MERU COUNTY
INVESTMENT &
DEVELOPMENT
CORPORATION

PRE_QUALIFICATION NOTICE
FOR THE

REGISTRATION OF SUPPLIERS &
SERVICE PROVIDERS FOR THE FY 2017-2018/2019

MERU COUNTY INVESTMENT & DEVELOPMENT CORPORATION
P.O. BOX 3194– 60200
MERU, KENYA.
TEL: 020 2500250
E-mail: info@investmeru.co.ke

To be completed by the Tenderer. Indicate the following information:

1. **Prequalification No.……**
2. **Category Name……..**

…….

April 2017

Closing Date & Time: 20th April 2017 at 10:00 a.m.

PRE-QUALIFICATION NOTICE

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2017 –2018/2019

The Meru County Investment & Development Corporation invites applications from interested, eligible, Capable individuals and firms for Prequalification/ Registration as Suppliers and Service Providers for the Years 2017-2018/2019 in the following categories:

ITEM NO.	PREQUALIFICATION NO.	Category name	TARGET GROUP
SUPPLY OF GOODS			
1.	MCIDC/PREQ/001/2017—19	Supply and Delivery Of Computers, Servers, Laptops, Printers, Scanners And Other Related ICT Equipment	Open
2.	MCIDC/PREQ/002/2017—19	Supply installation and commissioning of generators and power back-up systems.	Open
3.	MCIDC/PREQ/003/2017—19	Supply and Delivery Of General Office Stationary and supplies.	Reserved Groups
4.	MCIDC/PREQ/004/2017—19	Supply of computer stationery and computer related consumables	Reserved Groups
5.	MCIDC/PREQ/005/2017—19	Supply Of General Office Equipment (Metal Filing Cabinets E.T.C.)	Open
6.	MCIDC/PREQ/006/2017—19	Supply Of Airtime.	Reserved groups
7.	MCIDC/PREQ/007/2017—19	Supply and Delivery Of Assorted Electrical Fittings And Lighting Materials	Reserved groups
8.	MCIDC/PREQ/008/2017—19	Supply of Branded Bottled Mineral Water	Open
9.	MCIDC/PREQ/009/2017—19	Supply Of Motor Vehicle Tires, Batteries & Other motor vehicle spare parts.	Open
10.	MCIDC/PREQ/010/2017—19	Supply Of Newspapers, Periodicals And Professional Materials	Reserved groups
11.	MCIDC/PREQ/011/2017—19	Supply of Promotional Materials, Staff Uniforms And Branded Items	Reserved groups
12.	MCIDC/PREQ/012/2017—19	Design And Printing Of Cards, Diaries, Corporate Newsletters, Stickers, Signage, Fliers, Brochures, Booklets, Banners, Tear drops E.T.C	Reserved groups
13.	MCIDC/PREQ/013/2017—19	Supply And Delivery Of Office Furniture and fittings	Open
14.	MCIDC/PREQ/014/2017—19	Supply & Delivery Of General Hardware and Plumbing & electrical equipment & services.	Open
15.	MCIDC/PREQ/015/2017—19	Supply, Delivery & Maintenance Of Fire Fighting Equipment & services	Open
16.	MCIDC/PREQ/016/2017—19	Supply and delivery of fuel pumps, air gauges, grease pumps etc.	Open
CONSULTANCY SERVICES			
17.	MCIDC/PREQ/017/2017—19	Structural Engineering Consultancy Services	Open
18.	MCIDC/PREQ/018/2017—19	Architectural Consultancy Services	Open

