



REPUBLIC  
OF  
KENYA



Poverty Reduction Through Sustainable NRM



Investing in rural people

## MINISTRY OF WATER AND IRRIGATION STATE DEPARTMENT OF WATER

### UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTaNRMP)

P.O. Box 996-60100 Embu; Tel 068 22 31376; Email: info@utanrmp.or.ke utanrmp@gmail.com www.utanrmp.or.ke

### REGISTRATION OF SUPPLIERS FOR 2017-2018

The Government of Kenya has received financial assistance from the International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund towards financing an eight year (2012-2020) Upper Tana Natural Resources Management Project. The goal of the project is to contribute to rural poverty reduction in the Upper Tana River Catchment through increased sustainable food production and incomes and sustainable management of natural resources for provision of environmental services. The Project Lead Agency is the Ministry of Water and Irrigation Services. The project area covers six counties namely: Embu, Meru, Tharaka Nithi, Nyeri, Kirinyaga and Murang'a. The area includes Mount Kenya and Aberdare National Park.

The Project wishes to invite eligible and qualified firms including those owned by Youth, Women and Persons with Disability (YWPD) to submit sealed applications for purposes of pre-qualifying suppliers of goods, works and Services for the period 2017 – 2018 under the categories listed below.

CATEGORY A - PREQUALIFICATION FOR SUPPLY OF GOODS AND SERVICES		
NO.	ITEM DESCRIPTION	ELIGIBILITY
PRE/01/17-18	Supply of General Office Supplies , Accessories & Stores	YWPD
PRE/02/17-18	Supply of Office Furniture and Equipment	YWPD
PRE/03/17-18	Supply of Pipes and Fittings, GI and UPVC	ALL
PRE/04/17-18	Supply of Water Laboratory Chemicals and Reagents	ALL
PRE/05/17-18	Provision of Office Security Guarding Services	ALL
PRE/06/17-18	Provision of General and Personal Insurance Services	ALL
PRE/07/17-18	Authorized suppliers of genuine computers, computing devices, computer software and parts	YWPD
PRE/08/17-18	Provision of Design, Printing and Supply Services for Publications, publicity, Promotional and Branded Materials	YWPD
PRE/09/17-18	Provision of maintenance & repair services for computers, laptops, printers, photocopiers & other computing equipment	YWPD
PRE/10/17-18	Provision of computer network services (Design, setup, maintenance & upgrade)	YWPD
PRE/11/17-18	Supply of PVC water tanks	YWPD
PRE/12/17-18	Supply of Computer and Photocopier <b>ACCESSORIES</b> & Stores	YWPD
PRE/13/17-18	Suppliers of milk coolers and related accessories	ALL
PRE/14/17-18	Suppliers of beekeeping equipment's – honey extractor, langstroth hives ,Kenya top bar hives ,harvesting gear	YWPD
PRE/15/17-18	Suppliers of sunflower oil press	YWPD
PRE/16/17-18	Suppliers of feed processing equipment's – pelletizer ,	YWPD
PRE/17/17-18	Suppliers of seeds , pesticides, fertilizers, animal feeds ,drugs and small equipment's	YWPD
PRE/18/17-18	Suppliers of electronic weighing machines	ALL
PRE/19/17-18	Suppliers of fishing materials fish feeds , fishing nets ,HDPE,ETC	YWPD

PRE/20/17-18	Suppliers of metal boxes	YWPD
PRE/21/17-18	Suppliers of wall clocks	YWPD
PRE/22/17-18	Provision of Data Analytics Services	ALL
PRE/23/17-18	Provision of Photography, Video Coverage and production Services	ALL
PRE/24/17-18	Provision of design, production and broadcast of TV/Radio/Online programs and documentaries in Kiswahili, English, Kikuyu, Kiambu and Kimeru languages	ALL
<b>CATEGORY B - PREQUALIFICATION FOR PROVISION OF WORKS AND SERVICES</b>		
<b>NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
PRE/25/17-18	Surveys and Designers of Water and Drainage Systems	ALL
PRE/26/17-18	Contractors of Water Supply Systems	ALL
PRE/27/17-18	Dam/Pan Contractors	ALL
PRE/28/17-18	Development/Construction of Water and Irrigation Projects	ALL

A complete set of tender documents and submission details are available for downloading free of charge from UTaNRMP website [www.utanrmp.or.ke/downloads](http://www.utanrmp.or.ke/downloads) and at [tenderer.treasury.go.ke](http://tenderer.treasury.go.ke). Prospective Tenderers will be required to register at [utanrmp@gmail.com](mailto:utanrmp@gmail.com) to assist in provision of clarifications and addenda by providing the following information.

Prequalification No.	
Item Description	
Postal Address	
Telephone Number(s)	
Contact Person	
Email Address	
Date downloaded	

Companies owned by women, youth and people with disabilities are encouraged to apply. The closing /opening date is **20<sup>th</sup> July 2017 at 10:00 AM.**

Completed pre-qualification documents **MUST** be submitted in plain sealed envelopes clearly marked: **with each respective Prequalification name and number and addressed to:**

The Project Coordinator,  
Upper Tana Natural Resources Management Project,  
P.O BOX 996-60100  
Tel: 254-68-2231376/2231517  
**EMBU-KENYA**

and dropped in the Tender Box situated at the **reception of Upper Tana Natural Resources Management Project Offices situated on Embu –Meru road opposite Kangaru DEB Primary School** or posted so as to reach the above address on or before **20<sup>th</sup> July 2017 at 10:00 a.m.**

Opening will be on **20<sup>th</sup> July 2017 at 10:00 am** in the presence of bidders or their representatives who choose to attend in the **MKEPP Documentation Centre**. Late bids will not be accepted regardless of the circumstances.

**PROJECT COORDINATOR**

**For: Principal Secretary, State Department of Water Services**

# PRE-QUALIFICATION OF TENDERERS FOR 2017-18 FINANCIAL YEAR

## SECTION 1

### INFORMATION TO TENDERERS

#### INTRODUCTION

1.1. The Upper Tana Natural Resources Management Project would wish to pre-qualify and enlist prospective Tenderers for the supply of goods, works and services from among those who will have submitted their applications, in accordance with the pre-qualification requirements to undertake the assignments described herein.

1.2. Tenderers are invited to submit a pre-qualification tender for the supply of goods, works and services in the categories as listed in the invitation for pre-qualification above.

1.3. The Pre-qualification Tender document and the Tenderer's response thereof shall be the basis for pre-qualification. Tenderer's must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

1.4. UTANRMP does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.

1.5. Applicants will be informed of the results of the application which will be posted in the UTaNRMP website within two months of the submission of the applications

1.6. Tenderers will meet all costs associated with preparation and submission of their applications.

1.7. It is UTANRMP policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, UTANRMP;

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 officer of the Purchaser/Employer in the pre-qualification process; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (UTANRMP) of the benefits of free and open competition.

b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

d) Will have the right to examine financial records relating to the performance of such services to determine capability.

- e) Will have the right to inspect the business premises of the Tenderer.
- f) Will declare a Tender ineligible for prequalification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement.
- g) Will declare a Tender ineligible for pre-qualification if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceeding related to the foregoing.
- h) Will declare a Tender ineligible, for prequalification if at any time UTANRMP determines that Tenderer is related to an employee of the company or a member of Board or Procurement Committee of the Company unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for prequalification if at any time, it determines that Tenderer has committed an offence relating to procurement , has been debarred by PPRA, given false information about its actions and has been blacklisted before by another public entity

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in the Public Procurement and Asset Disposal Act 2015.

## **2. REQUEST FOR CLARIFICATION ON PRE-QUALIFICATION DOCUMENTS**

2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to 3 (three) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## **3 PREPARATIONS OF TENDER DOCUMENTS**

3.1 Tenderers are requested to submit a Tender written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last two (2) years. This does not apply for YWPD

### **3.5 PERIOD OF VALIDITY**

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

UTANRMP will endeavor to complete the evaluation and communicate within this period.

#### 4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

4.1 The Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Tender Document.

4.2 The Tender should be prepared with indelible ink, each page clearly numbered and properly bound, not stapled and clearly indicated for which pre-qualification is being applied. The form below Tenderer response form shall be used as the cover of the document to indicate clearly the documents being presented.

### **TENDERER RESPONSE FORM**

<b>PRE-QUALIFICATION No.</b>
<b>Subject:</b>
<b>Company Name:</b>
<b>Address:</b>
<b>Company Contact:</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>County:</b>

<u>List of documents being attached to the EOI:</u>	
Item description	page
• _____	
• _____	
• _____	
• _____	
• _____	
• _____	

We confirm accuracy of all information above and attached.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title : \_\_\_\_\_

4.3 The Tender should be prepared and submitted in a plain sealed envelope marked “UTANRMP/.....  
**FOR PRE-QUALIFICATION OF TENDERERS FOR GOODS, WORKS AND SERVICES FOR  
FINANCIAL YEARS 2016-2017, CATEGORY.....ITEM REF. NO..... AND ITEM  
DESCRIPTION..... and addressed to:**

The Project Coordinator,  
Upper Tana Natural Resources Management Project,  
P.O BOX 996-60100  
Tel: 254-68-2231376/2231517  
**EMBU-KENYA**

and dropped in the Tender Box situated at the **reception of Upper Tana Natural Resources Management Project Offices situated on Embu –Meru road opposite Kangaru DEB Primary School** or posted so as to reach the above address on or before **20<sup>th</sup> July 2017 at 10:00 a.m.**

#### **4.4 Deadline for Submission**

The closing time for the Pre-qualification shall be **20<sup>th</sup> July 2017 at 10:00 a.m.**

#### **4.5 Late Tenders**

Any Tender received after the deadline pursuant to clause 4.3 shall be rejected as a late tender and shall not be considered.

