



National Drought Management Authority

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NAIROBI
KENYA

REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2017-2018 / 2018 - 2019

TENDER ISSUE DATE : 21st November, 2017
TENDER CLOSING DATE : 6th December, 2017 at 10:30am

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NATIONAL DROUGHT MANAGEMENT AUTHORITY

TENDER NOTICE

RE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES TENDER NOTICE

Tenders are invited for registration/ prequalification of goods, works and services to National Drought Management Authority (NDMA) for the period 2017 - 2019. Interested eligible suppliers are invited to apply for tenders and pre-qualification indicating the category of goods, works or services they wish to supply.

Suppliers within arid and semi-arid counties where NDMA has presence may submit their applications through our respective NDMA county offices. Registration/Pre-qualification documents may be downloaded **from the Authority's website: www.ndma.go.ke or from the Kenya Suppliers portal: www.supplier.treasury.go.ke, and mygov.go.ke portal**

TENDERS FOR SUPPLY OF GOODS AND SERVICES		
CATEGORY A	REGISTRATION OF SUPPLIERS	ELIGIBILITY
NDMA/ROS/01/2017-2018	Supply of General Office Stationery	Youth, women & PWDs
NDMA/ROS/02/2017-2018	Supply of Assorted Office Furniture and Fittings	Youth, women & PWDs
NDMA/ROS/03/2017-2018	Supply of Computers, Laptops, Scanners and Tablets	OPEN
NDMA/ROS/04/2017-2018	Supply of Photocopiers and Printers	OPEN
NDMA/ROS/05/2017-2018	Supply of External Hard disks, Flash drives ,USB Cables and other accessories	Youth, women & PWDs
NDMA/ROS/06/2017-2018	Supply of ICT Consumables (Toners and Cartridges)	Youth, women & PWDs
NDMA/ROS/07/2017-2018	Provision of ICT Software and support services	OPEN
NDMA/ROS/08/2017-2018	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth, Women & PWDs
NDMA/ROS/09/2017-2018	Supply of Staff Uniforms	OPEN
NDMA/ROS/10/2017-2018	Supply of Servers and other storage devices	Open

NDMA/ROS/11/2017-2018	Supply and delivery of Pasture Seeds	Youth, Women & PWDs
NDMA/ROS/12/2017-2018	Supply and delivery of Marketing and Promotional Materials (Umbrellas, Caps T-Shirts, etc)	Youth, Women & PWDs
NDMA/ROS/13/2017-2018	Supply and delivery of Hay, Urea Molasses Mineral Blocks (UMMB), and related supplies	Youth, Women & PWDs
NDMA/ROS/14/2017-2018	Provision of Air Ticketing Services (IATA Approved firms)	Youth, Women & PWDs
NDMA/ROS/15/2017-2018	Provision of Motor Vehicle Service and Repairs (CM&TE Approved Garages only)	OPEN
NDMA/ROS/16/2017-2018	Repair & Maintenance of Computers, laptops, Photocopiers and Printers.	OPEN
NDMA/ROS/17/2017-2018	Repair & Maintenance of Servers and other storage devices	Youth, Women &
NDMA/ROS/18/2017-2018	Provision of Repairs of ICT Network Infrastructure	OPEN
NDMA/ROS/19/2017-2018	Provision of Maintenance for Information Systems, websites and other Applications	OPEN
NDMA/ROS/20/2017-2018	Provision Hosting Services for Websites, Systems and other Applications	OPEN
NDMA/ROS/21/2017-2018	Repair and Maintenance of Office Furniture & Fittings	OPEN
NDMA/ROS/22/2017-2018	Provision of Air Charter Services	OPEN
NDMA/ROS/23/2017-2018	Provision of Office repairs and renovations	OPEN
CATEGORY B	PREQUALIFICATION	
NDMA/PRQ/01/2017-2018	Provision of Catering Services (Teas, Snacks, Meals)	OPEN
NDMA/PRQ/02/2017-2018	Provision of Courier Services	OPEN
NDMA/PRQ/03/2017-2018	Provision of Insurance Brokerage Service General and Motor Vehicles)	OPEN
NDMA/PRQ/04/2017-2018	Provision of Hotels, Conference and Accommodation Services in Nairobi, Naivasha, Nakuru, Machakos, Thika, Mombasa, Kwale, Kilifi, Embu, Isiolo, Sagana, Nyeri, and Nanyuki.	OPEN
NDMA/PRQ/05/2017-2018	Provision of repair and maintenance services for Boreholes including drilling	OPEN
NDMA/PRQ/06/2017-2018	Provision of transportation services to various Counties	OPEN
NDMA/PRQ/07/2017-2018	Provision of Car Hire services	OPEN

