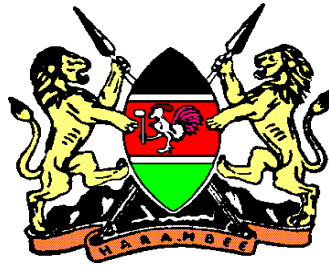


**REPUBLIC OF KENYA**



**MINISTRY OF NATIONAL TREASURY AND PLANNING**

**TENDER NO NG-CDF/MK/001/2025/2026&2026/2027 FOR  
PRE-QUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF  
GOODS AND SERVICES (2025/2026&2026/2027)**

**CLOSING DATE: 13<sup>TH</sup> JUNE 2025**



# MUKURWE-INI CONSTITUENCY

## NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT

### FUND (NG-CDFC)

#### TENDER NOTICE: PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR FINANCIAL YEARS 2025/2026 & 2026/2027



**Date: 15TH MAY 2025**

The NG-CDFC Mukurwe-ini Constituency invites bidders for pre-qualification to supply and deliver goods, works & services for the 2025/2026 & 2026/2027 financial years. Bidders currently engaged with the NG-CDFC need to re- apply. The applicants **MUST** be registered with the Kenya Revenue Authority and the Registrar of Companies; in addition to all requirements contained in the tender document.

<b>A</b>	<b>SUPPLY OF GOODS</b>	<b>ELIGIBILITY</b>
<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	
NGCDF/MK/G/01/2025/2026 & 2026/2027	Supply of General Office Stationery	Special
NGCDF/MK/G/02/2025/2026 & 2026/2027	Supply of Office furniture, fittings, office equipment and security installations	Special
NGCDF/MK/G/03/2025/2026 & 2026/2027	Supply of Motor Vehicles, Body Building, Grader & Grader-Tyres, Tubes and Batteries	All
NGCDF/MK/G/04/2025/2026 & 2026/2027	Supply of Construction materials	All
NGCDF/MK/G/05/2025/2026 & 2026/2027	Supply of Uniforms, branded t-shirts, sports gear, sports equipment and assorted balls, branded cups, branded stationery, publicity banners, teardrops and other advertising materials	special
NGCDF/MK/G/06/2025/2026 & 2026/2027	Supply of seedlings Indigenous trees, fruit trees, grass, assorted trees and coffee bushes	Special
NGCDF/MK/G/07/2025/2026 & 2026/2027	Supply of Generators and accessories	All
NGCDF/MK/G/08/2025/2026 & 2026/2027	Supply of Computers, printers, photocopiers and their accessories	All
NGCDF/MK/G/09/2025/2026 & 2026/2027	Supply of Fuel, gas and lubricants	All
NGCDF/MK/G/10/2025/2026 & 2026/2027	Supply and delivery of drinking water, sodas & other refreshments	ALL
NGCDF/MK/G/11/2025/2026 & 2026/2027	Supply and delivery of sanitary materials	ALL
NGCDF/MK/G/12/2025/2026 & 2026/2027	Supply and delivery of Hardware, Plumbing and Electrical Materials.	Special
NGCDF/MK/G/13/2025/2026 & 2026/2027	Supply and delivery magazines and published material	All
NGCDF/MK/G/14/2025/2026 & 2026/2027	Supply and delivery of Text books, Set books & Revision Materials	
<b>B</b>	<b>PROVISION OF SERVICES</b>	
NGCDF/MK/S/01/2025/2026 & 2026/2027	Provision of Repair & Servicing of Motor vehicles and grader	All
NGCDF/MK/S/02/2025/2026 & 2026/2027	Provision of maintenance services (Electrical, Plumbing and Structured cabling)	All
NGCDF/MK/S/03/2025/2026 & 2026/2027	Provision of Environmental impact assessment.	All
NGCDF/MK/S/04/2025/2026 & 2026/2027	Provision of Legal services.	All
NGCDF/MK/S/05/2025/2026 & 2026/2027	Provision of Training services (team building, traffic training, event organization etc)	All
NGCDF/MK/S/06/2025/2026 & 2026/2027	Provision of Computers, printers and other electronics repair services.	All
NGCDF/MK/S/07/2025/2026 & 2026/2027	Provision of Artwork (sign posts) services.	All
NGCDF/MK/S/08/2025/2026 & 2026/2027	Provision of air ticket, travel insurance and motor vehicle insurance services.	All
NGCDF/MK/S/09/2025/2026 & 2026/2027	Provision of communication and media services.	All
NGCDF/MK/S/10/2025/2026 & 2026/2027	Provision of consultancy services.	All
NGCDF/MK/S/11/2025/2026 & 2026/2027	Provision of building, construction and rehabilitation works.	All
NGCDF/MK/S/12/2025/2026 & 2026/2027	Provision of compound cleaning/ landscaping services.	All
NGCDF/MK/S/13/2025/2026 & 2026/2027	Provision of catering services.	All
NGCDF/MK/S/14/2025/2026 & 2026/2027	Provision of local transport, airport transfers, and taxi services	All
NGCDF/MK/S/15/2025/2026 & 2026/2027	Provision of internet and networking services.	All
NGCDF/MK/S/16/2025/2026 & 2026/2027	Provision of coding, system implementation and maintenance services.	All
NGCDF/MK/S/17/2025/2026 & 2026/2027	Provision of security services	All