#### **4.6 Tender Opening and Evaluation**

4.6.1 A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 The Procuring entity will prepare a record of the Tender opening.

### **5 TENDER EVALUATION**

5.1 UTANRMP will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

5.2 Tenderers shall not contact UTANRMP on the matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence UTANRMP in the Tender evaluation shall result in the rejection of their tender.

5.3 Pre-qualification will be based on meeting the criteria regarding the Applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

5.4 The applicants should have registered offices and UTANRMP reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.

5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/works/services as and when required.

5.6 UTANRMP reserves the right to accept or reject any or all Tenders and shall give reasons thereof.

5.7 There shall be two phases of carrying out the evaluation of prequalification applications.

- a. Preliminary Evaluation Phase
- b. Detailed Evaluation Phase

#### 5.7.1. Preliminary Evaluation Phase

Under the preliminary evaluation, Tenderers shall be required to provide the following mandatory documents:

- i) Certificate of Incorporation/ Registration Certificate
- ii) A copy of a valid Single Business Permit from a County Government
- iii) A copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv) Duly completed Confidential Business Questionnaire Form (Must be signed by authorized official and rubber stamped)
- v) Audited Accounts for the last two years (**Not applicable to firms owned by Youth, Women and Persons with Disability**)
- vi) Letters of recommendation from three (3) major clients. (**Not applicable to firms owned by Youth, Women and Persons with Disability**)
- vii) Certificates from Affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. **National Construction Authority**, IATA, ERC, CA, LSK, ISPAK, Pest Control Board etc
- viii) Registration Certificate from The National Treasury (**Only applicable for firms owned by Youth, Women and Persons with Disability**)
- ix) **signed anti-corruption pledge.**

Tenderers who do not provide any of the above mandatory documents shall be disqualified from further evaluation.

- i) All the applications shall be sorted out according to the various categories and items contained in application for prequalification form.
- ii) Pre-screening shall be done for all the applications in each category to determine occasional responses of a casual nature namely:-
  - (a) Applicants not attaching copies of certificates of incorporation, pin, Trade License, Valid KRA Tax Compliance Certificate, Audited Accounts (for the last 2 years), letter of commendations from four (4) major clients' and Certificates from affiliated bodies/associations, **where applicable.**
  - (b) Applicants not completing fully the tender document for prequalification of tenderers and service providers form.
- (iii) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

### 5.7.2 Detailed Evaluation Phase

Detailed evaluation of the pre-qualification documents will be based on the following criteria:

<b>NO.</b>	<b>EVALUATION CRITERIA</b>	<b>MAXIMUM SCORE</b>
1.	Firm's Experience: Experience in similar assignments with corporate clients (provide evidence of similar work done i.e. provide copies of contracts, LPOs or letters of offer): 4 or more clients where same services are provided -40 marks 3 client – 30 marks 2 client – 20 marks 1 client – 10 marks No client – 0 marks	<b>40 Points</b>
2.	Qualification and Competence of the key staff (Relevant Diploma – 30 marks, Certificate – 20 marks, Less than Certificate – 15 marks)	<b>30 Points</b>
3.	Financial Position: Liquidity Ratio	<b>20 Points</b>
4.	Youth Access to Government Procurement Opportunities Certificate (YAGPO) from The National Treasury	<b>10 Points</b>
<b>TOTAL SCORE</b>		<b>100 POINTS</b>

The evaluation team shall undertake a thorough and objective analysis of the tenderers contained in the list utilizing the following procedures:-

- (i) The drawing up of a pro-forma in respect to each application listing the queries contained in the pre-qualification questionnaire attached in the pre-qualified application form and the comments and responses received.
- (ii) A detailed assessment of each applicant to be made in the course of studying the application to complete each pro-forma.
- (iii) Development of a system to evaluate responses to a number of the more important questions and in particular those relating to:-
  - (a) Structure and organization of the tender
  - (b) Financial standing
  - (c) Annual Turnover over last two years.
  - (d) Experience in relevant field.
  - (e) Available resources (Management capability, technical staff and equipment)
  - (f) Reputation

### 5.8 Disclosure of Evaluation Results

Information relating to preliminary evaluations of all the application, and also those who qualify for prequalification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all applicants.

