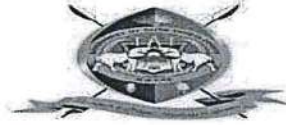


COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY ASSEMBLY OF TAITA TAVETA



OFFICE OF THE CLERK

Telephone: 0718703359/0732604811 P.O. Box 1142 – 80304

WUNDANYI

Email: clerk@taitatavetaassembly.go.ke

COUNTY ASSEMBLY OF TAITATAVETA

REGISTRATION OF SUPPLIERS FOR 2025-2027(2 financial years)

CATEGORY:.....

CATEGORY NO.....

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COUNTY ASSEMBLY TAITA TAVETA



TENDER RE-ADVERTISEMENT NOTICE

INVITATION FOR REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2025/2027

The County Assembly of Taita Taveta invites applications for registration of suppliers from interested and eligible suppliers/contractors for the supply of goods and provision of services for the 2025-2027(2 Years) financial years under listed categories.

CATEGORY A	SUPPLY OF AND DELIVERY OF GOODS, WORKSAND SERVICES	TARGET GROUPS
TTCA/A01/2025-2027	Office Stationery And Computer Consumables	Special groups
TTCA/A02/2025-2027	Computers, Laptops, Printers, Ups, Phones, Software and Other ICT related Machines	Special groups
TTCA /A03/2025-2027	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries and accessories	Open
TTCA /A04/2025-2027	Supply and delivery of ceremonials gear, Security, staff and games Uniforms, Footwear & Protective Gears	Open
TTCA /A05/2025-2027	Office Furniture and Fittings	Open
TTCA /A06/2025-2027	Newspapers & Periodicals	Open
TTCA /A07/2025-2027	Electronics, Telecommunication Equipment and PA Systems	Open
TTCA /A08/2025-2027	Cleaning Detergents E.g. Powder Soap, Bar Soap Etc.	Special groups
TTCA /A09/2025-2027	First Aid Material And Equipment	Open
TTCA /A10/2025-2027	Fire-Fighting Equipment And Services	Open
TTCA /A11/2025-2027	Supply of fuels, oil and lubes	Open
TTCA /A12/2025-2027	Design, Supply And Delivery of General Printing Services, Branding and Promotional Material Including T- Shirts, Caps And Banners	Special groups
TTCA /A13/2025-2027	Supply and delivery of games and sports equipment	Open
TTCA /A14/2025-2027	Supply of bottled water	Open
TTCA /A15/2025-2027	Supply and delivery of Kitchen consumables and utensils	Open

TTCA /A16/2025-2027	Supply and delivery and fitting of office curtains, sheers and blinds	Open
TTCA /A17/2025-2027	Supply and delivery and fitting of office curtains, sheers and blinds	Open
CATEGORY B	PROVISION OF SERVICES	TARGET GROUPS
TTCA /B01/2025-2027	Repair And Services of Motor Vehicles	Open
TTCA /B02/2025-2027	Repair and Maintenance of Office Equipment, Telephone, Faxes, PABX & Water Dispensers, Microwaves.	Special groups
TTCA /B03/2025-2027	Provision Fumigation services	Open
TTCA /B04/2025-2027	Repair And Maintenance of ICT Equipment And Local Area Network	Open
TTCA /B05/2025-2027	Provision of Collection of Sanitary towels and waste disposal services	Open

TTCA /B06/2025-2027	Provision of Advertisement services	Open
TTCA /B07/2025-2027	Provision of Insurance Services-Medical, Motor, WIBA, GPA, Fire, etc.	Open
TTCA /B08/2025-2027	Events Organization Including Provision of Tents and Chairs etc	Open
TTCA /B09/2025-2027	Air Travel And Ticketing Services (IATA Registered Firms)	Open
TTCA /B10/2025-2027	Provision of Legal Services	Open
TTCA /B11/2025-2027	Provision of Security Services	Open
TTCA /B12/2025-2027	Servicing of Printers, Laptops and Desktops	Open
TTCA /B13/2025-2027	Servicing And Maintenance of Stand-By Generators	Open
TTCA /B14/2025-2027	Installation, Servicing And Maintenance of Hansard conferencing system	Open
TTCA /B15/2025-2027	Provision of training and capacity building (NITA Certification is a MUST)	Open
TTCA /B16/2025-2027	Web Design, Installation of Internet Service And Maintenance	Special groups
TTCA /B17/2025-2027	Repair and maintenance of office furniture and fittings	Open
TTCA /B18/2025-2027	Provision of binding services (for archived material)	Open
TTCA /B19/2025-2027	Provision of printing and design services for magazines, reports, calendars, diaries, note books, pens, business cards, booklets, manuals, annual reports and branded materials etc.	Open
TTCA B20/2025-2027	Supply and installation of IP based CCTV surveillance, Biometric system, and video installation & UPS system	Open

