



# EWASO NGIRO SOUTH DEVELOPMENT AUTHORITY

## PART A

## CONSULTANT QUESTIONNAIRE

THIS QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE BIDDERS WHO WISH TO SUPPLY GOODS AND SERVICES TO EWASO NG'IRO SOUTH DEVELOPMENT AUTHORITY. THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF ENSDA  
CATEGORY A & B

Company name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tel/fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

All applicants **MUST** indicate the details below:

Category applied for: \_\_\_\_\_

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Item code: \_\_\_\_\_

Item description: \_\_\_\_\_

## **PART B:**

Ref: ENSDA/PQ/ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **PRE-QUALIFICATION GUIDELINES**

1. Ewaso Ng'iro South Development Authority invites you to submit sealed bids for **Pre-qualification of goods and services for the financial year 2016/2017**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the procurement office of:  
**Ewaso Ng'iro South Development Authority,**  
**P.O Box 213,**  
**Narok.**  
**[Tel: 020 233 6566,050 22 290/1](tel:0202336566050222901)**  
**Fax: 020 2336560**  
**E-mail:md.ensda@gmail.com**
3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-
  - ETR/Tax compliance certificates,
  - Certificate of business registration,
  - Audited Accounts OR Bank statements for the last 6 months
4. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the **Managing director Ewaso Ngiro South Development Authority, P.O Box 213 Narok, and be deposited into the tender box at the reception of ENSDA HQ by 2:00 pm on the date indicated against each category.**
5. The tender closes on **the date indicated** and will be opened immediately thereafter.

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6. Bidders should deposit a non-refundable fee of Kshs.1000 (one thousand shillings only) to a/c no.**01003041548100 (National Bank)** and surrender the bank deposit slips to our cash office between 8:00 AM and 5:00 PM during normal working days. (The fee does not apply to bidders who obtain the documents electronically and disadvantaged groups.)
7. This tender notice doesn't amount to any contractual obligation on the party of ENSDA, and ENSDA is not obliged to invite any tenders or quotation from any or all candidates that have expressed their interest by responding to this invitation.
8. Ewaso Ngiro south development Authority has the right to invite Open tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act and the regulations.
9. ENSDA reserves the right to verify any information provided in response hereto without notice to the participant.

Yours faithfully,

**AMBROSE LELESIT**

**FOR: MANAGING DIRECTOR**

## PART C

### GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. **Responsiveness**

Responses to the tender notice questionnaire must be in accordance with the requirements for information in the document.

2. **Category.**

Participants should indicate clearly the services they would want to be considered for tendering, drawing reference from the schedule provided.

3. **Relevance.**

Answers to the questionnaire should be relevant to the service applied for and should be as clear and concise as possible.

4. **Submission of tenders.**

The application for tender should be submitted in sealed envelopes properly labeled with the **item category, the item code and the item description** as applied for.

5. **Short listing.**

In selection of suppliers, ENSDA will shortlist/award only those firms that are able to demonstrate their competence to offer the listed service. Registered service providers are encouraged to apply within the line of their registered business.

6. **Supporting documents.**

The document should be signed by the authorized representatives of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.

7. **Statutory requirements.**

It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required taxes.

## PART D

ENSDA OFFICIAL RECEIPT NO. \_\_\_\_\_

### GENERAL AND COMPANY INFORMATION.

#### NB: ALL DOCUMENTS MUST BE ATTACHED.

##### 1. MANDATORY REQUIREMENTS.

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-

- ETR/Tax compliance certificates.
- Certificate of business registration.
- Audited accounts or Bank statements for the last 6 months.

