



NURSING COUNCIL OF KENYA

REGISTRATION DOCUMENT FOR SUPPLIERS/SERVICE PROVIDERS

FINANCIAL YEARS 2025/2026 AND 2026/2027.

**TENDER NO.
NCK/REG/4/2025-2027**

CATEGORY APPLIED FOR.....

REF NO:

CLOSING DATE – FRIDAY 25TH APRIL 2025 AT 10:00AM.

**NURSING COUNCIL OF KENYA
P.O BOX 20056-00200
NAIROBI**

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SECTION A- INVITATION TO TENDER (TENDER NOTICE)

Nursing Council of Kenya invites applications from interested, eligible, capable individuals and firms for pre-qualification as suppliers and service providers for the years 2025- 2027 in the following categories:

| Registration No | Item/Service Description | Eligibility |
|--|--|----------------|
| Category A – Supply of Goods (NCK /A/2025-2027) | | |
| NCK/ A1/025-27 | Supply and delivery of general office stationery and supplies consumables, related accessories and supplies | Special groups |
| NCK/A2/025-27 | Supply and delivery of printed materials | Open |
| NCK/A3/025-27 | Supply and delivery sanitary, cleaning materials and detergents | Special groups |
| NCK/A4/025-27 | Supply, delivery, installation, repairs and maintenance of air conditioners | Open |
| NCK/A5/025-27 | Supply and delivery of clean drinking water (dispenser water) | Special groups |
| NCK/A6/025-27 | Supply of ICT hardware, tablets, accessories, printers, ups and consumables | Special groups |
| NCK/A7/025-27 | Provision of supply of computer software, systems and appliances | Open |
| NCK/A8/025-27 | Supply of PABX, telephone heads and other telecommunication equipment and spares | Special groups |
| NCK/A9/025-27 | Supply, installation, commissioning and servicing of biometric access control systems, CCTV and alarms | Open |
| NCK/A10/025-27 | Supply and maintenance of fire suppression and firefighting equipment and training services | Open |
| NCK/A11/025-27 | Supply and design of promotional materials e.g. (umbrellas, caps, t-shirts, bags, pens, banners, flyers | Special groups |
| NCK/A12/025-27 | Provision of office refurbishment and furnishings e.g., curtains and carpet, vertical blinds, sheers, window films, etc. | Special groups |
| NCK/A13/025-27 | Supply of electronic appliances, fittings and other related items | Open |
| Category B –Provision of Services (NCK/B/2025-2027) | | |
| NCK/B1/025-27 | Provision of general insurance services (GPA, group life, Motor vehicle insurance-valid AKI and/or AIBK and IRA insurers only) | Open |
| NCK/B2/025-27 | Provision of medical insurance services | Open |
| NCK/B3/025-27 | Provision of valuation, asset marking/tagging and tracking of asset system services | Open |
| NCK/B4/025-27 | Provision of car hire and taxi services | Open |

| | | |
|----------------|--|----------------|
| NCK/B5/025-27 | Provision of photography/ video graphic, documentaries, tv and radio infomercials, graphic design public address system and related services | Special groups |
| NCK/B6/025-27 | Provision of cloud data backup and colocation services | Open |
| NCK/B7/025-27 | Provision of bulk SMS services | Open |
| NCK/B8/025-27 | Provision of internet services | Open |
| NCK/B9/025-27 | Vehicle tracking services | Open |
| NCK/B10/025-27 | Provision of ERP enhancement and maintenance services | Open |
| NCK/B11/025-27 | Provision of hotel accommodation and conference facilities services (Nairobi, Mombasa, Kisumu, Naivasha, Nakuru etc.) | Open |
| NCK/B12/025-27 | Provision of auctioneering services | Open |
| NCK/B13/025-27 | Provision of professional ICT support services | Open |
| NCK/B14/025-27 | Provision of auctioneering services | Open |
| NCK/B15/025-27 | Provision of quality management system (QMS) consultancy and maintenance | Open |
| NCK/B16/025-27 | Provision of comprehensive office cleaning, sanitation, fumigation and pest control services | Special groups |
| NCK/B17/025-27 | Provision of security and guarding services | Open |
| NCK/B18/025-27 | Provision of repairs of motor vehicles services | Open |
| NCK/B19/025-27 | Provision of legal services | Open |
| NCK/B20/025-27 | Supply, delivery, installation, repair and maintenance of general office furniture, fittings and related items. | Special groups |
| NCK/B21/025-27 | Provision of baseline survey and related consultancy services | Open |
| NCK/B22/025-27 | Provision and installation of audit software | Open |
| NCK/B23/025-27 | Provision of Human Resource Management consultancy, staff training, teambuilding and related consultancy services | Open |
| NCK/B24/025-27 | Provision of courier services | Open |
| NCK/B25/025-27 | Provision of repairs, servicing of motor vehicles /motorbikes | Open |
| NCK/B26/025-27 | Provision for outside catering services and kitchen supplies and consumables. | Special groups |
| NCK/B27/025-27 | Provision of air ticketing services (IATA registered firms only) | Open |
| NCK/B28/025-27 | Provision of repair and maintenance and servicing of generator (must provide dealer-ship/manufacturer's) authorization letters) | Open |
| NCK/B29/025-27 | Provision of public relations and media management | Open |
| NCK/B30/025-27 | Provision of staff recruitment and job placement consultancy | Open |
| NCK/B31/025-27 | Provision of sign-language and braille language services | Open |

