

REPUBLIC OF KENYA



**WEST POKOT COUNTY ASSEMBLY  
OFFICE OF THE CLERK**



P.O. Box 6-30600  
KAPENGURIA

Email: [info@westpokotassembly.go.ke](mailto:info@westpokotassembly.go.ke)  
[www.westpokotassembly.go.ke](http://www.westpokotassembly.go.ke)

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**PRE-QUALIFICATION/REGISTRATION OF  
SUPPLIERS FOR SUPPLY/PROVISION OF GOODS  
AND SERVICES FOR THE FINANACIAL YEAR 2020-  
2022**

**Please indicate the item applied for as follows:**

**CATEGORY NO.** .....

**CATEGORY NAME:** .....

West Pokot County Assembly invites sealed application for prequalification from interested, competent and eligible contractors/suppliers for supply and provision of under mentioned goods, services and works. Current providers of various goods and services are requested to apply afresh.

**1. PREQUALIFICATION OF SUPPLIERS**

<b>CATEGORY A: GOODS</b>			
<b>S/NO</b>	<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
1.	WPCA/PRE/001/2020-2022	Prequalification for supply of General office stationery	Special groups (Youth, women and Disabled)
2.	WPCA/PRE/002/2020-2022	Prequalification for supply of Laptops, Desktop computers, server, mobile phones Ipads ,shredder machines, printers, Ups, fax machines, scanner, photocopiers and office equipment, dust covers, dust blowers	Open to all bidders
3.	WPCA/PRE/003/2020-2022	Prequalification for supply of General office Furniture, Finishing and fittings	Open to all bidders
4.	WPCA/PRE/004/2020-2022	Prequalification for supply and delivery of electronics and electrical supplies/materials	Open to all bidders
5.	WPCA/PRE/005/2020-2022	Prequalification for supply of fresh milk and farm fresh produces	Special groups (Youth, women and Disabled)
6.	WPCA/PRE/006/2020-2022	Prequalification for supply of snacks, sugar, tea leaves, etc	Special groups (Youth, women and Disabled)
7.	WPCA/PRE/007/2020-2022	Prequalification of supply of library books	Open to all bidders
8.	WPCA/PRE/008/2020-2022	Prequalification of supply and delivery of Newspapers and periodicals	Special groups (Youth, women and Disabled)
9.	WPCA/PRE/009/2020-2022	Prequalification for supply/delivery of Bottled water(mineral water) and dispensers	Special groups (Youth, women and Disabled)
10.	WPCA/PRE/010/2020-2022	Prequalification for supply &delivery of fuel, oil and lubricants, cooking gas	Open to all bidders
11.	WPCA/PRE/011/2020-2022	Prequalification for supply &delivery of rubber stamps and seal	Special groups (Youth, women and Disabled)
12.	WPCA/PRE/012/2020-2022	Prequalification for supply and delivery of cleaning materials, detergents, soaps, disinfectants, sanitizers and anti-covid 19 materials	Special groups (Youth, women and Disabled)
13.	WPCA/PRE/013/2020-2022	Prequalification for supply and delivery of tyres, tubes and batteries	Open to all bidders
14.	WPCA/PRE/014/2020-2022	Prequalification for Design, printing, supply and delivery of notebooks, diaries, envelopes, newsletters, banners and other printed stationery	Special groups (Youth, women and Disabled)
15.	WPCA/PRE/015/2020-2022	Prequalification of supply and delivery of chamber uniforms and security Guards (must have supplied to any County	Open to all bidders

		Assembly, National Assembly or Senate)	
16.	WPCA/PRE/016/2020-2022	Prequalification of supply and delivery of staff uniforms for support staff, t-shirts, office curtains and footwear	Special groups (Youth, women and Disabled)
17.	WPCA/PRE/017/2020-2022	Prequalification of supply and delivery of sports uniforms and equipment	Open to all bidders
18.	WPCA/PRE/018/2020-2022	Prequalification for supply of tonners and other computer accessories	Special groups (Youth, women and Disabled)
19.	WPCA/PRE/019/2020-2022	Pre-qualifications of supply and delivery of Hansard Materials i.e Digital Recorders, Microphone, Headphones, Recording software e.t.c	Open to all bidders
20.	WPCA/PRE/020/2020-2022	Prequalification for supply and delivery of tents and plastic chairs	Open to all bidders

