply, delivery and maintenance of vaccine fridges	Open
CGM /PQ/86/2017-2019	Supply and delivery of fungicides, sprays (IRS) insecticides and other chemicals for public health department	Open
CGM /PQ/87/2017-2019	Develop, supply, install, commission and maintain medical/clinical related software	Open
CGM /PQ/88/2017-2019	Supply and delivery of kitchen ware and cutlery for in- patient catering services	Special Group
CGM /PQ/89/2017-2019	Supply, delivery, installation and commissioning of solar heating and lighting units	Open

CGM /PQ/90/2017-2019	Supply and delivery of medical (electronic and paper) books and periodicals	Open
CGM /PQ/91/2017-2019	Supply and delivery of hospital linen	Open
CGM /PQ/92/2017-2019	Supply and delivery of laboratory reagents	Open
CGM /PQ/93/2017-2019	Supply of breeding stock and fingerlings	Open
CGM /PQ/94/2017-2019	Supply of aqua cultural equipment, fish nets, PH meter, D.O meter, weighing machine, feed mixer, incubators and trays.	Open
CGM /PQ/95/2017-2019	Supply and delivery of fish hormones	Open
CGM /PQ/96/2017-2019	Supply of borehole drilling equipment.	Open

Interested eligible candidates may download the Registration documents from County Government of Meru website **at no cost.**

Completed Registration 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 **30<sup>th</sup> October 2017 at 10.00am**. Registration 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 Registration process will be posted in the County website.

Ag. Head of Supply Chain Management

**FOR: COUNTY SECRETARY**

## REGISTRATION INSTRUCTIONS

**1.1 Introduction** The County Government of Meru 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 county.

**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 County Secretary, County Government of Meru as and when required during the period ending 30<sup>th</sup> June, 2019.

**1.3 Invitation of Registration of 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 County Secretary, County Government of Meru 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:

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

Not later than **30<sup>th</sup> October, 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 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.

## REGISTERED 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 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 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 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 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 registering 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/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 registered.

**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 REGISTRATION DOCUMENTS

### 2.11 Registration 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	Business Permit	
e	Registration with a relevant body <b>where applicable</b>	

**Y - RESPONSIVE**

**N- NON -RESPONSIVE**

2. Registration data duly filled	PQ-2
3. Supervisory Personnel	PQ-3
4. Financial Position	PQ-4
5. Confidential Questionnaire	PQ-5
6. Past Experience	PQ-6
7. Sworn Statement	PQ-7

**FORM PQ-2 –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 . .....

**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)

**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.





	<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><input type="checkbox"/> Nominal K£.....</p> <p>Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;"><i>Name Details</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship</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> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name Details</i>	<i>Nationality</i>	<i>Citizenship</i>	1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....	5.	.....	.....	.....
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1.	.....	.....	.....																						
2.	.....	.....	.....																						
3.	.....	.....	.....																						
4.	.....	.....	.....																						
5.	.....	.....	.....																						
<p>Name ..... Signature ..... Date .....</p>																									

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

**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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 .....**

**FORM PQ-7 - SWORN STATEMENT**

Having studied the 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 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 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)**