

MURANG'A COUNTY GOVERNMENT

P.O. BOX 52-10200,

MURANG'A KENYA.

Website: www.muranga.go.ke

Email: procurement@muranga.go.ke



TENDER NO: MCG/1493/2025-2026

**REGISTRATION OF SUPPLIERS FOR THE PROVISION OF
GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING**

30TH MARCH, 2028

ELIGIBILITY-ALL

INVITATION FOR REGISTRATION

Date.....

TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES PROVIDERS FOR THE PERIOD ENDING 30th MARCH, 2028

The Muranga County Government hereby invites applications for registration of suppliers for the provision of Goods, works and Services for the period ending **30th March, 2028**. *Interested eligible suppliers/ service providers are invited to apply indicating the categories of goods or services they wish to supply.*

A). SUPPLY OF GOODS FOR THE PERIOD ENDING 30TH MARCH, 2028

| CODE. NO. | SUB-CATEGORY | INDICATE CATEGORIES OF CHOICE |
|------------------|---|--------------------------------------|
| MCG/G/1 | Supply of General Office Stationery and Computer / Printer Consumables | |
| MCG/G/2 | Office Furniture, Fittings and Equipment | |
| MCG/G/3 | Supply of Computers, Laptops, Servers, UPS, Printers, Scanners and allied Accessories | |
| MCG/G/4 | Uniforms & clothing e.g. dustcoats, protective clothing | |
| MCG/G/5 | Supply of Promotional and Branded Items | |
| MCG/G/6 | Supply and delivery of medical and laboratory equipment | |
| MCG/G/7 | Computer Software and Licenses | |

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| MCG/G/8 | Tyres and Tubes (Supply and Tyres Management Services) | |
| MCG/G/9 | Automobile Batteries and Accessories | |
| MCG/G/10 | Printing and Supply of Security Documents | |
| MCG/G/11 | Supply of Fresh milk | |
| MCG/G/12 | Supply of Drinking Water | |
| MCG/G/13 | Supply and delivery of ICT office equipment, Photocopiers and projectors | |
| CODE. NO. | SUB-CATEGORY | INDICATE CATEGORIES OF CHOICE |
| MCG/G/14 | Supply and delivery of ICT Networking and Telecommunication Equipment | |
| MCG/G/15 | Supply & Installation of CCTV and Access Control Equipment | |
| MCG/G/16 | Supply & Installation of Air- conditioners and Related Accessories | |
| MCG/G/17 | Supply & Delivery of Hardware Electrical Appliances, Fittings & Other Related Items | |

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| B). PROVISION OF SERVICES FOR THE PERIOD ENDING 30TH MARCH, 2028 | | |
| CODE. NO. | SUB – CATEGORY | INDICATE CATEGORIES OF CHOICE |
| MCG/S/1 | Repair and Maintenance of Buildings and small civil works | |
| MCG/S/2 | Supply and Maintenance of Firefighting Equipment. | |

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| MCG/S/3 | Air Travel Agency Services | |
| | Provision of full board accommodation and | |
| MCG/S/4 | conference facilities in all county headquarters and major towns | |
| MCG/S/5 | Transport Services - (Hire of Vans, Mini-Buses, Buses and Taxi Services) | |
| MCG/S/6 | Provision of helicopter and fixed wing aircraft services | |
| MCG/S/7 | Repairs, Services and Maintenance of Motor Vehicles | |
| MCG/S/8 | Design and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets and Annual Reports, Promotional and branded Materials. | |
| MCG/S/9 | Repair and Maintenance of Computers, Servers, Printers, UPS and Related ICT Equipment | |
| MCG/S/10 | Photocopying, printing, scanning, digitization services and binding of documents | |
| MCG/S/11 | Public Relations and Other Related consultancy Services | |
| MCG/S/12 | Provision of Auctioneering services | |
| | | |
| CODE. NO. | CODE. NO. | CODE. NO. |
| MCG/S/13 | Provision of Promotional and Advertising materials, Corporate Branding and Signage Services. | |
| MCG/S/14 | Provision of Photography/Videography services and Related Services. | |
| MCG/S/15 | Provision of Physical model construction services | |