| | | |
|--|--|------|
| NCK/B32/025-27 | Provision of general consultancy services (specify specialty) | Open |
| NCK/B33/025-27 | Market survey for goods, works, and services | Open |
| Category C – Provision of Works (NCK/C/2025-2027) | | |
| NCK/C1/025-27 | General contractors & building renovators (must be registered by national construction authority) | Open |
| NCK/C2/025-27 | Small contractors - Electrical works (Relevant EPRA registration requirements and registered with National construction Authority) | Open |
| NCK/C3/025-27 | Small contractors - Plumbing works (Registered with National construction authority) | Open |

The complete set of tender and registration documents may be obtained free of charge by interested applicants by downloading from the Nursing Council of Kenya website (www.nckkenya.com) under tender portal respectively or through public procurement information portal <https://tenders.go.ke>. Those who download the document must immediately forward their particulars (i.e. Name & contacts of applicant) to email info@nckkenya.go.ke for purposes of registration and any clarifications.

Completed tender and registration documents must be submitted in plain sealed envelopes clearly marked “Category Description” and the relevant “Reference No” and should be addressed to:

**THE REGISTRAR/CEO
NURSING COUNCIL OF KENYA
KABARNET LANE OFF NGONG ROAD
P.O BOX 20056-00200, NAIROBI.**

And deposited in the tender box located at NCK ground floor, not later than Friday 25th April 2025 at 10.00 am.

SECTION B- BRIEF CONTRACT REGULATIONS

1.1 INTRODUCTION

The Nursing Council of Kenya (NCK) would like to invite interested candidates who must qualify by meeting the set criteria as provided, for supply and delivery or provision of services to the NCK.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the NCK as and when required during the period ending 30th June, 2027.

1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Prequalification documents to the NCK so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots, singly or in combination. The prospective Suppliers are required to provide mandatory information for pre-qualification/registration.

1.4 EXPERIENCE

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 CONSIDERATION

In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

Completed prequalification/registration data and other requested information shall be submitted to reach

**THE REGISTRAR
NURSING COUNCIL OF KENYA
KABARNET LANE OFF NGONG ROAD
P.O BOX 20056-00200, NAIROBI.**

not later than Friday 25th April 2025 at 10:00 am.

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the pre-qualification documents should be directed to the Registrar through the address given in Clause 1.7

1.9 ADDITIONAL INFORMATION

The NCK reserves the right to request submission of additional information from prospective bidders.

1.10 INVITATION TO TENDERS/QUOTATIONS

Bidding documents (Tender/Quotations) will be made available only to those applicant's whose qualifications are accepted by the NCK after scoring more than 70 points after the completion of the prequalification process.

1.11 BRIEF CONTRACT REGULATIONS / GUIDELINES

1.11.1 Taxes on Imported Materials

The supplier will have to pay transport or delivery charges, discount, custom duty, VAT & sales tax as applicable for all imported and local materials to be supplied unless the item(s) is/are donor funded.

1.11.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

1.11.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer.

1.11.4 Payments

All orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

SECTION C – INSTRUCTIONS TO CANDIDATES

2.0 PRE-QUALIFICATION/REGISTERED SUPPLIERS DATA INSTRUCTIONS

2.1. INTRODUCTION

The Nursing Council of Kenya (NCK) would like to invite interested candidates who must qualify by meeting the set criteria as provided, to perform the contract of Supply of Goods and Provision of Services within the NCK.

2.2. FORMAT AND SIGNING OF APPLICATIONS

2.2.1. The applicant shall prepare one (1) set of documents comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the appendix to instructions and clearly marked “PREQUALIFICATION OF SUPPLIERS” and other information as stipulated in 2.3.1 below.

