



REPUBLIC OF KENYA



COUNTY GOVERNMENT OF WEST POKOT

P.O. BOX 222-30600

KAPENGURIA

**REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS,
SERVICES AND WORKS FOR THE FINANCIAL YEAR 2024-2025 & 2025-2026**

INVITATION DATE: 2ND OCTOBER 2024

CLOSING /OPENING DATE: 16TH OCTOBER, 2024

CLOSING TIME: 11:00 AM (EAT)

REGISTRATION DOCUMENT

CGWP/R/001-124/2024/2025

REGISTRATION OF SUPPLIERS FOR THE YEARS 2024 - 2026.

SECTION A - INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEARS 2024/2025 & 2025/2026

Description: REGISTRATION OF SUPPLIERS FOR THE YEARS 2024/2025 & 2025/2026

Reference Number: CGWP/R/001-124/2024/2025

1. The Government of West Pokot invites applications for registration of suppliers and service providers for the period of years 2024/2025 & 2025/2026.
2. Interested suppliers/applicants are invited to apply for registration, indicating the goods, services and works they wish to supply/provide as listed below;
3. Complete set of registration documents may be viewed and downloaded for free from the County Government website: www.westpokot.go.ke or the Public Procurement Information Portal (PIIP) website: www.tenders.go.ke.
4. Qualified and interested applicants may obtain further information and inspect the registration documents during office hours [0900 to 1600 hours] through email address procurement@westpokot.go.ke or at the address given below :-

**THE COUNTY SECRETARY
GOVERNMENT OF WEST POKOT,
P.O. BOX 222,30600
KAPENGURIA**

5. To be eligible, the candidate **MUST** prove that they qualify to participate in Public Procurement by providing copies of the **MANDATORY** documents.
6. Completed registration documents for **EACH CATEGORY** are to be delivered in **HARD COPIES** and dropped in the tender box located at the County Treasury Building, Ground Floor so as to be received on or before **16th October, 2024 at 11:00 am (EAT)**.
7. Late tenders will be rejected.
8. The County Government of West Pokot reserves the right to authenticate any information provided in response here to without notice or reference to the applicant.

HEAD OF SUPPLY CHAIN SERVICES

For: CHIEF OFFICER-FINANCE & ECONOMIC PLANNING.

CATEGORY A - SUPPLY OF GOODS			
NO	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
1.	CGWP/R/001/2024/2025	Supply and delivery of Office cabinets, fire proof cabinets, equipment, curtains, furniture, plastic seats and fittings	Youth, Women and Persons With Disability
2.	CGWP/R/002/2024/2025	Supply and delivery of staff uniforms, linen, curtains, protective gear, games equipment and sports wear	Youth, Women and Persons With Disability
3.	CGWP/R/003/2024/2025	Supply and delivery of Cameras, LCD projectors, PA Systems, camera and scanner batteries and other related Photo journalism equipment	Youth, Women and Persons With Disability
4.	CGWP/R/004/2024/2025	Supply and delivery of medals, honors, artefacts, trophies, budges and other related items	Youth, Women and Persons With Disability
5.	CGWP/R/005/2024/2025	Supply and delivery of Ipads /tablets, mobile phones, telephone heads, laptops and ICT equipment and accessories	Youth, Women and Persons With Disability
6.	CGWP/R/006/2024/2025	Supply and delivery of electrical items cooker accessories and appliances.	Youth, Women and Persons With Disability
7.	CGWP/R/007/2024/2025	Supply of fitness, sports equipment/machine and other related equipment.	Youth, Women and Persons With Disability
8.	CGWP/R/008/2024/2025	Supply and delivery of seedlings, their planting and maintenance	Youth, Women and Persons With Disability
9.	CGWP/R/009/2024/2025	Supply and delivery of sanitary towels, sanitary handling and disposal services e.g. sanitary towels, sanitary bins.	Youth, Women and Persons With Disability
10.	CGWP/R/010/2024/2025	Supply and delivery of pipes, fittings, water tanks and other related water items	Youth, Women and Persons With Disability
11.	CGWP/R/011/2024/2025	Supply and delivery of hospital linen, mattresses, curtains, uniform materials and other related items	Youth, Women and Persons With Disability
12.	CGWP/R/012/2024/2025	Supply and delivery of tents, chairs and other related events items	Youth, Women and Persons With Disability
13.	CGWP/R/013/2024/2025	Supply and delivery of plant, equipment and motor Vehicles	Open
14.	CGWP/R/014/2024/2025	Supply and installation of fire engines and installation of fire suppression equipment and machines	Open

