



# **MACHAKOS GOLF CLUB**

## **TENDER DOCUMENT**

**FOR**

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

**FOR FINANCIAL YEARS 2024 - 2026**

**REF: MGC/REG/01/2024 - 2026**

**August, 2024**

## SECTION 1: TENDER NOTICE

### INVITATION TO REGISTRATION OF SUPPLIERS

30<sup>TH</sup> AUGUST, 2024

REF: MGC/REG/01/2024-2026

#### DESCRIPTION: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS

1. The Machakos Golf Club invites tenders from interested firms (bidders) to apply for Registration as Suppliers for goods, works and services for the period 2024 – 2026 under the following categories
2. Interested eligible suppliers are invited to apply for the registration for various categories of interest as indicated below. Applicants are advised to indicate reference number for the category of goods or services they wish to supply or provide.
3. A complete set of tender documents may be obtained by candidates through downloading from **Machakos Golf Club** Website at [www.machakosgolf.com](http://www.machakosgolf.com) Tenderers who download the tender documents are advised to register with the procurement Offices by paying a registration cost of **Kshs.1000** non- refundable through the following details:

**Pay Bill No. 400200**  
**Account No. 01136033409700**  
**Co-operative Bank.**

4. Completed registration forms must bear respective registration reference number for the category of goods or services and written “**Registration of Suppliers**” addressed to below address.

**The Manager**  
**Machakos golf club**  
**P.o. Box-148-90100 machakos, Kenya.**  
[\*\*procurement@machakosgolfclub.com\*\*](mailto:procurement@machakosgolfclub.com)

so as to be received on or before **Tuesday 20<sup>th</sup> September, 2024 at 11.00AM**. Late applications will not be accepted.

5. Applications/tenders will be opened immediately thereafter at the Machakos Golf Club in the presence of the bidders or their representatives who may wish to attend.
6. Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**CATEGORY A: SUPPLY OF GOODS**

<b>REF No</b>	<b>Item Description</b>
MGC /REG/1/2024-26/G1	Supply of General Office stationery
MGC /REG /1/2024-26/G2	Supply of Computer/ Photocopier Consumables
MGC /REG /1/2024-26/G3	Supply of ICT equipment's, Computer Equipment's, and Accessories
MGC /REG /1/2024-26/G4	Supply of Office Furniture, furnishings and fittings
MGC /REG /1/2024-26/G5	Supply of Cleaning Materials, Detergents and Disinfectants
MGC /REG /1/2024-26/G6	Supply of Hardware and Electrical items
MGC /REG /1/2024-26/G7	Supply of Staff uniforms, Foot ware and Protective Clothing & Other Branded Clothing
MGC /REG /1/2024-26/G8	Supply of Fire Fighting and detection Equipment
MGC /REG /1/2024-26/G9	Supply of Fresh Fruits & Vegetables
MGC /REG /1/2024-26/G10	Supply of Meat & Meat products
MGC /REG /1/2024-26/G11	Supply of Bottled water & water dispensers
MGC /REG /1/2024-26/G12	Supply of fresh fruit juices
MGC /REG /1/2024-26/G13	Supply of wines , spirits and beers
MGC /REG /1/2024-26/G14	Supply of computer stationery, hardware, printers, scanners, software etc
MGC /REG /1/2024-26/G15	Supply of fuels, oils, lubricants & LPG
MGC /REG /1/2024-26/G16	Supply of charcoal & brickets
MGC /REG /1/2024-26/G17	Supply of local, international newspapers, magazines & periodicals
MGC /REG /1/2024-26/G18	Supply and delivery of firefighting equipment
MGC /REG /1/2024-26/G19	Supply of Beds bedding linen, mattresses, towels, mosquito nets & blankets
MGC /REG /1/2024-26/G20	Supply of Maintenance supplies(i.e. building & repair items)
MGC /REG /1/2024-26/G21	Supply of farming supplies( Red soil, manure, fertilizers)
MGC /REG /1/2024-26/G22	Supply of crockery, Cutlery & related kitchen equipment
MGC /REG /1/2024-26/G23	Printing of office stationery
MGC /REG /1/2024-26/G24	Supply of fresh Cut Flowers and maintenance of indoor plants
MGC /REG /1/2024-26/G26	Supply of Sand, Ballast, Hard core and Building stones
MGC /REG /1/2024-26/G27	Supply Of Timber
MGC /REG /1/2024-26/G28	Supply of fresh products- Fish, Pork, Poultry, Seafood, Beef, Lamb & dairy products
MGC /REG /1/2024-26/G29	Supply of electronic equipment (CCTV, TV's, Mobile phones, & wireless/wired handsets)
MGC /REG /1/2024-26/G30	Supply & repair of gym/spa/sauna/sports equipment
MGC /REG /1/2024-26/G31	Supply of software solutions & Security licenses
MGC /REG /1/2024-26/G32	Supply of promotional materials & corporate gifts
MGC /REG /1/2024-26/G33	Supply and delivery of milk & milk products
MGC /REG /1/2024-26/G34	Supply and delivery of Dry goods
MGC /REG /1/2024-26/G35	Supply and delivery of laundry detergents, Multipurpose detergents, Tissue paper & serviettes
MGC /REG /1/2024-24/G36	Supply and hire of tents, Chairs etc