NGCDF/MK/S/18/2025/2026 & 2026/2027	Provision of events, photography & sound services	All
NGCDF/MK/S/19/2025/2026 & 2026/2027	Provision of theatre, live performances and Audial visual Production services	All

For all categories marked special, preference will be given to youth, women, and people living with disability who must be registered with the relevant authority. Tender documents can be downloaded from Mukurwe-ini NG-CDF website: <https://mukurwe-ini.ngcdf.go.ke>. Completed documents in plain sealed envelopes, clearly marked “prequalification of suppliers” with the category number and item should be sent or delivered to;

**The Fund Account Manager**

**NG-CDF Mukurwe-ini  
Constituency**

**P.O Box 8 -10103,**

**Mukurwe-ini.**

Not later than 10:00 AM on Friday 13th JUNE 2025. Tender documents will be opened immediately thereafter in the boardroom in the presence of candidates or their representatives who choose to attend.

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**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we ..... hereby apply for registration as supplier(s) (Name of Company/Firm)

Of .....

.....  
(Item(s) Description)

(Category No.).....

Post Office Address .....

Town .....

Street .....

Name of Building .....

Room/office No.....Floor No

Telephone No .....

Full Name of Applicant .....

Other Branches location .....

**1. Organization and Business Information**

Management Personnel

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable) **Names of Partners**

1. Business founded or incorporated .....

2. Under present management since .....

3. Net worth equivalent Kshs .....

4. Bank reference and address .....

5. Bonding Company reference and address .....

6. Enclose copy of Organization Chart of the firm indicating the main fields of Activities .....

7. State any technological innovations or specific attributes which distinguish you from your competitors

.....  
.....

(Attach company profile and other relevant documents)

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1. Introduction**

The CDFC Mukurwe-ini would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of works, goods and services to the Government as and when required, for a period of one financial year.

### **1.2. Pre-qualification Objective**

The main objective is to select competent and eligible suppliers of goods and services and who can deliver assorted items and also provide services under relevant categories through quotations/tenders to the Fund Account Manager NG-CDF Mukurwe-ini as and when required during the period ending 30<sup>th</sup> June, 2027

### **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 Chairman NG-CDF Mukurwe-ini so as to be pre-qualified. The Prospective suppliers are required to supply mandatory information for pre-qualification.

**NB:** (i) Please note that you will be disqualified if you give false information for the purposes of seeking qualification(s).

(ii) Also check your tender documents before leaving the issuing office and be satisfied that you have taken the relevant forms/documents.

### **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 of prospective suppliers.

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

Completed pre-qualification data and other requested information shall be submitted to reach:

**The Fund Account Manager  
NG-CDF Mukurwe-ini  
P.O Box 8 -10103  
Mukurwe-ini**

So as to be received not later than **13<sup>th</sup> June 2025**. Time: 10.00 a.m. local time.

### **1.7. Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to The Fund Account Manager NG-CDF Mukurwe-ini whose address is given in part. 1.6.

Or sent via email: [cdfmukurweini.ngcdf.go.ke](mailto:cdfmukurweini.ngcdf.go.ke)

*The NG-CDFC reserves the right to request submission of additional information from prospective bidders.*

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

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

The Supplier will have to pay Custom Duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are exempted from taxation.

#### **2.2. Customs Clearance**

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

#### **2.3. Contract Price**

The Contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may vary as determined by demand and on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

#### **2.4. Documentation**

The prequalification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English.

### **3.0. QUALIFICATION**

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

Prospective bidders will not be considered qualified unless in the judgment of Government that they possess capacity, qualification, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to execute the contract for goods/services. Canvassing directly or indirectly will lead to automatic disqualification as well as failure to meet the required conditions.

### **4.0 ESSENTIAL REQUIREMENTS**

- (a) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- (b) Potential Suppliers/Contractors should show competence, willingness and capacity to service contract.

#### **4.1 Personnel**

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated

#### **4.2 Financial Condition**

The Supplier's financial condition will be determined by the latest certified financial statements giving summary of assets and current liabilities/or any other financial support.(bank statement for at least one year (current) submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position.

#### **4.3 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference, LPO/LSO Copies from past customers should be included in Form PQ-5

## **5.0 WITHDRAWAL OF PRE-QUALIFICATION**

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/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

- 5.1** The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration, Incorporation/memorandum and Articles of Association, copies of which must be attached. All attachments must be valid.

