

# COUNTY GOVERNMENT OF NAKURU



## COUNTY ASSEMBLY OF NAKURU OFFICE OF THE CLERK TO THE ASSEMBLY

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COUNTY ASSEMBLY  
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NAKURU

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Website: [www.assembly.nakuru.go.ke](http://www.assembly.nakuru.go.ke)

### TENDER AND PREQUALIFICATION NOTICE

The County Assembly of Nakuru invites sealed prequalifications/ tenders from reputable, competent and eligible candidates for the supply and delivery of goods and provision of services for the financial year 2014/15 under the listed categories. Bidders are informed that goods, works and services will be procured on "AS AND WHEN REQUIRED BASIS"

#### CATEGORY A-TENDER.

NO.	TENDER NO.	ITEM DESCRIPTION	ELIGIBLE CANDIDATES
1	CAN/T/1/2014/2015	Provision of internet services	Open to all bidders
2	CAN/T/2/2014/2015	Supply and delivery of security printed documents.	Reserved for youth, women and people with disabilities
3	CAN/T/3/2014/2015	Provision of Medical insurance covers (Insurance companies ONLY – Registered by Insurance Regulatory Authority of Kenya).	Open to all bidders
4	CAN/T/4/2014/2015	Provision of general insurance cover through brokerage services. (Registered by Insurance Regulatory Authority of Kenya).	Open to all bidders
5	CAN/T/5/2014/2015	Supply and delivery of general office stationery, computer consumables and related accessories	Open to all bidders
6	CAN/T/6/2014/2015	Supply and delivery of Computers, laptops, servers, Printers, UPS Photocopiers, and other ICT equipment	Reserved for youth, women and people with disabilities
7	CAN/T/7/2014/2015	supply and delivery of cleaning materials, detergents and disinfectants	Reserved for youth, women and people with disabilities
8	CAN/T/8/2014/2015	Supply, installation & commissioning of stand-by power generator.	Open to all bidders
9	CAN/T/9/2014/2015	Supply of motor vehicle tyres, tubes and batteries.	Open to all bidders
10	CAN/T/10/2014/2015	Supply, delivery and installation of computer software	Reserved for youth, women and people with disabilities

#### CATEGORY B-PREQUALIFICATION FOR SUPPLY OF GOODS.

NO.	PREQ. NO.	ITEM DESCRIPTION	ELIGIBLE CANDIDATES
11	CAN/P/1/2014/2015	Prequalification for supply of fuel, oils and lubricant ( Electronic fuel management system- operated nationwide)	Open to all bidders
12	CAN/P/2/2014/2015	Prequalification for Supply of electrical items, repairs and fittings	Open to all bidders
13	CAN/P/3/2014/2015	Prequalification for Supply and delivery of branded promotional materials (banners, caps, carrier bags, business cards, staff ID's, stamps, posters, T-shirts and umbrellas)	Reserved for youth, women and people with disabilities
14	CAN/P/4/2014/2015	Prequalification for supply and delivery of bottled mineral water	Reserved for youth, women and people with disabilities

#### CATEGORY C: PREQUALIFICATION FOR PROVISION OF SERVICES.

NO.	PREQ. NO.	ITEM DESCRIPTION	ELIGIBLE CANDIDATES
15	CAN/P/5/2014/2015	Provision of air travel services(IATA REGISTERED)	Open to all bidders
16	CAN/P/6/2014/2015	Provision of car hire services, taxis, buses and minibuses (attach logbooks to prove ownership)	Reserved for youth, women and people with disabilities
17	CAN/P/7/2014/2015	Provision of fumigation and pest control services	Reserved for youth, women and people with disabilities
18	CAN/P/8/2014/2015	Provision of sanitary and cleaning services.	Reserved for youth, women and people with disabilities
19	CAN/P/9/2014/2015	Prequalification for Provision of Hotel accommodation, conference facilities and outside catering services.	Open to all bidders
20	CAN/P/10/2014/2015	Prequalification for maintenance of motor vehicles.	Open to all bidders
21	CAN/P/11/2014/2015	Prequalification for Maintenance of office furniture and equipment	Open to all bidders
22	CAN/P/12/2014/2015	Prequalification for Maintenance of computers and equipment.	Reserved for youth, women and people with disabilities
23	CAN/P/13/2014/2015	Prequalification for Maintenance of buildings.	Open to all bidders
24	CAN/P/14/2014/2015	Prequalification for provision of laundry services.	Open to all bidders

#### CATEGORY D –PREQUALIFICATION FOR CONSULTANCY/ SPECIALISED SERVICES.

NO.	PREQ. NO.	ITEM DESCRIPTION	ELIGIBLE BIDDERS
25	CAN/P/15/2014/2015	Legal services	Open to all bidders
26	CAN/P/16/2014/2015	Human resource services and training( employee satisfaction, baseline survey, customer satisfaction survey, work environment survey and training needs assessment )	Open to all bidders
27	CAN/P/17/2014/2015	ICT consultancy	Open to all bidders

**N/B: Youth, Women and people living with disabilities are encouraged to apply and they should have the following mandatory requirements:**

1. A copy of business registration certificate/ certificate of incorporation.
2. A copy of PIN certificate.
3. A copy of tax compliance certificate.
4. Registration certificate issued by the National treasury or the county treasury of Nakuru

**Previous experience is not a requirement for the youth, women and people living with disability.**

#### **Mandatory requirements for tenders.**

1. A copy of business registration certificate/ certificate of incorporation.
2. A copy of PIN certificate.
3. A copy of tax compliance certificate
4. Copy of valid business permit.
5. Letter of recommendations from five major clients.
6. Company profile
7. Tender security as per required tender.
8. Audited accounts for the last two years (2012/2013)

#### **Mandatory requirements for prequalification.**

1. A copy of business registration certificate/ certificate of incorporation.
2. A copy of PIN certificate.
3. A copy of tax compliance certificate
4. Letter of recommendations from five major clients.
5. Company profile
6. Audited accounts for the last two years (2012/2013)

The tender/ prequalification documents with detailed terms and conditions of application shall be obtained from County Assembly of Nakuru website [www.assembly.nakuru.go.ke](http://www.assembly.nakuru.go.ke) free of charge. Completed prequalification/ tender documents in plain sealed envelope clearly marked "the name and the tender number should be deposited in the tender box located at the County assembly offices addressed to:

The Clerk,  
County assembly of Nakuru.  
P.O BOX 907-20100. Nakuru.

The closing date for the submission of the prequalification/tender documents will be on **19<sup>th</sup> September 2014 at 10.00 A.M.** The bids will be opened immediately in the assembly boardroom in the presence of bidders or their representatives who choose to attend.

**ANNMARIE KURIA,  
SENIOR PROCUREMENT OFFICER,  
FOR: CLERK TO THE COUNTY ASSEMBLY.**