

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF MURANG'A

**PREQUALIFICATION DOCUMENT
FOR GOODS & SERVICES**

REGISTRATION NO: MCA/Re17/2019-2020

**SUPPLY OF FUEL, OIL AND LUBRICANTS FINANCIAL
YEARS 2019-2020**

CLOSING DATE AND TIME: AUGUST 23RD 2019 AT 9:00A.M

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD
JULY 2019 – JUNE 2020**

Murang'a County Assembly invites eligible candidates to pre-qualify as suppliers for the following goods, services and small works.

Registered youth groups, persons with disability and Small & Medium Enterprises are encouraged to apply.

Interested and eligible candidates may inspect Tender documents from the Murang'a county Assembly Department of procurement. Bidders may download documents from our **WEBSITE FREE OF CHARGE** under the category of registration of suppliers.

Sealed and duly completed Bids in plain envelopes clearly marked the "**Tender Number/Registration No and Description**" without identifying the Tenderer should be addressed to:

**The Clerk,
County Assembly Murang'a
P.O Box 731-10200 Murang'a**

So as to be received on or before **AUGUST 23RD 2019 AT 9:00A.M**

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Murang'a County Assembly. (Committee room1).

Any canvassing will lead to automatic disqualification of the bidder.

“ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION”

The Murang’a County Assembly reserves the right to accept or reject any expression for pre-qualification of supplies in part or in whole and is not bound to give reasons for its decision.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

INSTRUCTIONS TO CANDIDATES

1. You are reminded that it is a serious offence to give false information on any of the Forms, or to canvas, as this will lead to automatic disqualification.
2. The Murang’a County Assembly will only invite quotations from Registered Suppliers under the indicated categories.
3. Attach list of previous work done or services provided (References) where possible.
4. The Murang’a County Assembly terms of payment are **30 Days** after delivery and acceptance of goods and services.
5. Firms exempted from paying taxes must attach proof of exemption.
6. All communications shall be in writing
7. **MANDATORY REQUIREMENTS must be provided.** Failure to which will render the bid non-responsive. Non-responsive bid will not be evaluated further.

GENERAL INFORMATION

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company.

PART I: DETAILS OF THE APPLICANT

1. Name of Firm/Company

2. Physical Address

3. Postal Address:

4. Postal Code:

5. E-mail:

6. Mobile Phone No

7. Are you applying for youth, women or persons with disabilities?

.....

8. Contact Person

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	

Total Annual Sales for the previous year	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable		
Name in Full:	Age:	
Identity/Passport No.:		

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) - Registered Company			
State the nominal and issued capital of company			
Nominal Kshs Issued Kshs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:

14. Supplier Number.....

Type of business:

.....

Title:

Signature: Date

Official Stamp.....

PART 10. DECLARATION FORM (mandatory)

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name:.....

SignaturePosition.....

Date

**CONFIRM ATTACHMENT/PROVISION OF THE MANDATORY DOCUMENTS
/INFORMATION LISTED BELOW (WHERE APPLICABLE)**

SNo:	Document/Information to be attached (copies)	Confirm Attachment	Remarks
1	Single permit business		
2	Registration Certificate/ incorporation		
3	Current tax compliance certificate		
4	Relevant experience		
5	Certificate of Confirmation of Directors and Shareholding (CR 12) for limited companies or Identity card (ID) for Sole Proprietorship & Partnership.		

Name:.....

SignaturePosition

Date Official company stamp.....