



COUNTY ASSEMBLY OF EMBU

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FINANCIAL YEAR 2022 -2024

CLOSING DATE:

TUESDAY, 5TH JULY ,2022

TIME: 10:00 AM

FORM FOR CATEGORY APPLICATION

Category where firm qualify

No.	REGISTRATION CATEGORY	
	Category Ref. No.	Description of Category
1.		

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SECTION I - INVITATION FOR REGISTRATION

Date: 17th June 2022

1.0 **Section A: Invitation for Registration/Prequalification of Suppliers**

1.1 County Assembly of Embu is in the process of registering/prequalifying suppliers for supply of various goods and services for the financial years 2022-2024.

1.2 Registration categories are as follows:-

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS		
CATEGORY NUMBER	DESCRIPTION	ELIGIBILITY
1. CAE/RS/1/22-24	Supply and delivery of fuel, LPG gas and lubricants	Open
2. CAE/RS/2/22-24	Supply of Motor Vehicle Tyres, Tubes, Batteries and other vehicle accessories	Youth
3. CAE/RS/3/22-24	Supply of Cleaning materials, detergents, facemasks , soaps and related sanitary products	Women
4. CAE/RS/4/22-24	Supply of General Office Stationery	Youth
5. CAE/RS/5/22-24	Supply of Office Furniture and Fittings.	Open
6. CAE/RS/6/22-24	Supply, delivery and installation of Photocopiers,Servers, Scanners, Computers, Laptops, Printers, UPS , biometric systems and Softwares.	Open
7. CAE/RS/7/22-24	Supply of Newspapers, Magazines & Periodicals.	PWD
8. CAE/RS/8/22-24	Supply of telephone equipment, communication applications and accessories.	Open
9. CAE/RS/9/22-24	Supply of staff clothing, sports uniform and sports equipments.	open
10. CAE/RS/10/22-24	Supply of computer accessories, toners and cartridges.	Open
11. CAE/RS/11/22-24	Supply and Delivery of Communication Equipment, PA Systems,Cameras, LCD projectors,Recorders,Tablets and related equipment.	Women

12.	CAE/RS/12/22-24	Provision of design and printing of flags	Youth
13.	CAE/RS/13/22-24	Supply of Electrical Equipment and Fittings.	PWD
14.	CAE/RS/14/22-24	Supply of Hardware/Building Materials and Paints.	Women
15.	CAE/RS/15/22-24	Supply and Delivery of Kitchen and Household Appliances.	PWD
16.	CAE/RS/16/22-24	Supply and Delivery of Beverages and fresh milk.	Women
17.	CAE/RS/17/22-24	Supply of supermarket items.	Women
18.	CAE/RS/18/22-24	Supply and delivery of motorcycles and bicycles	Open
19.	CAE/RS/19/22-24	Supply & Delivery of Water Dispensers and Bottled water.	Women
20.	CAE/RS/20/22-24	Supply and delivery of Air time	PWD
21.	CAE/RS/21/22-24	Supply, Delivery, Installation and Commissioning of CCTV Security Systems, Fire and Safety Gadgets.	Open
22.	CAE/RS/22/22-24	Supply, delivery and fabrication of metallic containers	open
REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS			
23.	CAE/RS/23/22-24	Provision of Conference and accomodation facilities	Open
24.	CAE/RS/24/22-24	Provision of outside Catering Services	Open
25.	CAE/RS/25/22-24	Provision of Legal and Legislative Drafting Services	Open
26.	CAE/RS/26/22-24	Provision of Air Travel Agency Services (IATA registered)	Open
27.	CAE/RS/27/22-24	Provision of ground transport services	Open
28.	CAE/RS/28/22-24	Provision of ICT consultancy Services and support services (Website ,networking and related services).	Youth
29.	CAE/RS/29/22-24	Provision of Editing, Design, photocopying and Printing Services.	Youth
30.	CAE/RS/30/22-24	Provision of General staff Surveys (work Environment, Customer satisfaction, Employee Satisfaction ,Corruption perception and other related surveys)	Open
31.	CAE/RS/31/22-24	Repair and Servicing of ICT related Equipment.	Youth

