



National Drought Management Authority

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REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES

CLOSING DATE: 22ND JULY 2020

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NATIONAL DROUGHT MANAGEMENT AUTHORITY

TENDER NOTICE

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES

Tenders are invited for registration/ prequalification of suppliers for goods, works and services to National Drought Management Authority (NDMA) for the period 2020 - 2022. Interested eligible suppliers are invited to apply for registration 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 Public Procurement Information Portal at <https://www.tenders.go.ke>

REGISTRATION/PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES		
CATEGORY A	ITEM DESCRIPTION	TARGET GROUP
NDMA/ROS//01/2020-2022	Supply of General Office Stationery	Youth, Women & PWDs
NDMA/ROS//02/2020-2022	Supply of General Hardware	Youth, Women & PWDs
NDMA/ROS//03/2020-2022	Supply of health Preventive Materials (PPEs) – Face Mask, gloves, sanitizers, and related items	Youth, Women & PWDs
NDMA/ROS/04/2020-2022	Supply of and delivery of Assorted Office Furniture and Fittings	Youth, Women & PWDs
NDMA/ROS/05/2020-2022	Supply of and delivery of Desktop Computers, Laptops, Scanners Tablets, Printers and IP telephones	OPEN
NDMA/ROS/06/2020-2022	Supply of External Hard disks, Flash drives, USB Cables and other computer accessories and devices	Women & PWDs
NDMA/ROS/07/2020-2022	Supply of ICT Consumables (Toners and Cartridges)	Youth, Women & PWDs
NDMA/ROS/08/2020-2022	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth, Women & PWDs
NDMA/ROS/10/2020-2022	Supply of Staff Uniforms	Youth, Women & PWDs
NDMA/ROS/11/2020-2022	Supply of Pasture Seeds and Hay	Youth, Women & PWDs

NDMA/ROS/12/2020-2022	Supply, delivery, installation, testing and commission of video conferencing equipment	OPEN
NDMA/ROS/13/2020-2022	Provision of Printing services for Promotional Materials (Umbrellas, Caps, T-Shirts)	Youth, Women & PWDs
NDMA /ROS/14/2020-2022	Provision of Printing services for Booklets, Reports, Posters, Brochures, and related services	Youth, Women & PWDs
NDMA/ROS/15/2020-2022	Provision of Air Ticketing Services (IATA/KATO Approved firms)	Youth, Women & PWDs
NDMA/ROS/16/2020-2022	Provision of Repairs of ICT Network Infrastructure	OPEN
NDMA/ROS/17/2020-2022	Provision Hosting Services for Websites, Systems and other Applications	OPEN
NDMA/ROS/18/2020-2022	Repair and Maintenance of Office Furniture & Fittings	OPEN
NDMA/ROS/19/2020-2022	Provision of Office repairs and renovations	OPEN
NDMA/ROS/20/2020-2022	Supply and delivery of livestock and poultry	Youth, Women & PWDs
NDMA/ROS/21/2020-2022	Supply and delivery of bee hives and other related accessories	OPEN
NDMA/ROS/22/2020-2022	Provision of Catering Services (Teas Snacks/Lunches)	OPEN
NDMA/ROS/23/2020-2022	Provision of Air Transport Hire Services	OPEN
NDMA/ROS/24/2020-2022	Provision of Photography and Videography Services	Youth
NDMA/ROS/25/2020-2022	Provision of Hotel and Conference Services for Both Headquarter and NDMA County Offices	OPEN
CATEGORY B	PREQUALIFICATION	
NDMA/PRQ/1/2020-2022	Prequalification of Motor Vehicle repair service for HQ and ASAL counties	OPEN
NDMA/PRQ/02/2020-2022	Provision of Insurance Brokerage Service General and Motor Vehicle insurance	OPEN
NDMA/PRQ/03/2020-2022	Provision of repair and maintenance services of Boreholes	OPEN
NDMA/PRQ/04/2020-2022	Provision of transportation services	OPEN
NDMA/PRQ/05/2020-2022	Provision of Car Hire services	OPEN
NDMA/PRQ/06/2020-2022	Prequalification for Small Works	OPEN
NDMA/PRQ/07/2020-2022	Provision of Consulting Firms for Public Procurement Training Services	OPEN
NDMA/PRQ/08/2020-2022	Provision of Consulting Firms for Finance and Accounting Training Services	OPEN
NDMA/PRQ/9/2020-2022	Provision of Consulting Firms for Human Resource Management and Training Services	OPEN

