

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KISUMU

PREQUALIFICATION DOCUMENT OF CONSULTANCY FIRMS

**COUNTY GOVERNMENT OF KISUMU
P.O BOX 2738-40100
KISUMU**

CATEGORY NO. CGK/PQ/64/2018-19 – 2019-20

DESCRIPTION: Electrical Engineering Consulting firm

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1.0 Pre-qualification Instructions

1.1 Introduction

The County Government of Kisumu would like to invite interested candidates who must qualify by meeting the set of criteria as provided by the procuring entity to prequalify as Quantity Surveyor Firms

1.2 Objective

The main objective of this is to provide Consultancy services under relevant tenders in the County Government of Kisumu as and when required for the years 2018-2020

1.3 Invitation of Pre-qualification

Consultants mean Electrical Engineering Consulting firm.

Designation, objectives and brief description of the assignment shall include but not limited to:

- 1. Carry out feasibility study to determine the appropriate interventions required for the facilities;*
- 2. Carry out the electrical design of the proposed facility in line with the recommendation of the feasibility study;*
- 3. Prepare the cost estimates and carryout cost-benefit analysis;*
- 4. Assist in procurement of the contractor(s) which will involve preparing bid documents for selection of contractors and assisting the Client with the evaluation of bids;*

Supervise installation, testing, commissioning and maintenance of the electrical fittings and installations in the facility

Tender Documents are available from the website link listed in the newspaper. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

Experience

Prospective consultants must have carried out successful consultancy services to Government institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.4 pre-qualification Document

This document includes questionnaire forms and documents required for consultants.

1.5 In order to be considered for pre-qualification prospective consultants must submit all the information herein requested.

1.6 Submission and Receipt of Pre-qualification Documents

One copy of the completed prequalification data and other requested information shall be submitted to reach: -

Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and description only and addressed to:

***THE COUNTY SECRETARY
COUNTY GOVERNMENT OF KISUMU
P.O.BOX 2738-40100
KISUMU***

Completed pre-qualification documents should be deposited in the Tender Box located at the Prosperity House, 2nd Floor, and Reception Area on or **Monday 2nd March, 2020 at 10.00am** at 11.00 am. Tenders will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at the Conference Hall 1st Floor.

1.7 Questions arising from documents

Questions that may arise from the pre-qualification documents should be directed to the County Secretary whose address is given in paragraph 1.6

1.8 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the County Government of Kisumu after scoring 70 points and above soon after the completion of the prequalification process.

2.0 Brief Contract Regulations/Guidelines

2.1 Taxes on Imported Materials

The consultant 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.

2.2 Custom Clearance

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

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 and on the authority of the client's accounting officer or tender committee.

2.4 Payments

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

2.5 Overseas Purchase

All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

3.0 Pre-qualification data instructions

3.1 Pre-qualification data Forms

3.1.1 The attached questionnaire PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the **Specified**

Category.

3.1.2 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the County Government of Kisumu in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of County Government of Kisumu 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 goods/services or works.

3.3 Essential criteria for Pre-qualification

3.3.1 Experience; prospective bidder shall have at least 3 years'

Experience in the supply of goods, services and allied items. In case of potential supplier/contractor he should show competence, willingness and capacity to service the contract.

3.3.3 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ3.

3.3.4 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 on progress data on form PQ-4. However, potential bidders should provide evidence of financial capacity to execute contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in form PQ-5 where applicable. Examples are the final completion certificates and copies of delivery notes.

3.4 Statement

Application must include a sworn statement form PQ-6 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of pre-qualification

Should condition arise between the time one is pre-qualified to bid and the bid opening date which in the opinion of the client/County Government of Kisumu 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 County Government of Kisumu reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Outlined supply and delivery procedures

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract from **PQ-2**.