### 5.9 Notification of Pre-qualification results

Once the list of those who succeeded to be pre-qualified has been approved by the project, the approved pre-qualification list shall be put in UTaNRMP website which will be seen as notification/communication to both to those applicants who have been pre-qualified and also those who failed to be pre-qualified.

## 6 CONFIDENTIALITY

6.1 Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.



**TENDER SUBMISSION FORM**

To: The Project Coordinator,

Upper Tana Natural Resources Management Project,

P.O BOX 996-60100

Tel: 254-68-2231376/2231517

**EMBU-KENYA**

Dear Sir,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Pre-qualification and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorized Signature: .....

Name and Title of Signatory .....

Name of Tenderer .....

Address .....

.....

**SECTION 2**

**TENDERER PRE-QUALIFICATION QUESTIONNAIRE  
(TO BE COMPLETED BY THE TENDERER)**

(A) COMPANY'S NAME .....

(B) P.O. BOX ..... CODE ..... CITY/TOWN.....

(C) PHYSICAL ADDRESS PLOT No..... NAME OF BUILDING..... FLOOR.....

(D) NAME OF STREET .....

(E) TELEPHONE NUMBERS ..... MOBILE Nos.....

(F) E-MAIL ..... WEBSITE.....

(G) CONTACT PERSON..... DESIGNATION.....

CERTIFICATE OF REGISTRATION/INCORPORATION NO. .... DATE.....  
(ATTACH COPY)

CURRENT TRADE LICENCE NO. .... DATE .....  
(ATTACH COPY)

PIN CERTIFICATE NO. .... DATE .....  
(ATTACH COPY)

VAT REGISTRATION NO. .... DATE .....  
(ATTACH COPY)

NAME AND ADDRESS OF BANKERS  
.....

ACCOUNT NUMBER.....

DEFINATION OF BUSINESS .....  
(Indicate whether sole proprietor, Company or partnership)

PERIOD IN BUSINESS .....

NATURE OF BUSINESS/SPECIALITY  
.....

INDICATE WHETHER MANUFACTURERS, DISTRIBUTOR, RETAILER, DEALER OR AGENT, CONTRACTOR ETC

NAMES OF DIRECTORS AND SHAREHOLDING (%): -

- (1).....
- (2).....
- (3).....
- (4).....
- (5).....
- (6).....

ASSOCIATE COMPANIES

- (1).....
- (2).....
- (3).....
- (4).....
- (5).....
- (6).....

TOTAL NUMBER OF STAFF EMPLOYED.....

- (1) MANAGERIAL / SUPERVISORY.....
- (2) TECHNICAL .....
- (3) SEMI -SKILLED .....

OTHER ORGANIZATIONS/COMPANIES WHERE YOU CURRENTLY SUPPLY AND RANGE OF SUPPLY ITEMS (excluding UTaNRMP)

- (1).....
- (2).....
- (3).....
- (4).....
- (5).....
- (6).....

SPECIFY AND GIVE DESCRIPTIVE DETAILS OF THE GOODS/WORKS/SERVICES YOU WISH TO RENDER (Select from list in Appendix A)

.....  
.....

VALUE OF BUSINESS YOU CAN HANDLE AT ANY ONE TIME KSHS.....

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO UPPER TANA NATURAL RESOURCES MANAGEMENT?

.....  
IF YES, GIVE DETAILS AND INDICATE THREE OF UTANRMP LAST ORDERS ISSUED TO YOU AND ORDER DATE

.....  
.....

DO YOU HAVE ANY PENDING ORDERS WITH UTANRMP?

IF	YES	GIVE	DETAILS
----	-----	------	---------

.....

HAVE YOU EVER FAILED TO HONOUR UTANRMP PURCHASE ORDER? .....

IF	YES	GIVE	ORDER	DETAILS
----	-----	------	-------	---------

.....  
.....

**DECLARATION**

I/We the undersigned state that the above information is correct and that I/We give the Upper Tana Natural Resources Management , authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, KRA etc AND that giving false or misleading information may render my application null and void

Signed .....

Name .....

Designation .....

For and on behalf of M/s .....

Dated this .....day of .....20

.....

Tenderers/Company's Rubber Stamp or Common Seal.

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

I/We/Messrs.....

of Street, Building, P O Box.....

Contact/Phone/E mail..... declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

## 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 applies to your business.

You are advised that it is a serious offense to give false information in this form.

### Part 1 –General

Business Name.....  
Location of business premises.....  
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: .....  
Name of your bankers.....Branch.....

### Part 2(a)-sole proprietor

Your name in full .....Age.....  
Nationality .....Country of origin.....

### Part 2(b)-partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				

### Part 2(c) -registered Company

Private or public .....

State the nominal and issued capital of company:

Nominal K£ .....

Issued K£ .....

Given details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1.....				
2.....				
3.....				

Date ..... Signature of the candidate.....