**CATEGORY B: PROVISION OF SERVICES**

<b>REF No</b>	<b>Item Description</b>
MGC /REG /1/2024-26/G37	Provision Courier Services/Mail delivery
MGC /REG /1/2024-26/G38	Repair and Maintenance of office equipment's i.e. Telephone, Printers, Photocopiers, Servers ,Air conditioners etc.
MGC /REG /1/2024-26/G39	Provision of leasing services for Laundry equipment
MGC /REG /1/2024-26/G40	Provision of cleaning services Fumigation , Pest Control and Sanitary services
MGC /REG /1/2024-26/G41	Provision of Medical Insurance Brokerage Services
MGC /REG /1/2024-26/G42	Provision of Consultancy services
MGC /REG /1/2024-26/G43	Provision of Event Management Services
MGC /REG /1/2024-26/G44	Design and Printing, General printing services, Accountable Documents, Promotional and publicity materials.
MGC /REG /1/2024-26/G45	Provision of Auctioneering Services
MGC /REG /1/2024-26/G46	Provision of Asset Valuation Services
MGC /REG /1/2024-26/G47	Provision of Security and Guard services
MGC /REG /1/2024-26/G48	Provision of Garbage Collection Services
MGC /REG /1/2024-26/G49	Provision of Internet services
MGC /REG /1/2024-26/G50	Maintenance of firefighting equipment
MGC /REG /1/2024-26/G51	Maintenance of Diesel generators
MGC /REG /1/2024-26/G52	Maintenance of Kitchen Equipment
MGC /REG /1/2024-26/G53	Provision of borehole drilling & maintenance services
MGC /REG /1/2024-26/G54	Provision of Swimming pool repairs/maintenance/equipment's and accessories
MGC /REG /1/2024-26/G55	Provision of Legal Services
MGC /REG /1/2024-26/G56	Provision of General Insurance Services
MGC /REG /1/2024-26/G57	Provision of Audit services
MGC /REG /1/2024-26/G58	Supply and maintenance of sanitary bins and related services

Interested vendors may obtain further information from the office of the **Procurement Officer located at the Club's offices** during normal working hours.

Completed documents clearly marked:

**REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR  
FINANCIAL YEARS 2024 - 2026  
REF: MGC/REG/01/2024-2026**

**Reference Number.....**

**Item Description.....**

Do not open before 11.00 am, 20.09.2024 addressed to:

**The Manager  
Machakos golf club  
P.o. Box-148-90100 machakos, Kenya.  
[procurement@machakosgolfclub.com](mailto:procurement@machakosgolfclub.com)**

## **SECTION 2: INSTRUCTIONS TO CANDIDATES**

### **1.1 INTRODUCTION**

The Machakos Golf Club would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Club to perform the contract of supply and delivery or provision of goods, services and works to the Club.

### **1.2 Registration of Suppliers Objective**

The main objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to the Club as and when required during the period September 2024 to September 2026.

### **1.3 Invitation of Registration of Suppliers**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration document to the MANAGER MACHAKOS GOLF CLUB so that they may be pre-qualified for submission or quotations. Bids will be submitted in complete lots singly or in combination. Frame work agreements will be entered to where appropriate. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity.

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

### **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

***All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.***

## **1.6 Distribution of Registration Documents**

Completed Registration data and other requested information shall be submitted to reach:

**The Manager, Machakos golf club**  
**P.o. Box-148-90100 machakos, Kenya.**  
[procurement@machakosgolfclub.com](mailto:procurement@machakosgolfclub.com)

Not later than **20<sup>th</sup> Sept 2024, at 11.00 a.m.**

## **1.7 Questions Arising from Documents.**

Questions that may arise from the pre-qualification documents should be directed to via e-mail to the procurement office using the e-mail address:

[procurement@machakosgolfclub.com](mailto:procurement@machakosgolfclub.com)

## **1.9 Additional Information**

The Machakos Golf Club reserves the right to request submission of additional information from prospective bidders.

**1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by the Club after the completion of the registration process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied.

### **2.2 Customs Clearance**

The contractor shall be responsible for customs clearance of their imported goods and materials.