CATEGORY A - SUPPLY OF GOODS			
NO	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
15.	CGWP/R/015/2024/2025	Supply, delivery, installation, commissioning and maintenance of green houses, irrigation components, drip kits and related items	Open
16.	CGWP/R/016/2024/2025	Supply, delivery installation, testing and commissioning of milk coolers, freezers, pasteurizers, fridges, milk dispensers and associated equipment	Open
17.	CGWP/R/017/2024/2025	Supply and delivery of aseptic bags and poly-liners	Open
18.	CGWP/R/018/2024/2025	Supply and delivery of fresh fruits and groceries	Youth, Women and Persons With Disability
19.	CGWP/R/019/2024/2025	Supply and delivery of Ago-chemicals, vaccines, veterinary drugs and related items	Open
20.	CGWP/R/020/2024/2025	Supply and delivery of hardware materials	Open
21.	CGWP/R/021/2024/2025	Supply and delivery of medical drugs.	Open
22.	CGWP/R/022/2024/2025	Supply and delivery of printed medical records	Youth, Women and Persons With Disability
23.	CGWP/R/023/2024/2025	Supply and delivery of medical equipment.	Open
24.	CGWP/R/024/2024/2025	Supply and delivery of disaster management equipment	Open
25.	CGWP/R/025/2024/2025	Supply and delivery of livestock, fisheries and related Products	Open
26.	CGWP/R/026/2024/2025	Supply and delivery of farm inputs, fertilizer, animal & fish feeds, Herbicides and Insecticides, and related items	Open
27.	CGWP/R/027/2024/2025	Supply and delivery of certified seeds and seedlings	Open
28.	CGWP/R/028/2024/2025	Supply and delivery of Artificial Insemination (AI), training, equipment and related materials	Open
29.	CGWP/R/029/2024/2025	Supply and delivery of motorbikes	Open
30.	CGWP/R/030/2024/2025	Supply and delivery of fuel, oil and lubricants	Open
31.	CGWP/R/031/2024/2025	Supply and delivery of dental products	Open
32.	CGWP/R/032/2024/2025	Supply and delivery of non-pharmaceuticals, X-ray materials and other related products	Open
33.	CGWP/R/033/2024/2025	Supply and delivery of Professional Software, Licenses and Applications	Open
34.	CGWP/R/034/2024/2025	Supply and delivery of air conditioning equipment, cold rooms and related supplies	Open
35.	CGWP/R/035/2024/2025	Supply and delivery of Educational Materials, Books, ECDE instructional materials, Personal Clothes and Footwear	Open
36.	CGWP/R/036/2024/2025	Supply and delivery of Motor Vehicle Batteries, Tyres & related Spare Parts	Open
37.	CGWP/R/037/2024/2025	Supply and delivery of Cereals, Pulses and Miscellaneous Foodstuffs	Youth, Women and Persons With Disability

CATEGORY A - SUPPLY OF GOODS			
NO	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
38.	CGWP/R/038/2024/2025	Supply and delivery of Newspapers, Magazines, Periodicals, Journals and related items.	Youth, Women and Persons With Disability
39.	CGWP/R/039/2024/2025	Supply and delivery of firewood	Youth, Women and Persons With Disability
40.	CGWP/R/040/2024/2025	Supply and delivery of Bottled Mineral Water and Soft Drinks	Youth, Women and Persons With Disability
41.	CGWP/R/041/2024/2025	Supply and maintenance of electrical fences, alarms and access control equipment.	Open
42.	CGWP/R/042/2024/2025	Supply and delivery of Audio-Visual systems & Security Equipment (scanners, detectors)	Open
43.	CGWP/R/043/2024/2025	Supply and delivery of various Kitchen equipment	Youth, Women and Persons With Disability
44.	CGWP/R/044/2024/2025	Supply and delivery of Detergent, Sanitizers, and Cleaning Materials	Youth, Women and Persons With Disability
45.	CGWP/R/045/2024/2025	Supply and delivery of Various Office Stationery Items	Youth, Women and Persons With Disability
46.	CGWP/R/046/2024/2025	Supply and delivery of Various office Printed Stationery Items	Youth, Women and Persons With Disability
47.	CGWP/R/047/2024/2025	Supply and delivery, installation and commissioning of standby power generators	Open
48.	CGWP/R/048/2024/2025	Supply and delivery of Telecommunication Equipment	Open
49.	CGWP/R/049/2024/2025	Supply and delivery of laboratory chemicals, reagents and equipment	Open
50.	CGWP/R/050/2024/2025	Supply and delivery of gas cylinders and refill	Youth, Women and Persons With Disability