NDMA/PRQ/08/2017-2018	Provision of construction of Small Works (water pans, dams, farm ponds, buildings)	OPEN
NDMA/PRQ/09/2017-2018	Prequalification of Consulting Firms for Public Procurement Consulting and Training Services	OPEN
NDMA/PRQ/10/2017-2018	Prequalification of Firms for Finance and Accounting Consulting and Training Services.	OPEN
NDMA/PRQ/11/2017-2018	Prequalification of Firms for Human Resource Management Consulting and Training Services.	OPEN
NDMA/PRQ/12/2017-2018	Prequalification of Firms for Information Communication Technology (ICT) Consulting and Training Services.	OPEN
NDMA/PRQ/13/2017-2018	Provision of Motor Vehicle Tracking Services and related accessories	OPEN

Tender, registration/ prequalification documents with detailed specifications and tendering conditions may be downloaded free of charge from the Authority’s website: www.ndma.go.ke or from the Kenya Suppliers portal: www.supplier.treasury.go.ke, and mygov.go.ke portal

Tenders and prequalification documents with detailed specifications and tendering conditions may be downloaded free of charge from the Authority’s website: www.ndma.go.ke or from the Kenya Suppliers portal: www.supplier.treasury.go.ke, and mygov.go.ke portal

Completed tender and pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

TENDER, REGISTRATION AND PRE-QUALIFICATION OF SUPPLIERS 2017-2019

TENDER NO. CATEGORY No.

ITEM DESCRIPTION.....

Should be delivered/posted to the following address:-

**THE CHIEF EXECUTIVE OFFICER
NATIONAL DROUGHT MANAGEMENT AUTHORITY
P.O.BOX 53547 - 00200
NAIROBI.**

Or be deposited in the Tender Box at **NATIONAL DROUGHT MANAGEMENT AUTHORITY** Headquarters Lonrho House, 8th Floor Standard Street so as to be received on or **before 6th December, 2017 at 10.30a.m.**

Tenders will be opened immediately thereafter in the presence of the candidate representatives who choose to attend at NDMA Boardroom on 17th Floor of the same building.

Completed pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

REGISTRATION /PRE-QUALIFICATION OF SUPPLIERS 2017-2019

TENDER NO. CATEGORY No.

ITEM DESCRIPTION.....

Should be delivered/posted to the following address:-

THE CHIEF EXECUTIVE OFFICER

NATIONAL DROUGHT MANAGEMENT AUTHORITY

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Introduction

1.0 Nature and Scope of Registration

"Registration of suppliers" means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing;

1.1 REGISTRATION INSTRUCTIONS

1.1 Introduction

The NATIONAL DROUGHT MANAGEMENT AUTHORITY referred to as the Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by the NDMA to perform the contract of supply and delivery or provision of goods, works and services to the Authority.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to NDMA as and when required during the stated period.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to the Procurement Office, NATIONAL DROUGHT MANAGEMENT AUTHORITY so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to the Government/Corporation/Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Registration Document

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

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

1.7 Distribution of Registration Documents.

A copy of the considered data and other requested information shall be submitted to reach:

**THE CHIEF EXECUTIVE OFFICER
NATIONAL DROUGHT MANAGEMENT
AUTHORITY P.O. BOX 53547 - 00200
NAIROBI**

Not later than **6th December, 2017 at 10.30 a.m.**

1.8 Questions arising from documents.

Questions arising from documents should be directed to the Supply chain Office, NATIONAL DROUGHT MANAGEMENT AUTHORITY on the following address:
Supply Chain Manager,
P.O. BOX 53547 - 00200
NAIROBI.
Email Address: Supplychain@ndma.go.ke

1.9 Additional Information

NATIONAL DROUGHT MANAGEMENT AUTHORITY reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose registration are accepted by NDMA AFTER SCORING MORE THAN **75 Points** after the completion of the pre-qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported Materials

The supplier shall pay custom duty and V.A.T as required by the law.

2.2 Customs Clearance

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

2.3 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 Chief Executive Officer or Tender Committee. Prices quoted should be inclusive of all delivery Charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.0 REGISTRATION DATA INSTRUCTIONS.

