



**REPUBLIC OF KENYA**

**COUNTY GOVERNMENT OF NYANDARUA**

**TENDER NO. NYA/CG/RS/01-27/2025-2027**

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS FOR THE SUPPLY OF  
GOODS AND PROVISION OF WORKS, SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND  
2026/2027**

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**MAY 2025**

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## TENDER NOTICE

The County Government of Nyandarua invites applications for registration of Suppliers, Contractors and Service Providers for the supply of goods and provision of works, services for the Financial Years 2025/2026 and 2026/2027.

S/No.	TENDER NUMBER	TENDER DESCRIPTION	TARGET GROUP
<b>CATEGORY A1: SUPPLY AND DELIVERY OF GOODS</b>			
1.	NYA/CG/01/2025-2027	Supply and delivery of veterinary drugs, animal feeds, farm input, liquid nitrogen and Artificial Insemination.	Open
2.	NYA/CG/02/2025-2027	Supply and delivery of general hardware items and building materials.	Open
3.	NYA/CG/03/2025-2027	Supply and maintenance of firefighting/prevention and protection tools/equipment's including installation.	Open
4.	NYA/CG/04/2025-2027	Supply and delivery of pharmaceutical items and laboratory reagents.	Open
5.	NYA/CG/05/2025-2027	Supply and delivery of Medical equipment and Non-pharmaceutical items.	Open
6.	NYA/CG/06/2025-2027	Supply and delivery of livestock (Dairy cows, sheep and goats), poultry and fingerlings.	Open
7.	NYA/CG/07/2025-2027	Supply and delivery of staff uniforms, sportswear and equipment.	Reserved (Youth, Women, PWD)

<b>CATEGORY B1: SUPPLIERS OF GOODS AND SERVICES</b>			
8.	NYA/CG/08/2025-2027	Supply delivery and installation of office furniture, fixtures and other fittings, office equipment	Open
9.	NYA/CG/09/2025-2027	Provision of printing, security printing and publishing services.	Open
10.	NYA/CG/10/2025-2027	Supply, delivery and installation of Submersible pumps, surface pumps and irrigation pumps and accessories, generators and power control panel.	Open
11.	NYA/CG/11/2025-2027	Supply, delivery and hiring of machinery and equipment; Jua-Kali machinery and Equipment.	Open
12.	NYA/CG/12/2025-2027	Provision for supply, installation and servicing of ICT equipment and systems.	Open
13.	NYA/CG/13/2025-2027	Provision for photography and videography services.	Open
14.	NYA/CG/14/2025-2027	Provision for tree planting and beautification/landscaping services, supply and delivery of assorted tree seedlings and Fruit seedlings.	Reserved (Youth, Women, PWD)
15.	NYA/CG/15/2025-2027	Supply delivery and installation of office furniture, fixtures and other fittings, office equipment	Reserved (Youth, Women, PWD)

<b>CATEGORY C1: PROVISION OF WORKS AND SERVICES</b>			
S/No.	TENDER NUMBER	TENDER DESCRIPTION	TARGET GROUP
16.	NYA/CG/16/2025-2027	Provision of electrical works, electrical items and fittings, installation of street lighting, floodlights and maintenance.	Open

17.	NYA/CG/17/2025-2027	Provision of water and irrigation works including borehole related works and water pans.	Open
18.	NYA/CG/18/2025-2027	Provision of repairs and refurbishment of government buildings, building construction and plumbing works,	Open
19.	NYA/CG/19/2025-2027	Provision of construction and maintenance of road works, bridges, and river bank protection	Open
20.	NYA/CG/20/2025-2027	Supply and delivery of Perishable and Non-perishable foods stuff	Open
21.	NYA/CG/21/2025-2027	Provision of electrical works, electrical items and fittings, installation of street lighting, floodlights and maintenance.	Reserved (Youth, Women, PWD)
22.	NYA/CG/22/2025-2027	Provision of water and irrigation works including borehole related works and water pans.	Reserved (Youth, Women, PWD)
23.	NYA/CG/23/2025-2027	Provision of repairs and refurbishment of government buildings, building construction and plumbing works.	Reserved (Youth, Women, PWD)
24.	NYA/CG/24/2025-2027	Provision of construction and maintenance of road works, foot bridges, and river bank protection	Reserved (Youth, Women, PWD)

