



REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUBUKIA
CONSTITUENCY FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL
YEARS 2026-2027 & 2027-2028.

REGISTRATION NO: SBK/NGCDF/...../2026-2028

DATE OF ISSUE: 26TH OCTOBER 2026

DEADLINE OF SUBMISSION: 9TH NOVEMBER 2026 AT 10:00 AM

REGISTRANT'S NAME: _____

TENDER No. _____

ITEM DESCRIPTION: _____



SUBUKIA CONSTITUENCY

OCTOBER 2026



NG-CDF SUBUKIA

National Government Constituencies Development Fund
Subukia Constituency
P.O Box 86
Subukia
Cell: 0797154992
Email: cdfsubukia@ngcdf.go.ke

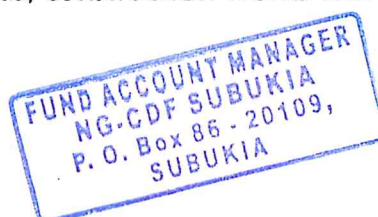
26TH OCTOBER 2026

REGISTRATION OF SUPPLIERS/CONTRACTORS NOTICE

**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY AND DELIVERY OF GOODS,
WORKS AND SERVICES FOR FINANCIAL YEAR 2026-2028 SUBUKIA CONSTITUENCY.**

No.	TENDER NUMBER	ITEM DESCRIPTION	ELIGIBILITY
1	SBK/NGCDF/01/20262027-2027-2028	Supply of fuel, oil, lubricants and LPG Gas	Open
2	SBK/NGCDF/02/20262027-2027-2028	Provision of repair, maintenance and services of Motor Vehicle/cycles.	Open
3	SBK/NGCDF/03/20262027-2027-2028	Provision of supply and delivery of motor vehicles/cycles spare parts, Tyres, Tubes and Batteries and other related Accessories.	Open
4	SBK/NGCDF/04/20262027-2027-2028	Supply/Delivery of General Office Stationery Computer/Printer Consumables.	Reserved
5	SBK/NGCDF/05/20262027-2027-2028	Supply of Internet and other services	Open
6	SBK/NGCDF/06/20262027-2027-2028	Provision of Supply and Delivery of Computers, laptops, UPS, servers, printers, photocopiers and accessories.	Reserved
7	SBK/NGCDF/07/20262027-2027-2028	Provision of repair and maintenance of ICT Equipment, servers, desk top computers, Laptops, Notebooks Local Area Network, photocopiers, Printers, UPS etc.	Reserved
8	SBK/NGCDF/08/20262027-2027-2028	Provision of Supply/Delivery of Tree seedlings and provision for landscaping services.	Reserved
9	SBK/NGCDF/09/20262027-2027-2028	Provision of Supply/Delivery of office furniture and fittings/equipments.	Open
10	SBK/NGCDF/010/20262027-2027-2028	Provision of contractors for General civil works and construction renovation and maintenance of buildings.	Open
11	SBK/NGCDF/011/20262027-2027-2028	Provision for hire of transport and car services, tents, chairs and public address systems.	Open
12	SBK/NGCDF/012/20262027-2027-2028	Supply/Delivery of catering services	Reserved
13	SBK/NGCDF/013/20262027-2027-2028	Supply/delivery of laboratory equipments and other Items	Open
14	SBK/NGCDF/014/20262027-2027-2028	Supply/delivery of desks chairs and lockers	Open
15	SBK/NGCDF/015/20262027-2027-2028	Provision of advisory and consultancy services.	Open

The National Government Constituencies Development Fund, Subukia Constituency, invites application for Registration of suppliers/contractors/contractors from interested eligible applicants for the supply of the under listed goods, construction works and services for the years 2026 - 2027 and 2027 – 2028.





EVALUATION CRITERIA

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Prospective suppliers/contractors shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. Valid AGPO Certificate for the reserved groups
4. CR 12/ID
5. Duly Completed Confidential Business Questionnaire
6. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
7. For Building & Construction works Firms MUST be registered by NCA (Provide NCA 8 and above certificate in the relevant trade and of grade equal to the works).

NOTE:

Registration documents may be obtained for free by downloading from PPIP Website www.tenders.go.ke or www.ngcdf.go.ke or at the NG-CDF Office upon payment of 1000 Kenyan shillings. Applicants who download the Registration of Suppliers/ Contractors Document can forward their queries if any to cdSubukia@ngcdf.go.ke to facilitate any further clarification or addendum.

Fill and clearly indicate the registration no. of the goods, works or service applied from the above listed registrations numbered 1-10.

Completed registration documents in plain sealed envelopes, clearly marked with the requisite reference; REGISTRATION OF SUPPLIERS/CONTRACTORS: REGISTRATION NO:

SBK/NGCDF/...../2026-2028 should be addressed to: -

The Fund Account Manager

National Government Constituencies Development Fund,

Subukia Constituency,

P.O BOX 86 – 20109

SUBUKIA



Completed Registration Documents should be deposited in the Tender Box provided at the NG-CDF Subukia Constituency offices at the reception area, so as to be received not later than 9th November 2026 at 10:00am.