32.	CAE/RS/32/22-24	Repair and Maintenance of Office Furniture ,furnishing, fittings, curtains and windows	Open
33.	CAE/RS/33/22-24	Provision of Pest control and Fumigation Services	Open
34.	CAE/RS/34/22-24	Provision of newspaper, Television and radio advertisements	Open
35.	CAE/RS/35/22-24	Cleaning of Curtains, Sofa sets and Dry Cleaning Services.	Youth
36.	CAE/RS/36/22-24	Supply,Installation and repair of Air Conditioners and refrigerators	Open
37.	CAE/RS/37/22-24	Provision of Security Services.	Open
38.	CAE/RS/38/22-24	Provision of Asset Marking/Tagging Services.	Youth
39.	CAE/RS/39/22-24	Provision of Partitioning, Building and Civil Engineering Works.	Open
40.	CAE/RS/40/22-24	Provision of Electrical and Plumbing Works.	Open
41.	CAE/RS/41/22-24	Provision of Training and Capacity Building Services	Open
42.	CAE/RS/42/22-24	Provision of consultancy services	Open
43.	CAE/RS/43/22-24	Provision of repair and servicing of standby generators	Open
44.	CAE/RS/44/22-24	Provision of motor vehicle and motorcycle repairs and servicing	Open
45.	CAE/RS/45/22-24	Provision of insurance services for motor vehicles and motorcycles.	open
46.	CAE/RS/46/22-24	Provision of fabrications and body building for motor vehicles	Open
47.	CAE/RS/47/22-24	Provision of events management services (Exhibitions, hire of tents and related services)	Youth
48.	CAE/RS/48/22-24	Provision of valuation services for buildings and movable assets	Open

1.3 Registration documents may be obtained **FREE OF CHARGE** from the official CAE Website (<https://www.embuassembly.go.ke>) OR www.tenders.go.ke

1.4 Enquiries can be made via email address: countyassemblyofembu@gmail.com

1.5 Candidates are advised to regularly visit the CAE website to obtain any additional information/addendum on the tender.

1.6. All submissions in one original plus [*ONE copy*], properly filled in, and enclosed in plain envelopes must be delivered to the address below and addressed as follows:

TENDER NO. CAE/RS/--/2022-24/REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2022-2024

“DO NOT OPEN BEFORE 1000 HOURS ON TUESDAY 5TH JULY 2022”

**THE CLERK,
COUNTY ASSEMBLY OF EMBU
P.O BOX 140-60100, EMBU**

Phone: 068-2231208

E-mail:countyassemblyofembu@gmail.com

Completed tenders shall be placed in Tender Box located at the **RECEPTION AREA, COUNTY ASSEMBLY OF EMBU MAIN OFFICES, OPPOSITE FAITH HOUSE BEFORE 1000HOURS TUESDAY, 5TH JULY 2022.**

Bulky tenders shall be submitted at the Procurement Office **located at the County Assembly of Embu Headquarters ,opposite faith House.**

- 1.7 Tenders will be opened promptly after 1000HOURS **TUESDAY, 5TH JULY 2022** in the presence of Tenderers' representatives who choose to attend the opening at the County Assembly of Embu Board room.
- 1.8 Late or incomplete Tenders shall not be accepted.
- 1.9 Canvassing or lobbying shall lead to automatic disqualification

