

# NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD



## TENDER DOCUMENT FOR CONTINUOUS REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022 -2024

**NCCASB/SR/01-30/2022-2024**

**CLOSING DATE: N/A (CONTINUOUS)**

*Note: Suppliers/ Service Providers are required to fill in the below table:*

Firm Name	.....
Category Number	.....
Category Description	.....
Email Address	.....
Mobile Number	.....
AGPO Category (Youth, Women Or PWD)	.....
Supplier IFMIS Number	.....
<b>Date of Supplier Registration Request</b>	.....

CLERK'S CHAMBERS  
Telegraphic Address  
Telephone 020 2216151  
Email: [clerk@nairobiassembly.go.ke](mailto:clerk@nairobiassembly.go.ke)  
Web: [www.nairobiassembly.go.ke](http://www.nairobiassembly.go.ke)  
Nairobi, Kenya

County Assembly  
City Hall Buildings  
P O Box 45844-00100

## TABLE OF CONTENTS

<b>PREFACE.....</b>	<b>iii</b>
<b>INVITATION TO APPLY FOR PRE-QUALIFICATION .....</b>	<b>vii</b>
<b>PART1-APPLICATIONPROCEDURES .....</b>	<b>1</b>
<b>Section I - Instructions to Applicants (ITA) .....</b>	<b>1</b>
<b>A. General .....</b>	<b>1</b>
1. Scope of Application .....	1
2. Source of Funds.....	1
3. Fraud and Corruption .....	1
4.. Collusive practices.....	1
5. Eligible Applicants .....	1
6. Eligibility .....	2
<b>B. Pre-qualification Documents .....</b>	<b>3</b>
7. Sections of Pre-qualification Document .....	3
<b>PART 1 -Pre-qualification Procedures.....</b>	<b>3</b>
i) Section I - Instructions to Applicants (ITA).....	3
ii) Section II - Pre-qualification Data Sheet (PDS) .....	3
iii) Section III - Qualification Criteria and Requirements .....	3
iv) Section IV -Application Forms .....	3
<b>PART 2 – Scope of Works, Goods or Non-Consulting Services Requirements .....</b>	<b>3</b>
Section VII – Scope Works, Goods or Non-Consulting Services Requirements.....	3
8. Clarification of Pre-qualification Document and Pre-Application Meeting .....	3
9. Amendment of Pre-qualification Document.....	4
<b>C. Preparation of Applications.....</b>	<b>4</b>
10. Cost of Applications .....	4
11. Language of Application .....	4
12. Documents Comprising the Application .....	4
13. Application Submission Letter .....	4
14. Documents Establishing the Eligibility of the Applicant .....	4
15. Documents Establishing the Qualifications of the Applicant .....	4
16. Signing of the Application and Number of Copies .....	5
<b>D. Submission of Applications.....</b>	<b>6</b>
17. Sealing and Marking of Applications.....	6
18. Deadline for Submission of Applications.....	6
19. Late Applications.....	6

20.	Opening of Applications.....	6
<b>E.</b>	<b>Procedures for Evaluation of Applications .....</b>	<b>6</b>
21.	Confidentiality .....	6
22.	Clarification of Applications .....	6
23.	Responsiveness of Applications .....	7
24.	Margin of Preference.....	7
25.	Nominated Subcontractors .....	7
<b>F.</b>	<b>Evaluation of Applications and Pre-qualification of Applicants.....</b>	<b>7</b>
26.	Evaluation of Applications.....	7
27.	Procuring Entity's Right to Accept or Reject Applications .....	8
28.	Pre-qualification of Applicants.....	8
29.	Notification of Pre-qualification .....	8
30.	Invitation to Tender .....	8
31.	Changes in Qualifications of Applicants .....	8
32.	Procurement Related Complaint .....	8
	<b>Section II - Pre-qualification Data Sheet (PDS).....</b>	<b>9</b>
	<b>Section III- Qualification Criteria and Requirements .....</b>	<b>12</b>
	<b>Section IV –Application Forms .....</b>	<b>20</b>
1.	Form SR 1 -Applicant Information Form.....	22
2.	Form SR 2-Company Profile Information Form.....	23
3.	Form SR 3 – Confidential Business Questionnaire.....	24
4.	Form SR 4 – Supervisory Personnel .....	25
5.	Form SR 5 – Financial Position .....	27
6.	Form SR 6 – Past Experience.....	29
7.	Form SR7 – Sworn Statement.....	30