2.2.2. The prequalification document shall be typed or written in indelible ink (incase of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the prequalification document MUST serialize the document and shall initial all pages of the tender where entries or amendments have been made.

2.2.3. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant in each case such corrections shall be initialed by the person or persons signing the prequalification documents.

2.3. SUBMISSION OF APPLICATIONS

2.3.1. Applications for prequalification shall be submitted in sealed envelopes marked,

REGISTRATION DOCUMENT FOR SUPPLY OF GOODS; OR PROVISION OF SERVICES

TENDER NO.....

REF NO

ITEM DESCRIPTION.....

and be addressed to:

**THE REGISTRAR/CEO
NURSING COUNCIL OF KENYA
KABARNET LANE OFF NGONG ROAD
P.O BOX 20056-00200, NAIROBI.**

and deposited in the tender box, situated provided on the Ground Floor, NCK Plaza so as to be received on or before **Friday 25th April 2025 at 10.00 am.**

Applications received after the closing date shall be rejected and returned unopened.

2.3.2. All the information requested for prequalification 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.

2.3.3. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiations of the information supplied may result in the applicant's disqualification.

2.4. ELIGIBLE CANDIDATES

2.4.1. Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to the Registrar, Nursing Council of Kenya so that they may be prequalified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification – FORM PQ-1

2.4.2. Applicants shall provide such evidence of their contained eligibility satisfactory to the NCK, as the NCK shall reasonably request.

3.0 TENDER DATA INSTRUCTIONS

3.1 TENDER DATA FORMS

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.1.2 The pre-qualified/registered application forms PQ-2 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.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by the NCK in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Applicants will not be considered qualified unless in the judgment of the NCK, they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION/REGISTRATION

3.3.1 Experience

The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the Satisfactory information given. This is with the exception of those tenders set aside for special groups such as youth, women and persons with disability.

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-5. Tenders set aside for special groups i.e. youth, women and persons with disability are exempt from this requirement.

3.3.5 Sworn Statement

Application must include a sworn statement Form PQ-6 by the Applicant ensuring the accuracy of the information given.

3.3.6 Litigation History

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or currently under its execution over the last five years in Form PQ-8. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

3.4 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/NCK could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the NCK reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.5 REGISTRATION

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration /Incorporation/Memorandum and Articles of Association (where applicable), copies of which must be attached.

3.6 STATUTORY OBLIGATIONS

The applicant must show proof that they have paid all statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and the NCK will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3.8 CLARIFICATION OF PREQUALIFICATION DOCUMENTS

3.8.1 A prospective applicant requiring any clarification of the prequalification documents may notify the NCK in writing at the NCK's mailing address indicated in the prequalification data.

3.8.2 The NCK will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the NCK'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 purchased the prequalification documents.

3.9 AMENDMENT OF PRE-QUALIFICATION DOCUMENTS

3.9.1 At any time prior to the deadline for submission of applications, the NCK may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.

3.9.2 The Addendum thus issued shall be part of the prequalification documents and shall be communicated in writing to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum in writing to the NCK.

3.9.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the NCK may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 3.11.2.

3.10 DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS

3.10.1 Applications must be received at the address specified in Sub-Clause 2.3, no later than the time and date stipulated in the notice for pre-qualification.

3.10.2 The NCK may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 3.10 in which case all rights and obligations of the NCK and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

3.11 OPENING OF PREQUALIFICATION DOCUMENTS

3.11.1 Applications will be opened 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.

3.11.2 The NCK shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

3.11.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

3.12 CONFIDENTIALITY

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 the NCK's processing of applications or approval decisions may result in the rejection of the applications.

3.13 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE NCK

To assist in the examination, evaluation, and comparison of applications, the NCK may, at its discretion, ask any applicant for clarification of his/her application.

3.13.1 Subject to Sub-Clause 3.14, no applicant shall contact the NCK on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of the NCK, it should do so in writing.

3.13.2 Any effort by any applicant to influence the NCK in the applicant's prequalification evaluation, prequalification comparison or prequalification approval decisions may result in the rejection of the candidate's application.

3.14 EXAMINATION OF PREQUALIFICATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

3.14.1 Prior to the detailed evaluation of applications, the NCK 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 prequalification documents; and (c) provides any clarification and/or substantiation that NCK may require to determine responsiveness.

3.14.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, NCK'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.

3.14.3 If an application is not substantially responsive, it will be rejected by the NCK and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.14.4 The NCK, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

3.15 NOTIFICATION OF QUALIFIED APPLICANTS

3.15.1 Applicants whose applications are determined to be successful in accordance with sub-clause 3.15 will be notified by the NCK within thirty (30) days from the date of opening of prequalification documents.

