



Community Road Empowerment (CORE)  
Milimani Estate, Opposite Milimani Maternity & Nursing home  
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# **COMMUNITY ROAD EMPOWERMENT (CORE)**

## **INVITATION FOR REGISTRATION OF CONSULTANCY FIRMS FOR, SERVICES FOR THE YEAR 2023-2025**

Closing date 12/OCTOBER/2023 at 17;00hrs.

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Note: To be completed by the consultants.

Indicate the following information.

Category No.....

Item Description .....

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## 1. INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Community Road Empowerment invites applications for registration from interested eligible bidders/consultants for the provision of Consultancy services “as and when required basis” for the financial years 2023-2025.

Category No	Description	Eligibility
Category D – Consulting Services		
CORE/CS/1/2023-2025	Provision of Consulting service for Website development	Open
CORE/CS/1/2023-2025	Provision of Consulting service for Multi-media Production	Open

Interested eligible candidates/vendors may download the registration documents from Community Road Empowerment website: [www.corekenya.go.ke](http://www.corekenya.go.ke) at no cost.

Completed registration documents should be dropped in the CORE’s tender box located at Milimani Estate, Opposite Milimani Maternity & Nursing Home and should be in plain sealed envelope, clearly marked with Category description, Category number and addressed to:

So as to be received on or before 2<sup>nd</sup> November, 2023 at 5.00 p.m. Registration documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend.

Results of the registration process will be posted in the CORE website.

PROJECT MANAGER,  
COMMUNITY ROAD EMPOWERMENT,  
MERU.

## **2. REGISTRATION INSTRUCTIONS**

### **2.1 Introduction**

Community Road Empowerment would like to invite interested candidates who must *qualify* by meeting the set criteria as provided for the provision of consultancy services

### **2.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide works/ services under relevant tenders/quotations as and when required during the period stated herein.

### **2.3 Invitation of Registration Suppliers**

Registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Project Manager, Community Road Empowerment so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for REGISTRATION/registered.

### **2.4 Experience**

Prospective consultants must have carried out successful consulting services of similar services to institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the REGISTRATION criteria.

### **2.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

### **2.6 Submission of all Documents**

In order to be considered for registration/registration, prospective consultants must submit all the information herein requested.

### **2.7 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Procurement Officer, CORE Meru

### **2.8 Distribution of Registration Documents**

Copies of the completed registration/registration data and other requested information shall be submitted to reach:

PROJECT MANAGER  
COMMUNITY ROAD EMPOWERMENT  
MERU.

Not later than 2<sup>nd</sup> November, 2023 at 5.00 p.m. (local time)

### **3. REGISTRATION/REGISTERED DATA INSTRUCTIONS**

#### **3.1 Registration**

Registration of data forms the attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9 & PQ-10 are to be completed by interested suppliers/contractors

#### **3.2 Application Forms**

The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

#### **3.3 Qualification**

##### **3.3.1 Discretion;**

It is understood and agreed that the registration/registration data on prospective bidders is to be used by CORE in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender/quotation Category as described by the client.

##### **3.3.2 Prospective bidders**

Bidders will not be considered qualified unless in the judgment of CORE they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, work and services.

#### **3.4 Essential Criteria for Registration/Registered**

##### **3.4.1 Experience:**

Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

##### **3.4.2 Personnel.**

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

##### **3.4.3 Financial Condition.**

The Supplier's financial condition will be determined by *latest* (last 6 months) financial statement submitted with the REGISTRATION documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

#### **3.4.4 Special consideration**

Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

#### **3.4.5 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

#### **3.5 Statement**

Application must include a sworn statement Form PQ-8 by the tenderer ensuring the accuracy of the information given.

#### **3.6 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/CORE could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, CORE reserves the right to reject the tender from such bidder even though they were initially registered

#### **3.7 Fixed Business Premise**

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached.