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| MCG/S/16 | Provision of Air Conditioning Services | |
| MCG/S/17 | Repairs, Service and Maintenance of Generators. | |
| MCG/S/18 | Provision of Internet , Networking and Web Design Services | |
| MCG/S/19 | Repair and maintenance of Office equipment, Photocopying machines & PABX telecommunication equipment | |
| MCG/S/20 | Provision of Server, LAN and WAN Maintenance Services | |
| MCG/S/21 | Repair and Maintenance of CCTV and Access Control Equipment | |
| MCG/S/22 | Provision of Insurance Brokerage Services | |
| MCG/S/23 | Work environment/ Market Research/ Customer/ Employee Satisfaction Survey | |
| MCG/S/24 | Human Resource & Management Consultancy Services, HR Training/Development, Recruitment Etc | |
| MCG/S/25 | Team Building Activities & Capacity Building | |
| MCG/S/26 | Advertising Agency and Public Relations Services | |
| MCG/S/27 | Radio and TV Programs, Documentaries and Films | |
| MCG/S/28 | ICT Consulting Services | |
| MCG/S/29 | Safety Audits | |
| MCG/S/30 | Audit and Tax Consultancy Services | |
| MCG/S/31 | Provision of Valuation Services | |
| MCG/S/32 | Provision of Competency Needs Assessment Services | |
| MCG/S/33 | Provision of Enterprise Risk Management Consultancy Services | |
| MCG/S/34 | Provision of Corruption Perception Survey | |

| CODE. NO. | SUB – CATEGORY | INDICATE CATEGORIES OF CHOICE |
|----------------------|---|--|
| MCG/S/35 | Provision of Consultancy for Senior Management Performance Evaluation | |
| MCG/S/36 | Provision of Consultancy Services on Organizational Re-Engineering and Development, Job Evaluation & Performance Management Systems | |
| MCG/S/37 | Provision of Consultancy Services on Change Management and Leadership Development Programs | |
| MCG/S/38 | Provision of Baseline Survey For ADSA, Gender/Disability and Gender Based Violence | |
| MCG/S/39 | Provision of Events Management Services | |
| MCG/S/40 | Maintenance, Servicing and Repair of Air Conditioners | |
| MCG/S/41 | Maintenance, Servicing and Repair of ICT Telephony (PABX, IP Phones, Etc) Conditioners | |
| MCG/S/42 | Maintenance, Servicing and Repair of Projectors | |
| MCG/S/43 | Maintenance, Servicing and Repair of Network Equipment | |
| MCG/S/44 | Provision of public address system, Audio Visual equipment and related accessories | |
| MCG/S/45 | Provision of mobile toilets | |

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| MCG/S/46 | Provision of production of Broadcast Quality Documentaries and news Features Services | |
| MCG/S/47 | Provision of Customer service Consultancy services | |
| MCG/S/48 | Provision of Billboards, large signages and related services | |
| MCG/S/49 | Provision of Tents, seats tables and draping services for corporate events | |
| MCG/S/50 | Provision of corporate display stands and granite works for corporate events | |
| MCG/S/51 | Provision of Information systems consultancy & maintenance services | |
| MCG/S/52 | Provision of capacity building and training of MS office applications | |
| MCG/S/53 | Provision of financial management consultancy services | |
| MCG/S/54 | Provision of barcoded fixed assets management solutions | |
| MCG/S/55 | Provision of Auditing and financial software | |
| MCG/S/46 | Provision of production of Broadcast Quality Documentaries and news Features Services | |
| MCG/S/47 | Provision of Customer service Consultancy services | |
| MCG/S/48 | Provision of Billboards, large signages and related services | |
| MCG/S/49 | Provision of Tents, seats tables and draping | |

