COUNTY ASSEMBLY OF KISUMU

REGISTRATION

DOCUMENT

FOR
INDIVIDUAL PROFESSIONAL CONSULTANTS
FY 2024/2025 -2025/2026

CLOSING DATE: 26TH MARCH 2025 AT 10:00AM

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INVITATION FOR REGISTRATION OF INDIVIDUAL PROFESSIONAL CONSULTANTS FOR FY 2024/2025-2025/2026

REG NO: CAK/REG/IPC/01/2024/2025 –2025/ 2026

1. The County Assembly of Kisumu intends to register eligible, qualified, knowledgeable and experienced individual professionals Consultants (belonging to different professions) to provide consultancy services during the FY 2024/2025-2025/2026.
2. It is expected that the Invitation to Tender will be made AS WHEN NEED ARISES. Tendering will be conducted through ALTERNATIVE METHODS OF PROCUREMENT and procedures using a standardized tender document and will be open to all applicants who shall have been successfully registered.
3. Qualified and interested applicants may obtain further information and the Registration Document during office hours. Interested eligible candidates may download a complete set of Registration document electronically from the Assembly's website: www.kisumuassembly.go.ke or Public Procurement Information Portal: www.tenders.go.ke.
4. Registration documents obtained electronically will be free of charge. Tender documents maybe viewed and downloaded for free from the website: www.kisumuassembly.go.ke . Tenderers who download the tender documents must forward their particulars immediately to kisumuassembly@gmail.com to facilitate any further clarification or addendum.
5. Completed registration documents must be submitted in Hard Copy marked Original so as to be received on or before Wednesday, 26th March 2025 at 10.00am to be addressed to the Clerk of County Assembly of Kisumu and be deposited in the tender box located at the **Administration Block, Ground Floor,** next to the Office of the Administrative Officer.
6. Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than **20th March, 2025 at 10.00am**
7. The opening of the Applications shall be at **County Assembly of Kisumu Boardroom, Opposite County Assembly Chambers on Wednesday 26th March, 2025 at 10.00AM**
8. Late applications shall be rejected.

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

PART 1 - APPLICATION PROCEDURES

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 **Wednesday 26th March 2025 at 10.00 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 of the Registration document in an envelope duly marking the envelopes "**ORIGINAL**" .

2.3.3 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.

2.3.4 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.

2.3.5 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.

2.3.6 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-1) 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 five (5) years' 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 -2.

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-3.

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-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form R-5.

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 Clause2.2.1and2.3.2on format & signing of applications and submission of applications respectively, Bidders are requested to submit only ONE COPY;

marked "ORIGINAL" Registration document and it shall be placed in one outer envelope

(ii) Subject to Clause2.5.1 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 Clause2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall be as follows:

A.PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No.	Mandatory Requirements	Score
1.	Certified copy of PIN Certificate	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate / Exemption Certificate	Mandatory
3	Certified Copies of registration Certificates with RELEVANT PROFESSIONAL REGULATORY BODIES	Mandatory
4	Certified copy of the Current practicing certificates of the Consultant	Mandatory
5	Copies of National identity cards (IDs) or valid passports of the Consultant	Mandatory
6	Submit CV and Certified copies of certificates and testimonials, to demonstrate that they expertise in the relevant subject matter or thematic area;	Mandatory
7	Must Submit the document in the right format. The tender document shall be paginated / serial numbered. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1, *2, 3…….. n* where *n* is the last page).	Mandatory
8	The Consultant must be a Kenyan citizen and must also have a permanent Residence in the Country.	Mandatory
9	Certified copy of valid Agpo Certificates(applicable for Special Category only)	Mandatory
10	Bidders must have at least five (5) years' experience in the provision of consultancy services in the relevant area	Mandatory
11	Duly Filled, signed and stamped Confidential Business Questionnaire in the format provided (R-2)	Mandatory

Bidders who shall have met all the Mandatory requirements may be subjected to due diligence to verify information provided in this form before registration.

Please Note

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

All responsive bidders shall be registered.

B: TECHNICAL REQUIREMENTS

No.	Requirements	Score
1	Duly filled Registration Data (R-1)	10
2	Consultant highest academic Level – Attach Proof (R-3) i)Masters Degree	15
	ii) Bachelors Degree	10
	iii) Professional/Diploma	7
	iv) Certificate	3
	Score for only 1 of (i-iv)	
3	Relevant Past Experience(R-3)	
	a) Provide Recommendation letters from 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
4	Experience of the Consultants i)>15years=15 points ii)10<15 Years =10points iii)5<10 years =5 Points iv)<5 years =Zero	15
5	Dully filled Litigation History (Provide current sworn affidavit) (R-4)	10
6	Duly filled Sworn Statement(R-5)	5
7	Duly filled Self-Declaration that the Person/Tenderer Is Not Debarred In The Matter Of the Public Procurement and Asset Disposal Act 2015(R-6)	5
8	Duly filled Self-Declaration That the Person/Tenderer Will Not Engage In Any Corrupt or Fraudulent Practice(R-7)	5
9	Duly filled Declaration and Commitment to the code of ethics(R-8)	5

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-1 REGISTRATION DATA

REGISTRATION OF CONSULTANTS 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-2 ~ 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.

Part 1 General

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

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-3 ~ PAST EXPERIENCE

NAME OF AT LEAST THREE CLIENTS/REFEREES

1. Name of 1st 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 2nd 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 3rd 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…….

5. Names, pertinent information and CV of Individual professional consultants……

FORM R-4 ~ 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.

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

FORM R-5 - 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)

FORM R-6

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 R-7

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 Offi cer/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 here in above is true to the best of my knowledge information and belief.

……

…….....……

..... (Title)

(Signature) (Date)

Bidder's Offi cial Stamp

FORM R -8

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…….....

Offi ce address…….

Telephone……..... E-mail……

Name of the Firm/Company…….....

Date…….....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name…….....

Sign…….....

Date……

END