*The NG-CDFC reserves the right to vary and or amend the above conditions in respect of women, youth and people with disabilities.*

## **6.0 PRE-QUALIFICATION CRITERIA**

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
1. Pre-qualification Data	PQ-1	30
2. Supervisory Personnel	PQ-2	10
3. Financial Position	PQ3	20
4. Confidential business Report	PQ-4	10
5. Past Experience	PQ-5	10
6. Litigation History	PQ-6	10
7. Declaration	PQ-7	10
<b>Total</b>		<b>100</b>

**5.1 SPECIAL CONDITIONS**

1. For the Reserved categories, bidders are required to attach AGPO Certificates and a copy of National Identification card. They will be exempted from the Experience required in 1.4, 4.0(a), 4.2 and 4.3

**PR PRE-QUALIFICATION STATUTORY REQUIREMENTS**

Status of Compliance with Statutory Requirements (All Firms Must Provide)

1. Certificate of Registration of Company or Incorporation  
No..... (Attach Copy)
2. Copies of VAT Registration No ..... (Attach Copy)
3. Current Local Authority Permit No ..... (Attach Copy)
4. Current Trade License No ..... (Attach Copy)
5. PIN No..... (Attach Copy)
6. Proof of being up to date in VAT and Income Tax Returns - KRA Tax (failure to produce this Certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application),
  - a. Compliance Certificate..... (Attach copy)
7. Other Government levies status ..... (If applicable)
8. (a) State any quality Assurance Certification e.g. ISO 9000 series held by the company ..... (If applicable)  
(b) State any Environmental Certification e.g. National Environmental Management Authority ..... (If applicable)

**(Failure to submit any or the entire mandatory attachment will lead to automatic disqualification)**

**FORM PQ 2- SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification .....

Professional Qualification.....

Length of Service with Contractor or Supplier

Position held.....

(Attach copies of Certificates of key personnel in the organization)

**FORM PQ - 3 FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm's certified financial statements giving summary of assets and current liabilities/or any other financial support.(current)
2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Indicate terms of trade/sale
  - i. cash on delivery
  - ii. Credit period Yes/No. Tick as appropriate, if Yes  
Indicate No. of days.....
  - iii Upfront payment/Down payment Yes/No. Tick as  
Appropriate, if yes state percentage .....

**FORM PQ - 3 FINANCIAL POSITION AND TERMS OF TRADE**

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2. Attach letters of reference from the bankers regarding supplier's credit position.
3. Indicate terms of trade/sale
  - (i) cash on delivery
  - (ii) Credit period Yes/No. Tick as appropriate, if Yes  
Indicate No. of days.....
  - (iii) Upfront payment/Down payment Yes/No. Tick as  
Appropriate, if yes state percentage .....

**FORM PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part I 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 .....  
 Plot No .....Street/Road..... ,.....  
 Postal Address..... Tel No.....  
 Nature of business.....  
 Current Trade License No..... Expiring date .....  
 Maximum value of Business which you can handle at any one time: Kshs .....  
 Name of your Bankers ..... Branch .....  
 Are your agents of Kenya National Trading Corporation?  
**YES/NO**

**Part 2(a) Sole Proprietor:**

Your name in full ..... Age .....  
 Nationality.....Country of Origin .....  
 Give details of partners as follows:

	Name	Nationality	Citizenship	Details	Shares

**Part 2(b) Registered Company:**

Private or Public.....  
 State the nominal and issued capital of the company:  
 Nominal K.....  
 Issued K .....  
 Give details of all directors as follows:

1. ....
2. ....
3. ....

Date .....Signature of Tenderer .....  
 If the citizen, indicate under "Citizen Details" whether by Birth, Naturalization or Registration

**FORM PQ - 5 PAST EXPERIENCE/ REFEREE. (Not compulsory to YAGPO)**

**Names of The Applicant's Clients In The Last Two Years And Values Of**

**Contract/Orders.**

**1. Name of 1<sup>st</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract .....
- vi) Duration of Contract (date).....
- vii) Company Stamp/seal

(Attach documental evidence of existence of contract)

**2. Name of 2<sup>nd</sup> Client (organization)**

- i) Name of Client (organization).....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract .....
- vi) Duration of Contract (date)
- vii) Company Stamp/seal

(Attach documental evidence of existence of contract)

**3. Name of 3<sup>rd</sup> Client (organization)**

- i) Name of Client (organization).....
- ii) Address of Client (organization) .....
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- iv) Value of Contract .....
- v) Duration of Contract (date)
- vi) Company Stamp/seal

(Attach documental evidence of existence of contract)

**4. Others .....**

(Please note documentary evidence could include but not limited to LPO/LSO Copies.

**FORMPQ-6 LITIGATION HISTORY**

**Name of Contract Supplier**

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>Year</b>	<b>Award For Or Against</b>	<b>Name Of Client Of Litigation And Matter In Dispute</b>	<b>Disputed Amount (Current Value, Kshs., Equivalent)</b>

**FORM PQ - 7 DECLARATIONS**

Having studied the pre-qualification information for the document, I/we have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any Inaccuracy in the information filled herein will be used as grounds for Removal from or termination of the qualification process.

I/We also confirm that the firm, its servants or agents have not offered and will not offer any inducement to the procuring entity.

Signed & Sealed.....

Applicant's Name .....

Represented by.....

Signature .....

Date .....

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