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| | services for corporate events | |
| MCG/S/50 | Provision of corporate display stands and granite works for corporate events | |
| MCG/S/51 | Provision of Information systems consultancy & maintenance services | |
| MCG/S/52 | Provision of capacity building and training of MS office applications | |
| MCG/S/53 | Provision of financial management consultancy services | |
| MCG/S/54 | Provision of barcoded fixed assets management solutions | |
| MCG/S/55 | Provision of Auditing and financial software | |
| CODE. NO. | SUB – CATEGORY | INDICATE CATEGORIES OF CHOICE |
| MCG/S/56 | Provision of fixed asset valuation services | |
| MCG/S/57 | Provision of Auctioneering services | |
| MCG/S/58 | Provision of outsourced services for photocopying, printing, scanning and digitization services | |
| MCG/S/59 | Provision of annual support service for Microsoft based software applications | |
| MCG/S/60 | Provision of ICT security and consulting services | |
| MCG/S/61 | Provision of ICT training services | |
| MCG/S/62 | Provision of consultancy services for management of facilities | |
| MCG/S/63 | Motor vehicle towing services | |
| MCG/S/64 | Provision of Courier services | |

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| MCG/S/65 | Provision of motivational speaker services | |
| MCG/S/66 | HR consultancy services in Recruitment, training, performance management, change management, talent metrics and analytics | |
| MCG/S/67 | Provision of knowledge management services | |
| MCG/S/68 | Provision of Actuarial study services | |
| MCG/S/69 | Provision of Psychometric test services | |
| MCG/S/70 | Provision of market research/customer/employee satisfaction survey/employee engagement | |
| MCG/S/71 | Provision of Insurance and pension management services | |
| MCG/S/72 | Provision of ISO 9001:2015 quality management system services | |
| MCG/S/73 | Provision of Business Process-Re-engineering services | |
| MCG/S/74 | Provision of master of ceremony services | |
| | Maintenance and servicing of Surveying | |
| MCG/S/75 | Equipment (Large Format Plotters and Scanners) | |
| MCG/S/76 | Provision of Legal Services | |
| MCG/S/77 | Repair and Maintenance of solar systems | |
| MCG/S/78 | Provision Of Radio and Television Airing services | |
| MCG/S/79 | Repair and maintenance of medical equipment | |
| MCG/S/80 | Provision of surveying services | |
| MCG/S/81 | Provision of Physical Planning Services | |

Interested applicants may obtain further information from Supply Chain Management Office, **Muranga County Government Headquarters**, during normal working hours

Interested applicants are requested to download full registration details document from our website www.muranga.go.ke free of charge or from MCG Headquarters.

MCG shall maintain One registration list to be used by all MCG offices.

All Applicants are required to submit only one (1) Original Registration document indicating its Categories of Choice and attaching relevant documentation.

The registration process shall be continuous and submission of registration document may be received any time during official working hours from the following offices

Director – Supply Chain Management

For: County Secretary

INSTRUCTIONS TO CANDIDATES

MCG shall maintain **One** registration list to be used by all MCG offices and therefore the Applicants shall submit only one (1) **Original** Registration document. The evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

| S/No | Requirements | Score | Confirmation of Requisite Documents (For official use only to be filled by MCG Staff) |
|-------------|--|--------------|--|
| 1. | Copy of certificate of Registration /Incorporation | | |

| | | | |
|----|--|-----------|--|
| 2. | Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker | Mandatory | |
| 3. | Copy of certificate of registration with relevant regulatory bodies I.E 1: For persons with disabilities registration with National Council for Person with Disability 2: Valid NCA for building and small civil works 3: IATA accreditation for Air travel agencies 4: Quality certificate (Star rating accredited by relevant bodies) and/or other similar certificates for hotels Or any other relevant certifying body as per the category of choice | Mandatory | |
| 4. | Business/Company Profile | Mandatory | |
| 5. | Copies of Annual Return Forms, filed by Limited Companies, the Business Names | Mandatory | |
| | for business names (sole trader and partnerships), and a stamped receipt which bears | | |
| | the Accounts Stamp from the Registrar of Companies/Societies; CR12; | | |
| | Partnership Deed; | | |
| 6. | Certificate of Registration in a target group issued by the National Treasury; | Mandatory | |
| 7. | National IDs/ Passports for all directors, partners and sole proprietor. | Mandatory | |

