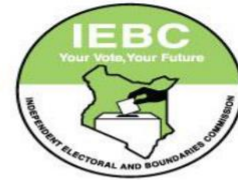


INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION



REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWO (2) YEARS ENDING 2025 FOR NYANDARUA COUNTY.

REG NO. IEBC/REG/NDC/01/2023-2024

**CLOSING DATE: WEDNESDAY,
5TH APRIL 2023 AT 11.00 A.M.**

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SECTION 1 INVITATION FOR REGISTRATION OF SUPPLIERS

Monday 20TH March 2023

REG NO REF: IEBC/REG/NDC/2023-2024

TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES FOR FY 2023-2024 & 2024-2025 FOR NYANDARUA COUNTY.

1.1 The Independent Electoral and Boundaries Commission hereby invites applications from interested and eligible bidders for Registration of suppliers as per the under listed categories and description of goods, works and services.

CATEGORY A – SUPPLY OF GOODS		CATEGORY
IEBC/PROC/G1	Supply of General Office Stationery	RESERVED FOR AGPO
IEBC/PROC/G2	Supply of Assorted Office Furniture, Furnishings and Fittings	Open
IEBC/PROC/G3	Supply of ICT Hardware and Allied Accessories	RESERVED FOR AGPO
IEBC/PROC/G4	Supply of Computer, Photocopier, Printers and Consumables	Open
IEBC/PROC/G5	Supply of Motor Vehicle Tyres, Tubes & Batteries	Open
IEBC/PROC/G6	Supply of Hardware and Electrical Items	Open
IEBC/PROC/G7	Supply and Delivery of Newspaper	RESERVED FOR AGPO
IEBC/PROC/G8	Supply and delivery of airtime	RESERVED FOR AGPO
IEBC/PROC/G9	Supply and delivery of drinking water and water dispensers	RESERVED FOR AGPO
IEBC/PROC/G10	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	Open

CATEGORY B – PROVISION OF SERVICES		
IEBC/PROC/S1	Provision of Conference Facilities and Accommodation	Open
IEBC/PROC/S2	Provision of Meals and Outside Catering	Open
IEBC/PROC/S3	Provision of Car Hire (Transport) Services.	Open
IEBC/PROC/S4	Provision of Motor Vehicles Repairs and Maintenance Services.(Approved Dealers &Garages by The Ministry of Public Works	Open
IEBC/PROC/S5	Provision of Office Repairs, Constructions, Partitioning And Renovation Services.	Open
IEBC/PROC/S6	Provision of Road Show Services	Open
IEBC/PROC/S7	Provision of Generators Maintenance Services	Open
IEBC/PROC/S8	Provision of Branding Services	RESERVED FOR AGPO
IEBC/PROC/S 9	Provision of Event Management Services (Tents, Chairs & Tables)	Open

1.2 Interested Eligible candidates may inspect the Registration document and obtain Further Information from IEBC Nyandarua County Office during normal working hours, Monday to Friday, 8.00a.m. - 1p.m. and 2.00p.m. – 5.00pm.

1.3 A complete set of Registration documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs. 1,000 in cash or Bankers cheque payable to:

The County Elections Manager
Independent Electoral and Boundaries Commission (IEBC),
Nyandarua County.

Account Name	Account Number	Bank
IEBC Nyandarua County	1213379695	KCB OI Kalou

Registration documents may also be downloaded by interested tenderers free of charge from the IEBC website www.iebc.or.ke.

1.4 Completed Registration documents should be enclosed in plain sealed envelopes, marked with tender reference number shall be addressed to:

The County Elections Manager
Independent Electoral and Boundaries Commission
(IEBC), Nyandarua County
P O Box 675 OL Kalou.

Or be deposited in the Tender Box at the reception, IEBC Nyandarua County office located opposite National bank so as to be received on or before 5th April, 2023, at 11.00a.m. East African time.

1.5 Tenders will be opened immediately thereafter, at IEBC Nyandarua County Office in the presence of the tenderers or their representatives who choose to attend.

FOR, CHIEF EXECUTIVE OFFICER/COMMISSION SECRETARY

SECTION 2: REGISTRATION INSTRUCTIONS

2.1 INTRODUCTION

2.1.1 Independent Electoral & Boundaries Commission (IEBC) would like to invite applications for the Registration of Suppliers for The Provision of Goods, Works and Services for a Period of Two (2) Years Ending 2025

2.2. FORMAT AND SIGNING OF APPLICATIONS

2.2.1 The applicants shall prepare one original documents comprising the Registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same Registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the Registration document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the Registration document shall initial all pages of the tender where entries or amendments have been made.

The Registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the Registration document.

2.3 SUBMISSION OF APPLICATIONS

Applications for Registration shall be submitted in sealed envelopes marked with the Registration document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before Wednesday 5th April, 2023, at 11.00 am at IEBC Nyandarua County Office.

Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the Registration document in separate envelopes duly marking the envelopes “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer separate envelope.

The inner and outer envelope shall:

- (a) Be addressed and delivered to the respective locations at the address provided in the invitation for Registration and the Registration advertisement.
- (b) Bear the name and identification number of the Registration document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, Independent Electoral and Boundaries Commission will assume no responsibility for the misplacement or premature Opening of the Registration document.

2.3.4 All the information requested for Registration 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.

2.3.5 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.

2.4 ELIGIBLE CANDIDATES

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Head of Procurement, Independent Electoral and Boundaries Commission so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for registration - Form PQ-1.

- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

2.5 QUALIFICATION CRITERIA

- 2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms, PQ-1, PQ-2, PQ-3 and PQ-4, are to be completed by prospective suppliers who wish to be registered for submission of tender for the specific categories.
- 2.5.2 The registration application Forms PQ-1, PQ2, PQ-3 and PQ-4 which will not be 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 and in ink.
- 2.5.3 **Experience:**
- (a) Prospective bidders shall experience in the supply of goods, works and services.
 - (b) The potential supplier/contractor should show competence, willingness and capacity to service the contract in a short time.
- 2.5.4 **Confidential Business Questionnaire**
- The general information and details of nature of business and location should be included in Form PQ -2.

2.5.5 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers' credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

2.5.6 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders

2.5.9 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given in Form PQ-3

2.5.7 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form PQ-4.

2.6 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

2.7 CLARIFICATION OF REGISTRATION DOCUMENTS

2.7.1 The prospective applicant requiring any clarification of the Registration documents may notify the Procuring Entity in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Procuring Entity's mailing address indicated in the Registration data.

2.7.2 The Procuring Entity will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring Entity's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the Registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

2.8.1 At any time prior to the deadline for submission of applications, the Procuring Entity may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective

applicant, modify the Registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the Registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the Registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Procuring Entity.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Procuring Entity may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

2.9.1 Applications must be received by the Procuring Entity at the address specified in Sub-Clause

2.10.1, no later than the time and date stipulated in the notice for pre-qualification.

2.9.2 The Procuring Entity may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Procuring Entity and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Procuring Entity will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Procuring Entity shall prepare minutes of the opening of the Registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 PROCESS TO BE CONFIDENTIAL

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Procuring Entity's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Procuring Entity may, at his discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Procuring Entity on any matter relating to its application from the time of the opening to the time the Registration list is approved. If the applicant wishes to bring additional information to the notice of the Procuring Entity, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Procuring Entity in the Procuring Entity's Registration evaluation, Registration comparison or Registration approval decisions may result in the rejection of the candidate's application.

2.13 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

2.13.1 Prior to the detailed evaluation of applications, the Procuring Entity will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the registration documents; and (c) provides any clarification and/or substantiation that the Procuring Entity may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the Registration documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the Registration documents, the Procuring Entity's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive Applications.

2.13.3 If an application is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by correction or withdrawal of the nonconforming

deviation or reservation.

2.13.4 The Procuring Entity will, prior to the approval of the Registration may confirm the qualification of each applicant who shall have passed the preliminary (mandatory) stage in the Registration process in order to determine whether the applicant possesses all the requirements in the application for the Registration document submitted.

2.14 NOTIFICATION OF QUALIFIED APPLICANTS

2.14.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the Commission within thirty (30) days from the date of opening of Registration documents.

2.14.2 At the same time the Procuring Entity notifies qualified Applicants that their applications are responsive, the Procuring Entity shall notify the other Applicants whose applications are not responsive.

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

2.15.1 The Procuring Entity will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13.

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 PROCURING ENTITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Procuring Entity reserves the right to accept or reject any application, and to annul the Registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Procuring Entity's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to expiration of the period of Registration validity prescribed by the Procuring Entity, the Procuring Entity will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL

2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their Registration to the Procuring Entity.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

(This Appendix forms part of the Registration document)

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	INSTRUCTIONS TO CANDIDATES
2.3.2	Candidates shall submit only ONE ORIGINAL Registration document in the categories they wish to be registered

Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: EVALUATION/REGISTRATION CRITERIA

PRELIMINARY EVALUATION

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation.	Mandatory
2.	Copy of Company CR12.	Mandatory
3	Copy of Valid Tax Compliance Certificate.	Mandatory
4	Copy of Valid single business permit related to the business from County Government	Mandatory
5	Copy of AGPO Certificate from the National Treasury For Disadvantaged Group: Youth, Women and Persons with Disability)	(Mandatory
6.	Duly filled forms- ,PQ1,PQ2,PQ3 and PQ 4	Mandatory

At this stage, the Candidates submission will either be responsive or non-responsive. The non-responsive submissions in any of the Six (6) mandatory requirements will be eliminated from the Entire evaluation process and will not be considered for Registration.

FORM PQ-1 - REGISTRATION DATA

**REGISTRATION OF SUPPLIERS
APPLICATION FORM
BUSINESS CONTACT INFORMATION**

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

of.....
(Item Description)

.....
(Sub Category No)

.....
Name of applicant

.....
Date

.....
Signature and stamp of applicant

.....

FORM PQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part1 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 1 General

Business Name.....

Registration Ref No.....

Location of business premises, i.e. Building.....

Floor No.....Room No.....

Plot No.....Street/Road.....

Postal Address.....Postal Code.....

Tel No..... Fax No.....

E- Mail.....Website.....

Nature of business.....

VAT Certificate Number.....PIN Certificate No.....

Local Authority License No.....Expiry Date.....

Maximum Value of business which you can handle at any one time - KShs.....

Name of your main 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:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....			
.....			
.....			
.....			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal

Kshs.....

Issued

Kshs.....

Given details of all directors/Shareholders as follows: -

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....			
2.....			
3.....			
4.....			

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

FORM PQ-3 DECLARATION FORM

Declaration of undertaking not to engage in corrupt fraudulent practice

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Asset Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

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

(Name of company)

(Signature(s))

FORM PQ-4- TERMS OF TRADE

REQUIREMENTS	Remarks
State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services.	