#### **3.8 Tax compliance certificate**

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

#### **4. CRITERIA FOR REGISTRATION**

Community Road Empowerment will apply the following criteria when assessing the applications for registration. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the registration application documents elements, which is a check list and award system:

##### **4.1 Registration Application Document Elements**

This registration application document comprises of the following components that must be filled by the applicant.

- PQ-1 Registration Documents
- PQ-2 Data registration of Suppliers
- PQ-3 Supervisory Personnel
- PQ-4 Financial Position & Terms of Trade
- PQ-5 Confidential Business Questionnaire
- PQ-6 Past Experience
- PQ-7 Sworn Statement
- PQ-8 Documents Submission Checklist
- PQ-9 Affirmation

Only English language is to be used in this Registration Application Document  
The registration Application Document must be typed or clearly written in indelible ink

The applicant will submit PQ-1 to PQ-9 together with the required attachments

##### **4.2 Information used to assess applicant**

Community Road Empowerment will use the information provided by the applicant in this registration application document to reach a decision, but reserves the right to ask for further information from any or all of the applicants as well as from the references provided as proof.

##### **4.3 Preliminary Evaluation Criteria for Registration**

To register, all applicants MUST meet the following mandatory requirements for preliminary evaluation:

- Submit a copy of Certificate of Registration/ Incorporation from the registrar of companies/ businesses as either Limited Company, partnership or sole proprietorship and CR12 document;
- Satisfy all the Kenya Revenue Authority requirements and show proof by way of providing Valid Tax Compliance Certificate;
- Submit copy of a valid trading license covering the supply of the goods, services or works applied for under the relevant category;

Ms. MAUREEN KAREGA  
CORE PROCUREMENT OFFICER

**FORM PQ-1      STATEMENT OF APPLICATION**

Name of Applicant: .....

Goods, Services or works Applied For: .....

Category Number:.....

Date:.....

Signature:.....

Mandatory statutory company's documents

(10 Points)



**FORM PQ-2      REGISTRATION DATA: REGISTRATION OF SUPPLIERS**

APPLICATION FORM

1/we ..... hereby apply for registration  
as Supplier (Name of Company/Firm)  
of.....  
(Item Description) .....  
(Category No.).....  
(Post Office Address)

.....  
(Town).....  
(Street).....  
(Name of building) .....  
(Room/Office No). .....  
(Floor No) .....  
Telephone Nos. ....  
Name of applicant .....  
Others.....  
Branches.....  
Location.....

Organization & Business Information Management Personnel

.....  
Chief Executive  
.....  
Secretary  
.....  
General Manager  
.....  
Treasurer  
.....  
Other  
.....

---

Partnership (if applicable) Names of Partners

2. Business founded or incorporated

.....  
Under present management since  
.....

net worth equivalent Kshs.....  
Bank reference and address.....

.....

4. Bonding company reference and address.....

5. Enclose copy of organization chart of the firm indicating the main fields of activities.....

State any technological innovations or specific attributes which distinguish you from your competitors.....

.....

.....

.....

.....

Indicate terms of trade/sale.....

(10 Points)

**FORM PQ-3      SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....  
.....

Professional Qualification  
.....  
.....

Length of service with Contractor or Supplier position held  
.....  
.....

(Attach copies of certificates of key personnel in the organization)

(15 Points)

**FORM PQ-4      FINANCIAL POSITION AND TERMS OF TRADE**

Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

Attach letters of reference from the bankers regarding supplier's credit position.

(For the last 12 months)

(20 Points)

**FORM PQ-5            CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2(a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name

.....

Location of business

premises.....

Plot No.

.....

Street/Road

.....

Postal Address

.....

Tel.No

.....

Nature of business

.....

Current Trade Licence No Expiring date

.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers      Branch

.....