# INVITATION TO APPLY FOR CONTINUOUS PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2022-2024.

## PREQUALIFICATION REFERENCE NO.: NCCASB/SR/01-30/2022-2024

1. The Nairobi City County Assembly Service Board invites interested and eligible suppliers / consultants for continuous supplier registration exercise under below various categories for the supply of Goods, Works and Services under alternative methods of procurement for a period of two years.

REGISTRATION	Registration Description for Financial Years 2022, 2023 2024	Special Requirements (Where Applicable)	Eligibility
<b>CATEGORY A</b>	<b>PROVISION OF GOODS</b>		
NCCASB/SR/01A/2022-2024	Supply and delivery of office furniture, furnishing, fittings and office equipment	-	Open
NCCASB/SR/02A/2022-2024	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/SR/03A/2022-2024	Supply and delivery of general office stationeries and common user items	AGPO Certificate	Reserved
NCCASB/SR/04A/2022-2024	Supply, delivery and installation of air conditioners		Open
NCCASB/SR/05A/2022-2024	Supply, delivery and fitting of office curtains, sheers and blinds	AGPO Certificate	Reserved
NCCASB/SR/06A/2022-2024	Supply and delivery of fuel, gas refilling oil products , and lubricants		Open
NCCASB/SR/07A/2022-2024	Supply and delivery of airtime/calling cards	--	Open
NCCASB/SR/08A/2022-2024	Supply and delivery of staff uniforms, footwear, & other clothing	AGPO Certificate	Reserved
NCCASB/SR/09A/2022-2024	Supply and delivery of motor vehicle tyres, tubes, batteries and accessories	-	Open
NCCASB/SR/10A/2022-2024	Supply and delivery of flowers, bouquets and decoration	AGPO Certificate	Reserved
NCCASB/SR/11A/2022-2024	Supply, delivery and installation of CCTV, alarm and access control systems	AGPO Certificate	Reserved
NCCASB/SR/12A/2022-2024	Supply and delivery of newspaper and periodicals	-	Open
NCCASB/SR/13A/2022-2024	Supply and delivery of sports gears, sports equipment and related items	-	Open
NCCASB/SR/14A/2022-2024	Supply and delivery of cleaning materials, detergents and disinfectants	AGPO Certificate	Reserved
NCCASB/SR/15A/2022-2024	Supply and delivery of Motor vehicles	-	Open
NCCASB/SR/16A/2022-2024	Supply and delivery of PPEs (Facemasks, Sanitizers and gloves etc)	AGPO Certificate	Reserved
NCCASB/SR/17A/2022-2024	Supply and delivery of Kitchen Utensils	AGPO Certificate	Reserved
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>		
NCCASB/SR/1B/2022-2024	Provision of accommodation , conference facilities and catering services	-	Open
NCCASB/SR/2B/2022-2024	Provision of printing services for calendars, diaries, Christmas cards, brochures, magazines, reports, branded stationery items	AGPO Certificate	Reserved
NCCASB/SR/3B/2022-2024	Provision of transport, taxis, hire services and related services	AGPO Certificate	Reserved
NCCASB/SR/4B/2022-2024	Provision of repair and maintenance of motor vehicles (Registered Garages)	Registration with MTCE	Open
NCCASB/SR/5B/2022-2024	Provision of repair and maintenance of computers, printers, networking equipment, PABX, access control systems	-	Open
NCCASB/SR/6B/2022-2024	Provision of events management services, Documentary production, News coverage, Photography services, video graphics, Public address system, Audiographer production and Editing services	AGPO Certificate	Reserved
NCCASB/SR/7B/2022-2024	Provision of repair and maintenance of air conditioners, Lifts & Generators	AGPO Certificate	Reserved
NCCASB/SR/8B/2022-2024	Provision of legislative drafting services	LSK Practicing Certificate	Open
NCCASB/SR/9B/2022-2024	Provision of legal services ( Litigation and conveyance)	LSK Practicing Certificate	Open
NCCASB/SR/10B/2022-2024	Provision of training services for staff and Assembly members (legislative practice and procedures, governance, etc.)	NITA Certificate	Open
NCCASB/SR/11B/2022-2024	Provision of electrical installations, Furniture repairs , services and	-	Open

