

REPUBLIC OF KENYA
TAITA TAVETA COUNTY GOVERNMENT



TAITA TAVETA COUNTY ASSEMBLY
OFFICE OF THE CLERK

P.O. Box 1142-80304
WUNDANYI

Telephone: 0718703359/0732604811
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**FRAMEWORK AGREEMENTS FOR SUPPLY/PROVISION OF GOODS, AND
SERVICES FOR THE FINANCIAL YEARS 2021/2022 & 2023**

TENDER REG. NO: TTCA/REG/2021-2023

CLOSING DATE: Tuesday, September 28th, 2021 at 11:00 AM.

+

TENDER CATEGORY NO:

**REQUEST FOR REGISTRATION OF SUPPLIERS AND FRAMEWORK
AGREEMENTS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE
FINANCIAL YEARS 2021/2022 &2023**

COMPANY /FIRM.....

TENDER NAME.....

CATEGORY CODE.....

CLOSING/OPENING DATE: TUESDAY, SEPTEMBER, 28TH, 2021 AT 11:00 AM.

REGISTRATION OF SUPPLIERS AND FRAMEWORK AGREEMENTS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2021/2022 & 2023

The Taita Taveta County Assembly intends to register /prequalify suppliers for the provision of various goods, works and service for the financial years 2021-2022 & 2023. Interested eligible suppliers are invited to apply for registration, indicating the category of goods and services they wish to apply for.

1. Candidates intending to apply for more than one category should fill and submit separate set of the prequalification document for every category applied for.
2. AGPO Groups are encouraged to also competitively apply for open tenders as long as they meet the required specifications.
3. Suppliers that are currently registered by the Assembly **MUST REGISTER A FRESH** if they wish to participate in the prequalification.
4. Bidders should read instruction carefully and ensure they respond accordingly to categories which are relevant to them.
5. Bidders are informed that goods, and services will be procured on “As and when need arises basis” for framework agreements items. The categories are as listed below:

TENDER NO	ITEM DESCRIPTION	ELIGIBILITY	REMARKS
TTCA/01/2021-2023	Supply and delivery of Petrol, Oil & lubricants	OPEN	ERC Rates
TTCA/02/2021-2023	Supply and delivery of general office stationary and consumables	OPEN	Framework agreement
TTCA/03/2021-2023	Supply and delivery of tonners and cartridges	OPEN	Framework agreement
TTCA/04/2021-2023	Provision of public relations and communication- advertising, design Publishing and printing of calendars, dairies, business cards, brochures, magazines, booklets, annual reports, promotional and branded materials.	OPEN	Framework agreement
TTCA/05/2021-2023	Supply and delivery of tyres, tubes and vehicles accessories	OPEN	Framework agreement

TTCA/06/2021-2023	Supply and delivery of mineral water, Soda and other refreshment.	SPECIAL GROUPS	Framework agreement
TTCA/07/2021-2023	Supply and Delivery of Cleaning Materials.	SPECIAL GFROUPS	Framework agreement
TTCA/08/2021-2023	Provision of Generator Maintenance Services	OPEN	Framework Agreement
TTCA/09/2021-2023	Provision of Outside Catering, Hotel Service, accommodation and conference facilities	OPEN	framework agreement
TTCA/10/2021-2023	Provision of air ticketing and flight reservation (IATA and KATA registration certificate must be provided)	OPEN	Framework agreement
TTCA/11/2021-2023	Supply and Maintenance of ICT, Communication and Hansard Conferencing system.	OPEN	Framework agreement
TTCA/12/2021-2023	Provision of Events management and other related services.	OPEN	Framework agreement
TTCA/13/2021-2023	Supply and delivery of Cutlery	SPECIAL GROUPS	Framework agreement
TTCA/14/2021-2023	Provision of assets marking/tagging services	OPEN	Framework agreement
TTCA/15/2021-2023	Servicing of motor vehicle, motor cycle and plants.	OPEN	Framework agreement

- a. Interested firms may obtain tender /prequalification documents from our website www.taitatavetaassembly.go.ke at no fee.
- b. Duly Completed tender/prequalification documents should be in plain sealed envelope clearly indicating respective “**Prequalification Title and Reference Number**” & should be addressed to: -

The Clerk
TAITA TAVETA COUNTY ASSEMBLY
P.O.BOX 1142-80304
WUNDANYI.