\*If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration. Also attach copies of identification card(ID)

(10 points)

**FORM PQ-6 PAST EXPERIENCE**

NAMES OF THE APPLICANT'S CLIENTS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

In this section, kindly give details and proof (copies of LSO/Contract/Completion Certificates/Award letters) of 3 clients that you have been contracted with , services of similar to what you have applied for. Great merit will go to firms that have offered the services to of similar complexity or nature as CORE

Name of Contact Person at the client (organization)

.....

Address of Client (Organization)

.....

Name of Contact Person at the client (organization)

.....

Telephone No. of Client.....

Value of Contract.....

Duration of Contract (date) .....

Nature of Contract.....

(Attach documentary evidence of existence of contract)

2 Name of 2<sup>nd</sup> Client (organization)

Name of Client

.....

Address of Client

.....

Name of Contact Person at the client

.....

iv) Telephone No.

.....

v)Value of Contract

.....

Duration of Contract (date)

.....

Nature of contract.....

(Attach documentary evidence of existence of contract)

Name of 3<sup>rd</sup>. Client (organization)

.....

Address of Client (organization)

.....

Name of Contact Person at the client (organization)

.....

Telephone No. of Client

.....

Value of Contract.....

Duration of Contract (date) .....

Nature of Contract.....

(Attach documentary evidence of existence of contract)

Others.....

(20 Points

**FORM PQ-7 SWORN STATEMENT**

Having studied the registration/registered information for the above project we/I herebystate:

The information furnished in our application is accurate to the best of our knowledge.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the county.

When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the county and acknowledge your right to review the REGISTRATION made.

We enclose all the required documents and information required for the registration evaluation.

We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

(Full name and designation of the person signing and stamp or seal)

(5 Points)



**FORM PQ-8 DOCUMENTS SUBMISSION CHECKLIST**

Candidates shall tick against each document, indicating that the firm has provided. If a document is not applicable to an applicant's category, an N/A should replace the tick to earn marks

	Document	(tick) or N. A	marks
1.	Certificate of Registration/ Incorporation		1
2.	CR 12		1
3.	PIN Certificate		1
4.	Valid Tax Compliance Certificate		1
5.	Organizational Chart of the Firm		1
6.	Most recent certified bank statement		1
7.	Most recent certified, audited balance sheet/income statement		1
8.	Experience of the firms(Please attach LPO/award letters/contracts)		1
9.	Trading Licence		

(5 Points)

**FORM PQ-9      AFFIRMATION**

I / We hereby state: -

That the information given in this Prequalification Application Document is true and accurate to the best of our knowledge. We therefore give CORE authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g., Law Society of Kenya, Insurance Regulatory Authority, Kenya Credit Reference Bureau, office of the registrar of companies, Bankers etc

We acknowledge that prequalification is not a contractual agreement between us and CORE but rather a right to submit tenders and quotations whenever such opportunity ~~ar~~

/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this exercise or any other tender by CORE and any other public or private institutions.

Date:.....

Applicants Name:.....

Designation.....

Represented by:.....

Designation.....  
(Full name and designation of person signing, official stamp or seal)

Signature:.....  
(5 Points)

5. REGISTRATION EVALUATION SCORE CARD (ONLY FOR APPLICANTS WHO QUALIFY PRELIMINARY TEST)

	<b>ITEM</b>	<b>TOTAL POINTS</b>
PQ-1	Statement of Application	5
PQ-2	Registration Data: registration of Suppliers	10
PQ-3	Supervisory Personnel	15
PQ-4	Financial position & Terms of Trade	20
PQ-5	Confidential Business Questionnaire	10
PQ-6	Past Experience	20
PQ-7	Sworn Statement	5
PQ-8	Documents Submission Checklist	5
PQ-9	Affirmation	5
	<b>TOTAL SCORE</b>	<b>100</b>

Note: This score card is an objective tool that will be used to choose only those applicants who achieve a pass mark of 60% and/or above after evaluation. Only those firms that pass this test might have an opportunity of being invited for bidding/tendering by Community Road Empowerment.

END.