

# MURANG'A COUNTY GOVERNMENT

P.O. BOX 52-10200,  
MURANG'A KENYA.

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## CONTINUOUS REGISTRATION

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

30<sup>TH</sup> MARCH, 2026

ELIGIBILITY-ALL

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## INVITATION FOR REGISTRATION

Date.....

### **TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES PROVIDERS FOR THE PERIOD ENDING 30th MARCH, 2026**

The Muranga County Government hereby invites applications for registration of suppliers for the provision of Goods, works and Services for the period ending 30<sup>th</sup> March, 2026. *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 30<sup>TH</sup> MARCH, 2026**

<b>CODE. NO.</b>	<b>SUB-CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
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 of Newspapers and Periodicals	
MCG/G/7	Computer Software and Licenses	
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,	

<b>CODE. NO.</b>	<b>SUB-CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
	Photocopiers and projectors	
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	

**B). PROVISION OF SERVICES FOR THE PERIOD ENDING 30<sup>TH</sup> 30TH MARCH, 2026**

<b>CODE. NO.</b>	<b>SUB – CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
MCG/S/1	Repair and Maintenance of Buildings and small civil works	
MCG/S/2	Supply and Maintenance of Firefighting Equipment.	
MCG/S/3	Air Travel Agency Services	
MCG/S/4	Provision of full board accommodation and 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, Service 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	

<b>CODE. NO.</b>	<b>SUB – CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
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	
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	

<b>CODE. NO.</b>	<b>SUB – CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
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	
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 solutions	

<b>CODE. NO.</b>	<b>SUB – CATEGORY</b>	<b>INDICATE CATEGORIES OF CHOICE</b>
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	
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	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	
MCG/S/75	Maintenance and servicing of Surveying Equipment ( Large Format Plotters and Scanners)	
MCG/S/76	Provision of Legal & Legal Audit Services	
MCG/S/77	Repair and Maintenance of solar systems	
MCG/S/78	Provision Of Radio and Television Airing 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](http://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</i> ) <i>not applicable to the Special Group</i>	Mandatory	
8	Provide names of at least three clients that the firm has done business with in the last two years (organizations) – Recommendation Letters Must be Provided ( <b>not applicable to the Special Group</b> )	Mandatory	

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

**FORM PQ-2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS**

**APPLICATION FORM**

I/ 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

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs ..... Issued KShs.....

Directors?

Details NAME	NATIONALITY	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: .....