



NGAAF Headquarter
Tel Posta Building, GPO
P.O BOX 48274-00100
NAIROBI



Website : www.ngaaf.go.ke

Email : ceongaaf@gmail.com

Empowering for Self-reliance

PREQUALIFICATION NOTICE

FOR THE

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

FOR 2024 – 2026

NGAAF/NRB/PREQ/001- 017/ 2024 -2026

STATE DEPARTMENT FOR GENDER
NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND
NAIROBI COUNTY
P O BOX 983-00100
NAIROBI

October 2024



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PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR FINANCIAL YEAR 2024-2026

The National Government Affirmative Action Fund-Nairobi County invites eligible and interested bidders to apply for registration for supply and delivery of various goods, works and services to NGAAF Nairobi county Prices as and when required for the financial year 2024-2026 in the following categories:

NO.	CATEGORY REFERENCE	DESCRIPTION	ELIGIBILITY
1.	NGAAF/NRB/PREQ/001/2024-2026	Pre-qualification for provision of General Supplies	Reserved
2.	NGAAF/NRB/PREQ/002/2024-2026	Pre-qualification for the supply, repair and Maintenance of Office Equipment (Metal filing cabinets, etc.)	Reserved
3.	NGAAF/NRB/PREQ/003/2024-2026	Pre-qualification for provision of Construction works, Repair works and other services	Open
4.	NGAAF/NRB/PREQ/004/2024-2026	Supply and delivery of General Office Stationery and other common user items	Reserved
5.	NGAAF/NRB/PREQ/005/2024-2026	Supply and delivery of branded Sports Kits, sports shoes and other Sports Equipment	Reserved
6.	NGAAF/NRB/PREQ/006/2024-2026	Supply and delivery of promotional materials and branded items (T- Shirts, caps, umbrellas, Banners, Roll ups, and Teardrops)	Reserved
7.	NGAAF/NRB/PREQ/007/2024-2026	Pre-qualification for provision of Branding	Open
8.	NGAAF/NRB/PREQ/008/2024-2026	Supply & Fitting of Office Equipment's, Machines, Fitting of Assorted Office Furniture Including Window Blinds and Curtains.	Reserved
9.	NGAAF/NRB/PREQ/009/2024-2026	Supply and Delivery of Bottled Water and other dry food stuffs	Reserved
10.	NGAAF/NRB/PREQ/010/2024-2026	Pre-qualification for Supply and delivery of Posho mills and their accessories	Reserved
11.	NGAAF/NRB/PREQ/011/2024-2026	Provision of Event Management and Entertainment Services	Open

12.	NGAAF/NRB/PREQ/012/2024-2026	Provision of Catering Services	Reserved
13.	NGAAF/NRB/PREQ/013/2024-2026	Pre-qualification for consultancy and training services	Open
14.	NGAAF/NRB/PREQ/014/2024-2026	Prequalification for Provision of fabrication of metals	Reserved
15.	NGAAF/NRB/PREQ/015/2024-2026	Pre-qualification for Supply of petroleum and other lubricants	Open
16.	NGAAF/NRB/PREQ/016/2024-2026	Pre-qualification for provision for maintenance and repairs of vehicles	Open
17.	NGAAF/NRB/PREQ/017/2024-2026	Pre-qualification for supply of electronics and their accessories	Open

Interested bidders may obtain pre-qualification documents from the **NGAAF website:**
www.ngaaf.go.ke.

Completed Prequalification documents put in plain sealed envelopes **clearly marked the Category Reference Number** should be deposited in the tender box situated at **NGAAF Nyayo House office, 8th Floor on or before 22nd October 2024 at 10. 00a.m and** opened thereafter in the presence of bidders or their representatives who choose to attend.

The **Reserved Categories** will be given preference to **Youth, Women and Persons Living with Disabilities**.

**NAIROBI COUNTY COORDINATOR,
NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND,
P.O BOX 983-00100,
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Interested bidders may obtain pre-qualification documents from the **NGAAF website**:
www.ngaaf.go.ke.

Bidders **MUST** attach:

1. Copy of Certificate of Business Registration/Incorporation
2. Copy of Valid Tax Compliance Certificate
3. Copy of V.A.T and PIN Registration Certificate
4. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
5. Confidential Business Questionnaire
6. Proof of past work experience
7. Company Profile
8. CR12

Completed Prequalification documents put in plain sealed envelopes **clearly marked the Category Reference Number** should be deposited in the tender box situated at **NGAAF Nyayo House office, 8th Floor on or before 22nd October 2024 at 10.00a.m** and opened thereafter in the presence of bidders or their representatives who choose to attend.

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

NGAAF Nairobi County would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity. **Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Departments and Instructions in NGAAF Nairobi County on “as and when required” during the financial years 2024 – 2025 and 2025- 2026

1.2 Invitation of Pre-qualification

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 **NGAAF NAIROBI COUNTY** so as to be pre-qualified for combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.3 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers 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 of prospective suppliers.

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

1.6 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted to reach:

**THE CORDINATOR,
NGAAF NAIROBI COUNTY,
P.O Box 983-00100Nairobi**



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Not later than 22nd October 2024 at 10.00am.

1.7 Questions arising from Documents

Questions that may arise from the pre-qualification documents should be directed to NGAAF NAIROBI COUNTY COORDINATOR; whose address is given in par 1.6

1.8 Request for quotations will be made available only to those bidders whose qualifications are accepted by, NGAAF NRB COUNTY after the completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/ GUIDELINES

2.1 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.