Applications will be opened immediately thereafter, at NG-CDF BOARD ROOM, in the presence of applicants or their representative, who choose to attend.

Late applications will be rejected.

**FUND ACCOUNTS MANAGER,
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
SUBUKIA CONSTITUENCY**

B. TECHNICAL EVALUATION STAGE

No.	Requirements	Score
1	Audited accounts for at least one most recent financial year i.e. 2024/2025 or, 2025/2026 and for firms whose financial years run from January to December	30
2	Certified bank statements for the last 6 months (from April to September 2026)	20
3	Past Experience for last 1 year Form which Must be backed with at least 2 copies of LPOs/LSOs or signed contracts as evidence	30
4	Duly filled, signed, and stamped sworn statement	10
5	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

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



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1. INSTRUCTIONS TO CANDIDATES

1.1 Introduction

The Subukia National Government Constituency Development Fund (Subukia NG-CDF), invites application for registration of suppliers/contractors from interested eligible applicants for the supply/construction of the under listed goods, works and services for the years 2026 – 2027 and 2027 - 2028 to perform the contract of provision of goods, services and works to the Subukia NG-CDF.

1.2 Format and Signing of Applications

- i. 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.
- ii. The document of the registration shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the registration document shall initialize all pages of the registration document where entries or amendments have been made.
- iii. 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.

1.3 Submission of Applications

- i. 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 registration notice so as to be received on or before Monday 9th November, 2026 at 10:00AM. Applications received after the closing date and time shall be rejected. However, this exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.
- ii. The Candidate shall seal the document of the registration duly marking the envelope as ORIGINAL. The envelope shall then be:
 - 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 1.2 (ii),

c) The envelopes shall indicate the name and address of the applicant

- iii. If the envelope is not sealed and marked as instructed above, Subukia NG-CDF will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity, Subukia NG-CDF will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.
- iv. All the information requested for registration shall be provided in the English language. Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- v. Applicants who will wish to apply more than one category, will be required to submit in separate envelopes.

1.4 Eligible Candidates

- i. Suppliers/Contractors registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to Subukia NG-CDF so that they may be registered for consideration and submission of quotations. The prospective Suppliers/Contractors are required to supply mandatory information for Registration
- ii. Candidates shall provide such evidence of their continued eligibility satisfactory to Subukia NG-CDF, as the Subukia NG-CDF shall reasonably request.

1.5 Qualification Criteria

- i. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers/contractors who wish to be registered for submission of applications.
- ii. The registration 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.

1.6 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated.

1.7 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

1.8 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ 2.

1.9 Past Performance

Past performance will be given due consideration in registering applicants. Letter of reference from past customers should be included.

1.10 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 and a sworn statement by the applicants ensuring the accuracy of the information given

1.11 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Subukia NG-CDF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

1.12 Clarification of Registration Documents

- i. The prospective applicant requiring any clarification of the registration documents may notify Subukia NG-CDF in writing or by email at the Subukia NG-CDF email address indicated in the registration data.
- ii. Subukia NG-CDF will respond in writing through email to any queries for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Subukia NG-CDF'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.

1.13 Amendment of Registration Documents

- i. At any time prior to the deadline for submission of applications, Subukia NG-CDF may, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.
- ii. The Addendum thus issued shall be part of the registration documents and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Subukia NG-CDF.
- iii. In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Subukia NG-CDF may, at his discretion, extend the deadline for the submission of applications.

1.14 Deadline for Submission of Registration Documents

- i. Applications must be received by Subukia NG-CDF at the address specified no later than the time and date stipulated in the notice for registration.

- ii. Subukia NG-CDF may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum.
- iii. In which case all rights and obligations of Subukia NG-CDF and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

1.15 Opening of Registration Documents

- i. Subukia NG-CDF 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.
- ii. Subukia NG-CDF shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.
- iii. Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

1.16 Process to be Confidential

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

1.17 Clarification of Applications and Contacting of the Institute

- i. To assist in the examination, evaluation, and comparison of applications, Subukia NG-CDF may, at its discretion, ask any applicant for clarification of his/her application.
- ii. Subject to Sub-Clause 2.11.1, no applicant shall contact Subukia NG-CDF 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 Subukia NG-CDF, he/she should do so in writing.
- iii. Any effort by any applicant to influence Subukia NG-CDF in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

1.18 Examination of Registration Documents and Determination of Responsiveness

- i. Prior to the detailed evaluation of applications, Subukia NG-CDF will determine whether each application has been properly signed and delivered pursuant to clause 2.3;
 - (a) is substantially responsive to the requirements of the registration documents; and

(b) provides any clarification and/or substantiation that Subukia NG-CDF may require to determine responsiveness pursuant to Sub-Clause 2.15

- ii. 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 Subukia NG-CDF 's rights or the applicant obligations under the contract; or

(b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

- iii. If an application is not substantially responsive, it will be rejected by Subukia NG-CDF and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

1.19 Notification of Qualified Applicants

- i. Applicants whose applications are determined to be successful will be notified by Subukia NG-CDF within thirty (30) days from the date of opening of registration documents.
- ii. At the same time Subukia NG-CDF notifies qualified Applicants that their applications are responsive, Subukia NG-CDF shall notify the other Applicants whose applications are not responsive.