	maintenance		
NCCASB/SR/12B/2022-2024	Provision of Insurance cover services (Insurance Regulatory Authority (IRA) Registered Firms)	IRA Certificate AKI/ AIBK Certificate	Open
NCCASB/SR/13B/2022-2024	Provision of minor engineering works and renovations – (National Construction Authority (NCA) Registered Firms Only.)	NCA Certificate	Open
NCCASB/SR/14B/2022-2024	Provision of valuation and Estate Agency Services - (Attach Valid Practicing Certificate)	Practicing Certificate	Open
NCCASB/SR/15B/2022-2024	Provision of digital services ( Website and Social media engagements)	-	Open
NCCASB/SR/16B/2022-2024	Provision of Sanitary Bins and disposal Services	AGPO Certificate	Reserved
NCCASB/SR/17B/2022-2024	Provision of digital asset tracking, coding, tagging and management solution	-	Open
NCCASB/SR/18B/2022-2024	Provision of Vehicle tracking services	-	Open
NCCASB/SR/19B/2022-2024	Provision of Auctioneering services	Auctioneer License	Open
NCCASB/SR/20B/2022-2024	Provision of Digital records Management	-	Open
NCCASB/SR/21B/2022-2024	Provision of Consultancy for Team Building Services	-	Open
NCCASB/SR/22B/2022-2024	Provision of Bulk SMS and Emailing services	-	Open
NCCASB/SR/23B/2022-2024	Provision of Courier services/Mail services	-	Open
NCCASB/SR/24B/2022-2024	Provision of Plumbing works and related services	-	Open

2. It is deemed that the Invitation to Tender is continuous. Tendering will be conducted through (National Tender) procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours of 9.00 a.m. to 4.00 p.m. EAT from the Procurement Office at Nairobi City County Assembly located at City Hall Building, Wabera Street.  
The Clerk,  
Nairobi City County Assembly  
020 2216151  
[clerk@nairobiassembly.go.ke](mailto:clerk@nairobiassembly.go.ke)
4. Prequalification Document may be viewed and downloaded for free from the website: [www.nairobiassembly.go.ke](http://www.nairobiassembly.go.ke)
5. Applications in plain sealed envelopes clearly marked “Prequalification of Suppliers 2022-2024” indicating the Reference Code No. and Item Description that the applicant wishes to be prequalified for should be addressed and delivered to:  
THE CLERK,  
NAIROBI CITY COUNTY ASSEMBLY P.O  
BOX 45844-00100  
NAIROBI  
**AND BE DEPOSITED IN THE TENDER BOX Located at City Hall Building, Wabera Street, 2<sup>nd</sup> floor, outside room 277.**
6. The applications is continuous and thereafter updating of the registered list is done after every six months except for reserved categories.
7. Electronic Tenders will not be permitted.

Note: This is a tender for registration of suppliers and not for supply of goods/services.



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## **PART 1 - APPLICATION PROCEDURES**

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## **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

### **A. General**

#### **1. Scope of Application**

- 1.1** The name of the Procuring Entity inviting for applications is defined in the PDS. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the PDS. If the scope of contract so defined is in multiple contracts, it will be specified in the PDS if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

#### **2. Fraud and Corruption**

- 3.1** The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

- 3.2** In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### **4 Collusive practices**

- 4.1** The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

#### **5 Eligible Applicants**

- 5.1** Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

- 5.2** Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

- 5.3** A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

- 5.4** A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

- 5.5** An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement across other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Prequalification Documents**

### **7 Sections of Prequalification Document**

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and



which should be read in conjunction with any Addendum issued in accordance with IT A8.

**PART 1 - Prequalification Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

**PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

**7.2** Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

**7.3** The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

**8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting**

**8.1** An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Entity shall also promptly publish its response at the webpage identified in the PDS. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

**8.2** The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the PDS if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the PDS if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre -arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

**8.3** The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the PDS before the submission date of applications.

**8.4** Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

**8.5** The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the PDS. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

**9 Amendment of Prequalification Document**

**9.1** At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

**9.2** Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to

all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.

- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **12 Documents Comprising the Application**

- 12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **13 Application Submission Letter**

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **14 Documents Establishing the Eligibility of the Applicant**

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

### **15 Documents Establishing the Qualifications of the Applicant**

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b Value of single Contract-Exchange rate prevailing on the date of the contract.

- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

- 15.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.5 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.6 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.7 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.8 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.9 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.10 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

## **17 Sealing and Marking of Applications**

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a Bear the name and address of the Applicant;
- b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c Bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

## 18 Deadline for Submission of Applications

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## 19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the TDS after the deadline for submission of applications.

## 20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the PDS.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## E. Procedures for Evaluation of Applications

### 21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

## 22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

## 23 Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the

Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

## **24 Margin of Preference**

**24.1** Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

## **25 Nominated Subcontractors**

**25.1** Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

**25.2** The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **26 Evaluation of Applications**

**26.1** The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

**26.2** Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and**
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualification of the Applicant for the purpose of the evaluation.**  
Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

**26.3** In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

**26.4** Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

**26.5** Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

## **27 Procuring Entity's Right to Accept or Reject Applications**

**27.1** The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

## **28 Prequalification of Applicants**

**28.1** All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

**28.32** Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **28 Invitation to Tender**

**29.1** Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

**28.2** Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

**28.3** The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **29 Changes in Qualifications of Applicants**

**30.1** Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

## **31 Procurement Related Complaints and Administrative Review**

**31.1** The procedures for making a Procurement-related Complaint are as specified in the PDS.

**31.2** A request for administrative review shall be made in the form provided.



## SECTION II –PRE-QUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																																																																																																		
A. General																																																																																																			
ITA 1.1	<p>The Procuring Entity is: <b>Nairobi City County Assembly Service Board</b> <b>P.O. Box 45844-00100</b> <b>Nairobi</b></p> <p>The identification of the Invitation for Prequalification is: <b>NCCASB/SR/01-30/2022-2024.</b></p> <p>The particular type of contract is on <b>Goods, works and Services</b></p> <p>The application is for <b>Registration of Suppliers for Goods, Works and Services for the Years 2022-2024 as outlined below:</b></p> <table><tr><th>REGISTRATION</th><th>Registration Description for Financial Years 2022, 2023 2024</th><th>Special Requirements (Where Applicable)</th><th>Eligibility</th></tr><tr><td>CATEGORY A</td><td>PROVISION OF GOODS</td><td></td><td></td></tr><tr><td>NCCASB/SR/01A/2022-2024</td><td>Supply and delivery of office furniture, furnishing, fittings and office equipment</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/02A/2022-2024</td><td>Supply and delivery of computers, Laptops, UPS, Printers, Photocopiers, Scanners, Servers, Software, Accessories, and other consumables ( i.e Tonners , cartridge e.t.c)</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/03A/2022-2024</td><td>Supply and delivery of general office stationeries and common user items</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/04A/2022-2024</td><td>Supply, delivery and installation of air conditioners</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/05A/2022-2024</td><td>Supply, delivery and fitting of office curtains, sheers and blinds</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/06A/2022-2024</td><td>Supply and delivery of fuel, gas refilling oil products , and lubricants</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/07A/2022-2024</td><td>Supply and delivery of airtime/calling cards</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/08A/2022-2024</td><td>Supply and delivery of staff uniforms, footwear, &amp; other clothing</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/09A/2022-2024</td><td>Supply and delivery of motor vehicle tyres, tubes, batteries and accessories</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/10A/2022-2024</td><td>Supply and delivery of flowers, bouquets and decoration</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/11A/2022-2024</td><td>Supply, delivery and installation of CCTV, alarm and access control systems</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/12A/2022-2024</td><td>Supply and delivery of newspaper and periodicals</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/13A/2022-2024</td><td>Supply and delivery of sports gears, sports equipment and related items</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/14A/2022-2024</td><td>Supply and delivery of cleaning materials, detergents and disinfectants</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/15A/2022-2024</td><td>Supply and delivery