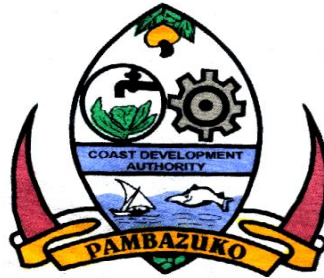


# COAST DEVELOPMENT AUTHORITY



## PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2019

Tender No. CDA 1-/2017-2019

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## Table of Contents

	Page
1. TENDER NOTICE	3
2. PRE-QUALIFICATION DATA INSTRUCTIONS	5
3. BRIEF CONTRACT REGULATIONS	6
4. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	9
5. FORM PQ - 2 PREQUALIFICATION DATA	10
6. FORM PQ - 3 SUPERVISORY PERSONNEL	12
7. FORM PQ - 4 FINANCIAL POSITION	13
8. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	14
9. FORM PQ - 6 PAST EXPERIENCES	16
10. FORM PQ - 7 LITIGATION HISTORY	18
11. FORM PQ - 8 SWORN STATEMENTS	19

## INVITATION FOR PREQUALIFICATION

### TENDER No: CDA 1- /2017-2019: INVITATION FOR PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2019

The Coast Development Authority, a State Corporation established by an Act of Parliament (CAP. 449) No. 90 hereby wishes to prequalify/ Register Suppliers for the supply of goods as indicated below for the Financial Year ending 30th June, 2019.

<b>Tender No.</b>	<b>Description</b>	<b>Eligibility</b>
CDA1- 1/2017-2019	Supply and Delivery of Fresh Milk	Reserved
CDA 1-2/2017-2019	Supply and Delivery of Newspapers	Reserved
CDA 1-3/2017-2019	Supply and Delivery of Airtime	Reserved
CDA 1-4/2017-2019	Supply and Delivery of Laptops, Desk top computers , Ups, Printers computer software, appliances and antivirus and IT related accessories	Open
CDA 1-5/2017-2019	Supply and Delivery of Pre-printed Office Stationery and Branded Promotional items and Materials	Open
CDA 1-6/2017-2019	Supply and Delivery of Furniture and Fittings	Open
CDA 1-7/2017-2019	Supply and Delivery of Building and Construction Materials	Open
CDA 1-8/2017-2019	Supply and Delivery of Electrical Materials and Appliances	Open
CDA 1-9/2017-2019	Supply and Delivery of Farm Inputs & Veterinary Drugs	Open
CDA 1-10/2017-2019	Supply and Delivery of Motor Vehicle Tyres and Batteries	Open
CDA 1-11/2017-2019	Supply and Delivery of Motor Vehicle Accessories i.e. Seat Covers, floor mats, tint etc	Open
CDA 1-12/2017-2019	Supply and delivery of Detergents and Disinfectants	Reserved

**Note:** The Special Groups means Youth up to 35 years, Women and Persons with Disability who have registered with the National Treasury (Directorate of Procurement).

Pre-qualification/Registration of Suppliers documents detailing the information may be obtained from the Supplies Office at the CDA Headquarters – Mama Ngina Drive next to the Coast Provincial Headquarters on normal working days from **between 8.00 a.m. and 5.00 p.m.** The Pre-qualification documents will be issued upon payment of a non-refundable fee of Kshs. 1,000/= per set in the cash office or downloaded for free from CDA’s website, [www.cda.go.ke](http://www.cda.go.ke)

Completed Pre-qualification/Registration of Suppliers Documents in plain sealed envelopes, clearly marked with the “Tender No. and Tender Name” as particularly described in the Tender documents should be deposited in the Tender Box located at the CDA Headquarters in the Reception Area addressed to:

The Managing Director  
Coast Development Authority  
P. O. Box 1322 - 80100

**MOMBASA**

So as to be received by 11<sup>th</sup> **July, 2017 at 10.00 a.m.** The documents will be opened immediately thereafter in the presence of the candidates who choose to attend in the CDA Headquarters’ Main Boardroom. Late bids will not be accepted.

CDA reserves the right to accept or reject any tender application and is not bound to give reasons for this decision thereof.

