



# PEST CONTROL PRODUCTS BOARD

## INSTRUCTIONS TO TENDERERS

### MANDATORY REQUIREMENTS (MAIN CONTRACTOR)

Pest Control Products Board intends to construct a Laboratory at the Nairobi Headquarters.

This project will be done on a phased out programme.

Tenderers are strongly advised that only those meeting the Mandatory Requirements will be evaluated.

**Any Tenderer not having any of these requirements will be automatically disqualified.**

**The following are the Mandatory Requirements:-**

- a) Be a registered Company incorporated in Kenya under the Companies Act CAP 486.
- b) Be a registered contractor with NCA category "2" and above (*enclose copy of a valid registration certificate*).
- c) Must have a minimum annual turnover of Kenya Shillings One Hundred Million (*Kshs. 100,000,000.00*) over the last three years (provide evidence).
- d) Must have successfully completed a minimum of two projects of a similar nature and complexity in the last five years, each of which must be of a value of at least Kenya shillings, Two Hundred Million (*Kshs. 200,000,000.00*). Enclose copies of completion certificates.
- e) Must provide evidence of financial capability necessary for carrying out the works. The minimum Bank Credit/Overdraft facilities shall be Kenya shillings Thirty Million (*Kshs. 30,000,000.00*). Letter of access to Credit from your bankers is Mandatory. Bank statements for year 2017 (*January to December*).
- f) Must provide evidence of personnel and equipment capability to carry out the work
- g) Must provide a bid security in the form of Bank Guarantee of Kenya shillings, which should be 1% of your tender sum.
- h) Must provide a copy of a valid Tax Compliance Certificate.
- i) Must provide documentary proof for the purchase of Tender Documents.
- j) Must fill and sign CONFIDENTIAL BUSINESS QUESTIONNAIRE.
- k) Provide at least two letters of Reference/Recommendation from both Client and Architects you have worked with for the last five years as indicated in (d) above.
- l) Must provide Audited accounts of 2014 to 2016 (*three years*).
- m) Attach a **summarized** company profile including CV's for Directors and main personnel and jobs undertaken.
- n) Provide a list of all ongoing jobs including Contract sums.
- o) Tender documents detailing the requirements may be obtained from the procurement office, PCPB headquarters, Loresho, Nairobi, during office hours between 8.00am-5.00

pm Mondays to Fridays exclusive of Public holidays upon payment of a non-refundable fee of Ksh 1,000 through a bankers cheque or downloaded free of Charge from PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Bidders who choose to download the Tender Documents from the above websites are required to submit their particulars (Name, Email and posted address of the firm, contact person and their Mobile numbers) to the official PCPB email address [md@pcpb.or.ke](mailto:md@pcpb.or.ke) or [info@pcpb.or.ke](mailto:info@pcpb.or.ke) using their official email addresses. The email address shall be for our records and for the purpose of receiving any further clarifications and or addendums .Clarifications and or addendums if any shall be uploaded only on the PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) and sent to the official email addresses of the bidders who have registered

- p) Completed original and one copy of tender documents clearly marked “Original” and “Copy” with **Tender No: PCPB/3/2017/2018** on the right hand side corner, shall be submitted to the following address;

The Chief Executive Officer,  
Pest Control Products Board,  
P.O. Box 13794 – 00800,  
Westlands, Nairobi.

- q) Prices quoted must remain valid for 120 days from the date of opening the tender.

The documents shall be returned by Wednesday, 14<sup>th</sup> February 2018 by 11:00am

Tender documents will be opened thereafter in the PCPB Board Room in presence of contractors or their representatives who wish to attend.

**The Chief Executive Officer,**

**25<sup>th</sup> January 2018**

## **INSTRUCTIONS TO TENDERERS**

### **MANDATORY REQUIREMENTS (ELECTRICAL SUB-CONTRACTOR)**

Pest Control Products Board intends to construct a Laboratory at the Nairobi Headquarters.

This project will be done on a phased out programme.

Tenderers are strongly advised that only those meeting the Mandatory Requirements will be evaluated.

**Any Tenderer not having any of these requirements will be automatically disqualified.**

**The following are the Mandatory Requirements:-**

- a) Be a registered Company incorporated in Kenya under the Companies Act CAP 486.
- b) Be registered with NCA category "3" and above. (*enclose copy of a valid registration certificate*).
- c) Must have a minimum annual turnover of Kenya Shillings Twenty Million (*Kshs. 20,000,000.00*) over the last three years.
- d) Must have successfully completed a minimum of two projects of a similar nature and complexity in the last five years, each of which must be of a value of at least Kenya shillings, Thirty Million (*Kshs.30,000,000.00*). Enclose copies of completion certificates.
- e) Must provide evidence of financial capability necessary for carrying out the works. The minimum Bank Credit/Overdraft facilities shall be Kenya shillings Five Million (*Kshs. 5,000,000.00*). Letter of access to Credit from your bankers is Mandatory. Bank statements for year 2017 (*January to December*).
- f) Must provide evidence of personnel and equipment capability to carry out the work.
- g) Must provide a bid security in the form of a Bank Guarantee of Kenya shillings,...which should be 1% of your tender sum.
- h) Must enclose a copy of a valid Tax Compliance Certificate.
- i) Must provide documentary proof for the purchase of Tender Documents.
- j) Must fill and sign CONFIDENTIAL BUSINESS QUESTIONNAIRE.
- k) Provide at least two letters of Reference/Recommendation from both Client and Architects you have worked with for the last five years as indicated in (d) above.
- l) Must provide Audited accounts of 2014 to 2016 (*three years*).
- m) Attach a **summarized** company profile including C V's for Directors and main personnel and jobs undertaken.
- n) Provide a list of all ongoing jobs including Contract sums...
- o) Tender documents detailing the requirements may be obtained from the procurement office, PCPB headquarters, Loresho, Nairobi, during office hours between 8.00am-5.00 pm Mondays to Fridays exclusive of Public holidays upon payment of a non-refundable fee of Ksh 1,000 through a bankers cheque or downloaded free of Charge from PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Bidders who choose to download the Tender Documents from the above websites are required to submit their particulars (Name, Email and posted address of the firm, contact person and their Mobile numbers) to the official PCPB email address [md@pcpb.or.ke](mailto:md@pcpb.or.ke) or [info@pcpb.or.ke](mailto:info@pcpb.or.ke) using

