



COUNTY GOVERNMENT OF MARSABIT

PREQUALIFICATION/ REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2022-2023 / 2013 - 2024.

COMPANY NAME.....

CATEGORY NO......

CATEGORY DESCRIPTION.....

.....

.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

TENDER No:- MBT/COU/PREQ/01/2022 – 2023 / 2023 - 2024

N.B: Each and Every Category **MUST BE** represented by one bid document independently.

AUGUST, 2022

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SECTION I: INVITATION FOR REGISTRATION/ PREQUALIFICATION

REGISTRATION/ PREQUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR THE PERIOD 2022 – 2023 / 2023 – 2024 FINANCIAL YEAR.

The County Government of Marsabit invites applications for registration of suppliers for the supply of goods, works and services specified below for the period 2022- 2023 / 2023 - 2024 financial years.

The registered list of suppliers will be used by the County Government of Marsabit for the financial years 2022 - 2024.

A. Tender No: MBT/COU/PREQ/01/2022 - 2024: Pre-qualification/Registration of Suppliers and Contractors.

CATEGORY A- SUPPLY OF GOODS		
CATEGORY No.	ITEM DESCRIPTION; PRE-QUALIFICATION AND REGISTRATION	TARGET GROUP
A1	Supply and delivery of Generators	Youth
A2	Supply and delivery of Printing and Promotional Materials	Youth
A3	Supply and delivery of Office Equipment, Computers, laptops, Printers, Photocopiers and related items / accessories	PWD
A4	Supply and delivery of Veterinary Supplies	Open
A5	Supply and delivery of Audio-Visual systems & Security Equipment (scanners, detectors)	Women
A6	Supply and delivery of General Medical Equipment and Surgical Instruments	Open
A7	Supply and delivery of Non-Pharmaceuticals and surgical dressings	Open
A8	Supply and delivery of X-ray Materials and Consumables	Open
A9	Supply and delivery of Drugs, Vaccines & Fluids	Open
A10	Supply and delivery of Laboratory Reagents, Equipment's, Chemicals and Glassware	Open
A11	Supply and delivery of Veterinary Supplies	Women
A12	Supply and delivery of Hospital linen & patient uniforms	Youth
A13	Supply and delivery of Clothing Material, Staff Uniforms, Curtains, Protective Gear, Games Equipment and Sportswear	PWD
A14	Supply and delivery of Motor Vehicle/cycle, Motor Boats Spares Parts.	PWD
A15	Supply and delivery of Building and Road Maintenance/Construction Materials.	Women
A16	Supply and delivery of Hardware and Electrical Items.	PWD
A17	Supply and delivery of Animal Feeds, Dog food & Fingerlings	Women
A18	Supply and delivery of Firefighting Equipment's	Open
A19	Supply and delivery of documents safe deposit box and back filers	PWD

A20	Supply and Delivery of Tree Seedlings, Certified Seeds, Dry Manure, Red Soil and Seedling Polythene Bag	Youth
A21	Supply and delivery of Beds and Beddings	Youth
A22	Supply and Delivery of School Materials, Books, Personal Clothes and Footwear	Youth
A23	Supply and delivery of Newspapers, Periodicals, Journals e.tc.	Women
A24	Supply and delivery of Various Airtime Cards	Youth
A25	Supply and delivery of Farm Inputs, Herbicides and Insecticides.	PWD
A26	Supply and delivery of timber and related products	PWD
A27	Supply and delivery of Drugs, Vaccines and Fluids	REPETITION
A28	Supply and Delivery of Bottled Mineral Water	Women
A29	Supply of Oil, Petrol and Lubricants	Open
A30	Supply and delivery of sanitary towels, sanitary handling and disposal services	Women