**CATEGORY B:SERVICES**

S/NO	CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
21.	WPCA/PRE/021/2020-2022	Prequalification for provision of transport services and car hire	Open to all bidders
22.	WPCA/PRE/022/2020-2022	Pre-qualification of consultants for parliamentary related training	Open to all bidders
23.	WPCA/PRE/023/2020-2022	Provision for plumbing services	Open to all bidders
24.	WPCA/PRE/024/2020-2022	Prequalification for servicing and repair of power generator (only ministry of Public works prequalified companies	Open to all bidders
25.	WPCA/PRE/025/2020-2022	Prequalification for repairs and services of motor vehicles	Open to all bidders
26.	WPCA/PRE/026/2020-2022	Prequalification for renovation of building and partitioning	Special Groups (Youth, Women and Disabled)
27.	WPCA/PRE/027/2020-2022	Pre-qualification for provision of Air Travel Agency services(IATA Registered Firms)	Open to all bidders
28.	WPCA/PRE/028/2020-2022	Pre-qualification for provision of Insurance Cover for West Pokot County Assembly vehicles	Open to all bidders
29.	WPCA/PRE/029/2020-2022	Pre-qualification for supply/delivery installation of Network cabling, configurations of network and installation for the County Assembly	Special Groups (Youth, Women and Disabled)
30.	WPCA/PRE/030/2020-2022	Pre-qualification of provision of maintenance of Hansard Equipment	Open to all bidders
31.	WPCA/PRE/031/2020-2022	Pre-qualification of provision for Hotels and Conference facilities preferably West Pokot, Kitale, Eldoret, Naivasha, Kisumu, Nairobi and Mombasa	Open to all bidders
32.	WPCA/PRE/032/2020-2022	Pre-qualification for provision of gardening and landscaping services	Special Groups (Youth, Women and Disabled)
33.	WPCA/PRE/033/201820-2022	Pre-qualification for Repair, Maintenance and support of Desktop Computers, Printers, Office Telephones, Servers, Power Backups	Special Groups (Youth, Women and Disabled)

34.	WPCA/PRE/034/2020-2022	Pre-qualification for Provision of Public relations, Advertising Agency and Media Services	Open to all bidders
35.	WPCA/PRE/035/2020-2022	Pre-qualification for Provision of video documentary and photographic services	Special Groups (Youth, Women and Disabled)
36.	WPCA/PRE/036/2020-2022	Pre-qualification for Repair and Maintenance of office furniture and fittings	Special Groups (Youth, Women and Disabled)
37.	WPCA/PRE/037/2020-2022	Provision of hire off tents, plastic chairs and decorations	Special Groups (Youth, Women and Disabled)
38.	WPCA/PRE/038/2020-2022	Pre-qualification for provision of couriers services	Open to all bidders
39.	WPCA/PRE/039/2020-2022	Pre-qualification for Provision of Legal Services	Open to all bidders
40.	WPCA/PRE/040/2020-2022	Pre-qualification for event organizers and other Public functions	Special Groups (Youth, Women and Disabled)
41.	WPCA/PRE/041/2020-2022	Provision of cleaning services like drycleaners and carpet cleaning	Special Groups (Youth, Women and Disabled)
42.	WPCA/PRE/042/2020-2022	Provision of Catering Services	Open to all bidders
43.	WPCA/PRE/043/2020-2022	Provision of consultancy services like strategic plan, Human Resource and training services	Open to all bidders
44.	WPCA/PRE/044/2020-2022	Prequalification for the consultancy services	Open to all bidders
45.	WPCA/PRE/045/045/2020-2022	Prequalification for the repairs of chairs, tables and other office equipment	Special groups (Youth, Women and Disabled)
46.	WPCA/PRE/046/2020-2022	Provision of office space for Honorable members	Open to all bidders