2.2 Customs Clearance

The contractors 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 on the authority of the clients Accounting 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. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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 /consultants who wish to be pre-qualified for submission of tender for the specific tender categories



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3.1.1 The pre-qualified application forms that are not filled up 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.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by NGAAF-NAIROBI COUNTY 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, NGAAF-NAIROBI COUNTY that they possess capability, experience, qualified personnel available and suitability execute the contract for goods / services.

3.3 Essential Criteria for Pre-qualification.

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/ contactor 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.

3.3.2 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.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualified documents as well as letters of reference from their bankers regarding



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Suppliers/ contactors credit position. Potential suppliers/ contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be in form pq-6.

3.4 Statement

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

3.5 Withdrawal of Pre-Qualification

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 NGAAF-NAIROBI COUNTY reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise 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 all its statutory obligations and have current Tax Compliance Certificate.

**PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS IN CATEGORIES 015, 016,
017 & 018, 019, 020, 021, 022**

NO	CRITERIA	MARKS ALLOCATED
1	<p>Mandatory Requirements:</p> <ul style="list-style-type: none"> a) Copy of Certificate of Business Registration/Incorporation b) Copy of Valid Tax Compliance Certificate c) Copy of V.A.T and PIN Registration Certificate d) Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable. e) Duly completed Confidential Business Questionnaire f) Proof of past work experience g) Company Profile h) CR12 i) Must Fill Forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7 <p>Structure: Provide an outline of the composition of the firm</p>	Mandatory
1	<p>Past Experience/Major Clients(25marks)</p> <ul style="list-style-type: none"> a) Experience of more than 3years – 10 marks b) 3 clients and above - 10 marks c) References and contact persons - 5 marks 	Max 25 Marks
2	Financial strength (30marks)	Max 30 Marks
	Litigation history (20marks)	Max 20 Marks
3	<p>Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National 15 Construction Authority for works, National Industrial Training Authority for training, IATA Certification for ticketing and related services, Insurance Regulatory Authority for Insurance e.t.c (15Marks)</p> <p>NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)</p>	Max 15 Marks
4	Submission Form (5Marks)	Max 5 Marks
5	Declaration Form (5marks)	Max 5 Marks
	TOTAL	100 MARKS

NOTE: To be prequalified/registered, a prospective bidder MUST ATTAIN AT LEAST 70 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.



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3.7 Prequalification Criteria

Required information

Form type

- | | |
|-------------------------------|------|
| 1. Registration Documentation | PQ-1 |
| 2. Pre-qualification Data | PQ-2 |
| 3. Supervisory Personnel | PQ-3 |
| 4. Financial Position | PQ-4 |
| 5. Confidential Report | PQ-5 |
| 6. PAST Experience | PQ-6 |
| 7. Litigation History | PQ-7 |
| 8. CR 12 | |



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FORM PRE-QUALIFICATION DOCUMENTS

Bidders **MUST** attach:

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2. Copy of Valid Tax Compliance Certificate
3. Copy of V.A.T and PIN Registration Certificate
4. Copy of registration with National Construction Authority (N.C.A)/AGPO Certificate where applicable.
5. Confidential Business Questionnaire
6. Proof of past work experience
7. Company Profile
8. CR12
9. AGPO Registration Certificate



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PRE-QUALIFICATION SUBMISSION FORM TO:

NAIROBI COUNTY COORDINATOR,
NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND,
P.O BOX 983-00100,
NAIROBI.

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos..... The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for 120 days and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 2023

[Signature) _____ (in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____



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FORM PQ-1 - PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we.....hereby apply for registration as
supplier(s)

(Name of Company/firm)

(Item Description.....

(Category No.)

Address.....

Town.....

Street.....

Email.....

Building

Room /Office No..... Floor No.

Telephone

Cellphone

Name of applicant.....

Other branches

2. Organization & Business Information

Management

Personnel.....

President (Chie Executive)

Secretary.....

General Manager

Treasurer

Other.....



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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.....



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.....

...

.....

...

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 that distinguish you from your competitors.....

.....

.....

10. Indicate terms of trade/sale.....



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PQ -2 SUPERVISORY PERSONNEL

Name

.....

Age.....

Academic Qualification

.....

Professional

Qualification.....

Length of service with Contractor or supplier position held

.....

(Attach copies of certificate/ CV of key personnel in the organization)

PQ-3 - FINANCIAL POSITION

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



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REPUBLIC OF KENYA

FORM P4 - 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 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.....
 Nature of business.....
 Current Trade License No.....expiring date.....
 Maximum value of business which 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
.....
.....



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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.
6.

- If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



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FORM PQ-5-

PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

1. Name of 1st Client (organization)

.....

- i) Name of the 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 existence of contract)

2. Name of 2nd Client (organization)

- (i) Name of Client (organization)
- (ii) Address of Client (organization)
- (iii) Name of Contract 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 existence of contract)

3. Name of 3rd Client (organization)



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i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contract 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 existence of contract)

4. Others

.....



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FORM PQ – 6 -

LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/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	Award for or Against	Name of Client, Cause of litigation and Matter in dispute	Disputed Amount: current Value, Kshs. Equivalent



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FORM PQ-7 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 particulate 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 will not engage in corrupt practices with the PPOA Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the prequalification evaluation.

Date

.....

Applicant`s Name

.....

Represented by

.....

Signature

.....

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