CATEGORY B- PROVISION OF NON-CONSULTANCY SERVICES

CATEGORY No.	ITEM DESCRIPTION; PRE-QUALIFICATION AND REGISTRATION	TARGET GROUP
B1	Provision of Street Lighting Installation and Maintenance.	Open
B2	Provision of Towing Services.	Open
B3	Provision of Compound and Office Cleaning Services	Open
B4	Provision of Comprehensive Professional Cleaning & Laundry Services	Youth
B5	Provision of Fumigation Pest Control Services	Women
B6	Provision of Legal Services.	Open
B7	Provision of Auctioneering Services	Open
B8	Provision of Air Travel and Air Ticketing Services.	Open
B9	Provision of Tagging /Marking of Assets Services	Open
B10	Designing, Digital Printing of Educative, Promotional, Communication, Advertising Material & Digital Advertising Services	Open
B11	Provision of Event Organization and Management, Exhibition Experiential/Road Show Services	Open
B12	Provision of Web Hosting, Design and Maintenance Services	Open
B13	Provision of Asset Tracking System	Open
B14	Provision of Repair, maintenance of Computers, Office Equipment's, PABX, telecommunication Equipment and ICT related equipment's	Open
B15	Provision of Repair and Maintenance of Medical Equipment and Cold Storage Systems	Open
B16	Provision of Repair and Maintenance of Air Conditioners, Refrigeration, Firefighting Equipment and Related Accessories	Open
B17	Supply, Installation, Commissioning and Servicing of CCTV and Access Control equipment	Open
B18	Provision of Motor Vehicle Valuation and Assessment services	Open
B19	Provision of Assets and Property Valuation Services	Open
B20	Provision of Private Security and Investigation Services	Open
B21	Provision of borehole maintenance services	Open
B22	Provision of courier and postage services	Open

B23	Provision of Landscaping services	Open
B24	Provision of solar lighting equipment and installation.	Open
B25	Provision of emergency response services	Open
B26	Provision of Helicopter Hiring services	Open
B27	Provision of Hotel and Catering services	Open
B28	Provision of entertainment services (DJ's Bands, Musicians, Models, Hostesses, MC's, Dancers etc)	Youth

CATEGORY C- PROVISION OF CONSULTANCY SERVICES

CATEGORY No.	ITEM DESCRIPTION; PRE-QUALIFICATION AND REGISTRATION	TARGET GROUP
C1	Provision of Research & Survey Based Consultancy Services	Open
C2	Provision of Human Resource & Management Consultancy Services	Open
C3	Provision of Specialized Training Consultancy Services	Open
C4	Provision of Risk Management Consultancy Services	Open
C5	Provision of Strategic Plan Preparation Consultancy Services	Open
C6	Provision of Environmental Impact & Social Assessment Consultancy Services	Open
C7	Provision of Internet, Website Consultancy & Social Media Services	Open
C8	Provision of Engineering Consultancy Services	Open

CATEGORY D- PROVISION OF WORKS SERVICES

CATEGORY No.	ITEM DESCRIPTION; PRE-QUALIFICATION AND REGISTRATION	TARGET GROUP
D1	Small Works and Paintings	Youth
D2	Emptying, Desludging and Cleaning of Septic Tanks and Soak Pits	Open
D3	Major Works –Building Construction, Rehabilitation Works, Renovation Works, Plumbing, Welding, Metal and Electrical Works.	Open
D4	Routine Maintenance for Road Works	Open
D5	Roads Construction and Civil Works	Open
D6	Boreholes, Dams and Water Pans Construction Works	Open

N.B: Each and Every Category **MUST BE** represented by one bid document independently.

- 1. The special Groups (Youth, Women and Persons with Disabilities) must be registered with the National Treasury/County Governments, and other relevant bodies (Attach copy of AGPO certificate).**
- 2. The document containing general conditions of registration can be downloaded free of charge from our website: www.marsabit.go.ke or tenders portal www.tenders.go.ke. More information can be obtained during official working hours (8.00am- 5.00pm) Monday to Friday from the County Director Supply Chain Management Services, Ground floor; Governor's Office Building.**
- 3. Due diligence may be carried out on any information provided.**

4. All interested bidders are required to continually check the Marsabit County website *www.marsabit.go.ke* for any tender addendums or clarification that may arise before submission date deadline.
5. Completed Tender document enclosed in plain sealed envelopes and clearly marked with **APPROPRIATE ITEM CATEGORY** should be addressed to:

**Director, Supply Chain Management Services,
County Government of Marsabit,
P.O Box 384-60500,
MARSABIT.**

To be received not later than **10.00 a.m. (Local time)** on
Wednesday 14th September, 2022

or deposited in the Tender Box situated at the Reception, Governor's Office Buildings, Ground Floor.

6. Tender opening will be done immediately thereafter at the Finance Boardroom or to a place specified by the CEC: Finance and Economic Planning and bidders or their representative wishing to witness can attend.

**DIRECTOR, SUPPLY CHAIN MANAGEMENT
FOR: CEC- FINANCE AND ECONOMIC PLANNING**

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1. Scope of Tender

- 2.1.1. County Government of Marsabit, hereinafter referred to as the procuring entity intends to register and prequalify suppliers for the Goods, Services and Small works for the **Financial Years 2022 - 2024**. It is expected that registration applications will be submitted to be received by the procuring entity not later than the specified period.
- 2.1.2. Registration/ Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in the prequalification/registration document.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the prequalification document.

2.2. Submission of Application

- 2.2.1. Interested eligible candidates may obtain further information about the tender documents at **MARSABIT COUNTY HEADQUARTERS, Ground Floor, MARSABIT COUNTY GOVERNORS OFFICES, BOX 384 MARSABIT** during normal working hours as from Friday **25th August, 2022**.

A complete set of tender documents may be obtained by interested candidates free of charge at our website www.marsabit.go.ke or through the PPIP portal www.tenders.go.ke.

Bidders **MUST** submit a hard copy of their bid in plain sealed envelopes with the tender number clearly marked and the category description and bearing no indication of the identity of the tenderer and should be addressed to:

The County Director, Supply Chain Management
COUNTY GOVERNMENT OF MARSABIT
P.O Box 384-60500, MARSABIT.

so as to be received on or before 10.00 hours on **Wednesday 14th September, 2022**.

Late applications will be rejected and returned.

- 2.2.2. The inner 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.
- 2.2.3. The tender document should be properly arranged or binded and serialized.
- 2.2.4. All the information requested for registration/prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.5. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3. Eligible Candidates

- 2.3.1. This invitation for registration/ prequalification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the prequalification document.
- 2.3.2. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 2.3.3. All firms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be prequalified/registered.

2.4. Qualification Criteria

- 2.4.1. Registration/ prequalification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided and submitted with the letter of application. **The County Government of Marsabit** reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2. **General Experience.** The applicant shall meet the following minimum criteria
 - a) Average annual turnover as a supplier over the last two (2) years of at least Kshs. 0.5 million.
 - b) Successful experience in execution of at least 2 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.
- 2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
- 2.4.4. **The audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.5. **Litigation History** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5. Public Sector companies

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6. Conflict of Interest

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.7. Updating Registration Information

- 2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. 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 donor funded.

3.2. Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

3.3. Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may stipulated in the contract agreement.

SECTION III: LETTER OF REGISTRATION

Registration Category Ref No.....

To:
The County Director, Supply Chain
Management
County Government of Marsabit,
P.O. Box 384-60500,
MARSABIT.

Dear Sir/ Madam,

1. Having examined the application documents including Addenda Nos. of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to County **Government of Marsabit** and as may otherwise be directed,..... **(Category)**. And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the institution.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
 - a) That this is not a tender or quotation but an application for consideration to be registered/ prequalified as County Government of Marsabit suppliers for goods/services included or related to this category during the period between **1st July, 2022 and 30th June, 2024.**
 - b) That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Registration /Incorporation Certificate
 - b) PIN Certificate
 - c) CR12
 - d) Valid Single Business Permit

- e) Valid Tax Compliance Certificate
- f) Audited accounts for the last two (2) years
- g) Copies of valid registration licenses/certificates by relevant professional associations or authorities **MUST** be attached. E.g. NCA, IRA, EPRA, LSK, EBK Architectural associations, AGPO (*where applicable*) etc.

6. We make this application with the full understanding that;

- a) **Bids by registered applicants will be subject to verification of all information submitted.**
- b) **County Government of Marsabit reserves the right to accept or reject any application, cancel the registration process and reject all applications.**
- c) **Request for quotations and bids will only be called from registered bidders who meet the requirements. Further documents may be requested during RFQ, RFP and or during Restricted Tender where applicable.**

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp.....

In the presence of: Name..... **Sign**

Designation **Date**

SECTION IV - APPLICATION FORMS

FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 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 _____ General:

Business Name
Location of business premises
Plot No. Street/Road
Postal Address Tel.No.Fax Email
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 Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 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 the company –

Nominal Kshs..

Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

FORM II - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to
Supply/provide.....
.....
.....
2. How many employees do you have.....How many are
permanent?.....How many are temporary?.....
3. Which quality standards certification have you attained in the last
two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?
(Please Specify).....
.....
5. To what extent is your firm /company electronically-enabled with your clients
and suppliers and how do you intend to carry out business with the County
Government of Marsabit?
.....
.....
.....
6. What is your average response time to a request for quotation/ proposal?
.....
7. What is your average response to delivery of goods/services
After issuance of an LPO/ LSO.....
8. Have you at any one time been requested to quote for the supply of goods or
services and failed to return the quotation without assigning reason for your action?
.....
.....
9. If you are a current or previous supplier of goods and services to the County Government of
Marsabit, have you at any one time been issued with an LPO/LSO and failed to supply
goods/services within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....

FORM III - EXPERIENCE

Applicant's three (3) reputable clients in the last three (3) years

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs/LSOs
2. Letters of Award/ Letters of acceptance
3. Completion Certificates
4. Contract Documents etc.

FORM PQ - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

PROVISION OF ROAD WORKS

Tenderers are asked to give as much information as possible.
They may attach extra papers if necessary. This formation may be verified.

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

of
(Item Description)

.....

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Ksh.....

6. Bank reference and address

.....

7. Bonding 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

FORM V

FINANCIAL CAPABILITY

Name of Applicant

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide **audited accounts** OR Bank Statements for the last six months

- (1) Attach a copy of firm's two Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support

OR

- (2) Bank Statements for the last six (6) months (applicants for open categories)

Financial information in Kshs.	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

Banker

Name of banker.....

Address of banker.....

Telephone.....

Contact name and title.....

Fax.....

E mail.....

FORM VI - ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

SECTION V - EVALUATION CRITERIA

The County Government of Marsabit will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA 1 - For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained	

EVALUATION CRITERIA II - General Public

The method of evaluation will be Merit Point System. The criteria of evaluation and the points to be awarded on each criterion will be as follows:

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
1.	Valid Certificate of Incorporation/ Business Registration (Attach copy)	
2.	Personal Identification Number (PIN) certificate (Attach copy)	
3.	Valid Tax Compliance Certificate (Attach copy)	
4.	Business Permit/License (Attach copy) Physical location of business premises	
5.	Certificate of registration from Relevant professional bodies e.g NCA, IATA/KATA, LSK, EBK, EPRA and others as per category etc	
B	GENERAL REQUIREMENTS	
1.	Supplier Availability: - Postal Address (4) - Telephone Number (6) - Website (4) - Email Address (6)	20
2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor, CR12	10
3.	Financial Capability: Audited Accounts for the last 2 years.	10
4.	Financial Stability - Evidence of profit making in the attached 2 years audited	5
5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	10
6.	Supply Capability: - Evidence of maximum Volume of Business handled in the (last two years) (2) - Curriculum Vitae (Cvs) of Managerial & supervisory personnel (6)	8
7.	Sworn Statement: Filled Sworn Statement Form.....	6
8.	Confidential Business Questionnaire: Must be dully filled.....	15
9.	Anti-Corruption Declaration Commitment/ Pledge	6
10.	Eligibility & Disclosure of litigation history.....	10
	TOTAL	100

NB: Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL
BE 70%**

(The Ad Hoc Prequalification and Registration Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

SECTION VI- DECLARATIONS

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any County Government of Marsabit employee.

Do you have a relationship with any County Government of Marsabit employee that would cause conflict of interest?

.....
.....

I.....declare, for and on
behalf of.....

(company/firm) that all the information furnished to County Government of Marsabit in connection with this registration is true and accurate in all material respect. County Government of Marsabit is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title

Signature.....

Stamp.....

SECTION VI- ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE
(Section 62 PPADA Act 2015)

I/We/Messrs.....
Of Street, Building, P.O Box.....
.....

Contact/Phone/Email.....
.....

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.....

SECTION VIII- SWORN STATEMENT

Having studied the Prequalification/ Registration information for the above category we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being Prequalified/Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Prequalification/ Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that the County Government of Marsabit is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the County Government of Marsabit.

Date.....

Applicant's Name

Represented by

Signature.....

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

FORM OF INVITATION FOR TENDERS

_____ (date)

To: _____ { name of contractor }
_____ { address }

Dear Sirs:

Reference: _____ { Contract Name }

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from

_____ *{ mailing address, cable/telex/facsimile numbers }*

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____ number of copies of the same and a security in the form and amount specified in the tendering documents, and must be delivered to

_____ { address and location }

at or before _____ (*time and date*). Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Please confirm receipt receipt of this letter immediately in writing by cable/ facsimile or telex.

Yours faithfully,

_____ Authorised Signature

_____ Name and Title.