TTCA /B21/2025-2027	Provision of Counselling Services on Stress, Drugs etc	Open
TTCA /B22/2025-2027	Provision service of Valuation of Assets	Open
CATEGORY C	CONTRACTORS	TARGET GROUPS
TTCA /C01/2025-2027	Repair And Maintenance and refurbishment Of Buildings Works including civil works, mechanical works, electrical works, plumbing works, painting and renovations.	Open

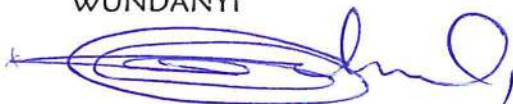
Interested bidders should attach copies of the following: Mandatory Requirement

- i. A Copy of Certificate of Registration/incorporation
- ii. CR 12 for Limited Companies or ID for the directors for Sole proprietorship businesses.
- iii. Copy of PIN Certificate of firm/company/individual.
- iv. Tax Compliance Certificate from Kenya Revenue Authority .
- iii. Copies of Valid AGPO certificate (For all special group categories) vi. Duly filled and completed supplier registration document.
- vii. Relevant and valid NCA registration certificate and annual practising licence (NCA 7&8 and above) for CATEGORY C- CONTRACTORS
- viii. A dully filled, signed and stamped sworn statement- PQ-8 Form xi. A dully filled, signed and stamped copy of e-GP Form- PQ-9 Form

Registration of suppliers documents, containing detailed terms and conditions can be viewed and downloaded free of charge from the County Assembly of Taita Taveta website: www.taitatavetaassembly.go.ke and register with the Procurement Department through [clerk@taitatavetaassembly .go.ke](mailto:clerk@taitatavetaassembly.go.ke) for any clarifications.

Completed registration of suppliers documents should be placed in plain sealed envelopes clearly marked with category number and item description addressed/posted to:

The Clerk,
County Assembly of Taita Taveta,
P.O. Box 1142-80304,
WUNDANYI



CPA; Gadiel Maganga
Clerk of the Assembly
County Assembly of Taita Taveta
Dated 19th September 2025

The tender document to be deposited into the tender box located at County Assembly of Taita Taveta offices Wundanyi so as to be received on or before 2nd October 2025 at 11.30 am. The tender documents will be opened immediately thereafter in the multi-purpose hall in presence of candidate or their representatives who choose to attend.

NB: Companies owned by Youth, Women and Persons with disabilities (The Special Groups) are encouraged to apply since 30% of our procurement will be set aside exclusively for the women, youth and persons with disability owned firms.

REGISTRATION OF SUPPLIERS INSTRUCTIONS

1.1 Introduction

Taita Taveta County Assembly would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver goods, works or services to the Assembly.

1.2 Registration of suppliers Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders /quotations to the Clerk, County Assembly of Taita Taveta as and when required.

1.3 Invitation of Registration

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to THE CLERK, COUNTY ASSEMBLY OF TAITA TAVETA so that they may be registered for submission of quotations/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the registration criteria.

1.5 Registration Document

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

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Submission of Registration Documents

Original copy of the completed registration data and other requested information shall be submitted to reach:

THE CLERK
COUNTY ASSEMBLY OF
TAITA TAVETA P.O BOX 1142-
80304, WUNDANYI.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to The Clerk, County Assembly of Taita Taveta whose address is given in par 1.7

1.9 Additional Information

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

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.0 Taxes on Imported Materials

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

2.1 Customs Clearance

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

2.2 Contract Price

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

2.3 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.

REGISTERED DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 , PQ-7, PQ 8 and PQ-9 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific category.

3.1.1 The 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 registration data on prospective bidders is to be used by the Assembly 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.