19.	MCIDC/PREQ/019/2017—19	Food Technologist Consultancy Services	Open
20.	MCIDC/PREQ/020/2017—19	Provision Of Legal Services	Open
21.	MCIDC/PREQ/021/2017—19	Process/ Chemical Engineering Consultancy Services	Open
22.	MCIDC/PREQ/022/2017—19	Quantity Surveying Consultancy Services	Open
23.	MCIDC/PREQ/023/2017—19	Production of Radio and TV infomercials/ TV Documentaries.	Open
24.	MCIDC/PREQ/024/2017—19	Project Management Consultancy Services	Open
25.	MCIDC/PREQ/025/2017—19	Transaction Advisor Consultancy Services	Open
26.	MCIDC/PREQ/026/2017—19	Feasibility Studies (Real Estate, Energy, Agro Processing, Hospitality & Tourism) Consultancy Services	Open
27.	MCIDC/PREQ/027/2017—19	Internal Audit Consultancy Services	Open
28.	MCIDC/PREQ/028/2017—19	Land Surveying Consultancy Services	Open
29.	MCIDC/PREQ/029/2017—19	Human Resource Consultancies services that include: A. Corporate Service B. Safety/ First Aid/ Fire Marshal C. Reviewing performance systems D. Competency Level determination E. Training needs analysis F. Conducting job evaluation G. Training Services (In House) H. Organization restructuring	Open
30.	MCIDC/PREQ/030/2017—19	Environmental impact assessment Consultancy services	Open
31.	MCIDC/PREQ/031/2017—19	Provision of financial analysis and tax consultancy servises	Open
32.	MCIDC/PREQ/032/2017—19	Property Management Consultancy Services	Open
33.	MCIDC/PREQ/033/2017—19	Signature Management Consultancy Services	Open
34.	MCIDC/PREQ/034/2017—19	Communication & Media Consultancy services	Open
PROVISION OF WORKS/ SERVICES			
35.	MCIDC/PREQ/035/2017—19	Provision Of Security Guarding and alarm Services	Open
36.	MCIDC/PREQ/036/2017—19	Provision Of Cleaning Detergents, Soaps Disinfectants & Toiletries and sanitary services.	Reserved groups
37.	MCIDC/PREQ/037/2017—19	Repair and Servicing Of Servers, Computers, Laptops, Printer, Scanners And Other Related ICT Equipment	Open
38.	MCIDC/PREQ/038/2017—19	Provision Of Catering Services	Open
39.	MCIDC/PREQ/039/2017—19	Provision Of Internet services	Open
40.	MCIDC/PREQ/040/2017—19	Provision of Website development sevices	Reserved Groups
41.	MCIDC/PREQ/041/2017—19	Provision Of Web Domain Hosting	Open

42.	MCIDC/PREQ/042/2017—19	General Building Contractors & Building Renovators	Open
43.	MCIDC/PREQ/043/2017—19	Provision of Hotel Accommodation & Conferencing facilities	Open
44.	MCIDC/PREQ/044/2017—19	Provision of Motor Vehicle Maintenance & Repair Services	Open
45.	MCIDC/PREQ/045/2017—19	Provision of Property & Real Estate Management Services	Open
46.	MCIDC/PREQ/046/2017—19	Provision of Petrol Station Management Services	Open
47.	MCIDC/PREQ/047/2017—19	Provision of professional training (Financial modeling, invoice analysis)	Open
48.	MCIDC/PREQ/048/2017—19	Provision of motor vehicle service center services	Open
49.	MCIDC/PREQ/049/2017—19	Provision of air travel, reservations, ticketing and Visa services	Open
50.	MCIDC/PREQ/050/2017—19	Provision of networking & configuration services	Open
51.	MCIDC/PREQ/051/2017—19	Provision of software development, customization and support services.	Open
52.	MCIDC/PREQ/052/2017—19	Provision of payroll services	Open
53.	MCIDC/PREQ/053/2017—19	Provision of premises partitioning & maintenance	Open
54.	MCIDC/PREQ/054/2017—19	Provision of courier services/ mail delivery	Open
55.	MCIDC/PREQ/055/2017—19	Provision of Artisan Services	Open
56.	MCIDC/PREQ/056/2017—19	Supply, installation, commissioning and maintenance of CCTV and access control and printing of staff cards	Open
57.	MCIDC/PREQ/057/2017—19	Provision of Transport services (Taxi, vans, mini-buses and buses)	Open
58.	MCIDC/PREQ/058/2017—19	Supply and maintenance of VoIP - PBX telephone equipment, phones and accessories	Open
59.	MCIDC/PREQ/059/2017—19	Provision of events management services	Open

Note: Reserved Groups represent youths, women and people living with disabilities as described in the Public Procurement and Disposal (Amendment) Regulation 2013.

