

REPUBLIC OF KENYA



COUNTY ASSEMBLIES' FORUM (CAF)

TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES
FOR YEARS 2022/2023 AND 2023/2024

CATEGORY

.....
.....
.....

**CLOSING DATE AND TIME: WEDNESDAY, 14TH SEPTEMBER, 2022
AT 12.00 NOON**

County Assemblies Forum
P.O Box 73552 - 00200
Flamingo Towers 5th Floor, Upper Hill, Off Mara Road
Nairobi, Kenya

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TENDER NOTICE

The County Assemblies Forum invites sealed bids from interested and eligible candidates to tender for the following:

Tender Number	Tender Description (Framework Agreement/Contract)	Eligibility
CAF/OT/01/09/2022/2023	provision of Air ticketing service to County Assemblies Forum for a Period of Three years under Framework Agreement	Open
CAF/OT/02/09/2022/2023	Provision of Hotel and Conference Services to County Assemblies Forum for a Period of Three years under Framework Contract	Open
CAF/OT/03/09/2022/2023	Provision of Events Management Services to County Assemblies Forum for a Period of Three Years under Framework Contract	Reserved
CAF/OT/04/09/2022/2023	Design, printing, supply and delivery of assorted branded items to County Assemblies Forum for a Period of Three Years under Framework Contract	Reserved
REGISTRATION OF SUPPLIERS		
REGISTRATION	Registration Description for Financial Years 2022, 2023 2024	Eligibility
CATEGORY A	PROVISION OF GOODS	
CAF/SR/01A/2022-2024	Supply and delivery of office furniture, furnishing, fittings and office equipment	Open
CAF/SR/02A/2022-2024	Supply and delivery of computers, Laptops, UPS, Printers, Photocopiers, Scanners, Servers, Software, Accessories, and other consumables (i.eTonners, cartridge e.t.c)	Open
CAF/SR/03A/2022-2024	Supply and delivery of general office stationeries and common user items	Open
CAF/SR/04A/2022-2024	Supply and delivery of fuel, gas refilling oil products , and lubricants	Open
CAF/SR/05A/2022-2024	Supply and delivery of staff uniforms, footwear, & other clothing	Reserved
CAF/SR/06A/2022-2024	Supply and delivery of motor vehicle tyres, tubes, batteries and accessories	Open
CAF/SR/07A/2022-2024	Supply and delivery of newspaper and periodicals	Open
CAF/SR/08A/2022-2024	Supply and delivery of sports gears, sports equipment and related items	Open
CAF/SR/09A/2022-2024	Supply and delivery of cleaning materials, detergents and disinfectants	Reserved
CATEGORY B	PROVISION OF SERVICES	
CAF/SR/01B/2022-2024	Provision of printing services for calendars, diaries, Christmas cards, brochures, magazines, reports, branded stationery items	Reserved
CAF/SR/02B/2022-2024	Provision of car hire services (MTCE)	Reserved
CAF/SR/03B/2022-2024	Provision of repair and maintenance of motor vehicles (Registered Garages)	Open
CAF/SR/04B/2022-2024	Provision of repair and maintenance of computers, printers, networking equipment, PABX, access control systems	Open
CAF/SR/05B/2022-2024	Provision of Consultancy Service; (legislation and oversight Function/ Mandate of County Assemblies, Capacity Building and General Consultancy services)	Open
CAF/SR/06B/2022-2024	Provision of legal services (Litigation and conveyance)	Open
CAF/SR/07B/2022-2024	Provision of Insurance cover services (Insurance Regulatory Authority (IRA) Registered Firms)	Open
CAF/SR/08B/2022-2024	Provision of valuation and Estate Agency Services - (Attach Valid Practicing Certificate)	Open
CAF/SR/09B/2022-2024	Provision of internet and web hosting services	Open
CAF/SR/10B/2022-2024	Provision of Advertisement, Live Coverage and other publications	Open

Tender and Supplier /Vendor Registration document can be downloaded from the County Assemblies Forum website <https://countyassembliesforum.org/> free of charge, a complete set of tender document for frameworks can also be purchased by interested tenders from the CAF Offices upon payment of a non-refundable fees of KES 1,000.00 payable to County Assemblies Forum Account at the Kenya Commercial Bank of Kenya, University way Branch, Account Number 1148469281.

