

**REPUBLIC OF KENYA**



**COUNTY ASSEMBLY OF KISUMU**

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**REGISTRATION OF INDIVIDUAL PROFESSIONAL CONSULTANTS FOR THE  
FINANCIAL YEAR 2018/2019 – 2019/2020**

**COUNTY ASSEMBLY OF KISUMU  
P.O. BOX 86-40100  
KISUMU**

**CATEGORY NO. APPLIED FOR: -----**

**DESCRIPTION:-----**

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## SECTION 1: INVITATION FOR REGISTRATION

The County Assembly of Kisumu invites applications for registration from interested, competent and eligible Individual Professional Consultants for the provision of consultancy services for the financial year 2018-2020

Registration of Individual Professional Consultants			
S/ No	CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
1.	CAK/REG/IPC1/2018-2020	Registration for Professional Consultancy Services	Individual Professional Consultants

Interested bidders MUST attach copies of the following:

- (i) PIN Certificate/Tax Compliance Certificate.
- (ii) Registration certificate with relevant professional body
- (iii) Complete and attach any other document as stated in the Tender Document
- (iv) Registration Certificate from National Treasury (Directorate of Public Procurement), for Special category (Agpo Certificates)

**N/B: Special Category refers to Women, Youth and Persons with Disability.**

Registration document may be downloaded from the Assembly's Website: [www.kisumuassembly.go.ke](http://www.kisumuassembly.go.ke) or from National Treasury tender portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)

Duly Completed tender document in plain sealed envelopes clearly marked with the relevant category number and description should be addressed to:

**The Clerk  
County Assembly of Kisumu  
P. O. Box 86-40100  
KISUMU**

And be deposited in the tender box located at the County Assembly's premises, **Kisumu**.  
So as to reach the office on or before **Friday 17<sup>th</sup> May, 2019 at 11:00 a.m**

Registration Documents will be opened immediately thereafter in the presence of tenderers or

their representatives who choose to attend.

N/B: Late applications will not be accepted.

**LINET OCHIENG'**  
**CLERK, COUNTY ASSEMBLY OF KISUMU**

## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 The County Assembly of Kisumu (CAK) would like to invite interested candidates who must qualify by meeting the set criteria as provided by CAK to perform the contract of provision of individual consultancy services to the CAK.

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the Registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same Registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the Registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the Registration document shall initial all pages of the tender where entries or amendments have been made. The Registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the Registration document.

### 2.3 Submission of Applications

2.3.1 Applications for Registration shall be submitted in sealed envelopes marked with the Registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday 17<sup>th</sup> May 2019 at 11.00 a.m.** Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the Registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for Registration and the Registration advertisement.
- (b) Bear the Registration category, title and reference number of the Registration document. In addition to the identification required in sub- Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

- 2.3.3 If the outer envelope is not sealed and marked as instructed above, the CAK will assume no responsibility for the misplacement or premature opening of the Registration document. If the outer envelope discloses the Candidate's identity the CAK will not guarantee the anonymity of the Registration submission, but this shall not constitute grounds for rejection of the Registration document.
- 2.3.4 All the information requested for Registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.4 Eligible Candidates**

- 2.4.1 Individual Professional Consultants registered with their respective professional bodies are invited to submit their Registration documents to The Clerk, County Assembly of Kisumu so that they may be registered for submission of tenders/quotations. The prospective suppliers are required to supply mandatory information for registration - Form R-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactorily to the CAK, as the CAK shall reasonably request.

## **2.5 Qualification Criteria**

- 2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below.
- 2.5.2 The registration application forms (Form R-2) 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.
- 2.5.3 Experience  

Prospective bidders shall have at least two (2) year experience in the provision of consultancy services.
- 2.5.4 Personnel  

The names, pertinent information and CV of the individual professional consultant to execute the contract must be indicated in form R-3.

### 2.5.5 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form R -5.

### 2.5.6 Past Performance

Past performance will be given due consideration in registering bidders . Letter of reference from past clients should be included in Form R-6.

### 2.5.7 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution – Form R-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form R-8.

## 2.6 Cost of Application

The Registration document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the CAK will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

## 2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the Registration documents may notify the CAK in writing or by email at the CAK's email address indicated in the Registration data.

2.7.2 The CAK will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of the CAK's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the Registration documents.

## 2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the CAK may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the Registration documents by issuing subsequent Addenda.

- 2.8.2 The Addendum thus issued shall be part of the Registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the Registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum.
- 2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the CAK may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## **2.9 Deadline for Submission of Registration Documents**

- 2.9.1 Applications must be received by the CAK at the address specified in Sub-Clause 2.10.1 not later than the time and date stipulated in the notice for registration.
- 2.9.2 The CAK may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the CAK and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

- 2.10.1 The CAK will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.
- 2.10.2 The CAK shall prepare minutes of the opening of the Registration documents, including the information disclosed to those present.
- 2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

## **2.11 Process to be Confidential**

- 2.11.1 Information relating to the examination, evaluation of applications and recommendations for the successful candidates shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicants have been announced. Any effort by an applicant to influence the CAK's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting of the CAK**

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the CAK may, at its discretion, ask any applicant for clarification of his/her application.



