



— MERU COUNTY —
**INVESTMENT &
DEVELOPMENT**
CORPORATION

**PRE-QUALIFICATION NOTICE
FOR THE**

**REGISTRATION OF SUPPLIERS &
SERVICE PROVIDERS FOR THE FY 2022-2023/2024**

**The Ag. Managing Director,
Meru County Investment & Development Corporation,
1st Floor, Meru County Headquarters, Governor's Office Building,
Meru-Nanyuki Highway,
P. O. Box 3194 – 60200,
MERU.
TEL: 020 2500250
E-mail: info@investmeru.co.ke**

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

Prequalification No.....

Category Name.....

November 2022

Closing Date & Time: 7TH DECEMBER 2022 on or before 11:00AM

PRE-QUALIFICATION NOTICE

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2022-2023/2024

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 2022-2023/2024 in the following categories:

ITEM NO.	PREQUALIFICATION NO.	NAME OF CATEGORY	TARGET GROUP
SUPPLY OF GOODS			
1.	MCIDC/PREQ/001/2022/24	Supply and Delivery Of Computers, Servers, Laptops, Printers, Scanners And Other Related ICT Equipment	Open
2.	MCIDC/PREQ/002/2022/24	Supply installation and commissioning of generators and power back-up systems.	Open
3.	MCIDC/PREQ/003/2022/24	Supply and Delivery Of General Office Stationary and supplies.	Reserved Groups
4.	MCIDC/PREQ/004/2022/24	Supply of computer stationery and computer related consumables	Reserved Groups
5.	MCIDC/PREQ/005/2022/24	Supply Of General Office Equipment (Metal Filing Cabinets E.T.C.)	Open
6.	MCIDC/PREQ/006/2022/24	Supply Of Airtime.	Reserved groups
7.	MCIDC/PREQ/007/2022/24	Supply and Delivery Of Assorted Electrical Fittings And Lighting Materials	Reserved groups
8.	MCIDC/PREQ/008/2022/24	Supply of Branded Bottled Mineral Water	Open
9.	MCIDC/PREQ/009/2022/24	Supply Of Motor Vehicle Tires, Batteries & Other motor vehicle spare parts.	Open
10.	MCIDC/PREQ/010/2022/24	Supply Of Newspapers, Periodicals And Professional Materials	Reserved groups
11.	MCIDC/PREQ/011/2022/24	Supply of Promotional Materials, Staff Uniforms And Branded Items	Reserved groups
12.	MCIDC/PREQ/012/2022/24	Design And Printing Of Cards, Diaries, Corporate Newsletters, Stickers, Signage, Fliers, Brochures, Booklets, Banners, Tear drops E.T.C	Reserved groups
13.	MCIDC/PREQ/013/2022/24	Supply And Delivery Of Office Furniture and fittings	Open
14.	MCIDC/PREQ/014/2022/24	Supply & Delivery Of General Hardware and Plumbing & electrical equipment & services.	Open
15.	MCIDC/PREQ/015/2022/24	Supply, Delivery & Maintenance Of Fire Fighting Equipment & services	Open

16.	MCIDC/PREQ/016/2022/24	Supply and delivery of fuel pumps, air gauges, grease pumps etc.	Open
CONSULTANCY SERVICES			
17.	MCIDC/PREQ/017/2022/24	Structural Engineering Consultancy Services	Open
18.	MCIDC/PREQ/018/2022/24	Architectural Consultancy Services	Open
19.	MCIDC/PREQ/019/2022/24	Food Technologist Consultancy Services	Open
20.	MCIDC/PREQ/020/2022/24	Provision Of Legal Services	Open
21.	MCIDC/PREQ/021/2022/24	Process/ Chemical Engineering Consultancy Services	Open
22.	MCIDC/PREQ/022/2022/24	Quantity Surveying & Land management Consultancy Services	Open
23.	MCIDC/PREQ/023/2022/24	Production of Radio and TV infomercials/ TV Documentaries.	Open
24.	MCIDC/PREQ/024/2022/24	Project Management Consultancy Services	Open
25.	MCIDC/PREQ/025/2022/24	Transaction Advisor Consultancy Services	Open
26.	MCIDC/PREQ/026/2022/24	Feasibility Studies (Real Estate, Energy, Agro Processing, Hospitality & Tourism) and ICT Consultancy Services	Open
27.	MCIDC/PREQ/027/2022/24	Internal Audit Consultancy Services	Open
28.	MCIDC/PREQ/028/2022/24	Land Surveying & Planning Consultancy Services	Open
29.	MCIDC/PREQ/029/2022/24	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/030/2022/24	Environmental impact assessment Consultancy services	Open
31.	MCIDC/PREQ/031/2022/24	Provision of financial analysis and tax consultancy services	Open
32.	MCIDC/PREQ/032/2022/24	Property Management Consultancy Services	Open