of Motor vehicles</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/16A/2022-2024</td><td>Supply and delivery of PPEs (Facemasks, Sanitizers and gloves etc)</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/17A/2022-2024</td><td>Supply and delivery of Kitchen Utensils</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>CATEGORY B</td><td>PROVISION OF SERVICES</td><td></td><td></td></tr><tr><td>NCCASB/SR/1B/2022-2024</td><td>Provision of accommodation , conference facilities and catering services</td><td>-</td><td>Open</td></tr><tr><td>NCCASB/SR/2B/2022-2024</td><td>Provision of printing services for calendars, diaries, Christmas cards, brochures, magazines, reports, branded stationery items</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/3B/2022-2024</td><td>Provision of transport, taxis, hire services and related services</td><td>AGPO Certificate</td><td>Reserved</td></tr><tr><td>NCCASB/SR/4B/2022-2024</td><td>Provision of repair and maintenance of motor vehicles (Registered Garages)</td><td>Registration with MTCE</td><td>Open</td></tr></table>			REGISTRATION	Registration Description for Financial Years 2022, 2023 2024	Special Requirements (Where Applicable)	Eligibility	CATEGORY A	PROVISION OF GOODS			NCCASB/SR/01A/2022-2024	Supply and delivery of office furniture, furnishing, fittings and office equipment	-	Open	NCCASB/SR/02A/2022-2024	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/SR/03A/2022-2024	Supply and delivery of general office stationeries and common user items	AGPO Certificate	Reserved	NCCASB/SR/04A/2022-2024	Supply, delivery and installation of air conditioners	-	Open	NCCASB/SR/05A/2022-2024	Supply, delivery and fitting of office curtains, sheers and blinds	AGPO Certificate	Reserved	NCCASB/SR/06A/2022-2024	Supply and delivery of fuel, gas refilling oil products , and lubricants	-	Open	NCCASB/SR/07A/2022-2024	Supply and delivery of airtime/calling cards	-	Open	NCCASB/SR/08A/2022-2024	Supply and delivery of staff uniforms, footwear, & other clothing	AGPO Certificate	Reserved	NCCASB/SR/09A/2022-2024	Supply and delivery of motor vehicle tyres, tubes, batteries and accessories	-	Open	NCCASB/SR/10A/2022-2024	Supply and delivery of flowers, bouquets and decoration	AGPO Certificate	Reserved	NCCASB/SR/11A/2022-2024	Supply, delivery and installation of CCTV, alarm and access control systems	AGPO Certificate	Reserved	NCCASB/SR/12A/2022-2024	Supply and delivery of newspaper and periodicals	-	Open	NCCASB/SR/13A/2022-2024	Supply and delivery of sports gears, sports equipment and related items	-	Open	NCCASB/SR/14A/2022-2024	Supply and delivery of cleaning materials, detergents and disinfectants	AGPO Certificate	Reserved	NCCASB/SR/15A/2022-2024	Supply and delivery of Motor vehicles	-	Open	NCCASB/SR/16A/2022-2024	Supply and delivery of PPEs (Facemasks, Sanitizers and gloves etc)	AGPO Certificate	Reserved	NCCASB/SR/17A/2022-2024	Supply and delivery of Kitchen Utensils	AGPO Certificate	Reserved	CATEGORY B	PROVISION OF SERVICES			NCCASB/SR/1B/2022-2024	Provision of accommodation , conference facilities and catering services	-	Open	NCCASB/SR/2B/2022-2024	Provision of printing services for calendars, diaries, Christmas cards, brochures, magazines, reports, branded stationery items	AGPO Certificate	Reserved	NCCASB/SR/3B/2022-2024	Provision of transport, taxis, hire services and related services	AGPO Certificate	Reserved	NCCASB/SR/4B/2022-2024	Provision of repair and maintenance of motor vehicles (Registered Garages)	Registration with MTCE	Open
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Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS			
A. General				
	NCCASB/SR/5B/2022-2024	Provision of repair and maintenance of computers, printers, networking equipment, PABX, access control systems	-	Open
	NCCASB/SR/6B/2022-2024	Provision of events management services, Documentary production, News coverage, Photography services, video graphics, Public address system, Audiographer production and Editing services	AGPO Certificate	Reserved
	NCCASB/SR/7B/2022-2024	Provision of repair and maintenance of air conditioners, Lifts & Generators	AGPO Certificate	Reserved
	NCCASB/SR/8B/2022-2024	Provision of legislative drafting services	LSK Practicing Certificate	Open
	NCCASB/SR/9B/2022-2024	Provision of legal services ( Litigation and conveyance)	LSK Practicing Certificate	Open
	NCCASB/SR/10B/2022-2024	Provision of training services for staff and Assembly members (legislative practice and procedures, governance, etc.)	NITA Certificate	Open
	NCCASB/SR/11B/2022-2024	Provision of electrical installations, Furniture repairs , services and maintenance	-	Open
	NCCASB/SR/12B/2022-2024	Provision of Insurance cover services (Insurance Regulatory Authority (IRA) Registered Firms)	IRA Certificate AKI/ AIBK Certificate	Open
	NCCASB/SR/13B/2022-2024	Provision of minor engineering works and renovations – (National Construction Authority (NCA) Registered Firms Only.)	NCA6 and above Certificate	Open
	NCCASB/SR/14B/2022-2024	Provision of valuation and Estate Agency Services - (Attach Valid Practicing Certificate)	Practicing Certificate	Open
	NCCASB/SR/15B/2022-2024	Provision of digital services ( Website and Social media engagements)	-	Open
	NCCASB/SR/16B/2022-2024	Provision of Sanitary Bins and disposal Services	AGPO Certificate	Reserved
	NCCASB/SR/17B/2022-2024	Provision of digital asset tracking, coding, tagging and management solution	-	Open
	NCCASB/SR/18B/2022-2024	Provision of Vehicle tracking services	-	Open
	NCCASB/SR/19B/2022-2024	Provision of Auctioneering services	Auctioneers License	Open
	NCCASB/SR/20B/2022-2024	Provision of Digital records Management	-	Open
	NCCASB/SR/21B/2022-2024	Provision of Consultancy for Team Building Services	-	Open
	NCCASB/SR/22B/2022-2024	Provision of Bulk SMS and Emailing services	-	Open
	NCCASB/SR/23B/2022-2024	Provision of Courier services/Mail services	-	Open
	NCCASB/SR/24B/2022-2024	Provision of Plumbing works and related services	-	Open
ITA 2	The Source of funds shall be <b>Government of Kenya</b>			
ITA 5.2	Maximum number of members in the JV shall be: <b>Not Applicable</b>			
B. Contents of the Prequalification Document				
ITA 8.1	<p>i) The Tenderer will submit any request for clarifications in writing at the Address <a href="mailto:clerk@nairobiassembly.go.ke">clerk@nairobiassembly.go.ke</a> or to: <b>The Clerk</b> <b>Nairobi City County Assembly</b> <b>P. O. Box 45844 – 00100,</b> <b>Nairobi - Kenya</b></p> <p>NCCA shall reply to any clarification not later than three (3) working days excluding weekends/ public holidays.</p> <p>(ii) The Procuring Entity shall publish its response at the website : <a href="http://www.nairobiassembly.go.ke">www.nairobiassembly.go.ke</a></p>			



Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 8.2	A pre-application meeting will be held on: <b>Not Applicable</b> A pre-arranged Site visit will be held on: <b>Not Applicable</b>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than ---- <b>Not Applicable</b>
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page: <b>Not Applicable.</b>
ITT 9.2	Addendum issued shall be published at the website: <a href="http://www.nairobiassembly.go.ke">www.nairobiassembly.go.ke</a>
ITA 8.2	Pre-Application Meeting will be held: <b>Not Applicable</b>
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>Documents requested under the Evaluation criteria</b>
ITA 15.2(b)	The source for determining exchange rates is: <b>Not Applicable</b>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>ONE</b>
<b>D. Submission of Applications</b>	
ITA 17.1	The deadline for Application submission is: <b>Date: Not Applicable</b> <b>Time: Not Applicable</b> For Application submission purposes only, the Procuring Entity's address is: Attention: <i>The Clerk</i> Postal Address: P.O Box 45844 – 00100, Nairobi Physical Address: <i>Nairobi, Wabera street, City Hall Building, 2<sup>nd</sup> Floor, Clerk's Office</i> Bulky tenders shall be registered in the procurement office, 2 <sup>nd</sup> floor, room 277The electronic Application submission procedures shall be: <b>Not Applicable</b>
ITA 18.1	The Procuring Entity reserves the right to accept or reject late Applications.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The Tender opening shall take place at: <b>Not Applicable</b>
ITA 20.2	The electronic Application opening procedures shall be: <b>Not Applicable</b>
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference: <b>Not Applicable</b>
ITA 25.1	At this time the Procuring Entity: <b>Not Applicable</b>
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: <b>Not Applicable</b>
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: The Clerk Nairobi City County Assembly

