



OFFICE OF THE PRESIDENT
MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

COUNTY COMMISSIONER
MERU COUNTY
P.O BOX 703-60200
MERU

5th February, 2024

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CONTINUOUS REGISTRATION OF SUPPLIERS
APPLICATION FORM

**REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF
GOODS, WORKS AND SERVICES FY 2023-2025**

APPLICANT NAME:.....

CATEGORY NO:.....

ITEM NAME:.....

IF SPECIAL GROUP PLEASE INDICATE BELOW:()

WOMEN ()

YOUTH ()

PERSONS WITH DISABILITY ()



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TABLE OF CONTENTS

	page	
Section A	Registration of suppliers	3
Section B	Confidential Business Questionnaire	5
Section C	Suppliers Application Form	7
Section D	Compliance with statutory Requirement	8
Section E	Financial position and Terms of Trade	9
Section F	Other Important Pre-requisites	10



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Telegrams:

Telephone:

Email: ccmeru@yahoo.com

When replying please quote
Ref.No. SUP.CON/PROC/22/1/VOL.I/11
And Date

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**PRE-QUALIFICATION /REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR
2024-2025**

Meru county invites applications from interested and eligible suppliers for pre-qualification /registration of suppliers for the financial year 2023-2025

NO	TENDER NO.	DESCRIPTION	ELIGIBILITY
1.	MRU/CNTY/NG/1/2023 – 2025	Supply and delivery of foodstuff,vegetables ,bottled water and Meat.	open
2.	MRU/CNTY/NG/2/2023 – 2025	Supply and delivery of petrol	open
3.	MRU/CNTY/NG/3/2023 – 2025	Supply and delivery of cleaning materials and detergents.	Reserved for special groups
4	MRU/CNTY/NG/4/— 2023 – 2025	Supply and delivery of stationery	open
5.	MRU/CNTY/NG/5/2023 – 2025	Supply and delivery of firewood and charcoal	open
6	MRU/CNTY/NG/6/2023 – 2025	Prequalification for supply and delivery of farm inputs and animal feeds	open
7	MRU/CNTY/NG/7/2023 – 2025	Prequalification for supply and delivery of water pipes and fittings	open

8	MRU/CNTY/NG/8/2023 – 2025	Prequalification for supply and delivery of water tanks, hardware and building	open
9	MRU/CNTY/NG/9/2023 – 2025	Prequalification for supply and delivery of computers, photocopiers and supports materials	Reserved for special groups
10	MRU/CNTY/NG/10/2023 – 2025	Prequalification for supply and delivery of uniforms , textiles ,blankets, sanitary pads and umbrellas for market shades.	Reserved for special groups
11	MRU/CNTY/NG/11/2023 – 2025	Prequalification for supply and delivery of tyres and tubes	open
12	MRU/CNTY/NG/12/2023 – 2025	Prequalification for supply and delivery of electrical goods	open
13	MRU/CNTY/NG/13/2023 – 2025	Prequalification for supply and delivery of office equipment and furniture	open
14	MRU/CNTY/NG/14/2023 – 2025	Prequalification for supply and delivery of sporting equipment and gears	Open
15	MRU/CNTY/NG/15/2023 – 2025	Prequalification for provision of public address system, tents and chairs	Reserved for special groups
16	MRU/CNTY/NG/16/2023 – 2025	Provision of meals to inmates	open
17	MRU/CNTY/NG/17/2023 – 2025	Prequalification for supply and delivery of flowers , tree seeds and seedlings	Reserved for special groups
18	MRU/CNTY/NG/18/2023 – 2025	Prequalification for supply and delivery of medical and veterinary drugs	open
19	MRU/CNTY/NG/19/2023 – 2025	Prequalification for supply and delivery of firefighting equipment	open
20	MRU/CNTY/NG/20/2023 – 2025	Provision of catering services and conference facilities Hire of police canteen	Reserved for special groups
21	MRU/CNTY/NG/21/2023 – 2025	Hire of police Canteen.	open
22	MRU/CNTY/NG/22/2023 – 2025	Prequalification for repair of government motor vehicles and motorcycles	open

23	MRU/CNTY/NG/23/2023 – 2025	Prequalification of printing services of non-accountable, documents, designs, branding of promotional materials and beautification services	Reserved for special groups
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24	MRU/CNTY/NG/24/2023 – 2025	Prequalification for repairing and servicing of office equipment, computers, printers, photocopiers and furniture	open
25	MRU/CNTY/NG/25/2023 – 2025	Hire of security guards	open
26	MRU/CNTY/NG/26/2023 – 2025	Hire of transport services	open
27	MRU/CNTY/NG/27/2023 – 2025	Prequalification of building contractors	open
28	MRU/CNTY/NG/28/2023 – 2025	Prequalification for water works, irrigation and earth dams drilling contractors	open
29	MRU/CNTY/NG/29/2023 – 2025	Prequalification of contractors for roadworks	open

Interested eligible bidders may download the tender documents containing full details and conditions of tendering from the **Ministry of Interior And National Administration web site free of charge**. Soft copy of documents can also be obtained from the **Meru County Supply Chain Management (procurement) office or from respective sub-county Supply Chain management (procurement) offices** during working hours (**8.00 a.m to 5.00 p.m**) from **Monday 5th Februarys 2024 to Tuesday 19th February 2024**.