*(Attach copies of all certificates required)*

##### 2. COMPANY PROFILE.

- Company name:

\_\_\_\_\_

- Trading name(*if different from above*):

\_\_\_\_\_

- Legal status (partnership/sole proprietor/Ltd. Company):

\_\_\_\_\_

**3. REGISTRATION/LICENSE.**

- a).Company registration certificate No. \_\_\_\_\_(attach copy)
- b).Certification by regulatory bodies (*e.g. ministry of public works*) (attach copy)
- Nature of business licensed to operate \_\_\_\_\_
- VAT No. \_\_\_\_\_(attach copy)

**4. CONTACTS.**

- Contact person Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Tel No: \_\_\_\_\_
- Postal address: \_\_\_\_\_  
Tel No. \_\_\_\_\_  
Fax: \_\_\_\_\_  
Physical location: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Website: \_\_\_\_\_

**5. OWNERSHIP.**

- Name of directors and their nationality:

	Name of partners/shareholders	Nationality	Citizenship	Percentage of shares
1.				
2.				
3.				
4.				
5.				

**6. BANK AND INSURANCE DETAILS**

- Name of bank & branch  
\_\_\_\_\_
- Name of insurers \_\_\_\_\_

**7. ELIGIBILITY.**

- Have you or your principles been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? \_\_\_\_\_ If yes, when \_\_\_\_\_ (if yes ,you must present legal documentary evidence that you are cleared and your business is now solvent).
- Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
- Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? \_\_\_\_\_

**8. CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES.**

- What products/services do you want to be considered to supply \_\_\_\_\_ (indicate relevant category and product code).
- How many employees do you have? \_\_\_\_\_. How many are permanent? \_\_\_\_\_ How many are temporary? \_\_\_\_\_
- Provide details of your key personnel and attach their CV’s **IF** you are applying for provision of professional services.(Use a separate sheet of paper)
- What is the country of origin for goods or services? \_\_\_\_\_
- Are you a manufacturer/wholesaler/retailer/other?(please specify) \_\_\_\_\_
- If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body? **YES/NO.**(attach documentary evidence of certification)
- If you are not a manufacturer, are you an authorized dealer? **YES/NO**(attach manufacturers authorization).
- Who have been your major corporate clients for the past 2 years? State client’s name, product service provided, value of goods, works or service and contact person.

	Name of organization	Value of business per month	Contact person	Tel No.
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1				
2				
3				
4				
5				
6				
7				

- To what extent is your firm/company’s e-mail interaction with your suppliers and clients and how do you intend to carry out business with ENSDA?

\_\_\_\_\_

- What is your average response time to a request for quotation? \_\_\_\_\_
- What is your average response to delivery of goods /services after issuance of LPO/LSO?

\_\_\_\_\_

- What is the maximum value of business, which you can handle at any one time? Kshs.  
\_\_\_\_\_
- If your firm is awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specification by ENSDA?**YES/NO**

**9. PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

- Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for any other tender in ENSDA? If yes, please provide the name(s) of those firm(s) /companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)
- Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to ENSDA? **YES/NO**. If yes indicate here under the financial year, the goods or services that you supplied and their value.

Financial year	Goods or services supplied	Total value





- c) Has your company/firm at any one time been requested to quote for consultancy services and failed to submit the quotation without assigning reason for your action? \_\_\_\_\_
- d) Has your company/firm at any one time been issued with a purchase order by ENSDA and failed to deliver the services without assigning any reason for your action?  
\_\_\_\_\_
- e) If your company/firm is a current or previous period provider of consultancy services to ENSDA, has it at any one time been issued with a letter of cancellation of LSO for failure to supply goods within the agreed time or providing inferior services not within specifications?

**10. DECLARATIONS**

- A. For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any ENSDA employee.
- B. Do you have a relationship with any ENSDA employee that would cause any real or perceived conflict of interest? **YES/NO**(Specify)
- C. I \_\_\_\_\_ declare, for and on behalf of \_\_\_\_\_(company/firm) that all the information furnished to ENSDA in connection with this tender is true and accurate in all material respect. ENSDA is hereby authorized to make such inquiries relating to the said information including with the firm’s/company’s clients and bankers, as it may deem necessary without prior notice to the firm /company.
- D. Information submitted by \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Stamp:



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