JIM G. KAUMA

CLERK OF COUNTY ASSEMBLY

INTRODUCTION

1. County Assembly of Embu will register and prequalify eligible candidates for supply of goods and services from among those who will have submitted documents in accordance with requirements to undertake assignments as described herein.
2. Candidates are invited to submit registration documents for supply of the goods and services. The registration documents will be the basis for registration and eventual invitation to bid for supply of the goods and services.
3. Candidates must familiarize themselves with the requirements of the registration/registration documents including all attachments.
4. County Assembly of Embu will not be responsible for any costs or expenses incurred by candidates in connection with preparation or delivery of prequalification documents including costs associated with preparation of the documents and attachments.
5. Public Procurement and Asset Disposal Act, 2015 requires candidates to observe the highest standards of ethics during the prequalification process. Pursuant to this provision, relevant words are defined as follows:
 - i. 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer in the prequalification process.
 - ii. 'Fraudulent practice' means a misrepresentation of facts in order to influence the registration process to the detriment of the public procurement entity.
6. County Assembly of Embu will reject an application if it determines that a candidate has engaged in corrupt or fraudulent activities in the prequalification/registration process.
7. County Assembly of Embu will declare a candidate ineligible for registration/registration if, at any time, it determines that the candidate has engaged in corrupt or fraudulent practices in competing for or in executing a similar contract.
8. County Assembly of Embu will have the right to inspect the business premises of the candidate as part of the evaluation.
9. Candidates shall furnish information as described in the registration document.
10. This is a registration and prequalification of suppliers and not a tender for supply of goods and services.
11. Only successful candidates will be notified in writing.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1. The County Assembly of Embu hereinafter referred to as the procuring entity intends to pre-qualify Suppliers for the supply of goods and services in the provided categories. It is expected that registration applications will be submitted to be received by the procuring entity not later than **1000HOURS ON TUESDAY, 5TH JULY 2022.**

2.1.2 Prequalification is open to eligible firms as indicated in this Instructions to Candidate

2.1.3 The County Assembly conducts procurement online with opportunities being posted on the portal.

2.1.4 Pre-qualified Suppliers will be invited online through the portal to tender and requested for quotations as and when need arises for the period indicated in the Invitation for Registration (IFP).

2.1.5 Upon expiry of this period, registration exercise will be done afresh.

2.2 Submission of Applications

Completed Applications must be received by the County Assembly at the address below not later than **1000 HOURS ON TUESDAY 5TH JULY 2022** in plain sealed envelopes marked as follows:-

TENDER NO. CAE/RS/--/2022-2024

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEARS

2022-2024

“DO NOT OPEN BEFORE 1000HOURS ON TUESDAY 5TH JULY 2022”

ADDRESSED: -

**THE CLERK,
COUNTY ASSEMBLY OF EMBU
P.O BOX 140-60100, EMBU
Phone: 068-2231208
E-mail: countyassemblyofembu@gmail.com**

Completed tenders shall be placed in Tender Box located at the **COUNTY ASSEMBLY OF EMBU MAIN OFFICES, OPOSITE FAITH HOUSE BEFORE 1000HOURS TUESDAY 5TH JULY 2022.**

All the information requested for registration 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 applicant's disqualification.

2.2.5 It is a serious offence to provide false information and the procuring entity reserves the right to carry out site visits to verify the information submitted by applicants.

2.3 Eligible Candidates

2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Public Procurement and Asset Disposal Act, 2015 and Public Procurement and Asset Disposal Regulations, 2020.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting all the following **MANDATORY** requirements to pass in the criteria set as shown below:-

NO.	ITEM UNDER CONSIDERATION	REMARKS
1.	Company profile (Max. Five Pages)	Category 25,28,30, 41, 42 & 48
2.	Copy of Certificate of Incorporation/Registration	All Applicants
3.	CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), ID Copy (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable	All Applicants
4.	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker)	All Applicants
5.	Duly filled, signed and stamped letter of application	All Applicants
6.	Duly filled, signed and stamped Confidential Business Questionnaire.	All Applicants
7.	Duly filled, signed and stamped Declaration Form	All Applicants
8.	Duly filled, signed and stamped Anti-Corruption Declaration Commitment/	All Applicants
9.	Duly filled, signed and stamped Bank details Form	All Applicants
10.	Evidence of ownership, lease or hire for Construction equipment	Category 39
11.	Copy of valid NCA certificate	Category 39
12.	Copy of Valid practicing license	Category 25 & 48
13.	Copy of Valid IRA and AKI certificates	Category 45
14.	Copy of Health certificate	Category 23 & 24
15.	Valid AGPO Certificate issued by the National /County Treasury or National Council for Persons with Disabilities	All special categories
16.	Copy of Identification Card issued by National Council for Persons with Disabilities (Where applicable)	Category 7,13,15 & 20
17.	Valid NTSA certificate	Category 27
18.	Must submit evidence of IATA and KATA Registration	Category 26

Firms must meet all the above requirements to be considered for Prequalification/Registration

NB: CAE MAY UNDERTAKE DUE DILLIGENCE FOR THE FIRMS WHO MEET THE MANDATORY REQUIREMENTS .BIDDERS SHOULD NOT FALSIFY DOCUMENTS

2.4.2 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.
N/A

2.4.3 Applicants must provide details of Facilities, Business Premises and Workshops where required

2.4.4 Any other information that would support your application for registration

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 applicant shall not be associated, nor have been associated in the past, with the employees, management and directors of County Assembly of Embu.

2.7 Updating Registration Information

2.7.1 Pre-qualified candidates shall be required to update the financial information used for registration 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.

2.8 Categories for Prequalification

2.8.1 Applicants are required to submit a form for Category Application in the format contained herein alongside their Letters of Application clearly indicating the category that they are applying for. **Applicants are advised to apply for only those categories they conduct their business.**

2.9 Format and Signing of Applications

2.9.1 The Applicant shall prepare two copies of the application, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.9.2 The original and all copies of the Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to bind the Applicant to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Application.

2.9.3 All pages of the Application, except for un-amended printed literature, shall be numbered and initialed by the person or persons signing the Letter of Application.

- 2.9.4 The Application shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Applicant, in which case such corrections shall be initialed by the person or persons signing the Application.
- 2.9.5 Applicants are required to submit only one bid submission and clearly indicate the categories applied for against the form for category application.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

1. The letter of application will be prepared by the applicant and will follow the form presented herein.
2. The letter of application will be prepared on the letterhead of the applicant and will include full postal address, telephone numbers, fax number and email address.
3. The letter of application will be signed by duly authorized representatives of the applicant.
4. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.
5. The letter of application shall be submitted with a duly filled Form for Category Application in the format contained herein.

SECTION III - LETTER OF APPLICATION (MANDATORY)

Date

To

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for Category (number and name)
2. Attached to this letter are copies of original documents defining: (a) The Applicant’s legal status (b) The principal place of business and (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves; to verify statements and information provided in this application such as, the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact person(s)	Telephone Number Email Address

5. This application is made with the full understanding that:
 - a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - b) Your Agency reserves the right to:
 - amend the scope and value of any contract bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

6. The undersigned declare that the statement made, and the information provided in the duly completed application are complete, true, and correct in every detail.

SIGNED:	
NAME:	
FOR AND ON BEHALF OF (NAME OF APPLICANT)	

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....
2.....
3.....
4.....
5.....

Date.....

Signature of candidate.....

If a Kenya citizen indicate under 'citizen Details' whether by birth, Naturalization or registration
'.

APPLICATION FORM 2

BANK DETAILS (MANDATORY)

Account Name -----

Account Number -----

SWIFT Code-----

Bank -----

Branch_ -----

Address of banker -----

Telephone -----

Contact name and title -----

IFMIS NUMBER-----

APPLICATION FORM 3

DECLARATION FORM (MANDATORY)

We hereby confirm that the above information is correct and true to the best of our knowledge.

We further declare that should we be Pre-qualified as a Supplier and later the above information turns out to be untrue, we shall indemnify County Assembly of Embu the full cost of the Contract, the advertisement charges of this tender plus all other damages that may accrue due to our false declaration.

Name and Address of Company: M/s.....

P. O Box.....

Town.....

Telephone No.....

Fax No.....

Domain E-Mail Address

Signature.....

Name in full.....

Position.....

Official Rubber Stamp.....

Date.....

APPLICATION FORM 4

ANTI-CORRUPTION DECLARATION COMMITMENT/PLEDGE (MANDATORY)

(Sections 62, 65 & 66 of the PPAD Act, 2015)

I/We/Messrs..... of

Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature..... Name and Title

of Signatory.....