Completed Tender and registration document must be submitted in enclosed plain sealed envelopes, clearly marked \written “Tender No.... & Tender Description.....” OR “Registration of Suppliers” – “Category Reference/Description” and be deposited in the tender box situated at CAF Offices, reception area at Flamingo Towers, 5th Floor, Mara Road, Upperhill so as to be received on or before Wednesday, **14th September 2022 at 12:00, noon.**

Opening of tender documents will take place immediately thereafter at CAF offices at Flamingo Towers, 5th Floor, Mara Road, Upperhill **at 12.00noon** in the presence of the candidates’ representatives who choose to be present. **Government directive on preventive measures for COVID-19 must be strictly adhered to.**

Tenders should be addressed to:-

**The Chief Executive Officer
County Assemblies Forum
P.O Box 73552 - 00200
Nairobi, Kenya.**

1. BRIEF CONTRACT REGULATION

Language translation of Policy Documents

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

The Chief Executive Officer

County Assemblies Forum

P.O Box 73552 - 00200

Flamingo Towers 5th Floor, Upper Hill, Off Mara Road

Nairobi, Kenya

Tenders will be opened immediately after closure on Wednesday, **14th September 2022 at 12.00noon** at CAF Offices located at **Flamingo Towers, 5th Floor, Mara Road, Upperhill** in the presence of tenderers / representatives who choose to attend the opening exercise.

Late tenderers will be rejected.

2. REGISTRATION DATA INSTRUCTIONS

2.1 Introduction

The County Assemblies Forum 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 CAF.

2.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders / quotations to The County Assemblies Forum as and when required for a period of two years, ending **2023– 2024 Financial Years.**

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 County Assemblies Forum, 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

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 Chief Executive Officer

County Assemblies Forum

P.O Box 73552 - 00200

Flamingo Towers 5th Floor, Upper Hill, Off Mara Road

Nairobi, Kenya

2.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the County Assemblies Forum as per the address given above.

2.9 Additional Information

The Forum 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 **SR-1, SR-2, SR-3, SR-4, SR-5, SR-6 and SR-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 CAF 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 CAF 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 County Assemblies Forum 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 **SR-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 **SR-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 **SR-6**.

6.4 Statement

Application must include a sworn statement Form **SR-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 CAF 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, CAF 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 & Qualification Criteria

Required Information from the following:

(A) vendors

❖ (Open & Reserved Categories)

- | | | |
|---|---|-----------------------|
| 1. Registration Documentation SR-1 | - | Mandatory requirement |
| 2. Application Form SR-2 | - | Mandatory Requirement |
| 3. Registration Data/Firms Profile SR-3 | - | Mandatory requirement |

❖ (Open Categories Only)

- | | | |
|-------------------------------|---|------------------|
| 4. Supervisory Personnel SR-4 | - | 15 points |
| 5. Financial Position SR-5 | - | 20 points |
| 6. Confidential Report SR-6 | - | 10 points |
| 7. Past Experience SR-7 | - | 15 points |
| 8. Sworn in Statement SR-8 | - | 10 Points |
| TOTAL | | 70 POINTS |

9. The **pass mark is 50 points** and above for vendors under **open categories**, Youth Women and people with disability (**Reserved group**) will be deemed to be technically qualified if they present all mandatory requirements above (i.e SR 1, 2 and 3 above).

(B) Individual Consultants (OPEN)

1. Registration Documents - MANDATORY

- The Individual Consultants Must at least possess a Professional Diploma in related field. (Attach Certificate).
- Must attach CVs of all the Proposed Staffs accompanied by supporting certificates.
- A copy of a valid Tax Compliance Certificate
- Must Fill Form SR 2. In the format provided.
- Must attach copies of National Identity Cards or Passports for all staffs.

2. Technical Requirements

- Must Fill Forms (SR5 and SR7)
- Provide consultants profile and general work plan (15 Marks)

The total marks for individual firms is 50 points and the pass mark is 30 points and above.

FORM SR - 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/ Trading License
5. Where indicated, current certificates of affiliation to a recognized registered professional / Regulatory Body.
6. Valid AGPO Certificate for categories under reservation (Youth, Women & PWD)
7. Fully filled Company profile form in the format provided

NOTE:

- i. **Failure to attach these 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 that is valid.
- iii. **Open:** Open to all Bidders; (enterprises owned by Women, youth and people with disability are eligible to participate as well)
- 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 SR – 2 APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm or individual consultant name Name)

.....hereby apply for registration as a supplier for

.....

(Category No.) Refer to page 3.....

Postal Address.....

.....

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

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

Town..... **Street**.....

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

Other branches/Locations.....

.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

FORM SR - 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 SR – 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, 5 marks per personnel with attached certificates)

FORM SR – 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 SR - 6 REPUBLIC OF KENYA 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,

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 SR – 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 1st 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 2nd 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 3rd 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 – 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 CAF.
- 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 CAF 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)