their official email addresses. The email address shall be for our records and for the purpose of receiving any further clarifications and or addendums. Clarifications and or addendums if any shall be uploaded only on the PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) and sent to the official email addresses of the bidders who have registered.

- p) Completed original and one copy of tender documents clearly marked “Original” and “Copy” with Tender No. **PCPB/4/2017/2018** on the right hand side corner, shall be submitted to the following address;

The Chief Executive Officer,  
Pest Control Products Board,  
P.O. Box 13794 – 00800,  
Westlands, Nairobi.

- q) Prices quoted must remain valid for 120 days from the date of opening the tender.

The documents shall be returned by Wednesday, 14<sup>th</sup> February 2018 by 11:00am

Tender documents will be opened thereafter in the PCPB Board Room in presence of contractors or their representatives who wish to attend.

The Chief Executive Officer,

25<sup>th</sup> January 2018

## **INSTRUCTIONS TO TENDERERS**

### **MANDATORY REQUIREMENTS (PLUMBING & DRAINAGE SUB-CONTRACTOR)**

Pest Control Products Board intends to construct a Laboratory at the Nairobi Headquarters.

This project will be done on a phased out programme.

Tenderers are strongly advised that only those meeting the Mandatory Requirements will be evaluated.

**Any Tenderer not having any of these requirements will be automatically disqualified.**

**The following are the Mandatory Requirements:-**

- a) Be a registered Company incorporated in Kenya under the Companies Act CAP 486.
- b) Be registered with NCA category "3" and above (*enclose copy of a valid registration certificate*).
- c) Must have a minimum annual turnover of Kenya Shillings Twenty Million (*Kshs. 20,000,000.00*) over the last three years.
- d) Must have successfully completed a minimum of two projects of a similar nature and complexity in the last five years, each of which must be of a value of at least Kenya shillings, Thirty Million (*Kshs.30,000,000.00*). Enclose copies of completion certificates.
- e) Must provide evidence of financial capability necessary for carrying out the works. The minimum Bank Credit/Overdraft facilities shall be Kenya shillings Five Million (*Kshs. 5,000,000.00*). Letter of access to Credit from your bankers is Mandatory. Bank statements for year 2017 (*January to December*).
- f) Must provide evidence of personnel and equipment capability to carry out the work
- g) Must provide a bid security in the form of Bank Guarantee of Kenya shillings, which should be 1% of your tender sum.
- h) Must enclose a copy of a valid Tax Compliance Certificate.
- i) Must provide documentary proof for the purchase of Tender Documents.
- j) Must fill and sign CONFIDENTIAL BUSINESS QUESTIONNAIRE.
- k) Provide at least two letters of Reference/Recommendation from Clients you have worked for, in the last five years.
- l) Must provide Audited accounts of 2014 to 2016 (*three years*).
- m) Attach a **summarized** company profile including CV's for Directors and main personnel and jobs undertaken.
- n) Provide a list of all ongoing jobs including Contract sums.
- o) Tender documents detailing the requirements may be obtained from the procurement office, PCPB headquarters, Loresho, Nairobi, during office hours between 8.00am-5.00 pm Mondays to Fridays exclusive of Public holidays upon payment of a non-refundable fee of Ksh 1,000 through a bankers cheque or downloaded free of Charge from PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Bidders who choose to download the Tender Documents from the above websites are required to submit their particulars (Name, Email and posted address of the firm, contact person and their Mobile

numbers) to the official PCPB email address [md@pcpb.or.ke](mailto:md@pcpb.or.ke) or [info@pcpb.or.ke](mailto:info@pcpb.or.ke) using their official email addresses. The email address shall be for our records and for the purpose of receiving any further clarifications and or addendums. Clarifications and or addendums if any shall be uploaded only on the PCPB website [www.pcpb.or.ke](http://www.pcpb.or.ke) and sent to the official email addresses of the bidders who have registered.

- p) Completed original and one copy of tender documents clearly marked “Original” and “Copy” with Tender No. **PCPB/5/2017/2018** on the right hand side corner, shall be submitted to the following address;

The Chief Executive Officer,  
Pest Control Products Board,  
P.O. Box 13794 – 00800,  
Westlands, Nairobi.

- q) Prices quoted must remain valid for 120 days from the date of opening the tender.

The documents shall be returned by Wednesday, 14<sup>th</sup> February 2018 by 11:00am.

Tender documents will be opened thereafter in the PCPB Board Room in presence of contractors or their representatives who wish to attend.

The Chief Executive Officer,

25<sup>th</sup> January 2018