COUNTY ASSEMBLY OF MARSABIT
P.O.BOX 29-60500
MARSABIT

FRAMEWORK TENDER
FOR PROVISION OF OFFICE CAR HIRE AND TAXI SERVICES FOR THE FINANCIAL YEARS 2019-2020 – 2020/2021

BIDER'S NAME: ……
TENDER REF NO: MBT/COU/ASS/FC/1/2019-2020

TABLE OF CONTENTS

Page

1 TENDER NOTICE 3
2 TENDERS INSTRUCTIONS 4
3 BRIEF CONTRACT REGULATIONS/GUIDELINES 6
4 TENDERS DATA INSTRUCTIONS 6
5 FORM PQ-1 TENDERS 8
6 FORM PQ-2 - TENDERS DATA 9
7 PQ-3 SUPERVISORY PERSONNEL 11
8 PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE 11
9 FORM PQ-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM 12
10 FORM PQ-6 - PAST EXPERIENCE 14
11 FORM PQ-7 - LITIGATION HISTORY 15
12 FORM PQ-8 - SWORN STATEMENT 16

1. TENDER NOTICE

Date ……
TENDER REFERENCE: MBT/COU/ASS/FC/1/2018-2019

TENDER NAME: PROVISION OF OFFICE CAR HIRE AND TAXI SERVICES.

The County Assembly of Marsabit invites applications for tender from interested and eligible bidders for Provision of Office **Car Hire and Taxi Services**. The services shall include provision of convenience and secure transport services, ensuring a pleasant travel experience and making county staff movement fast and simple. Potential bidders shall demonstrate capacity to handle the County Assembly office car hire and taxi services requirements.

Interested eligible candidates may obtain further information from and inspect the documents at the office of:
Procurement Office, Located at Marsabit County Assembly Office, Marsabit Town, during normal working hours.

1.1 A complete set of tender documents may be obtained by interested candidates from the **county assembly website; www.assembly.marsabit.go.ke**
1.2 Duly completed tender documents in plain sealed envelopes clearly marked "Tender Ref No. & Tender Name'' and be deposited in the Tender/Tender Box at **THE COUNTY ASSEMBLY OF MARSABIT OFFICE, located in MARSABIT town**, and or to be addressed and posted to:

THE CLERK,
COUNTY ASSEMBLY OF MARSABIT,
P.O. BOX 29-60500
MARSABIT

So as to be received on or before **Tuesday, 27th August, 2019 at 10.00AM**
1.3 Tender documents will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at:

MARSABIT COUNTY ASSEMBLY LOUNGE, MARSABIT TOWN,

Yours faithfully,
The Clerk, Marsabit County Assembly.

2. TENDERS INSTRUCTIONS

2.1 INTRODUCTION

The County Assembly of Marsabit would like to invite interested candidates who qualify by meeting the set criteria as provided by the procuring entity to perform the framework contract for provision of Transport services to the County Assembly of Marsabit.

2.2 TENDERS OBJECTIVE

The main objective is to provide car hire and taxi services under relevant Tender's/quotations to the County Assembly of Marsabit as and when required

2.3 INVITATION OF TENDERS

The Car Hire and Taxi Services providers registered with Registrar of Companies under the Law of Kenya in respective services are invited to submit their tender documents to THE PRINCIPAL PROCUREMENT OFFICER, 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 tender.

2.4 EXPERIENCE

The car hires and taxi services providers must have carried out successful Provision of similar Prospective services to Private/Public institutions of similar size and complexity. Potential service providers must demonstrate the willingness and commitment to meet the tender criteria.

2.5 TENDER DOCUMENT

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

2.6 CONSIDERATION OF TENDER

In order to be considered for tender, prospective suppliers must submit all the information herein requested.

2.7 DISTRIBUTION OF TENDERS DOCUMENTS

Two copies of the completed tender data and other requested information shall be submitted to reach:

THE PRINCIPAL PROCUREMENT OFFICER,
COUNTY ASSEMBLY OF MARSABIT,
P.O BOX 29,
MARSABIT

2.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the tender documents should be directed to the Principal Procurement Officer, Marsabit County Assembly whose address is given in par 1.2.

2.9 ADDITIONAL INFORMATION

The County Assembly of Marsabit reserves the right to request submission of additional information from prospective bidders.