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

3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

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

3.3.3 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 registered on the satisfactory information given.

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

3.4 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

3.5 Statement

Application must include a sworn statement Form PQ-10 by the tenderer ensuring the accuracy of the information given.

3.6 Withdrawal of the Registration

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

3.7 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.

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

3.9 Registration Criteria

Required Information	Form Type	Points Score
1. Registration Documents	PQ-1	
2. Supplier Registration Data	PQ-2	10
3. Supervisory Personnel	PQ-3	20
4. Financial Position	PQ-4	10
5. Confidential Business Questionnaire	PQ-5	10
6. Past Experience	PQ-6	30
TOTAL		100

3.10- The qualification is 65 points and over

FORM PQ-1 SUPPLIER REGISTRATION MANDATORY REQUIREMENTS

Mandatory Requirements for registration include:

- i. A Copy of Certificate of Registration/incorporation
- ii. CR 12 for the last 6 months from the date of opening this tender for Limited Companies or ID for the directors for Sole proprietorship businesses.
- iii. Copy of PIN Certificate of firm/company/individual. iv. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- v. Copies of Valid AGPO certificate (For all special group categories) vi. Duly filled and completed supplier registration document. vii. Relevant and valid NCA registration certificate and annual practising licence (NCA 8 and above) for CATEGORY C- CONTRACTORS
- x. A dully filled, signed and stamped sworn statement- P.Q-Form 8 xi. A dully filled, signed and stamped copy of e-GP Form- PQ-9 Form

NOTE:

1. Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of evaluation
2. Previous Experience is not a requirement for special groups (Youth, Women& PWDs)
3. The bidders under special group should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

FORM PQ-2 : SUPPLIER REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby apply for registration as
supplier(s) of

(Name of Company/Firm)

.....

(Item Description)

.....

(Category No.)

Post Office Address

Town

Street..... **Name**
of building

Room/Office No **Floor No**

Telephone Nos**Fax**.....**email**.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Chief Executive/Managing Director.....

Secretary

General Manager

Accountant

Other

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. Sister 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 - (Attach for 2 personnel- 10 marks each)

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier. Position
held.....
.....
.....

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

(20 points)

PQ-4 : FINANCIAL POSITION

(1) Attach letters of reference from the bankers regarding supplier's credit position

(10 Points)

PQ- 5 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 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.....
.
Nature of business
Current Trade Licence N.....Expiring date
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 fullAge.....
Nationality.....Country of origin.....
*Citizenship details.....

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 company:- Nominal : Ksh..... Issued : Give details of all directors as follows:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship Details</th> <th style="width: 15%;">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> <tr> <td>5.....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....				5.....			
Name	Nationality	Citizenship Details	Shares																								
1.....																											
2.....																											
3.....																											
4.....																											
5.....																											
Date		Signature of candidate.....																									

If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

(30 points)

:

PQ -6 PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

NAMES OF THE CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 2nd 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(date).....
- vi. Duration of Contract (date)
(Attach documentary evidence of existence of contract)

2. Name of 2nd 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)

(Attach documentary evidence of existence of contract)

3. Name of 3rd 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)

(Attach documentary evidence of existence of contract) e.g. L.P.Os/L.S.OS or completion Certificates

4. Others

(30 Points)

PQ-7: LITIGATION HISTORY

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

Year	Award for or against	Name of Client cause of Litigation and matter in dispute	Disputed Amount (Current Value, Kshs. (Equivalent))

Name of contractor/supplier :.....

Sign and stamp:.....

(10 Points)

PQ- 8 : SWORN STATEMENT

Having studied the registered information for the above project, I /we hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being 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 from participation in Public Procurement and have no litigation procedure in process.

Date.....
.....

Name of Company
.....
...

Represented by
.....
...

SignatureStamp/Seal
.....

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

PQ- 9 : e-GP FORM- SUPPLIER INFORMATION FOR EFT TRANSACTIONS

Name of Company:.....

Contact Person:.....

Email Address:.....

Phone Number:.....

KRA Pin Number:.....

Company Registration Number:.....

e-GP No.....

Bank Name:.....

Branch:.....

Account Number:.....

Account Name:.....

Supplier Signature and Stamp:.....

Date:.....