OR

Be deposited into the Tender Box placed at the TAITA TAVETA COUNTY ASSEMBLY Offices situated in **WUNDANYI** on or before **Tuesday, 28th September, 2020 at 11:00 AM.**

Tender opening shall be done on **Tuesday, 28th September, 2021 at 11:00 AM** within the Assembly precinct **immediately thereafter.**

REQUIREMENTS

Interested bidders must attach mandatory documents for preliminary evaluation as indicated below.

S/NO.	REQUIREMENTS	REMARKS
1.	Dully filled, signed, stamped and all pages serialized tender document	Mandatory
2.	Certified Copy of Certificate of Registration/Incorporation in Kenya	Mandatory
3.	Certified KRA Pin issued by KRA	Mandatory
4.	Certified Copy of valid tax compliance certificate/exemption certificate issued by KRA	Mandatory
5.	Certified copy of CR12 Certificate for Limited Companies	Mandatory
6.	Must attached copies of ID/passport for directors as per CR12	Mandatory
7.	Certified and valid Single Business Permit (Not applicable in AGPO categories)	Mandatory
8.	Valid AGPO Certificate from the National Treasury	Mandatory
9.	Copies of certificate of registration with relevant regulatory body (Where applicable)	Mandatory
10.	Proof of similar contract within the last three years <i>(Not applicable in AGPO categories)</i>	<i>Mandatory</i>
11.	All Vehicle must have comprehensive Insurance cover for bidders making application for hire of transport.	Mandatory

INVITATION LETTER

DATE:

TENDER REF. NO:

TENDER NAME:

1.1 TAITA TAVETA COUNTY ASSEMBLY invites sealed applications from eligible and interested candidates for registration as suppliers for goods and services for the financial years 2021/2022& 2023

This document includes a questionnaire to be completed and returned and be supported by the requisite documents from eligible and competent bidders. All statutory requirements are compulsory.

1.2 Detailed pre-qualification documents may be obtained as indicated in PAGE 5 ABOVE.

1.3 Duly filled pre-qualification/ documents in plain sealed envelope clearly marked prequalification Number and Name should be deposited in the Tender Box at TAITA TAVETA COUNTY ASSEMBLY Offices situated at WUNDANYI. Or addressed

**The Clerk
TAITA TAVETA COUNTY ASSEMBLY
P.O.BOX 1142-80304
WUNDANYI.**

ON or BEFORE, **Tuesday, September 28th, 2021 at 11:00 AM.** Local time. Bids submitted later than this date and time shall be rejected and returned unopened

GENERAL INFORMATION:

INTRODUCTION

1. Eligible applicant

- 1.1** This invitation for supplier registration application is open to all suppliers and manufacturers eligible as described in the application documents.
- 1.2** Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).
- 1.3** Applicants shall bear all costs associated with the submission of their applications and TAITA TAVETA COUNTY ASSEMBLY will in no case be liable for such costs, regardless of the conduct or outcome of the process.
- 1.4** The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if is accepted.
- 1.5** The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the Institution's satisfaction.

a) That the applicant has financial, technical and production capability necessary to perform the contract

b) That in the case of an applicant offering goods which the applicant does not manufacture or otherwise produce, the applicant has been duly authorized by the goods' manufacturer or producer to supply them.

c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the category applied for.

d) That the applicant is willing to do business with TAITA TAVETA COUNTY ASSEMBLY and shall allow credit facilities and acceptable trade terms.

2. GOODS ELIGIBILITY AND CONFORMITY

- 2.1** The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.
- 2.2** The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.3** The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings and data and shall consist of: -
- a) Where applicable a detailed description of essential technical and performance characteristics of the goods.
 - b) A list giving full particulars including available sources and current prices of the spare part, special tools etc. necessary for the proper and continued functioning of the **goods for a period of Two (2) years** following commencement of the use of the goods.

3. SUBMISSION OF APPLICATION

3.1 Validity of Tenders

- 3.1.1** Tenders shall remain valid for 180 days. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 3.1.2** In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

3.2 Format and Signing of Tender

- 3.2.1** The tenderer shall prepare a copy of the tender, clearly / marking each **“ORIGINAL”**.
- 3.2.2** The original tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initiated by the person or persons signing the tender.
- 3.2.3** The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initiated by the person or persons signing the tender.