The pre-qualification documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from our website www.investmeru.co.ke or the Meru County Government website www.meru.go.ke. **The Pre-qualification closing date is , 20th April 2017 at 10:00 a.m.**

Managing Director,
Meru County Investment & Development Corporation

PREQUALIFICATION NOTICE FOR THE REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2017-2018/2019.

The Meru County Investment & Development Corporation invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2017-2018/2019 financial year.

A complete set of pre-qualification documents may be downloaded from our website www.investmeru.co.ke or from the Meru County Government website www.meru.go.ke for free .

Interested eligible firms may obtain further information from the Meru County Investment & Development Corporation **Procurement Office, 1st Floor, Meru County Maisonete Building (at the location of Consolidated Bank Branch, Meru).**

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked **Pre-qualification of Suppliers and Service Providers for the Financial Year 2017-2018/2019 Indicating clearly the pre-qualification number and category name"** and be deposited in the tender box provided at The Meru County Investment & Development Corporation Offices, **1st Floor, Meru County Maisonete Building (at the location of Consolidated Bank Branch, Meru).**

and be addressed to:

The Managing Director,
Meru County Investment & Development Corporation,
P. O. Box 3194 - 60200
MERU.

so as to be received on or before **20th April 2017 at 10:00 a.m.**

Applications for Registration will be opened immediately thereafter in the boadroom,in the presen ce of candidates'/ representatives, who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

Managing Director
Meru County Investment & Development Corporation

SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

1.1 The Meru County Investment & Development Corporation (MCIDC) is a County Corporation established under the Meru County Investment and Development Corporation Act of 2014 (hereinafter called the Act) with the mandate of promoting investments in Meru County.

1.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Services, The Meru County Investmen & Development Corporation (MCIDC) will pre-qualify and enlist suppliers from among those who will have submitted applications, inaccordance with the pre-qualification requirements.

1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.

1.4 MCIDC does not bind itself to assign services but shall endevour to ensure that Applicants are treated equitably when opportunities arise.

1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

1.6 Applicants will meet all costs associated with preparation and submission of their applications.

1.7 It is MCIDC's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, MCIDC:

a) defines, for the purpose of this provision, the terms set forth below as follows:

(i) **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and

(ii) **"Fraudulent practice"** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of MCIDC, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive MCIDC of the benefits of free and open competition.

(b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarrement proceedings against the Applicant(s);

(c) Will declare an application ineligible, for pre-qualification if at any time it

determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;

(d) Will have the right to examine financial records relating to the performance of such services to determine capability;

(e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2017-2018/2019 for provision of Services for the operations of MCIDC activities.

3. CLARIFICATIONS

3.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, facsimile to The Meru County Investment & Development Corporation. MCIDC will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

4.1 Applicants are requested to submit an application written in English language.

4.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

4.3 Applicants are required to meet the qualification criteria stipulated in clause 6.0 of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.

4.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

4.5 **Period of Validity**

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

MCIDC will make the best effort to complete the evaluation and communicate within this period.

5. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

5.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre-qualification Document.

5.2 The pre-qualification documents should be prepared and submitted in **one original** and **one (1) copy** in a plain sealed envelope clearly marked:

"Pre-qualification of Suppliers and Service Providers for the Financial Year 2017-2018/2019
Indicating clearly the pre-qualification number and category name"
"DO NOT OPEN BEFORE 20th April 2017 at 10:00 a.m.

Completed Pre-qualification Documents should be deposited in the tender box provided at The Meru County Investment & Development Corporation Offices, Meru County Hotel, Ground floor, Meru General Avenue, Meru, Kenya or be addressed and posted to:

The Managing Director,
Meru County Investment & Development Corporation,
P. O. Box 3194 - 60200
MERU.

5.3 **Deadline for Submission**
The closing date and time for submission of the Pre-qualification Document shall be **20th April 2017 at 10:00 a.m.**

5.4 **Late Applications**

Any Pre-qualification Document received after the deadline pursuant to clause 5.3 shall be rejected as a late application and shall not be considered.