CATEGORY B - PROVISION OF SERVICES			
51.	CGWP/R/051/2024/2025	Provision of web and E-mail hosting, cloud computing, Design and Maintenance services	Open

52.	CGWP/R/052/2024/2025	Provision of Calibration of weigh bridge and weighing machines services	Open
53.	CGWP/R/053/2024/2025	Provision of technical support for formulation and quality consultancy services for water and juice production	Open
54.	CGWP/R/054/2024/2025	Provision of ICT Consultancy Services	Open
55.	CGWP/R/055/2024/2025	Provision of Service and repair of oxygen plant, refilling station and oxygen cylinders.	Open
56.	CGWP/R/056/2024/2025	Provision of physical Land use and planning consultancy services	Open
57.	CGWP/R/057/2024/2025	Provision of land survey consultancy services	Open
58.	CGWP/R/058/2024/2025	Provision of garbage collection services	Youth, Women and Persons With Disability
59.	CGWP/R/059/2024/2025	Provision of architectural services	Open
60.	CGWP/R/060/2024/2025	Provision of Repair, Maintenance and Service of Telecommunication Equipment	Open
61.	CGWP/R/061/2024/2025	Provision of Food and safety management systems & certification services	Open
62.	CGWP/R/062/2024/2025	Provision of bee products & beekeeping services	Youth, Women and Persons With Disability
63.	CGWP/R/063/2024/2025	Provision of security services.	Open
64.	CGWP/R/064/2024/2025	Provision of Office cleaning and gardening services.	Youth, Women and Persons With Disability
65.	CGWP/R/065/2024/2025	Provision of tax consultancy services	Open
66.	CGWP/R/066/2024/2025	Provision of Quantity surveyor services	Open
67.	CGWP/R/067/2024/2025	Provision of levelling and landscaping of compounds, playing fields works & services.	Open
68.	CGWP/R/068/2024/2025	Provision of audit services	Open
69.	CGWP/R/069/2024/2025	Provision of actuarial services	Open
70.	CGWP/R/070/2024/2025	Provision of geological services	Open
71.	CGWP/R/071/2024/2025	Provision of entertainment services (DJ's Bands, Musicians, Models, Hostesses, MC's, Dancers etc)	Youth, Women and Persons With Disability
72.	CGWP/R/072/2024/2025	Provision of emergency response services	Open

73.	CGWP/R/073/2024/2025	Provision of data backups and recovery services.	Open
74.	CGWP/R/074/2024/2025	Provision of (Property/assets/land/Motor Vehicle) valuation services	Open
75.	CGWP/R/075/2024/2025	Provision of services for driving schools offering training of boda boda, motor vehicles and heavy equipment	Open
76.	CGWP/R/076/2024/2025	Provision of modern survey equipment, survey drawing equipment, rim cabinets, survey stationery and physical planning drawing equipment	Open
77.	CGWP/R/077/2024/2025	Provision of specialized radiology services.	Open

78.	CGWP/R/078/2024/2025	Provision of training services on drug abuse, HIV/AIDS, guidance and counselling and corporate governance and ethics	Open
79.	CGWP/R/079/2024/2025	Provision of consultancy services on environmental impact assessment and environmental audit services	Open
80.	CGWP/R/080/2024/2025	Provision of branding of Motor vehicles with CGWP Corporate colors	Youth, Women and Persons With Disability
81.	CGWP/R/081/2024/2025	Provision of fumigation and pest control services	Open
82.	CGWP/R/082/2024/2025	Provision of transportation services - eg. hire (taxis/cabs, buses, lorries, motorbikes)	Open
83.	CGWP/R/083/2024/2025	Provision of identification cards, business cards and assettags.	Youth, Women and Persons With Disability
84.	CGWP/R/084/2024/2025	Provision of creative designing, branding & printing services and related items e.g.-shirts, caps, calendars, dairies, banners, cards, stickers.	Youth, Women and Persons With Disability
85.	CGWP/R/085/2024/2025	Provision of printing, binding and photocopy services	Youth, Women and Persons With Disability
86.	CGWP/R/086/2024/2025	Provision of legal services	Open
87.	CGWP/R/087/2024/2025	Provision of training, capacity building, entrepreneurship skills and related consultancy services	Open
88.	CGWP/R/088/2024/2025	Provision of specialized laboratory services	Open
89.	CGWP/R/089/2024/2025	Provision of Artificial Insemination professional services	Open
90.	CGWP/R/090/2024/2025	Provision of water pumps and pressure washers, car wash machines and related water materials and equipment	Youth, Women and Persons With Disability