3.15.2 At the same the NCK notifies qualified applicants that their applications are responsive, the NCK shall notify the other applicants whose applications are not responsive.

3.16 EVALUATION AND COMPARISON OF APPLICATIONS

3.16.1 The NCK reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants of the grounds for the NCK's action.

3.17 NOTIFICATION OF APPROVAL

Prior to expiration of the period of prequalification validity prescribed by the NCK, the NCK will notify successful applicants.

3.18 ACCEPTANCE OF THE APPROVAL

The successful applicants shall be required to acknowledge in writing the acceptance of their prequalification to the NCK.

3.19 WITHDRAWAL OF TENDER

Should a condition arise between the time firm has tendered the bid and the bid opening date which in the opinion of the NCK could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The NCK reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.20 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in FORM PQ-2

3.21 PREQUALIFICATION CRITERIA

| S/NO. | Required Information | Form Type | Point |
|--------------|-------------------------------------|------------------|-----------------------|
| 1 | Prequalification Documents | PQ - 1 | Pass/ Fail |
| 2 | Prequalification Data | PQ - 2 | 15 |
| 3 | Supervisory Personnel | PQ - 3 | 15 |
| 4 | Financial Position & Terms of Trade | PQ - 4 | 20 |
| 5 | Past Experience | PQ - 5 | 25 |
| 6 | Sworn Statement | PQ - 6 | 10 |
| 7 | Confidential Business Questionnaire | PQ - 7 | 10 |
| 8 | Litigation History | PQ - 8 | 5 |
| | Total Score | | 100 |

3.22 QUALIFICATION MARK

The qualification is 70 points and over.

For the categories reserved for youth, women and persons with disability the qualification is 50 points and over.

FORM PQ-1: PREQUALIFICATION DOCUMENTS(MANDATORY)

All firms MUST provide:

1. Copies of certificates of registration/incorporation
2. Evidence of physical address
3. Valid tax compliance certificate issued by the Kenya Revenue Authority
4. Valid AGPO Certificate (for special groups only)
5. Copy of current Trade License or Single business permit from the relevant County Authority. Those applying under the categories set aside for youth, women and persons with disability will be exempt from this requirement.
6. Self-declaration that information provided is accurate and that they are not debarred from participating in Public Procurement
7. Applicant must fill, sign and Stamp the ethics and integrity pact attached in the tender document

NOTE: Bidders that will not pass mandatory will not proceed to Technical stage hence Non-Responsive.

FORM PQ-2: PREQUALIFICATION DATA (TECHNICAL STAGE 15 MARKS)

1. Contact Information

Legal Name of Firm:

Post Office Address:

Street and Physical Address:

City:

Country:

Telephone No:

Contact Person:

Title:

2. Organization and Business Information (Attach Organizational Chart)

Management Personnel:

President (CEO):

Name of Partners (If applicable):

.....

Under Present Management since:

3. Financial Information and Terms of Trade

Net Worth equivalent in Ksh:

Bank Reference and Address:

.....

Indicate terms of trade/sale:

FORM PQ-3: SUPERVISORY PERSONNEL ATLEAST THREE (15 MARKS)

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

Name:

Age:

Academic Qualification:

Professional Qualification:

Length of service with Contractor or Supplier.....

Position Held.....

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

FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE (20MARKS EACH 5)

- (1) Attach a copy of the firm's two recent certified bank statements giving summary of assets and current liabilities/or any other financial support.

NB: Those applying under the categories set aside for youth, women and persons with disability will be exempt from this requirement.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ-5: PAST EXPERIENCE (25 MARKS EACH 5 MKS)

NAMES OF APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANT’S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

i) Name of Client (Organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person.....

iv) Telephone No. of Client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

VI) Provide evidence e.g Contract, LPO and LSO for the work in the last two year.....

i) Name of 2nd Client (Organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person.....

iv) Telephone No. of Client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

VI) Provide evidence e.g Contract, LPO and LSO for the work in the last two years.....

i) Name of 3rd Client (Organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person.....

iv) Telephone No. of Client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

VI) Provide evidence e.g Contract, LPO and LSO for the work in the last two year.....

i) Name of 4th Client (Organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person.....

iv) Telephone No. of Client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

VI) Provide evidence e.g Contract, LPO and LSO for the work in the last two year.....

i) Name of 5th Client (Organization).....

ii) Address of Client (Organization).....

iii) Name of Contact Person.....

iv) Telephone No. of Client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

VI) Provide evidence e.g Contract, LPO and LSO for the work in the last two year.....