MANAGING DIRECTOR

**COAST DEVELOPMENT AUTHORITY**

**CDA ISO 9001:2008 CERTIFIED**



## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Coast Development Authority (CDA) would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of provision of goods and services to the Authority.

### **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 The Head of Procurement, Coast Development Authority so that they may be pre-qualified for submission of quotations. 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/Corporation/ 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 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Head of Procurement, Coast Development Authority on the following address:

Head of Procurement,  
P.O. Box 1322-80100  
Mombasa.  
020 8009196

### **1.7 Additional Information**

Coast Development Authority reserves the right to request submission of additional information from prospective bidders.

**1.8** Request for quotations will be made available only to those bidders whose

qualifications are accepted by Coast Development Authority after scoring more **than 70 points** after the completion of the pre – qualification process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty and VAT as required by the law.

### **2.2 Customs Clearance**

The supplier 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 Managing Director 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 who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.1** The pre-qualified 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 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 Coast Development Authority 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 Coast Development Authority 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.

#### **3.3 Essential Criteria for Pre-qualification**

**3.3.1** (a) Experience: Prospective bidders shall have at least 1 year experience in the supply of goods, services and allied items in case of potential supplier 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 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 prequalification 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.

**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 in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

**3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included 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 Prequalification.**

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 CDA reserves the right to reject the tender from such a bidder even though they have been 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 paid all its statutory obligations and have current Tax Compliance Certificate.

**3.7 Prequalification Criteria**

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	5
<b>TOTAL</b>		<b>100</b>



**3.8 The minimum score to qualify for prequalification shall be 70 points. Applicants who will not meet this minimum score shall be disqualified.**

**FORM PQ-1 REGISTRATION DOCUMENTATION**

All firms **must** provide **certified** copies of the following:-

1. Certificate of Registration / Incorporation.
2. V.A.T Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Pin Certificate of firm/company
5. Letter of recommendation from previous organization served (at least two).
6. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
7. Evidence of physical registered office in the Region applied for.
8. Attach copy of miscellaneous receipt (MR).
9. Registration with relevant Regulatory Authorities e.g  
WARMA,NCA,IRA,ERB,National Treasury (Directorate of Procurement),etc
10. List of equipment intended to be used to carry out the works/services

**(30 points)**

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION**

**FORM**

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

of .....  
(Item Description)

.....  
( sub-Category No.) Post Office Address

.....  
Town .....

Street .....

Name of building .....

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

Telephone Nos. ....

Full Name of applicant

.....

Other branches location .....

**Organization & Business Information**

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

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 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)**

**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 Contractor or Supplier position held

..... *(Attach*

*copies of certificates of key personnel in the organization and professional)*

**(10 Points)**

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's audited accounts for previous two years.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

**(20 Points)**

PQ-5

**Coast Development Authority  
CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I 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 I- General :*

Business Name

..... Location

of business premises.....

Plot No. ....

Street/Road..... Postal

Address.....Tel.

No..... Nature of

business.....

Current Trade Licence. No.....Expiring

date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers.....Branch

<input type="checkbox"/>	<p><b><i>Part 2 (a) – Sole Proprietor</i></b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of</p>												
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....
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.....	.....	.....	.....										
.....	.....	.....	.....										

<input type="checkbox"/>	<p><i>Part 2 ( c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>.... State the nominal and issued capital of company-</p> <p>Nominal Kshs..... Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.			
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1.									
<p>Date .....Signature of Candidate.....</p>									

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

**(15 Points)**

**NOTE:**

**Attach copies of Directors’ identity cards / passports**

**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)

2. Name of 2<sup>nd</sup> 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 3<sup>rd</sup> 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)

4. Others .....

**(10 Points)**

**FORM PQ-7 - LITIGATION HISTORY**

Name of Contract 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.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS EQUIVALENT)</b>

**(5 Points)**

**FORM PQ-8 - SWORN STATEMENT PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS**

CDA intends to update its register for suppliers for various goods, works and services for the year ending 30<sup>th</sup> June 2016. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.

Having studied the pre-qualification/Registration of Suppliers 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. 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)**