91.	CGWP/R/091/2024/2025	Provision of laundry services	Youth, Women and Persons With Disability
92.	CGWP/R/092/2024/2025	Provision of videography and photography services	Open
93.	CGWP/R/093/2024/2025	Provision of road construction materials, road signs, molding of signage and related services	Open
94.	CGWP/R/094/2024/2025	Local labour-based artisans, masons, carpenters, glass fitters, electricians, plumbers and welders	Open
95.	CGWP/R/095/2024/2025	Provision of air travel and Ticketing Agency Services (IATA Registered only)	Open
96.	CGWP/R/096/2024/2025	Provision of exhausting sewerage, pit latrines services, maintenance of sewer lines and related services	Youth, Women and Persons With Disability
97.	CGWP/R/097/2024/2025	Provision of servicing, repairs and maintenance of motor vehicles, motorbikes, generators and other plant equipment and machinery	Open
98.	CGWP/R/098/2024/2025	Provision of hotel catering, seminar facilities, conferencing and accommodation services.	Open
99.	CGWP/R/099/2024/2025	Provision of Repair and Maintenance services for ICT equipment and accessories	Open
100.	CGWP/R/100/2024/2025	Provision of transmission of live broadcast services.	Open

101.	CGWP/R/101/2024/2025	Provision of internet services, communication services, computer networking and structured cabling installations	Open
102.	CGWP/R/102/2024/2025	Provision of installation and maintenance of street lights	Open
103.	CGWP/R/103/2024/2025	Provision of borehole maintenance services	Open
104.	CGWP/R/104/2024/2025	Provision of Asset Tracking System	Open
105.	CGWP/R/105/2024/2025	Provision of Auctioneering Services	Open
106.	CGWP/R/106/2024/2025	Provision of Strategic Planning Consultancy services	Youth, Women and Persons With Disability
107.	CGWP/R/107/2024/2025	Provision of car washing services	Youth, Women and Persons With Disability
108.	CGWP/R/108/2024/2025	Provision of Design, Mounting of Trade Fairs (shows), Exhibitions	Youth, Women and Persons With Disability

109.	CGWP/R/109/2024/2025	Provision of Team Building consultants	Youth, Women and Persons With Disability
110.	CGWP/R/110/2024/2025	Provision of advertising services (Billboard)	Open
111.	CGWP/R/111/2024/2025	Provision of decoration services	Open
112.	CGWP/R/112/2024/2025	Provision of Consultancy services in procurement and supply chain management	Open
113.	CGWP/R/113/2024/2025	Provision of Consultancy services in Financial Services	Open
114.	CGWP/R/114/2024/2025	Provision of consultancy services for mineral mapping and mining services	Open

		CATEGORY C - WORKS	
115.	CGWP/R/115/2024/2025	Office Partitioning, Renovation, Repair and Maintenance of Building Works, Interior Design and related services.	Youth, Women and Persons With Disability
116.	CGWP/R/116/2024/2025	Construction and rehabilitation of dams, water distribution and other related water works	Open
117.	CGWP/R/117/2024/2025	Provision of borehole drilling and equipping works	Open
118.	CGWP/R/118/2024/2025	Construction and rehabilitation of gabions, bore holes servicing and upgrading of boreholes to solar powered	Youth, Women and Persons With Disability
119.	CGWP/R/119/2024/2025	Provision of roadside clearing and bush clearing	Youth, Women and Persons With Disability
120.	CGWP/R/120/2024/2025	Provision of manual grading, routine maintenance and other related road works.	Youth, Women and Persons With Disability
121.	CGWP/R/121/2024/2025	Construction of new civil works for buildings, cattle dips, market sheds, stock yards and other related works.	Open
122.	CGWP/R/122/2024/2025	Repair and Maintenance of cattle dips, market sheds, stock yards and other related works.	Youth, Women and Persons With Disability
123.	CGWP/R/123/2024/2025	Repair and Maintenance of Buildings, Civil Works, Electrical Works and water and Sewerage Services	Youth, Women and Persons With Disability
124.	CGWP/R/124/2024/2025	Provision for construction of bridge works	Open