S/No.	TENDER NUMBER	TENDER DESCRIPTION	TARGET GROUP
<b>CATEGORY D1: PROVISION OF CONSULTANCY SERVICES</b>			
25.	NYA/CG/25/2025-2027	Provision of legal services (Public Law, Constitutional law, Legislative Drafting, Legal Audits)	Open
26.	NYA/CG/26/2025-2027	Environmental impact assessment (EIA) services	Open
27.	NYA/CG/27/2025-2027	Water Pre-feasibility, Feasibility and Design work	Open

The Registration of suppliers, contractors and service providers documents detailing relevant terms and conditions may be obtained from the County Government of Nyandarua website and on the Public Procurement Information Portal: [www.nyandarua.go.ke](http://www.nyandarua.go.ke); [www.tendes.go.ke](http://www.tendes.go.ke)

Suppliers who choose to participate **MUST** register with the County's procurement portal [www.nyandarua.go.ke/suppliers](http://www.nyandarua.go.ke/suppliers) by forwarding the MANDATORY company details on or before **30<sup>th</sup> June, 2025 at 11:00 AM.**

**N/B: The applicants are advised to upload their documents early to avoid last minute rush.**

Submissions **MUST** upload copies of Mandatory statutory documents among other requirements per category. The documents should be fully filled, scanned and uploaded online via the supplier registration Portal. No manual submissions will be allowed.

**DIRECTOR - SUPPLY CHAIN MANAGEMENT SERVICES**  
**FOR: THE COUNTY SECRETARY**  
**NYANDARUA COUNTY GOVERNMENT**

**SECTION I – INFORMATION TO APPLICANTS**

## INTRODUCTION

- 1.1 As per the provisions of Section 71 of the Public Procurement and Asset Disposal Act (PPADA) 2015, the County Government of Nyandarua is issuing a notice for registration of suppliers, contractors and service providers for the Period 2025-2027.
- 1.2 Suppliers, contractors and service providers are invited to apply to be registered for various categories; The County Government will register and enlist suppliers from among those who will have submitted applications, in accordance with the registration/ pre-qualification requirements.
- 1.3 The Registration Document and the Applicants response thereof shall be the basis of Registration. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 The County Government of Nyandarua does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed online of the results of their applications, immediately after completion of the process.
- 1.6 Applicants shall meet all costs associated with preparation and submission of their applications.
- 1.7 The County Government of Nyandarua will reject an application for registration if it determines that an applicant has been debarred by PPRA.
- 1.8 Applicants shall furnish information as described in the registration document.
- 1.9 Applicants are required to self-register on the e-GP portal that is accessible through [www.egpkenya.go.ke](http://www.egpkenya.go.ke).

## OBJECTIVE

The main objective of this part is to Register suppliers, contractors and service providers for supply and delivery of assorted items including provision of services under relevant tender categories in the County Government as and when required during the financial period 2022-2024.

## CLARIFICATIONS

Applicants may request for clarification on the registration document up to **seven (7) days** before the submission date. Any request for clarification must be sent in writing via email to the following email address: [scms@nyandarua.go.ke](mailto:scms@nyandarua.go.ke).

The County Government of Nyandarua will respond via electronic mail to such requests. Clarifications sought outside this time frame will not be responded to.

## PREPARATION OF REGISTRATION DOCUMENTS

- 4.1 Applicants are requested to apply in English language.
- 4.2 Applicants are expected to examine the documents comprising this Request for Registration in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 4.3 Applicants are required to meet the qualification criteria stipulated herein of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be registered.