a) **Interested bidders must attach documentary evidence of the following:**

- Certificate of incorporation/registration
- Valid Tax compliance certificate
- CR 12/ Company Act/ Detailed company profile showing names of Directors, management team and general structure of the company
- List of key personnel and proof of their qualification
- Bank statements
- Copies of Pin Certificate of firm/company /individual.
- Copy of current Trade License from County Government where applicable
- Letter of recommendation from the previous organizations served
- Air travel firms must be registered with IATA and any other relevant bodies
- Practicing Certificate for all professional, Membership certificates and numbers from relevant professional bodies for tender no. **WPCA/PRE/022/2020-2022, WPCA/PRE/039/2020-2022, WPCA/PRE/042/2020-2022** and **WPCA/PRE/044/2020-2022** where applicable

- Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
- Properly bound and good presented documents. Loose documents will not be accepted.
- AGPO certificate for Special Groups (Youth, Women and Disabled)

Tender documents and Pre-qualification form containing detailed terms and conditions of applications shall be obtained free of charge from our website [www.westpokotassembly.go.ke](http://www.westpokotassembly.go.ke)

Duly completed documents must be submitted in plain sealed envelopes clearly marked with the tender number, addressed to;

**THE CLERK  
WEST POKOT COUNTY ASSEMBLY  
P.O BOX 6-30600  
KAPENGURIA**

and deposited in the tender box located at County Assembly Headquarters on or before Friday, August 28<sup>th</sup>, 2020 at 11.00 am.

The list of pre-qualified suppliers will be available at our website once the process is completed.

Prices quoted shall be inclusive of all taxes and applicable duties, transport and other incidental expenses

**THE CLERK,  
WEST POKOT COUNTY ASSEMBLY  
P.O BOX 6-30600  
KAPENGURIA**

# **PRE-QUALIFICATION INSTRUCTIONS**

## **1.1 Introduction**

The County Assembly of West Pokot would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods and services to the County Assembly.

## **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the County Assembly of West Pokot as and when required during the period ending **31<sup>st</sup> July, 2022**.

## **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the **clerk, West Pokot County Assembly P.O BOX 6, 3-600 Kapenguria** so that they may be pre-qualified. Bids will be submitted in complete lots singly or in combination. The client requires prospective Suppliers to supply the mandatory information for pre-qualification.

## **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

## **1.5 Pre-qualification Document**

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

## **1.6 Considerations**

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested

## **1.7 Distribution of Pre-qualification Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Clerk  
West Pokot County Assembly  
P.O Box 6-30600  
Kapenguria

Not later than 11.00 am on 28<sup>th</sup> , August, 2020

### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed To the Clerk, **West Pokot County assembly** through the address as given in part 1.7.

### **1.9 Additional Information**

The County Assembly reserves the right to request submission of additional information from prospective suppliers.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

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

### **2.2 Customs Clearance**

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

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

[www.westpokot.go.ke](http://www.westpokot.go.ke)

## **2.4 Payments**

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **3. PRE-QUALIFICATION/REGISTERED DATE INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

**3.1.2** 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.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Government in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria For Pre-Qualification/Registered**

#### **3.3.1 Experience:**

- a. Prospective bidders shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.
- b. Prospective supplier requires special experience and capability to organize supply and deliver items or service at short notice.

#### **3.3.2 Personnel**

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

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from the bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.



### 3.3.4 Special consideration

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### 3.3.5 Past Performance

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

### 3.4 Statement

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

### 3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/County 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 County Assembly reserves the right to reject the tender from such a bidder even Though he was initially pre-qualified.