Completed tender documents enclosed in plain sealed envelopes clearly marked with the ‘**relevant category number and item name description** ‘should be addressed to;

**THE COUNTY COMMISSIONER
MERU COUNTY
P.O BOX 703-60200 MERU.**

And be deposited in the tender box situated at the county commissioner’s office block on or before Tuesday 19th February 2024 at 10.00 a.m.

NB;

- 1. Reserved groups (women, youth and people with Disabilities) are encouraged to apply.**
- 2. Those who wish to be registered in more than one category will be required to download additional documents for each category.**



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SECTION B

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2(a), 2(b) or 2(b) 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 you can handle at any one time, Ksh
Name of your bankers
Branch
Are you an agent of Kenya national trading corporation? yes/no.....

Part 2(a) sole proprietor

Your name in full.....
Age
Nationality
Country of origin.....

Part 2 (b) Partnership

Give details of partner as follows: -
Name nationality citizenship details share

.....
.....
.....
.....
.....

Part 2 (c) Registered Company

Private or public
State the nominal and issued capital of the company-
Nominal Kshs.....
Issued
Ksh.....

Give details of directors as follows; -
Name your nationality and citizenship details

.....
.....
.....
.....

Date
Signature of the tenderer.....

If a Kenyan citizen, indicate under “citizenship” whether by birth, naturalization or registration.



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SECTION C

Full name of applicant Gender: F/M.....Age..... PWD (if any specify)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... (Name of the sole proprietor /company /firm)

Postal Addresscode.....

Mobile /Tel No.....Email Address (provide an active email address and phone number and ensure they are captured well)

Townstreet.....

Name of Building

Floor No.....Room /office No.....

GenderF/M.....Age.....

PWD (if any specify).....

Hereby apply for registration as supplier(s) of.....

Signature of ApplicantDate.....

Official stamp:

Other Branches Location includes.....

- 1. 2.



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SECTION D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No.pin No.....
attach proof of being up-to-date in VAT and income tax returns

2. State any technological innovations or specific attributes which distinguishes you
with your competitors.....
.....
.....
State any quality assurance certification e.g ISO 9000 held by the company
.....
.....
.....
.....
.....



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SECTION E FINANCIAL POSITION AND TERMS OF TRADE

- 1. Assets and liabilities :- (1) Total assets in Kshs... (2) Current assets in Kshs... (3) Total liabilities in Kshs... (4) Net worth (total assets-total liabilities) ... (5) Working capital Kshs... (Total asset-net worth)

Indicate terms of sales/trade:-

- (i) Cash on delivery (ii) Credit period Yes/No delete as appropriate. If yes indicate number of days ... (iii) Upfront payment /down payment Yes/No delete as appropriate. If yes state percentage...

Referee: -

- 1. Name of the company... Address ... Name of contact person... Signature and date...

Declaration:

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled here will be used as ground for removal from or termination of qualification process.

Signature:For and on behalf of :..... Position in Company /Business :.....Date.....



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SECTION E

OTHER IMPORTANT PRE-REQUISITE

- Must be a registered firm in Kenya with certificate of Registration /Incorporation. Attach copy.
- Attach copy of VAT, pin Certificates & a valid tax compliance certificate.
- Must provide copy of current relevant trade license. Attach copy.
- Must have fixed business premises.
- Attach evidence of similar work done e.g LPO, LSO, recommendation letters etc
- For the reserved groups (youth, women & PWD) attach a valid certificate of registration with the respective groups and a valid tax exemption certificates for PWD
- Applicants for supply and delivery of meat must attach a public health certificate.
- Those applying for Service and repair of Government vehicles and cycles must attach a certificate of insurance and good conduct
- Those applying for supply of petroleum products must attach a valid registration certificate from EPRA
- Applicants for supply and delivery service of computers must attach a certificate of Good conduct.
- Those applying for Hire of transport services must show prove of ownership and copies of comprehensive Insurance cover
- All applicants **Must** fill and stamp self declaration forms attached.

SELF-DECLARATION FORM
ANTI-CORRUPTION DECLARATION

We (insert the name of the company) _____ declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name _____

Signature _____

Date _____

Company Seal/Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company) _____
declares and guarantees that no person in our organization has or will be involved in a fraudulent
practice in any procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal/Business Stamp

NON-DEBARMENT DECLARATION

We (insert the name of the company) _____

Declares and guarantees that no direct or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal/Business Stamp

Those applying for supply