33.	MCIDC/PREQ/033/2022/24	Signature Management Consultancy Services	Open
34.	MCIDC/PREQ/034/2022/24	Communication & Media Consultancy services	Open
PROVISION OF WORKS/ SERVICES			
35.	MCIDC/PREQ/035/2022/24	Provision Of Security Guarding and alarm Services	Open
36.	MCIDC/PREQ/036/2022/24	Provision Of Cleaning Detergents, Soaps Disinfectants & Toiletries and sanitary services.	Reserved groups
37.	MCIDC/PREQ/037/2022/24	Repair and Servicing Of Servers, Computers, Laptops, Printer, Scanners And Other Related ICT Equipment	Open
38.	MCIDC/PREQ/038/2022/24	Provision Of Catering Services	Open
39.	MCIDC/PREQ/039/2022/24	Provision Of Internet services	Open
40.	MCIDC/PREQ/040/2022/24	Provision of Website development services	Reserved Groups
41.	MCIDC/PREQ/041/2022/24	Provision Of Web Domain Hosting	Open

42.	MCIDC/PREQ/042/2022/24	General Building Contractors & Building Renovators	Open
43.	MCIDC/PREQ/043/2022/24	Provision of Hotel Accommodation & Conferencing facilities	Open
44.	MCIDC/PREQ/044/2022/24	Provision of Motor Vehicle Maintenance & Repair Services	Open
45.	MCIDC/PREQ/045/2022/24	Provision of Property & Real Estate Management Services	Open
46.	MCIDC/PREQ/046/2022/24	Provision of Petrol Station Management Services	Open
47.	MCIDC/PREQ/047/2022/24	Provision of professional training (Financial modeling, invoice analysis)	Open
48.	MCIDC/PREQ/048/2022/24	Provision of motor vehicle service center services	Open
49.	MCIDC/PREQ/049/2022/24	Provision of air travel, reservations, ticketing and Visa services	Open
50.	MCIDC/PREQ/050/2022/24	Provision of networking & configuration services	Open
51.	MCIDC/PREQ/051/2022/24	Provision of software development, Customization and support services.	Open
52.	MCIDC/PREQ/052/2022/24	Provision of payroll services	Open

53.	MCIDC/PREQ/053/2022/24	Provision of premises partitioning & maintenance	Open
54.	MCIDC/PREQ/054/2022/24	Provision of courier services/ mail delivery	Open
55.	MCIDC/PREQ/055/2022/24	Provision of Artisan Services	Open
56.	MCIDC/PREQ/056/2022/24	Supply, installation, commissioning and maintenance of CCTV and access control and printing of staff cards	Open
57.	MCIDC/PREQ/057/2022/24	Provision of Transport services (Taxi, vans, mini-buses and buses)	Open
58.	MCIDC/PREQ/058/2022/24	Supply and maintenance of VoIP - PBX telephone equipment, phones and accessories	Open
59.	MCIDC/PREQ/059/2022/24	Provision of events management services	Open
60	MCIDC/PREQ/060/2022/24	Provision of lift installation and maintenance services	Open

Note: Reserved Groups represent youths, women and people living with disabilities as described in the Public Procurement and Asset Disposal Act 2015.

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, 7TH DECEMBER 2022 on or before 11:00AM**

**Ag. Managing Director,
Meru County Investment & Development Corporation**



PREQUALIFICATION NOTICE FOR THE REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR THE FY 2022-2023/2024.

The Meru County Investment & Development Corporation invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2022-2023/2024 financial years’.

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**, located on the **1st Floor, Meru County Headquarters Building**.

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked **Pre-qualification of Suppliers and Service Providers for the Financial Year 2022-2023/2024** 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, located on the **1st Floor, Meru County Headquarters Building**.

and be addressed to:

**The Ag. Managing Director,
Meru County Investment & Development Corporation,
1st Floor, Meru County Headquarters, Governor’s Office Building,
Meru-Nanyuki Highway,
P. O. Box 3194 – 60200,
MERU.**

So as to be received on or before **7TH December 2022 at 11:00 a.m.**

Applications for Registration will be opened immediately thereafter in the boardroom, in the presence of candidates’/ representatives, who choose to attend.