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
	<p>P.O Box 45844 – 00100  Nairobi – Kenya  Or Emailed to: <a href="mailto:clerk@nairobiassembly.go.ke">clerk@nairobiassembly.go.ke</a>  In summary, at this stage, a Procurement-related Complaint may challenge any of the following:  the terms of the Prequalification Documents; and  the Procuring Entity’s decision not to prequalify an Applicant.</p>

### SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The validity of the documents presented for registration will be determined based on the date when making the application. Suppliers/Service providers must indicate the date of application at the Cover page. Further, valid documents will be required during the tendering process.
3. **Registration & Qualification Criteria**

#### **A. MANDATORY REQUIREMENTS**

All firms (**Open & Reserved Categories**) MUST provide: -

1. Dully filled Application Form (SR1) in the format provided
2. Dully filled Company/Firm’s Profile (SR2) in the format provide
3. Dully filled Confidential Business Questionnaire (SR3) in the format provided
4. Dully filled Sworn in Statement (SR7) in the format provided
5. A copy of Certificate of Registration
6. A copy of a valid Tax Compliance Certificate or an Exemption certificate
7. Copies of PIN & VAT Certificate of firm / company
8. A copy of the Business Permit/ Trading License
9. Where indicated (**Special requirements**), current certificates of affiliation to a recognized registered professional / Regulatory Body.
10. Where indicated (**Special requirements**), AGPO Certificate for categories under reservation (Youth, Women & PWD)

#### **B. TECHNICAL REQUIREMENTS**

Only firms applying under **Open Categories** are required to submit the following requirements:

- |   |   |           |
|---|---|-----------|
| 1. Submit details of Supervisory Personnel (SR-4) | - | 15 points |
| 2. Submit details of Financial Position (SR-5)    | - | 20 points |
| 3. Submit details of Past Experience (SR-6)       | - | 15 points |

**NOTE:**

- i. **Failure to attach mandatory documents will lead to automatic disqualification thus no further evaluation of the application.**
- ii. **Special groups (Reserved):** 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 as well)
- iv. The total marks under technical requirements is 50 points. The **pass mark is 30 points** and above for vendors under **open categories**.
- v. Youth Women and people with disability (**Reserved group**) will be deemed to be technically qualified if they present all mandatory requirements above.



## **SECTION IV- PRE-QUALIFICATION/SUPPLIER REGISTRATION FORMS**

1. Application Form (SR1)
2. Company/Firm's Profile Form (SR2)
3. Confidential Business Questionnaire Form (SR3)
4. Supervisory Personnel (SR4)
5. Financial Position (SR5)
6. Past Experience (SR6)
7. Sworn Statement (SR7)

FORM SR – 1                      REGISTRATION OF SUPPLIERS APPLICATION FORM

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

(Category No.) **Refer to PDS**.....

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 SR - 2 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 SR – 3 CONFIDENTIAL 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 ....., .....

### Part 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

**FORM SR – 4 SUPERVISORY PERSONNEL**

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

(Attach copies of certificates and CVs of at least three key personnel in the organization)

(15 points, 5 marks per personnel with attached certificates)

- (1) Attach a copy of firms audited financial statements for the last one year. The audited financial statement **MUST** be certified by an advocate. **(10 points)**
- (2) Attach certified reference letters from the bank(s) regarding supplier's credit position. **(10 points)**

## FORM SR – 6 PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS (Provide at least three Clients)**

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 SR – 7 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)