## VALIDITY PERIOD

5.1 The request for registration will remain valid for the period indicated in the information to applicants and candidates shall be registered for a period of two years.

#### SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

6.1 The original Registration Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initiated by the person who sign(s) the registration document.

6.2 The pre-qualification documents should be prepared and submitted online via The County Government portal [www.nyandarua.go.ke/suppliers](http://www.nyandarua.go.ke/suppliers)

6.3 Deadline for Submission of Registration documents shall be **30<sup>th</sup> June, 2025 at 11.00AM.**

6.4 Any registration document received after the deadline indicated in clause 6.3 shall be rejected as a late application and shall not be considered.

6.5 A Committee of officials from the County Government shall open applications online immediately after the closing time for submissions of the registration documents' and proceed to evaluate.

#### REGISTRATION/ PRE-QUALIFICATION EVALUATION CRITERIA

##### Preliminary/Mandatory Requirements

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

- (i) Copy of Business Registration Certificate/ Certificate of Incorporation;
- (ii) Copy of valid and current Tax Compliance Certificate;
- (iii) Youth and Women Must attach Certificates from the Kenya National Treasury (Valid AGPO certificate) and copies of the directors' ID's for preferential Tenders. For persons with disabilities, one Must attach the AGPO certificate and the card from National Council for Persons with Disability;
- (iv) CR12 for Registered Limited Company;
- (v) Attach identity card for sole proprietorship and partnership;
- (vi) Dully filled, signed and stamped Tenderer's Eligibility-Confidential Business Questionnaire; Certificate of Independent Tender Determination; Self-Declaration of the Tenderer (SD1, SD2 & Declaration and a Commitment to Code of Ethics Code Form)
- (vii) Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, IATA Certification etc.) where applicable and;
- (viii) Any other document required per category

NB: Business units owned by Special Groups i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Asset Disposal Act,2015 (Preference and Reservations).

##### General Requirements

8.1 The County Government of Nyandarua will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

8.2 Registration will be based on meeting the minimum criteria.

8.3 The County Government of Nyandarua does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.

8.4 The applicant shall submit documents that are current and valid. All documents submitted shall be subject to verification.

## SELF-DECLARATION FORMS

### FORM SD1

#### SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I ..... of Post Office Box.....being a resident of ..... in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for..... (*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder Official Stamp

## FORM SD2

### SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ..... of P.O. Box.....being a resident of..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... *(insert name of the Company)* who is a Bidder in respect of **Tender No.** ..... for..... *(Insert tender title/description)* for..... *(insert name of the Procuring entity)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....*(insert name of the Procuring entity)* which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....*(name of the procuring entity)*.
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp



## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person) on behalf of **(Name of the Business/ Company/Firm)**..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name ..... of ..... Authorized signatory.....

Sign.....  
.....

Position.....  
.....

Office ..... address.....

Telephone.....

E-

mail.....  
.....

Name ..... of ..... the Firm/Company.....

Date.....  
.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

.....

Sign.....  
...

Date.....  
.....

## TENDERER INFORMATION FORM

Date: ..... [insert date (as day, month and year) of Tender submission]

**Tender Name and Identification:**..... [Insert identification

Alternative No.: ..... [insert identification No if this is a Tender for an alternative] Page \_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name
2. In case of JV, legal name of each member: [insert legal name of each member in JV]
3. Tenderer's actual or intended country of registration: [insert actual or intended country of registration]
4. Tenderer's year of registration: [insert Tenderer's year of registration]
5. Tenderer's Address in country of registration: [insert Tenderer's legal address in country of registration]
6. Tenderer's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14. <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: (i) Legal and financial autonomy (ii) Operation under commercial law (iii) Establishing that the tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors

## TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

### a) 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	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

### 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.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
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.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
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 an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

(ii) Conflict of interest disclosure

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender 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.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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 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 correct.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

(Signature)

(Date)

# COUNTY GOVERNMENT OF NYANDARUA