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

**Ag. Managing Director
Meru County Investment & Development Corporation**

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SECTION 1 - INFORMATION TO APPLICANTS

1.0 INTRODUCTION

- 1.0 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.
- 2.0 Suppliers are invited to apply to be pre-qualified for various categories for provision of Services, The Meru County Investment & Development Corporation (MCIDC) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 3.0 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.
- 4.0 MCIDC does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 5.0 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- 6.0 Applicants will meet all costs associated with preparation and submission of their applications.
- 7.0 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
 - i. defines, for the purpose of this provision, the terms set forth below as follows:
 - a) **"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
 - b) **"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.
 - ii. 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 debarment proceedings against the Applicant(s);
 - iii. 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;

- iv. Will have the right to examine financial records relating to the performance of such services to determine capability;
- v. Will have the right to inspect the business premises of the Applicant.

8.0 Applicants shall furnish information as described in the prequalification document

2.0 OBJECTIVE OF THE ASSIGNMENT

1.0 The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2022/2023-2024 for provision of good, works or Services for the operations of MCIDC activities.

3.0 CLARIFICATIONS

1.0 Applicants may request for clarification on the prequalification document up to **Seven (7) 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.

4.0 PREPARATION OF PRE-QUALIFICATION DOCUMENTS

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

2.0 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.

3.0 Applicants are required to meet the qualification criteria stipulated in **PRE-QUALIFICATION EVALUATION CRITERIA**. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.

4.0 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.

5.0 PERIOD OF VALIDITY

1.0 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 financial years.

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

6.0 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

1.0 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. The person who sign the Pre-qualification Document must initial any such corrections.

2.0 The pre-qualification documents should be prepared and submitted in **one original** in a plain sealed envelope clearly marked:

“Pre-qualification of Suppliers and Service Providers for the Financial Year 2022-2023/2024. Indicating clearly the **pre-qualification number** and **category name**”

“DO NOT OPEN BEFORE 7TH DECEMBER 2022 on or before 11:00AM

3.0 Completed Pre-qualification Documents should be deposited in the tender box provided at The Meru County Investment & Development Corporation Offices, 1st Floor, Meru County Headquarters, Governor’s Office, along the Meru-Nanyuki Highway, or be addressed and posted to:

**The Ag. Managing Director,
Meru County Investment & Development Corporation,
1st Floor, Meru County Headquarters, Governor’s Office Building,
along the Meru-Nanyuki Highway,
P. O. Box 3194 – 60200,
MERU.**

Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be
7TH DECEMBER 2022 on or before 11:00AM

7.0 Late Applications

1.0 Any Pre-qualification Document received after the deadline shall be rejected and not considered

8.0 OPENING OF APPLICATIONS

1.0 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.

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

9.0 PRE-QUALIFICATION EVALUATION CRITERIA

1.0 Preliminary/Mandatory Requirements

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

S/no.	Requirements	Remarks
1.	ONE ORIGINAL copy of the Pre-qualification bid document per category	Must Provide
2.	Prequalification submission Form	Must Provide
3.	Declaration Form	Must Provide
4.	A copy of certificate of incorporation/registration	Must Provide
5.	Valid Tax Compliance Certificate	Must Provide
6.	Duly completed Confidential Business Questionnaire	Must Provide
7.	Evidence of Physical Address and premises. NB. MCIDC may visit the premises to ascertain physical address.	Must Provide
8.	Audited accounts for the last two 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.	Must Provide
9.	Proof of Bank account.	Must Provide
10.	Registration with a relevant body where applicable.	To apply only to consultancies which are regulated
11.	Submit details of organizations where you have undertaken similar services - at least three	Must Provide

NOTE:

1. Special Group firms (registered with AGPO) will be treated in accordance with the Public Procurement and Asset Disposal Act 2015

10.0 General Requirements

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

Pre-qualification will be based on meeting the minimum criteria i.e. Mandatory Requirements

2.0 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.

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

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

11.0 CONFIDENTIALITY

1.0 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

1. PRE-QUALIFICATION SUBMISSION FORM

TO: **The Ag. Managing Director,
Meru County Investment & Development Corporation,
1st Floor, Meru County Headquarters, Governor's Office,
Meru-Nanyuki Highway,
P. O. Box 3194 – 60200,
MERU.**

Dear Sir/Madam,

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.

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.

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. 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 of20.....

Company's rubber Stamp

.....

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE

A. TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

(a) **Tenderer's details**

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country (a Must) _____ 2. City (a Must) _____ 3. Location (a Must) _____ 4. Building (a Must) _____ 5. Floor (a Must) _____ 6. Postal Address (a Must) _____ 7. Name and email of contact person. (a Must) _____
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business, which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____
 Nationality _____ Country of Origin _____
 Citizenship _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

- i) Private or public Company_____
- ii) State the nominal and issued capital of the Company__Nominal Kenya Shillings (Equivalent)..... Issued Kenya Shillings (Equivalent).....
- iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) **DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.**

- i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

4. REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below. Provide **at least 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**.

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