5.5 **Opening of Applications**

5.5.1 A Committee of officials from MCIDC shall open the applications immediately after the closing time for submissions of the Pre-qualification Documents' in the presence of applicants' representatives who choose to attend.

5.5.2 MCIDC will prepare a record of the Pre-Qualification Opening

6.0 PRE-QUALIFICATION EVALUATION CRITERIA

6.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

i. Prequalification submission Form
ii. Declaration Form
iii. A copy of certificate of incorporation/registration
iv. Valid Tax Compliance Certificate
v. Duly completed Confidential Business Questionnaire

vi. Evidence of Physical Address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/title deed). MCIDC may visit the premises to ascertain physical address.

vii. Audited accounts for the last 2 financial years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

viii. Proof of Bank account.

ix. Registration with a relevant body **where applicable.**

x. A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.

NOTE:

1. Special Group firms (registered with AGPO) will be treated in accordance with the Public Procurement and Disposal (Preference and Reservation) Regulations 2013.

6.2 General Requirements

(a) MCIDC will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

(b) Pre-qualification will be based on meeting the minimum criteria.

(c) The applicants must have registered offices and MCIDC reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.

(d) MCIDC does not bind itself to assign services but shall endevour to ensure that Applicants are treated equitably when opportunities arise.

(e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

7 CONFIDENTIALITY

7.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: **The Managing Director,**
Meru County Investment & Development Corporation,
P. O. Box 3194 - 60200
MERU.

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 _____ 20 _____

_____ _____
[Signature) (in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email_____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Meru County Investment & Development Corporation, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed ……

For and on behalf of ……

In the capacity of …….

Dated this ……. day of ……20…….

Company's rubber Stamp ……

2.3 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 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 (a MUST) .....

Plot No, (a MUST)..... **Street/Road** (a MUST) .....

Postal address (MUST) ....**Tel No**(s) (a MUST) .. ..

Fax ..... **Email** (a MUST)..... .....

Nature of Business .....

Registration Certificate No. .....

Maximum value of business which you can handle at any one time – Kshs. .....

Name of your bankers.....

Branch .....

Note: (A MUST) is a requirement for every purpose of easy location and all communications.

	Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details ..... Youth/Woman/Person with Disability (indicate)..... Citizen Contractor (Indicate).....
	Part 2 (b) – Partnership Given details of partners as follows Name Nationality Citizenship details Shares 1. ..... 2. ..... 3. ..... 4. ..... Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....
	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. ..... Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....
	Date.....Signature of Candidate.....

Certification:
I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ *Date;*_____
[*Signature of authorized representative of the firm*]

Full name of staff member: _____

Tel. No._____

Full name of authorized representative: _____

2.3 REFERENCES

Submit details of organisations where you have undertaken similar services in the format given below. Provide atleast three.

No.	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.4.**

The reference letter **MUST** be on the organization's letterheads.

2.4 FIRM'S REFERENCES

Relevant Services Carried Out in the Last TWO Years that Best Illustrate Qualifications

Using the format below, provide information on each business assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

<table>
<tr><td colspan="2">Business Assignment Name:</td><td>Country</td></tr>
<tr><td colspan="2">Location within Country:</td><td>Professional Staff provided by Your Firm/Business:</td></tr>
<tr><td colspan="2">Name of Client:</td><td>Clients contact person for the assignment.</td></tr>
<tr><td colspan="3">Address:</td></tr>
<tr><td>Start Date (Month/Year):</td><td>Completion Date (Month/Year):</td><td>Approx. Value of goods/Services (Kshs)</td></tr>
<tr><td colspan="3">Name of Senior Staff Involved and Functions Performed:</td></tr>
<tr><td colspan="3">Narrative Description of Business:</td></tr>
<tr><td colspan="3">Description of Actual Goods/ Services Provided by Your Staff:</td></tr>
</table>

Firm's Name: _____

Name and title of signatory; _____

Tel. No._____

(May be amended as necessary)