3.7 Pre-qualification Criteria

Required information

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

Points

(A) Specific experience of the Consultants relevant to the assignment:

i. **Project Manager (Team Leader) (25 points)**

- *Master's degree in Electrical Engineering & current and validly registered with relevant professional bodies (5)*
- *15 years or above experience in relevant field (10)*
- *Minimum of 10 years experience of project management (10)*

ii. **Assistant Project Manager (Deputy Team Leader) (20 points)**

- *BSc in Electrical engineering & current and validly registered with relevant professional bodies (5)*
- *10 years' experience in relevant fields (10)*
- *Specific experience and supervision of at least 5 similar works/projects (5)*

iii. **Assistant Electrical Engineer (10 points)**

- *At least Higher National Diploma in Electrical Engineering(2)*
- *10 years specific works experience and held position of Site Agent in at least 3 projects of similar nature and scope(5)*
- *Experience in similar new/restoration/rehabilitation works contract administration (3)*

iv. **Electrical Technician (15 Points)**

- *At least possess National Diploma in electrical engineering (2)*
- *10 years or more experience in relevant field (10)*
- *Experience in 3 similar new/restoration/rehabilitation projects (3)*

Total points for criterion (A): 70 points

(B) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:

- i. *Work plan, Technical Approach and Methodology (20 points)*
- ii. *Organization and staffing (10 point)*

Total points for criterion (B): 30 points

Total points for the two criteria: 100 points

The minimum technical score required to pass is: 70 Points

TOTAL 100

3.7 Qualification Mark

The Qualification Mark is **70 points** and over.

Form PQ 1 – Pre-qualification documentation

MANDATORY REQUIREMENTS FOR THE TENDERER

Tenderers must include the following information and documents with their tenders:

1. Certified copy of certificate of Incorporation
2. Certified Copy of Valid Registration certificate with BORAQS,IEK
3. VAT pin registration
4. A copy of valid Tax compliance Certificate from the Kenya Revenue Authority (KRA)
5. Certified copy of recent CR12 FORM from registrar of companies
6. Certified copy of single business permit preferably from Kisumu County Government
7. Certified copy of relevant work (Small works and engineering) certificate of registration for access to government procurement opportunities from the Ministry of National Treasury for tenders in the special Categories.
8. Audited Accounts for the last Three years
9. Firm Profile

Form PQ 2

Pre-qualification data

1. Category No.....

Item Identification.....
Legal Name of Firm.....
Post Office Address.....
Street and Address.....
City/Town
Country.....Telephone No.....
Person to contact.....
Title.....

2. Organization & Business Information.....

Management Personnel.....
Director.....
Secretary.....
General Manager.....
Finance Manager.....
Others.....

- Partnership (if applicable).....
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 the organization chart of the firm indicating the main fields of activities.

Form PQ-3

Supervisory personnel

- Name.....
- Age.....
- Academic Qualification.....
- Length of service with contractor or supplier position held.....
- Construction Supplying or services experience
- a) Name of project.....
- b) Character and nature of project.....
- c) Contract value.....
- d) Location of project.....
- e) Period of project.....
- f) Title and responsibility in project.....
- g) Other.....

Proposal Technical Personnel

- a).....
- b).....
- c).....
- d).....
- e).....
- f).....
- g).....

Form PQ-4**Financial position**

Attach a copy of firm's two recent certified financial statements giving summary of quick assets and current liabilities/or any other financial support.

Form PQ-5**Past experience**

Names of at three (3) applicant's clients in the last two years.

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.....

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).....

3. Name 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)..... 10

Form PQ-6**Sworn statement**

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge.
2. 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 provision in the tender or quotation documents to follow.
3. When the call for Tender/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 pre-qualification made.
4. 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) 11

Form PQ-7**Confidential business questionnaire**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in 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.....

Nature of Business.....

Current Trade License No..... Expiring

Date.....

Maximum value of business which you handle at any one time K.....

Name of your bankers.....Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Email Address (**compulsory**).....

PART 2(A) – Sole Proprietor:

Your name in full.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2(b) – Partnership: -

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4..... 12

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of the company

Nominal K.....

Issued K.....

Give details of all directors as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Date.....Signature & Stamp of Tender.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

Form PQ-8**Litigation history**

Name of Contractor/Supplier.....

Contractors/ Supplier 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)
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