**3.6** 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.

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

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	Must all be provided
Pre-qualification Data	PQ-2	20
Supervisory Personnel	PQ-3	15

Financial Position	PQ-4	15
Confidential Report	PQ-5	15
Past Experience	PQ-6	20
Sworn Statement	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

**3.8 The qualification is 70 Points.**

**To qualify the prospective supplier must score not less than 70 Points.**

## **FORM PQ-1          PRE-QUALIFICATION**

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. CR 12/ Company Act/ Detailed company profile showing names of Directors, management team and general structure of the company
3. List of key personnel and proof of their qualification
4. Copy of VAT Registration Certificate.
5. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification Thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Bank statement
7. Practicing Certificate for all professional, Membership certificates and numbers from relevant professional bodies for tender no. **WPCA/PROC/040/2018-2019, WPCA/PROC/038/2018-2020, WPCA/PRO/034/2018-2020, WPCA/PROC/022/2018-2020** and where applicable
8. AGPO certificate for Special Groups(Youth, Women and Disabled)
9. Copy of current Trade License from County Government where applicable
10. Letter of recommendation from the previous organizations served
11. Air travel firms must be registered with IATA and any other relevant bodies
10. Where registration for service provision is mandatory, the firm must Attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
11. Properly bound and good presented documents. Loose documents will not be accepted.
  
12. Membership certificates and numbers from relevant professional bodies for employees from firms providing expert consultancy.

(30 points)

**FORM PQ-2 – PRE-QUALIFICATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as supplier/(s) of  
.....  
.....

Post Office Address.....

Town.....

Street.....

Name of building.....

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

Telephone Nos.....

Full Name of applicant.....

Other branches location.....

**2. ORGANIZATION & BUSINESS INFORMATION**

Management personnel.....

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name of partners

3. Business founded or incorporated .....

- 4. Under present management since .....
- 5. Net Worth equivalent Kshs.....
- 6. Bank reference and Address .....
- 7. Bonding Company reference and Address .....
- .....
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities .....
- 9. State any technological innovations or specific attributes which distinguish you from your competitors .....
- .....
- .....
- 10. Indicate terms of trade / sale .....

(10 Points)

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

.....

.....

Professional Qualification .....

.....

.....

Length of service with contractor or supplier position held .....

.....

(Attach CV and copies of certificates of key personnel in the organization)

(20 Points)

**PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit Position.

(10 Points)

**FORM PQ-5**

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied 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 ..... E mail ..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time – Kshs. .... Name of your bankers ..... Branch .....
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<b>Part 2 (a) – Sole Proprietor</b>
Your name in full ..... Age ..... Nationality ..... Country of origin ..... - .....

<b>Part 2 (b) Partnership</b>																				
Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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2. ....	.....	.....	.....																	
3. ....	.....	.....	.....																	
4. ....	.....	.....	.....																	

<b>Part 2 (c) – Registered Company</b>																								
Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Shares</th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Shares	Name	Nationality	Citizenship Details	1.....	.....	.....	.....	2.....	.....	.....	.....	3.....	.....	.....	.....	4.....	.....	.....	.....	5.....	.....	.....	.....
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3.....	.....	.....	.....																					
4.....	.....	.....	.....																					
5.....	.....	.....	.....																					

Date ..... Signature of Candidate .....

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.



**FORM PQ6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- i. Name of Client (organization) .....
  - ii. Address of Client (organization) .....
  - iii. Name of Contract Person at the client (organization) .....
  - iv. Telephone No. of client .....
  - v. Value of Contract .....
  - vi. Duration of Contract (date) .....  
(Attach documents evidence of existence of contract)
2. Name of 2<sup>nd</sup> Client (organization) .....
- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract (date) .....
  - v. Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
3. Name of 3<sup>rd</sup> Client (organization) .....
- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract .....
  - v. Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
- Others .....

(15marks)

**FORM PQ-7**

**SWORN STATEMENT**

Having studied the pre-qualification / 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 pre-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 ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

**Date** .....

**Applicant's Name:** .....

**Represented by** .....

**Signature** .....

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

(5marks)