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage

B: TECHNICAL EVALUATION (MANDATORY) REQUIREMENTS

| S/No | Requirements | Score | Remarks |
|------|---|-----------|---------|
| 1 | Duly filled Registration Data (Form PQ-2) | Mandatory | |
| 2 | Firm's audited accounts or Bank Statements for previous one year.(attach proof) | Mandatory | |
| 3 | State Credit period (minimum proposed is 30 days). | Mandatory | |
| 4 | State Price Validity of Bids (minimum proposed is 90 days). | Mandatory | |
| 5 | State Duly filled and signed Confidential Business Questionnaire | Mandatory | |
| 6 | State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for Standard goods and 14 days for non-standard Goods/Services) | Mandatory | |
| 7 | Experience of the firm or the No. of years the firm has been in existence. <i>(Provide Documentary Evidence) not applicable to the Special Group</i> | Mandatory | |
| | Provide names of at least three clients that the firm has done business with in the last two years | | |

| | | | |
|---|--|-----------|--|
| 8 | (organizations) – Recommendation Letters Must be Provided (not applicable to the Special Group) | Mandatory | |
|---|--|-----------|--|

Applicants must meet all the above requirements to qualify for registration.

FORM PQ-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS

APPLICATION FORM

1/ We..... *(Name of Company/Firm)* hereby apply for registration as Supplier (s) of

.....
(Item Description)

Post Office Address

.....
Town

.....
Street

.....
Name of building

Room/Office No.

Floor No.

Direct Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent

Kshs.....

6. Bank reference and address

.....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

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

.....

10. Indicate terms of trade/sale

.....

Q-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

Certificate

High School.....

Professional Qualification

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts or Bank Statements for previous one year.
- (2) State Credit period (minimum proposed is 30 days)
- (3) State Price Validity of Bids (minimum proposed is 90 days)
- (4) State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

- 1. Name of Applicant
- 2. Physical Address
- 3. Postal Address: 4. Postal Code:
- 5. E-mail: 6. Mobile Phone No.
- 6. County of Location
- 7. Are you applying for youth, women or persons with disabilities?

8. Contact Person

9. Overview of the Enterprise

| | |
|---|---------------------------------------|
| Type of ownership [Sole Proprietor] [Partnership] (please tick one) [Limited Company] [Others Specify] | Sole Proprietor] |
| | [Partnership] |
| | [Limited Company] |
| | [Others Specify] |
| Number of employees | [0-5] [6-25] [26-49] 50-59] [100-250] |
| Initial Investments (KES) | |
| Total Annual Sales for the previous year (Turnover KES) | |
| Experience in the sector in years | |

| | |
|---|--|
| Type of Ownership Details | |
| Part 9 (a) - Sole Proprietor or name of registered business, where applicable | |
| Name in Full: | |
| Age: | |
| Identity/Passport No: | |

Part 9 (b) - Partnership Details

| NAME | NATIONALITY | ID/PASSPORT NO. | % SHARES |
|------|-------------|--------------------|----------|
| | | | |
| | | | |
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|---|--------------|-----------------|----------|
| Part 9 (C) – Registered Company | | | |
| State the nominal and issued capital of company | | | |
| Nominal KShs Issued | | | |
| KShs..... | | | |
| Directors' | | | |
| Details NAME | NATIO NALITY | ID/PASSPORT NO. | % SHARES |
| | | | |
| | | | |
| | | | |
| | | | |

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:

14. IFMIS Number, where applicable:

15. Type of business: SECTOR (TICK ONE)

| | | |
|---------------|----------|----------------------------|
| AGRIBUSINESS | TRADE | HOSPITALITY& ENTERTAINMENT |
| MANUFACTURING | SERVICES | ICT |
| CONSTRUCTION | OTHERS | SPECIFY |

Title:

Signature: Date: