

# REPUBLIC OF KENYA



## NAIROBI CITY COUNTY ASSEMBLY OFFICE OF THE CLERK

P. O. BOX 45844 – 00100  
NAIROBI, KENYA  
TELEPHONE 020 2216151

# NCCASB

## CONTINUOUS SUPPLIER REGISTRATION

### TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR YEARS 2020/2021 AND 2021/2022

#### CATEGORY

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CLERK, NAIROBI CITY COUNTY ASSEMBLY  
P. O. BOX 45844 – 00100  
NAIROBI

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# NAIROBI CITY COUNTY ASSEMBLY



P. O. BOX 45844 – 00100, NAIROBI – KENYA

Telephone 020 2216151

Web: [www.nairobiassembly.go.ke](http://www.nairobiassembly.go.ke)

## SUPPLIER REGISTRATION

The Nairobi City County Assembly Service Board continuously invites interested and eligible suppliers / consultants for the supply delivery and provision of the goods and services to the County Assembly for the indicated financial years.

REGISTRATION	Registration Description for Financial Years 2020, 2021 2022	Eligibility
<b>CATEGORY A</b>	<b>PROVISION OF GOODS</b>	
NCCASB/PQ/01A/2020-2022	Supply and delivery of office furniture, furnishing, fittings and office equipment	Open
NCCASB/PQ/02A/2020-2022	Supply and delivery of computers, Laptops, UPS, Printers, Photocopiers, Scanners, Servers, Software, Accessories, and other consumables ( i.e Tonners , cartridge e.t.c)	Open
NCCASB/PQ/03A/2020-2022	Supply and delivery of general office stationeries and common user items	Reserved
NCCASB/PQ/04A/2020-2022	Supply, delivery and installation of air conditioners	Open
NCCASB/PQ/05A/2020-2022	Supply, delivery and fitting of office curtains, sheers and blinds	Reserved
NCCASB/PQ/06A/2020-2022	Supply and delivery of fuel, gas refilling oil products , and lubricants	Open
NCCASB/PQ/07A/2020-2022	Supply and delivery of airtime/calling cards	Open
NCCASB/PQ/08A/2020-2022	Supply and delivery of staff uniforms, footwear, & other clothing	Reserved
NCCASB/PQ/09A/2020-2022	Supply and delivery of motor vehicle tyres, tubes, batteries and accessories	Open
NCCASB/PQ/10A/2020-2022	Supply and delivery of flowers, bouquets and decoration	Reserved
NCCASB/PQ/11A/2020-2022	Supply, delivery and installation of CCTV, alarm and access control systems	Reserved
NCCASB/PQ/12A/2020-2022	Supply and delivery of newspaper and periodicals	Open
NCCASB/PQ/13A/2020-2022	Supply and delivery of sports gears, sports equipment and related items	Open
NCCASB/PQ/14A/2020-2022	Supply and delivery of cleaning materials, detergents and disinfectants	Reserved
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>	
NCCASB/PQ/1B/2020-2022	Provision of accommodation , conference facilities and catering services	Open
NCCASB/PQ/2B/2020-2022	Provision of printing services for calendars, diaries, Christmas cards, brochures, magazines, reports, branded stationery items	Reserved
NCCASB/PQ/3B/2020-2022	Provision of taxi and car hire services (MTCE)	Reserved
NCCASB/PQ/4B/2020-2022	Provision of repair and maintenance of motor vehicles (Registered Garages)	Open
NCCASB/PQ/5B/2020-2022	Provision of repair and maintenance of computers, printers, networking equipment, PABX, access control systems	Open
NCCASB/PQ/6B/2020-2022	Provision of events management services	Reserved
NCCASB/PQ/7B/2020-2022	Provision of repair and maintenance of air conditioners, Lifts & Generators	Reserved
NCCASB/PQ/8B/2020-2022	Provision of legislative drafting services	Open
NCCASB/PQ/9B/2020-2022	Provision of legal services ( Litigation and conveyance)	Open
NCCASB/PQ/10B/2020-2022	Provision of training services for staff and Assembly members (legislative practice and procedures, governance, etc.)	Open
NCCASB/PQ/11B/2020-2022	Provision of electrical installations, repairs , services and maintenance	Open
NCCASB/PQ/12B/2020-2022	Provision of Insurance cover services (Insurance Regulatory Authority (IRA) Registered Firms)	Open
NCCASB/PQ/13B/2020-2022	Provision of minor engineering works and renovations - (National Construction Authority ( NCA) Registered Firms Only.)	Open
NCCASB/PQ/14B/2020-2022	Provision of valuation and Estate Agency Services - (Attach Valid Practicing Certificate)	Open

Tender documents with detailed specifications of the required goods and services may be obtained from the **Procurement Office, City Hall Building, Second Floor, Room 277** upon payment of a **non-refundable fee of Kshs. 1,000** paid to Nairobi City County Assembly's Account at the **Co-operative Bank of Kenya, City Hall Branch, Account Number 01141232417500**. Registration documents can be downloaded from the County Assembly website [www.nairobiassembly.go.ke](http://www.nairobiassembly.go.ke) free of charge.

Completed registration of documents must be submitted in enclosed plain sealed envelopes, clearly marked with the **Tender Number** and written either, **"Tender for Supply/Provision" OR "Registration of Suppliers" - "Category Reference/Description"** and be deposited in the tender box situated at **2<sup>nd</sup> Floor, Room 277, City Hall**. Opening of tenders and Registration documents will take place immediately thereafter at the **Charter Hall, City Hall Building at 12.00noon** in the presence of the candidates' representatives who choose to be present.

Tenders should be addressed to:-

THE CLERK  
NAIROBI CITY COUNTY ASSEMBLY

## **1. BRIEF CONTRACT REGULATION**

### **Language translation of Policy Documents**

Completed Tender Documents should be appropriately marked and be addressed and delivered to:

**THE CLERK  
NAIROBI CITY COUNTY ASSEMBLY  
2<sup>ND</sup> FLOOR CITY HALL BUILDING, WABERA STREET  
P. O. BOX 45844 – 00100  
NAIROBI, KENYA**

## **2. REGISTRATION DATA INSTRUCTIONS**

### **2.1 Introduction**

The Nairobi City County Assembly would like to invite interested candidates who must be meeting the set criteria as provided, to supply and deliver or provision of goods and services to the Assembly.

### **2.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provides services under relevant tenders / quotations to The Nairobi City County Assembly as and when required for a period of two years, ending **2021-2022 Financial Year**.

### **2.3 Invitation to Registration**

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration Documents to Clerk, Nairobi City County Assembly 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 Registration / Registered

### **2.4 Experience**

Prospective suppliers and contractors must have out successful supply and delivery of similar size and complexity. Potential suppliers / contractors must demonstrate the willingness and commitment to meet the Registration Criteria.

### **2.5 Registration Document**

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

### **2.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.**

### **2.7 Distribution of Registration Documents**

Two copies of the completed Registration Data and other requested information shall be submitted to reach:

**THE CLERK  
NAIROBI CITY COUNTY ASSEMBLY  
2<sup>ND</sup> FLOOR CITY HALL BUILDING, WABERA STREET  
P. O. BOX 45844 – 00100  
NAIROBI, KENYA**

### **2.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Clerk, Nairobi City County Assembly as given in par

### **2.9 Additional Information**

The Assembly reserves the right to request submission of additional Information from prospective bidders.

### 3. CONTRACT REGULATIONS / GUIDELINES

#### 5.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

#### 5.2 Customs Clearance

The supplier shall be responsible for the custom clearance of their imported goods and materials.

#### 5.3 Contract Price

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

#### 5.4 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.

### 4. REGISTRATION / REGISTERED DATA INSTRUCTIONS

#### 6.1 Registration Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ6 and PQ-7 are to be completed by prospective suppliers / contractors who wish to be pre-qualified for submission of tender for the specific,

**6.1.1** 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.

#### 6.2 Qualification

**6.2.1** It is understood and agreed that the Registration / Registration data on prospective bidders is to be used by the Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described by the client.

**6.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Assembly they pose capacity, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods /services.

**6.2.3 Eligibility of applicants:** This Invitation for Tenders is open to all tenderers eligible.

The Nairobi City County Assembly employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate.**

#### 6.3 Essential Criteria for Registration

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

#### 6.3.2 Personnel

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

#### 6.3.3 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 pre-qualified on the satisfactory information given.

**6.3.4** Special consideration will be given to the financial resources available as 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.

#### **6.3.5 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order / contracts form past customers should be included in Form PQ-6.

#### **6.4 Statement**

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

#### **6.5 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 Assembly 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 Assembly reserves the right to reject the tender from such a bidder even though he was initially registered.

**6.6** 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.

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

#### **6.7 Registration & Award Criteria**

##### **Required Information Form Type Point Score**

1. Registration Documentation PQ-1	-	Mandatory requirement
2. Application Form PQ-2	-	Mandatory Requirement
3. Registration Data/Firms Profile PQ-3	-	Mandatory requirement
4. Supervisory Personnel PQ-4	-	15 points
5. Financial Position PQ-5	-	20 points
6. Confidential Report PQ-6	-	10 points
7. Past Experience PQ-7	-	15 points
8. Sworn in Statement PQ-8	-	10 Points
<b>TOTAL</b>		<b>70 POINTS</b>

**8.8** The pass mark is 60 points and above

## FORM PQ - 1 REGISTRATION – MANDATORY DOCUMENTS

All firms MUST provide: -

1. A copy of Certificate of Registration
2. A copy of a valid Tax Compliance Certificate or an Exemption certificate
3. Copies of PIN & VAT Certificate of firm / company
4. A copy of the Business Permit/ License
5. Where indicated, current certificates of affiliation to a recognized registered professional / Regulatory Body.
6. AGPO Certificate for categories under reservation (Youth, Women & PWD)
7. Fully filled Company profile form in the format provided
8. National Construction Authority (NCA) certificate for Provision of minor engineering works and renovations.

**NOTE:**

- i. **Failure to attach these mandatory documents will lead to automatic disqualification thus no further evaluation of the application.)**
- ii. **Special groups:** include youth, women and Persons with disability who have been duly registered with the National Treasury (Directorate of Procurement). They must show Proof of registration by providing the certificate of Registration.
- iii. **Open:** Open to all Bidders; enterprises owned by Women, youth and people with disability are eligible to participate.
- iv. That submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the Public Procurement and Disposal (After every 6 months) Regulations 2020 and the Public Procurement and Asset Disposal Act 2015

FORM PQ – 2          APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) .....hereby apply for registration  
as a supplier for .....

(Category No.) .....

PostalAddress.....  
.....

Telephone Number (Fixed Line) .....Mobile.....

Email Address.....Fax.....

Town..... Street.....

Building.....Floor.....Room/Office.....

Other branches/Locations.....  
.....  
.....

Supplier IFMIS Name..... IFMIS Registration  
Number .....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....



**FORM PQ - 3 COMPANY'S PROFILE FORM**

Post Office Address.....

Town.....

Street.....

Name of building.....

Room / Office No. .... Floor .....

Telephone Nos.     1. ....  
                             2. ....  
                             3. ....

Email Address .....

County of Operation .....

Full Name of  
applicant/Supplier.....

Other branches location .....

.....

.....

**1. Organization & Business Information**

Management Personnel .....

.....

.....

.....

President (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.....  
.....  
.....  
.....

**FORM PQ – 4****SUPERVISORY PERSONNEL**

NAME	YRS	ACADEMIC QUALIFICATIONS	PROFESSIONAL QUALIFICATIONS	LENGTH OF SERVICE/ SUPPLIER POSITION HELD

(Attach copies of certificates of key personnel in the organization)  
(15 points, 3 marks per personnel)

**FORM PQ – 5**

**FINANCIAL POSITION AND TERMS OF TRADE**

(1) Attach a copy of firms audited financial statements for the last one year.  
OR

(2) Attach certified reference letters from the banks regarding supplier's credit position.

**(20 points)**

## FORM PQ - 6 REPUBLIC OF KENYA CONFIDENCIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 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.

### Part 1 General:

Business Name .....  
Location of business premises .....  
Plot No. .... Street/Road .....  
Postal Address ..... Tel. No. ....Fax ..... Email .....  
Nature of business .....  
Registration Certificate No. ....

Maximum value of business which you can handle at any one time Kshs. ....  
Name of your bankers ..... Branch .....

### Part 2(a) – Sole Proprietor:

Your name in full ..... Age .....  
Nationality ..... Country of origin .....  
Citizenship details.....  
Telephone numbers ....., .....

### Party 2(b) – Partnership

Give details of partners as follows

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

### Part 2(c) – Registered Company:

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

Give details of all directors as follows and **attach the CR12 form**

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

Date..... Signature of Tenderer .....

\*If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

(10 points - 5marks each)

**FORM PQ – 7                      PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS  
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS**

1. Name of 1<sup>st</sup> Client (organization).....
    - i) Address of Client (organization).....
    - ii) Telephone No. of Client.....
    - iii) Value of Contract.....
    - iv) Duration of Contract (date).....  
(Attach documental evidence of existence of contract – i.e Local Purchase Orders, Local Service Orders or Dully Signed Contracts)
  2. Name of 2<sup>nd</sup> Client (organization).....
    - i) Address of Client (organization).....
    - ii) Telephone No. of Client.....
    - iii) Value of Contract.....
    - iv) Duration of Contract (date).....  
(Attach documental evidence of existence of contract – i.e Local Purchase Orders, Local Service Orders or Dully Signed Contracts)
  3. Name of 3<sup>rd</sup> Client (organization).....
    - i) Address of Client (organization).....
    - ii) Telephone No. of Client.....
    - iii) Value of Contract.....
    - iv) Duration of Contract (date).....  
(Attach documental evidence of existence of contract – i.e Local Purchase Orders, Local Service Orders or Dully Signed Contracts)
  4. Others .....
- (15points - 5Marks per client)**

**FORM PQ – 8                      SWORN STATEMENT**

Having studied the Registration / 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 per-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 Assembly.
- 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 Assembly 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 form participation in Public Procurement and have no litigation procedure in progress.

Date .....

Applicant's Name  
.....

Represented by (Advocate)  
.....

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

(10 points)