3.3 Sealing and Marking of Tenders

3.3.1 The tenderer shall seal the original tender in an envelope, duly marking the envelope as **“ORIGINAL”**.

3.3.2 The envelope shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) Bear, Prequalification number and name in the invitation to tender and the words:
“DO NOT OPEN BEFORE Tuesday, 28th September, 2021 at 11:00 AM

3.3.3 The envelope shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

3.3.4 If the envelope is not sealed and marked as required by paragraph 3.3.2 the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

3.4 Applications must be received by the Institution at the address, date and time specified on the invitation for.

3.5 The Institution may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Institution and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

4. MODIFICATION AND WITHDRAWAL OF APPLICATION

4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Institution prior to the deadline prescribed for submission of applications.

4.2 The applicant’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by email, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.

4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

5. OPENING AND EVALUATION OF

APPLICATIONS 5.1 Opening

The Institution will open all the applications in the presence of applicant's representatives who choose to attend in the designated place as per invitation to. Applicant's representatives who choose to witness the opening shall sign a register evidencing their attendance.

5.2 The applicant's names, modifications or withdrawals and other details the Institution considers appropriate will be announced at the opening.

5.3 The Institution will prepare minutes of the opening.

6. CLARIFICATION OF APPLICATION

6.1 To assist in the examination, evaluation and comparison of applications, the Institution may at its discretion ask the applicant for clarification of his/her application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.

6.2 Any effort by the applicant to influence the Institution during evaluation, application comparison or acceptance decision making may result in rejection of the applicant's application.

CLARIFICATION OF APPLICATION ON CONTENTS OF BIDDING DOCUMENTS

For **Clarification of bid purposes** only, the Client's address is:

*Attention: The Clerk,
TAITA TAVETA COUNTY ASSEMBLY,
P.O. Box 1142-80304
WUNDANYI.*

7. EXAMINATION FOR ACCEPTANCE

- 7.1 Prior to the detailed evaluation, the Institution will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The Institution's determination of applicants' responsiveness will be based on the content of the application without re-course to extrinsic evidence.
- 7.2 If an application is not substantially responsive, it will be rejected by the Institution and may not subsequently be made responsive by applicant through correcting the non-conformity.

8. EVALUATION AND COMPARISON OF APPLICATIONS

- 8.1 The Institution will only evaluate and compare applications that have been determined to be substantially responsive.

EVALUATION CRITERIA

All applicants are requested to submit the below listed requirements without which they shall be disqualified (which shall be used during Preliminary Examination to determine responsiveness): -

S/NO.	REQUIREMENTS	REMARKS
1.	Dully filled, signed, stamped and all pages serialized tender document.	Mandatory
2.	Certified Copy of Certificate of Registration /Incorporation in Kenya.	Mandatory
3.	Certified KRA Pin issued by KRA	Mandatory
4.	Certified Copy of valid tax compliance certificate/exemption certificate issued by KRA	Mandatory
5.	Certified copy of CR12 Certificate for Limited Companies	Mandatory
6.	Attach Copies of the national ID/passport for the directors as per CR12	Mandatory
7.	Certified and valid Single Business Permit (Not applicable in AGPO categories)	Mandatory
8.	Valid AGPO Certificate from the National Treasury where applicable.	Mandatory
9.	Copies of certificate of registration with relevant regulatory bodies (Where applicable)	Mandatory

10.	Proof of similar contract within the last three years (Not applicable in AGPO categories)	Mandatory
11.	All Vehicle must have comprehensive Insurance for bidders making application for hire of transport.	Mandatory

RESPONSIVENESS

S/NO	REQUIRED INFORMATION	FORM REF.	REMARKS
1.	Documents	Form A	YES/NO
2.	Submission	Form B	YES/NO
3.	Duly filled, signed and stamped Confidential Business Questionnaire	Form C	YES/NO
4.	Curriculum Vitae	Form D	YES/NO
5.	Proof of similar contracts within the last three years (Attach atleast 3 copies)	Form E	YES/NO
6.	Declaration	Form F	YES/NO
	REMARKS		

KEY

YES-RESPONSIVE

NO: NON RESPONSIVE

NOTE

1. Kindly note that evaluation will be based on the above-mentioned requirements. Firms That submit the information indicated in the table above shall be registered in the list of suppliers.
2. The mandatory requirements must be met in order to qualify for the technical evaluation.
3. The Institution's evaluation of an application will also take into account the eligibility of the applicant and the evaluation criteria as attached.

SPECIAL CONDITIONS OF CONTRACT

9.1 Special conditions of contract as relates to the GCC

SPECIAL CONDITIONS OF CONTRACT
<p>Delivery of goods and services if awarded the contract</p> <ul style="list-style-type: none">▪ The tenderers shall make delivery to the TAITA TAVETA COUNTY ASSEMBLY▪ Goods must be accompanied by Delivery Note(s)/ Packing List and Invoices.▪ The Local Purchase Order number must be indicated on Delivery Note(s). Packaging and Invoices.