1.20 Evaluation and Comparison of Applications

- i. Subukia NG-CDF will evaluate and compare only the applications determined to be substantially responsive.
- ii. Registration will be based on meeting the minimum requirements to pass in the criteria set.
- iii. Subukia NG-CDF 's Right to accept any Application and to reject any or all Applications
- iv. Subukia NG-CDF 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 contact, without thereby incurring any liability to the affected applicant.

SUPPLIERS/CONTRACTORS REGISTRATION DATA

1	Name of Organization/Business /Company	
2	Postal Address	P.O Box.....Code..... Town.....
3	Principal Contact Person	Name..... Position.....
4	Contacts	Mobile Phone No..... Email.....

5	Physical Location of Business Premises	Town..... Street..... Building Name..... Floor.....
6	Nature of Organization (e.g. Sole Proprietorship, Public or Private Limited Company, Partnership etc.)	
7	Name of the Proprietor, Directors or Partners (Attach copies of identity cards/passports) Where applicable indicate shares	1. 2. 3. 4. 5.
8	Nature of Business	
9	State Credit Period (Minimum is 30 days)	

YOU ARE ADVISED IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM OF REGISTRATION.

2. CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part I- General:

Business Name

.....

Location of business
premises.....

Plot No.

Street/Road.....

Postal Address.....

Tel. No.....

Nature of
business.....

Current Trade License No.....Expiring
date.....

Name of your bankers.....Branch

.....

☐	Part 2 (a) – Sole Proprietor Your name in full..... Age..... Nationality.....Country of origin..... *Citizenship details.....																								
☐	Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares																				
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☐	Part 2 (c) – Registered Company: Private or Public..... Given details of all directors as follows: - <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.				5.			
Name	Nationality	Citizenship Details	Shares																						
1.																									
2.																									
3.																									
4.																									
5.																									
Date Signature of Candidate.....																									

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.....

3. REGISTRATION SUBMISSION FORM

Date: _____

Registration No. _____

—

To:

Subukia National Government Constituency Development Fund

P.O Box 86- 20109

Subukia.

Gentlemen and/or Ladies:

Having examined the Registration documents... the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document.

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre- qualified firms.

Category applied for Registration Code No. _____

Subcategory Description _____

We understand that you are not bound to accept any application you may receive. Dated this __
_____ day of _____ 20_____
_____ [signature] _____ [in the capacity of]

Duly authorized to sign application for an on behalf of *(Name of the firm)*

4. SUPERVISORY

Name

.....

Age.....

Academic

Qualification.....

Undergraduate.....

Postgraduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification

.....

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

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

**5. STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY
OF INTEREST**

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use should you be awarded a contract. This should include all activities and processes you will engage in as well as equipment and personnel that will be involved so as to ensure timely delivery of the goods.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

6. PAST EXPERIENCE

NAME OF FIVE CLIENTS

1.1 Client (organization)

Name of 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)

.....

(Attach documental evidence of the existence of the contract)

2.1 Client (organization)

Name of 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)

.....

(Attach documental evidence of existence of contract)

3.1 Client (organization)

Name of 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)

.....

(Attach documental evidence of existence of contract)

7. LITIGATION HISTORY AND SWORN STATEMENT
Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

BUSINESS PROBITY AND LITIGATION HISTORY

[illegible]

8. ANTI-CORRUPTION PLEDGE FORM.

I/We.....

.....

.....
are aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Government.

Registrant's

Name.....

Address.....

.....

Authorized

signature.....

Date.....

.....

9. SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY OF GOODS, WORKS, SERVICES AND CONSULTANCIES SWORN STATEMENT

Subukia NG-CDF intends to update its register for suppliers/contractors for various goods, works, and services for the financial years, 2026/2027– 2027/2028. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works, and services they wish to be registered in.

Having studied the registration information for the above provision of goods, works or services applied for I/we hereby state:

- i. The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the Procuring entity

- ii. That in case of being registered we acknowledge that this grants us the right participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- iii. We enclose all the required documents and information required for the registration evaluation.

Date:

Applicant's Name / Company's Name

.....

Represented by

.....

.....

Signature & Stamp

.....

.....

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

Submission of Application