SECTION B: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
3. The application document should be downloaded , filled and signed by the authorized representative of the organization under Company Seal/Stamp.
4. To submit the application, the supplier must neatly bind and deliver the dully filled, signed and stamped registration document to the Location given with relevant supporting documents and any other information that the applicant wish to be considered.
5. AGPO suppliers can apply for categories reserved for Youth, Women, and Persons with Disabilities, as well as open categories, as long as they meet the requirements.
6. In selection of suppliers, the County Government of West Pokot will register only those firms that meet the requirements. Registered service providers, contractors, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
7. The County Government of West Pokot will retain the suppliers for duration of twenty- four (24) months subject to supplier's satisfactory performance which will be re- evaluated periodically.

SECTION C - SUPPLIER REGISTRATION REQUIREMENTS.

MANDATORY REQUIREMENTS:

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the MANDATORY REQUIREMENTS as provided below.

NB: GIVING FALSE INFORMATION on this form constitutes a serious offence and will form a basis for disqualification

A) ELIGIBILITY CRITERIA FOR OPEN CATEGORY:

S/No.	Requirement	Remarks (YES/NO)
1.	Certificate of Incorporation / Registration (Attach a copy)	
2.	Valid Copy of Tax Compliance Certificate	
3.	For water, roads and building works Firms MUST have relevant NCA8 certificate (Attach Valid copies);	
4.	Duly filled, signed and stamped copy of FORM R1 (Attached below)	
5.	<p>Certificates from affiliated regulatory or accrediting bodies/associations e.g. (Insurance among others) (Attach a copy <u>where applicable</u>);</p> <p>NB: For the provision of Outside Catering Services- bidders MUST avail of a certificate of health for food handling issued by County Government.</p> <p>NB:For supply and delivery of medical drugs bidder MUST submit a certificate from Pharmacy and Poisons Board</p>	
	REMARKS	Responsive/ Non-Responsive

NB: Only responsive suppliers will be included in the registration list.

FORM R1.

Category Description.....

Category Reference Number.....

i. Name of Supplier/ Contractor.....

ii. Name (s) of Director (s)

.....

iii. Postal Address.....

iv. Supplier / Contractor Official Email Address.....

v. Supplier / Contractor Official Phone Number.....

vi. Name of the County where the business is Located.....

vii. Name of the ward where the physical office is located.....

viii. Name of city/town where the business is Located.....

Name of the Person Submitting Registration Documents.....

Signature & Official Stamp

Date.....

NB. Suppliers are required to duly fill, sign and stamp this form

B. APPLICANTS FOR CATEGORIES RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITY (AGPO):

All applicants who wish to be registered under the categories reserved for Youth, Women and Persons with Disability (**ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES**) - firms owned by Youth, Women and Persons with Disabilities **MUST:**

ELIGIBILITY CRITERIA

S/No.	Requirement (s)	Remarks (YES/NO)
1.	Valid Copy of AGPO certificate issued by The National Treasury	
2.	Duly filled, Signed and Stamped FORM R2 (Attached below)	
	Remarks	Responsive/ Non Responsive

NB: *Only suppliers with valid copy of AGPO certificate will be included in the registration list.*

FORM R2

Category Description.....

Category Reference Number.....

i. Name of Supplier/ Contractor.....

ii. Name (s) of Director (s)

.....

iii. Postal Address.....

iv. Supplier / Contractor Official Email Address.....

v. Supplier / Contractor Official Phone Number.....

vi. Name of the County where the business is Located.....

vii. Name of the ward where the physical office is located.....

viii. Name of city/town where the business is Located.....

Name of the Person Submitting Registration Documents.....

Signature & Official Stamp

Date.....

NB. AGPO Suppliers/Contractor are required to duly fill, sign and stamp this form