10. CORRUPT FRADULENT PRACTICES

10.1 The Institution requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the Institution: -

- a) Defines for the purpose of this provision, the terms set forth below as follows: -
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an Institution official in the procurement process or in contract execution including acceptance of this application.
 - ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Institution and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial non-competitive levels and to deprive the Institution of the benefit of free and open competition.
- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question’.
- c) Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any Institution contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.

11. STANDARD FORMS

These Forms shall include:

- a. Form A – Documents
- b. Form B – Submission
- c. Form C - Confidential Business Questionnaire
- d. Form D -Format of Curriculum Vitae (CV) for proposed staff **(One Technical Staff.)**
- e. Form E – Applicant past experience (Firm) **(to be filled by Three Referees, three forms are attached)**
- f. Form F- Declaration

FORM A: PRE-QUALIFICATION DOCUMENTS

(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)

All firms must provide: -

1. Dully filled, signed, stamped and all pages **serialized** tender document
2. Certified Copy of Certificate of Registration /Incorporation in Kenya
3. Certified KRA Pin issued by KRA
4. Certified Copy of valid tax compliance certificate/exemption certificate issued by KRA
5. Certified copy of CR12 Certificate for Limited Companies
6. MUST attach Copies of the national ID/passport for the directors as per CR12
7. Certified and valid Single Business Permit (*Not Applicable in AGPO categories*)
8. Valid AGPO Certificate from the National Treasury
9. Copies of certificate of registration with relevant regulatory bodies (*Where applicable*)
10. Proof of similar contract within the last three years (*Not Applicable in AGPO Categories*)

FORM B: / TENDER/ FRAMEWORK AGREEMENT SUBMISSION

Date: _____

TO: _____
(Name and address of procuring entity)

Gentlemen and/or Ladies:

We, the undersigned, submit our form for _____
_____ in accordance with
(Title of bid)

Requested for No _____
(Tender No)

Dated _____ and our Proposal. We are
hereby submitting our prequalified documents which include the following attachments;

Our Price list as submitted by us shall be binding upon us up to expiration of validity period specified in the submission of application. We undertake that if our application is acceptable, we will deliver goods/services in accordance with the delivery schedule requirement or an official order signed by authorized officer(s) of the Institution. We understand that you are not bound to accept the lowest bid or any tender you may receive.

We remain.

Yours Sincerely

Duly authorized to sign for and on behalf of:.....

Name and title of signature and stamp:.....

Name of Applicant's company:.....

Address:.....

In presence of Witness name and signature:.....

Date:.....

FORM C: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

Part 2 (a) – Sole Proprietors

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details Shares
1.....
2.....
3.....
4.....
5.....
6.....

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows;

Name	Nationality	Citizenship	Details Shares
1.....
2.....
3.....
4.....
5.....
6.....

Date Signature of Candidate

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration

FORM D: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF
-(Qualifications and experience of ONE TECHNICAL STAFF proposed for administration and execution of the contract, both on and off site)

Proposed Position: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ **Nationality:** _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: _____

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education: _____

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification.

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Full name of staff member: _____

[Signature of staff member]: _____

Contact (Mobile) number: _____

Date: _____

Full name of authorized representative: _____

[Signature of authorized representative]: _____

Contact (Mobile) number: _____

Date: _____

FORM E: APPLICANT PAST EXPERIENCE (FIRM)

Applicants must provide details of at least three (3) reputable clients in the last three years in the format provided below. Further, applicants **MUST** attach proof of experience relevant to the category applied for (*Not applicable to AGPO categories*).

(MUST ATTACH EVIDENCE e.g. LOCAL PURCHASE ORDER, LOCAL SERVICE ORDER, AWARD LETTER)

1. Name of 1st 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).....

2. Name of 2nd client (Organization.....

iv) Address of Client (Organization)

v) Name of contact person at the client (Organization).....

iv) Telephone No. of Client.....

v) Value of contract.....

vi) Duration of contract (date).....

3. Name of 3rd client (Organization).....

vi) Address of Client (Organization)

vii) Name of contact person at the client (Organization).....

iv) Telephone No. of Client.....

v) Value of contract.....

vi) Duration of contract (date).....

FORM F: DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of.....

Position.....

Sign.....

Stamp.....