2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the CAK on any matter relating to its application from the time of the opening to the time the Registration list is approved. If the applicant wishes to bring additional information to the notice of the CAK, it should do so in writing.

2.12.3 Any effort by any applicant to influence the CAK in the CAK's Registration evaluation, or Registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, the CAK will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3 ; (b) is substantially responsive to the requirements of the Registration documents; and (c) provides any clarification and/or substantiation that the CAK may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the Registration documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the Registration documents, the CAK's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by the CAK and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The CAK, prior to the approval of the Registration may confirm the qualification of each applicant who shall have passed the technical stage of the Registration process in order to determine whether the applicant possesses all the requirements in the application for the Registration document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the CAK within ninety (30) days from the date of opening of Registration documents.

2.14.2 At the same time the CAK notifies qualified Applicants that their applications are responsive, the CAK shall notify the other Applicants whose applications are not responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 The CAK will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 CAK's Right to accept any Application and to reject any or all Applications**

2.16.1 The CAK reserves the right to accept or reject any application, and to annul the Registration process and reject all applications, at any time prior to approval of the registration list, without thereby incurring any liability to the affected applicant.

## **2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of Registration validity prescribed by the CAK, the CAK will notify successful applicants.

## **2.18 Acceptance of the Approval**

2.18.1 The successful candidates shall be required to acknowledge in writing the Acceptance of their Registration to the CAK

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on format & signing of applications and submission of applications respectively, Bidders are requested to submit only TWO COPIES;

ONE marked "ORIGINAL" Registration document and ONE marked "COPY" and that both shall be placed in one outer envelope

- (ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements Under others and marks provided will be distributed on the entire requirement.

- (iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience

- (iv) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall be as follows:

**A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

No.	Requirements	Score
1.	Certified copy of PIN Certificate	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate / Exemption Certificate	Mandatory
3	Copies of registration with RELEVANT,PROFESSIONAL REGULATORY BODIES	Mandatory
4	Current practicing certificates of the Consultant	Mandatory
5	Copies of National identity cards (IDs) or valid passports of the Consultant	Mandatory

**Please Note**

*Applicants who fail to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.*

**B: OTHER REQUIREMENTS**

No.	Requirements	Score
1	Duly filled Registration Data (R-2)	10
2	Consultant highest academic Level – Attach Proof (R-3)	
	i) University Degree	10
	ii) Professional/Diploma	7
	iii) Certificate	3
	Score for only 1 of (i-iii)	
3	Duly filled Confidential Business Questionnaire(R-5)	10
4	Relevant Past Experience(R-6)	
	a) Provide names of three clients(organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization(Attach documental evidence)	10
	iii) Third client Organization(Attach documental evidence)	10
5	Litigation History (Provide current sworn affidavit) (R-7)	10
6	Sworn Statement(R-8)	10
<b>OTHERS</b>		
7	Clearly marked tender top page	10
8	Provide Two copies of tender document	10

*Please Note*

*The minimum pass mark to qualify for Registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.*

**FORM R-2**

**REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I.....  
here by apply for registration as a Consultant

For .....(*Category No....*)  
.....

*(Item Description)*

Address.....

Name of building..... Room/Office No ..... Floor No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location.....

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



**R-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.

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

**Part 1 General**

Consultant's

Name..... Location

of Business Premises ..... Plot No,

..... Street/Road ..... Postal

address ..... Tel No. .... Fax

No. .... Email Address :- .....

Professional Registration Certificate No.

..... Name of your

bankers.....

Branch.....

**FORM R-6 - PAST EXPERIENCE**

**NAME OF AT LEAST THREE CLIENTS/REFEREES**

1. Name of 1<sup>st</sup> Client (organization)
- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documentary evidence of existence of contract)*

2. Name of 2<sup>nd</sup> Client (organization)
- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client(organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documentary evidence of existence of contract)*

3. Name of 3<sup>rd</sup> Client (organization)
- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client(organization).....
  - iv) Telephone No. ....E-Mail Address.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documentary evidence of existence of contract)*

4. Others clients.....



**FORM R-7 - LITIGATION HISTORY**

**Name of Consultant**.....

Consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last two years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**FORM R-8 - SWORN STATEMENT**

**Having studied the registration information for the above category, I hereby state:**

- a) That the information furnished in my application is accurate to the best of my/our Knowledge
- b) That this Registration shall not result into a contract. In case of being registered I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects my ability to respond to quotations /tenders, I commit myself to inform you and acknowledge your right to review the registration made.
- d) I enclose all the required documents and information required for the registration evaluation
- e) That we have the capacity to undertake jobs under the categories hereby applied.

**i) Date .....**

**ii) Consultant Name.....**

**iii) Designation .....**

**iv) Signature ..... (Over stamp or seal)**