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

3.1 The registration 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

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by NDMA 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 NDMA they possess capability, experience, qualified personnel available and suitability of equipment and net assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items or services at a short time.

3.3.2 Personnel

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

3.3.3 Financial condition

The supplier's financial condition will be determined by latest financial statement submitted with 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 on the financial resources available as working capital, taking into account the amount of uncompleted orders on contract now in progress. Data to be filled provided on form RQ-4. However, potential bidders/contractors should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registration of bidders. Letters of reference from past customers should be included in Form RQ-6.

3.4 Statement

Application must include a sworn statement Form RQ-8 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then NDMA reserves the right to reject the tender from such a bidder even though they have been initially registered

3.6 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliant Certificate.

3.7 Registration Criteria

Required Information	Form Type	Points
1. Registration Documentation	RQ-1	30
2. Registration Data	RQ-2	5
3. Supervisory Personnel	RQ-3	10
4. Financial Position	RQ-4	20
5. Confidential Report	RQ-5	15
6. Past Experience	RQ-6	10
7. Litigation	RQ-7	10
TOTAL		100

1. RQ-1 REGISTRATION DOCUMENTATION (MANDATORY DOCUMENTS)

Firms must provide

1. Copies of certificate of registration/ Incorporation.
2. Copy of Tax Compliance Certificate from Kenya Revenue Authority.
3. Reference letters from at least three previous clients.
4. Practicing certificates for consultancy services
5. Evidence of registration with Professional bodies/Authorities e.g. NCA , IATA,
Municipal/City Council Certificates of health for food stuffs handling etc. where applicable

30 marks

2. FORM PQ-2 –REGISTRATION OF SUPPLIERS APPLICATION FORM

**I/We.....hereby apply for
registration as supplier(s) (Name of Company/Firm)
Of.....
(Item Description) Category No.**

Post office

Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....

Telephone Numbers.....

Email.....

Registration No.....

PIN No.....

Bank Account No.....

Branch Name.....

Account Number.....

Contact Person.....

Name of the Director.....

Age of the Director.....

ID of the Director.....

**Partnership (if
applicable).....**

**Names of
Partners.....**

Business founded or incorporated on

5 marks

3. FORM PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic.....

.

Qualification.....

Under Graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

(Attach Certificates if any)

Length of service with Contractors or Supplier position held

.....
.....

(Attach copies of certificate of at least 2 key personnel in the organization)- 5 marks each

(10 Points)

4. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of audited financial statement for the last two years (2013- 2014 and 2014-2015) – 10 marks
- (2) Attach bank statement for the last six months – 10 marks

(20 Points)

REPUBLIC OF KENYA

5. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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.

<p><i>Part I-General:</i></p> <p>Business Name..... Location of business premises PlotNo.....Street/Road.....</p> <p>Postal Address.....Tel./No..... Nature of business.....</p> <p>Current Trade License. No.....Expiring date..... Maximum value of business which you can handle at any time: Kshs.....</p> <p>Name of your bankers.....Branch</p>													
	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>												
	<p><i>Part 2 (b) –Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Name</th><th style="text-align: left;">Nationality</th><th style="text-align: left;">Citizens of origin</th><th style="text-align: left;">Shares</th></tr></thead><tbody><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr></tbody></table>	Name	Nationality	Citizens of origin	Shares
Name	Nationality	Citizens of origin	Shares										
.....										
.....										

Part 2 (c) Registered Company

Private or Public..... State the
nominal and issued of company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:- *Name* *Nationality*
Citizenship details

Shares

1.

2.

3.

Date..... Signature of Candidate.....

* If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.(15 points)

6. FORM PQ – 6 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. 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 documental 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 documental evidence of existence of contract)

3. Names 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)

.....

4. Others.....

(10 points)(3 marks each and an additional point for one other)

7. FORM PQ – 7 LIGATION HISTORY

Name of Contract Supplier

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

YEAR	AWARDED FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

8. FORM PQ –8 SWORN STATEMENT

Having studied the pre-qualification information for the above project 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 pre-qualified 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. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

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

9. YOUTH, WOMEN AND PERSONS WITH DISABILITIES

The Special Interest groups are only required to submit the following and will not be subjected to any further evaluation:

- Valid copy of certificate of registration from National Treasury
- Confidential Business Questionnaire
- Registration of suppliers application form
- Company Profile
- Bank details

Note: Please note that suppliers who had registered with us before MUST register if you want to remain in NDMA data base.