2.10 AS AND WHEN REQUIRED TERMS

Request for quotations will be made available only to those bidders whose qualifications are accepted by County Assembly of Marsabit after scoring more than 75% points after the completion of the tender process.

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 Customs Clearance

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

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required on as and when required terms. Prices quoted should be inclusive of all delivery charges.

3.4 Payments

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

4. TENDER DATA INSTRUCTIONS

4.1 tender data forms

4.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for Framework Contract with the County Assembly.

4.1.2 The Tender application forms which are not dully 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.

4.2 Qualification

4.2.1 It is understood and agreed that the tender data on prospective bidders is to be used by Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Framework Tender as described by the client.

4.2.2 Prospective bidders will not be considered qualified unless in the judgment of County Assembly of Marsabit that they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for the services to the Assembly.

4.3 Essential Criteria for tender

4.3.1

a) Experience: Prospective bidders shall have relevant 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 short notice.

4.3.2 Personnel

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

4.3.3 Financial Condition

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

4.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders for the Framework Contract. Letter of reference from past customers should be included in Form PQ-6

4.4 Statement

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

4.5 Withdrawal of tender

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Assembly reserves the right to reject the Tender from such a bidder even though he was initially pre-qualified.

4.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

4.7. Schedule of requirements, Items and Prices

No.	Item Description	Location	Unit Price	Terms of Contract
			(Kshs.)	
1	Provision of Transport Service	a) Within Marsabit County		
		b) Outside Marsabit County		**AS AND WHEN REQUIRED BASIS**

4.8 Tender Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	10
2. Tender Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
7. Litigation History	PQ-7	10
8. Duly filled Schedule of Requirement	PQ 8	10
	TOTAL	**100**

Note: Any bidder who gunner's 75 points will be qualified for the Framework Contract

5. FORM PQ-1 TENDERS

All firms must provide:-
1. Copies of Certificate of Registration/PIN/ CR12. (**5marks)**
2. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application). **(10 marks)**
3. Copy of valid local authorities' business permit **(5marks)**

(20 points)

6. FORM PQ-2 - TENDERERS DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/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. …… Floor No. ……
Telephone Nos. ……..
Full Name of applicant ……..
Other branches location ……..
2. Organization & Business Information
Management Personnel ……
President (Assistant/ Director / Executive)
……
Secretary ……
General Manager ……..
Treasurer ……

Others
……..\

Partnership (if applicable)
Names of Partners
……
……
3. Business founded or incorporated ……
4. Under present management since ……..
5. Net worth equivalent Kshs. ……..
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

(10 Points)

7. PQ-3 SUPERVISORY PERSONNEL

Name ……
Age ……
Academic Qualification ……..
……
Professional Qualification ……..
Length of service with Contractor or Supplier position held
……..
(Attach copies of certificates of key personnel in the organization)

(10 Points)

8. PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(10marks)**
(2) Attach letters of reference from the bankers regarding supplier's credit position. **(10marks)**

(20 Points)

9. FORM PQ-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

REPUBLIC OF KENYA
CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied 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
……
Location of business premises.
……
Plot No…… Street/Road ……..
Postal Address …….. Tel No. …….. Fax …….. E mail ……..
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 ……

	Part 2 (b) Partnership Given details of partners as follows: Name Nationality Citizenship Details Shares 1. …… ……..…… 2. …… ……..… 3. …… ……..…….. 4. …… ……..….
	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 as follows Name Nationality Citizenship Details Shares 1…… 2. …… 3…… 4…… 5……..
Date …… Signature of Candidate ……...	

- ✓ If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

(10marks)

10. FORM PQ-6 - PAST EXPERIENCE

Names of the Applicants Clients and Values of Contract/Orders in the Last Two Years

1. Name of 1ST 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)

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. Name of 3rd Client (organization)

i) Name of Client (organization)
……
ii) Address of Client (organization)
……
xi) Name of Contact Person at the client (organization) ……..

xii) Telephone No. of Client ……

xiii) Value of Contract ……..

xiv) Duration of Contract (date) ……..
(Attach documental evidence of existence of contract)

4. Others ……

(20 Points)

11. FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier ……..
Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

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

(10 points)

12. FORM PQ-8 - SWORN STATEMENT

Having studied the tender 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. When the call for 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 tender made.

d. We enclose all the required documents and information required for the tender evaluation.

Date ……

Applicant's Name ……

Represented by ……

Signature ……

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