(Attach documental evidence of existence of contracts)

FORM PQ-6: SWORN STATEMENT (10 MARKS)

Having studied the pre-qualification document, I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the NCK.
- c. When the call for Quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the NCK and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM(10 MARKS)

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

| Part 1 – General: Business Name Location of business premises. Plot No..... Street/RoadPostal Address Tel No/Mobile. E mail Nature of Business,..... Registration Certificate No. VAT Reg. No Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch Bank Account | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------|-------------|---------------------|---------|-----------------|--|------|-------------|---------------------|---------|-----------------|----|-------|-------|-------|-------|-------|----|-------|-------|-------|-------|-------|----|-------|-------|-------|-------|-------|----|-------|-------|-------|-------|-------|------------------------|--|--|--|--|--|
| Part 2 (a) – Sole Proprietor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Your name in full Age Nationality Country of originNo. of employees ID/Passport No. • Citizenship details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part 2 (b) Partnership Given | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares%</th> <th style="width: 25%;">ID/Passport No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="6">No. of employees</td> </tr> </tbody> </table> | | | | | | | Name | Nationality | Citizenship Details | Shares% | ID/Passport No. | 1. | | | | | | 2. | | | | | | 3. | | | | | | 4. | | | | | | No. of employees | | | | | |
| | Name | Nationality | Citizenship Details | Shares% | ID/Passport No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No. of employees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part 2 (c) – Registered Company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows; <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares%</th> <th style="width: 25%;">ID/Passport No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="6">No. of employees</td> </tr> </tbody> </table> | | | | | | | Name | Nationality | Citizenship Details | Shares% | ID/Passport No. | 1. | | | | | | 2. | | | | | | 3. | | | | | | 4. | | | | | | No. of employees | | | | | |
| | Name | Nationality | Citizenship Details | Shares% | ID/Passport No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No. of employees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Signature of Candidate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

FORM NCK PQ-8: LITIGATION HISTORY (5MKS)

Name of Applicant.....

The Applicant should provide information on any litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

| Date | Description of Litigation (i.e. cause of litigation, and matter in dispute) | Name of Client/Parties Involved | Conclusion (Award FOR or AGAINST the Applicant) |
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NB: ONLY FIRMS THAT WILL ATTAIN 70% AND ABOVE WILL BE CONSIDERED.

ETHICS AND INTEGRITY PACT

TO BE FILLED, DATED, SIGNED AND SUBMITTED BY ALL PERSONS BIDDING FOR THE SUPPLY OF OR PROVISION OF ANY GOODS OR SERVICES TO THE NURSING COUNCIL OF KENYA (NCK)

Bidder's undertaking on Ethics and Integrity

Accepting that transparent business management and fair public administration are the key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present proposal for: , I (*lead consultant's name in the case of an individual consultancy*) /all personnel of (*name of association, partnership, corporation or other entity being a non-individual consultant*) and its sub-contractors and agents hereby agree that:

- 1 I/We understand that NCK is/are a law-abiding institution and I/We undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and the procurement of goods and services by public agencies in Kenya. I/We shall not conduct any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid-rigging, collusive bidding, canvassing.

- 2 I/We shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to any officials of the NCK or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the goods and/or services herein or the performance of any contract arising from the procurement process.

- 3 I/We undertake to report to NCK, Ombudsman and the Ethics and Anti-Corruption Commission (EACC) any acts of corruption and unethical practice by any official of NCK, any of my/our employees, agents, associates, affiliates or indeed any other person that come to our knowledge in the course of procuring the supply and provision of the goods and/or services herein or the performance of any contract arising therefrom.

- 4 In bidding for the goods or services herein and in the course of any contract that may arise therefrom, I/We shall not make any statement which is untrue based on our knowledge, information and belief. I/We shall fully and truthfully declare my/our ability to provide the goods and/or perform the services and we will not bid for the supply of goods or provisions of services which we do not have the capacity to provide whether at all or under the terms required by NCK.

- 5 I/We declare that we have the legal and operational capacity to make a bid for the goods and/or services herein, including but not limited to the fact that I/We am/not an undischarged bankrupt, under receivership or liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make our bid or our ability to provide the goods and/or services herein legally or operationally untenable.

- 6 I/We declare that there is no conflict of interest situation existing between myself/us on the one hand and NCK on the other with regard to the supply of the goods and/or provision of the services herein that would make my/our bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusion of any contract arising therefrom, I/We shall fully and truthfully declare such conflict to NCK.

- 7 I/We understand that the violation if this pact may lead to the disqualification my/our bid, to the termination of any contract or obligation between myself/us and NCK and my/our prosecution.

Name:Signature..... Stamp.....