NDMA/PRQ/10/2020-2022	Provision of Firms for Information Communication Technology (ICT) Consulting and Training Services	OPEN
NDMA/PRQ/11/2020-2022	Provision of Graphic Design Services	OPEN
NDMA/PRQ/12/2020-2022	Prequalification of Risk Management Training Services	OPEN
NDMA/PRQ/13/2019-2020	Prequalification for borehole installation and related Services	OPEN

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 Public Procurement Information portal at <https://www.tenders.go.ke>

Completed registration and pre-qualification documents in plain sealed envelopes indicating the title of the registration/prequalification, 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 2020-2022

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 Wednesday 22nd July 2020 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.

BACKGROUND

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, before Wednesday **22nd July 2020 at 10.30a.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:

Deputy Director, Supply Chain Management,
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 complying with criteria set in the document 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 2 years' 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 Business permit

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.

Registration Criteria for Open Category

RQ-1 REGISTRATION DOCUMENTATION (MANDATORY DOCUMENTS)

Firms must provide

No	Requirement	Scoring
MR1	Copy certificate of registration or incorporation from Registrar of Companies	Pass/Fail
MR2	Copy of valid Tax Compliance Certificate from the Kenya Revenue Authority	Pass/Fail
MR3	Copy of Certificate of Incorporation for Ltd must have CR12	Pass/Fail
MR4	Reference letters from at least three previous clients.	Pass/Fail
MR 5	Copy of trading license from County Government	Pass/Fail
MR6	Evidence of registration with Professional bodies/Authorities e.g. NCA, IATA, Certificates of health for food stuffs handling etc. where applicable	Pass/Fail
MR7	Firms using Business Names Must attach a copy of the Owner's National Identification Card (ID)	Pass/Fail
MR8	Registration/prequalification document Must be Paginated	Pass/Fail

This stage, the tender's submission will either be responsive in the entire mandatory requirement (MR) above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered any further

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

**I/We.....hereby apply for registration as supplier(s)
(Name of any/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

Evaluation: Completion/Provision of ALL information of Form PQ2 : YES or NO

2. 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)- Yes/NO
Provision of ALL Information on Form PQ3: YES or NO**

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

Evaluation on basis of YES/No

- (1) Attach a copy of audited financial statement for the last two years (2018, 2019)
- (2) Attach bank statement for the last six months

REPUBLIC OF KENYA

4. 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 2C (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 I-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 time: Kshs.....			
Name of your bankers.....		Branch	
Part 2 (a) – Sole Proprietor			
Your name in full.....		Age.....	
Nationality.....		Country of origin.....	
*Citizenship details.....			
Part 2 (b) –Partnership			
Given details of partners as follows:			
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.

Evaluation: All Entries Duly Filled on Form PQ5: YES or NO

5. FORM PQ – 6 PAST EXPERIENCE

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

- 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)

- i) Name of 2nd 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)

- i) Name of 3rd 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)

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)

6. 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. 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.

- b. 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)

Yes/No

7. CATEGORY B SPECIAL GROUPS- YOUTH, WOMEN AND PWDS

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

Firms must provide the following requirement 1-9

NO.	REQUIREMENTS	RESPONSIVE/NOT RESPONSIVE YES/NO
MR1	Must submit a copy of certificate of registration/ Incorporation certificate	
MR2	Must submit a copy of a valid tax compliance certificate from Kenya Revenue Authority (KRA)	
MR3	Must submit a duly filled confidential business questionnaire in the format provided	
MR4	Must Submit current County trading license	
MR5	Must submit CR12 for limited companies	
MR 6	Must submit a copy of National Identification Card No. if the firm is using a registered business name	
MR7	A copy of Valid AGPO Certificate	
MR8	Must provide bank details	
MR9	Duly serialized tender document (Every page of the bid document must be paginated)	

This stage, the tender's submission will either be responsive in the entire mandatory requirement (MR) above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered any further registration or pre-qualification

Note. Please note that ALL Firms who have registered with the Authority in the PAST MUST register afresh in order to validate their information.