### **2.3 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 of the Club. Prices quoted should be inclusive of all delivery charges and taxes

### **2.4 Payment**

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

**SECTION 3: APPENDIX TO INSTRUCTIONS TO CANDIDATES**

**(This Appendix forms part of the Registration document)**

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	INSTRUCTIONS TO CANDIDATES
2.3.2	Candidates shall submit only ONE ORIGINAL Registration document in the categories they wish to be registered

The evaluation criteria shall be as follows: -

**EVALUATION CRITERIA I**

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
1	Copy of Valid Certificate of Incorporation/Business Registration	
2	Copy of Company Personal Identification Number (PIN) certificate or Personal PIN for Business names	
3	Copy of Valid Tax Compliance Certificate	
4	Copy of Current Business Permit/License	
5	Physical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for	
B.	GENERAL REQUIREMENTS	Provided /Not Provided
	Supplier Availability: Postal Address..... Telephone Number ..... Fax Number ..... Website ..... Email Address.....	
C.	Business Ownership: -Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	

D.	Financial Capability: Audited Accounts for the last 2 years OR Bank Statement for the last one year.	
E	Experience: Indicate having undertaken similar assignment with at least 3 firms. (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	
F	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above - 1.5 – 2 Million - 1 – 1.5 Million - 0.5 – 1 Million	
G	Credit Period: Indicate Credit Period willing to offer - 90 Days - 60 Days - 30 Days - Less than 30 days	
H	Eligibility & Disclosure of litigation history	
REMARKS		

NB: Bidders must meet all the mandatory requirements to qualify for registration



**SECTION 4: FORMS**

**FORM I: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies 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/Road .....			
Postal Address .....			E
Tel No. .... Fax			
mail .....Room No. ....			
Nature of Business .....			
Registration Certificate No. ....			
Maximum value of business which you can handle at any one time –			
Kshs.....			
Name of your bankers ..... Branch .....			
Part 2 (a) – Sole Proprietor			
Your name in full ..... Age .....			
Nationality .....Country of origin.....			
Citizenship details .....			
Part 2 (b) Partnership Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

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

Name	Nationality	Citizenship Details
------	-------------	---------------------

Shares 1.

.....

2. ....

3. ....

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

FORM II: REGISTRATION DATA REGISTRATION OF SUPPLIERS

APPLICATION FORM BUSINESS CONTACT INFORMATION

1/We ..... hereby apply for  
registration as supplier(s) of.....

..... (Sub  
Category No)

..... Post Office

Address.....

Town.....

Street..... Name of  
building.....

Room/Office No. ....Floor No. ....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 reference

company

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

.....

FORM III: SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification.....

.....

FORM IV: FINANCIAL POSITION AND TERMS OF TRADE

REQUIREMENTS	Remarks
<p>Attach a copy of firm's 2 years audited accounts for the period preceding the current fiscal year or Bank Statements for previous one year.</p> <p>For Youth, Women and Persons living with disability to provide a Letter of Reference from the bank</p>	
<p>State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services</p>	

FORM V: PAST EXPERIENCE CLIENTS REFERENCE

1. Name of 1stClient (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client  
(organization)

.....

IV) Telephone No. of Client

.....

V) Value of Contract

..... Vi)

Duration of Contract (date)

.....

2. Name of 2ND Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client  
(organization)

.....

IV) Telephone No. of Client

.....

V) Value of Contract

..... Vi)

Duration of Contract (date)

.....

. Name of 3RD Client (Organization)

ii) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client  
(organization)

.....

IV) Telephone No. of Client

.....

V) Value of Contract ..... Vi)  
Duration of Contract (date) .....  
.....

Name of 4th Client (organization)  
iii) Name of Client (organization)  
.....

iv)Address of Client (organization)  
..... lii)

Name of Contact Person at the client  
(organization) ..... IV}

Telephone No. of Client  
.....

V) Value of Contract ..... Vi)  
Duration of Contract (date) .....

(Attach documental evidence of existence of contract and recommendation letter)



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		Nominal	
KShs		KShs	
KShs.....		Issued	
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

9. Bank Account Name:  
.....
10. Branch of the Bank:  
.....
11. Bank Account Number:  
.....
12. VAT Registration Number:  
.....

13. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title: .....

Signature: ..... Date .....

FORM VI: SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ....., of Post Office Box .....  
being a resident of ..... in the Republic of  
..... do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company)  
who is a Bidder in respect of Tender No. .... for ..... (insert tender title/description) for ..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

(Date)

Bidder Official Stamp

DECLARATIONS

VII DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any MCG employee.

Do you have a relationship with any MCG employee that would cause conflict of interest?

.....  
.....

I.....declare, for and on behalf of (company/firm) that all the information

furnished to MCG in connection with this registration is true and accurate in all material respect. MCG is hereby authorized to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm /company.

Information submitted by.....

Title.....

Signature.....

Stamp.....

SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state: The information furnished in our application is accurate to the best of our knowledge.

That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.

We enclose all the required documents and information required for the Registration evaluation.

We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that MCG is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the MCG

Date.....

Applicant's Name.....

Signature.....

## LITIGATION HISTORY

Name of Contract Supplier

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

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being Registration we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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