

## COUNTY GOVERNMENT OF VIHIGA



### OFFICE OF THE DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES

#### **ADVERTISEMENT: SUPPLIER LISTING**

**DATE: 5<sup>TH</sup> AUGUST 2025**

1. The County Government of Vihiga, P.O Box 344-50300 Maragoli, invites applications for supplier listing for financial years 2025-2026 and 2026-2027 in the listed categories.
2. Listing will be conducted under competitive method using a standard listing document. Application is open to all qualified and interested contractors, service providers and suppliers.
3. All qualified and interested suppliers, service providers and contractors **MUST** ensure they have registered in the electronic Government Procurement system (eGP). Evidence of registration **MUST** be submitted together with the application for listing.
4. Qualified and interested contractors may obtain further information and inspect the listing documents during office hours, i.e. 0900 to 1500 hours to the address given below.
5. A complete set of supplier listing documents may be obtained electronically from the website(s) [www.vihiga.go.ke](http://www.vihiga.go.ke).
6. Completed listing documents should be submitted / deposited in the tender box placed at the entrance of the governors building on ground floor, so as to be received on or before **Friday, 22<sup>nd</sup> August 2025 at 11:00 am**
7. The listing documents will be opened immediately after the deadline date and time specified above. The documents will be evaluated and successful contractors notified.
8. Reserved categories are encouraged to apply. These include Women, People with disabilities and Youth.

DIRECTOR - SUPPLY CHAIN MANAGEMENT SERVICES

COUNTY GOVERNMENT OF VIHIGA

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**OFFICE OF THE DIRECTOR**

**SUPPLY CHAIN MANAGEMENT SERVICES**

**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 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/Road .....

Postal Address ..... Tel No. .... Fax .....

E mail.....

Nature of Business

.....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers ..... Branch .....

Account No.....IFMIS No.....

**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. ....			
4. ....			
5. ....			

Date ..... Signature of Candidate .....

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

**EVALUATION CRITERIA**

NO	EVALUATION CRITERIA	QUALIFICATION
1.	ATTACH A CERTIFICATE OF BUSINESS REGISTRATION OR CERTIFICATE OF INCORPORATION AS PER BUSINESS REGISTRATION SERVICE (BRS)	YES OR NO
2.	ATTACH THE CATEGORY OF APPLICATION LIST (AS PER ATTACHED LIST)	YES OR NO
3.	ATTACH K.R.A PIN CERTIFICATE	YES OR NO
4.	ATTACH A VALID TAX COMPLIANCE CERTIFICATE	YES OR NO
5.	ATTACH A VALID BUSINESS PERMIT (LOCAL CONTRACTORS MUST ATTACH A BUSINESS PERMIT FOR COUNTY GOVERNMENT OF VIHIGA)	YES OR NO
6.	ATTACH A VALID REGISTRATION/ LICENCE / CERTIFICATE WITH RELEVANT AUTHORITY BODIES (N.C.A, NEMA, EPRA, MECHANICAL UNIT INSPECTION, TOURISM LEVY BOARD etc)	YES OR NO
7.	ATTACH A VALID CERTIFICATE FOR RESERVED CATEGORIES – WOMEN, YOUTH AND PEOPLE WITH DISABILITIES (PWD)	YES OR NO
8.	INDICATE WHETHER a. CITIZEN CONTRACTOR/ SUPPLIER  b. RESIDENT CONTRACTOR / SUPPLIER	YES OR NO

**NOTE:**

- 1. ALL FILLED DOCUMENTS ARE TO BE SUBMITTED IN HARD COPY IN THE TENDER BOX LOCATED AT THE GOVERNOR'S BUILDING RECEPTION OF THE GOVERNOR'S BUILDING (RECEPTION AREA)**
- 2. ALL APPLICANTS MUST ALSO PROVIDE THE FOLLOWING INFORMATION AS PER THE TABLE**

NO	REQUIREMENT	DETAILS TO BE FILLED BY APPLICANTS
1.	COMPANY NAME	
2.	CATEGORIES APPLIED FOR	
3.	PHYSICAL ADDRESS	

4.	DIRECTOR'S PHONE NUMBER	
5.	COMPANY EMAIL ADDRESS	
6.	COMPANY KRA PIN NUMBER	
7.	CORRECT IFMIS NUMBER	

**FOR OFFICIAL USE ONLY**

NAME OF OFFICER RECEIVING THE DOCUMENT

NAME.....SIGN.....DATE.....

OFFICERS WHO EVALUATED THE DOCUMENTS

NAME	SIGNATURE	DATE
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

RECOMMENDATIONS OF EVALUATION.....

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APPROVAL BY HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES

NAME.....SIGN.....DATE.....

## **CATEGORIES 2025-2026, 2026 - 2027**

1. Supply and delivery of general office stationary
2. Supply and delivery of motor vehicle tires, tubes and batteries
3. Supply and delivery of staff uniforms, patient's uniforms, protective clothing, hospital beddings, curtains, linen
4. Supply and delivery of hardware materials
5. Supply and delivery of local building materials
6. Supply and delivery of pharmaceuticals
7. Supply and delivery of PVC, GI pipes and fittings
8. Supply and delivery of non-pharmaceuticals
9. Supply and delivery of laboratory reagents and glassware
10. Supply and delivery of cleansing materials and detergents
11. Supply and delivery of farm inputs, herbicides and pesticides
12. Supply and delivery of printed accountable taper proof documents
13. Supply and delivery of food stuff, perishable and non-perishable.
14. Supply and delivery of Fuel, oil, lubricants, and cooking gas
15. Provision of maintenance services for monumental plants and flowers
16. Supply and delivery for office furniture and fittings
17. Supply and delivery of newspaper and magazines
18. Supply and delivery of tree seedling
19. Supply and delivery of computers, laptops, printers UPS, scanners and photocopiers, tonners
20. Supply and delivery of fresh cut flowers, monumental plants and potted plants
21. Supply and delivery, installation and commissioning of green houses
22. Supply and delivery of medals, honors, artifacts, trophies, flags/ flag posts, portraits, certificates and related items
23. Provision of repair and servicing of motor vehicles, motorbikes, generators, plants motor gardeners and equipment
24. Provision of general insurance services
25. Provision of car hire and transportation services
26. Provision of installation and maintaining of street lighting services
27. Provision of civil and building contractors renovation works
28. Provision of routine maintenance of rural access roads
29. Provision of construction, rehabilitation of dams, boreholes, dips, water springs and drainage facilities
30. Provision of servicing / supply of spare parts, mechanical tools for equipment and plants
31. Provision of repair and maintenance of office equipment, computer services and printers
32. Provision of catering and related services, hotel accommodation and conference facilities
33. Provision of installation of firefighting equipment
34. Provision of computers hardware, software and accessories
35. Provision of county sewage system and lagoons
36. Provision of cleaning services
37. Provision of landscaping services
38. Provision of legal services

39. Provision of consultancy services on environmental impact assessment
40. Provision of travel agency and air ticketing services
41. Provision of consultancy services for feasibility studies and baseline surveys
42. Provision of valuation services
43. Provision of repair and maintenance of office furniture and equipment
44. Provision of training capacity building and team building service
45. Provision of building and civil works consultancy services
46. Provision of security guarding services
47. Provision of garbage collection services
48. Provision of branding and printing services, printing of caps, T-shirts, banners, books etc.
49. Provision of sanitary and fumigation services
50. Provision of architectural and interior design services
51. Supply and delivery of CCTV system, digital recording system and PABX equipment.
52. Provision of consultancy services, human resource management
53. Provision of recruitment and selection consultancy services
54. Supply and delivery of firewood and charcoal.
55. Supply and delivery of kitchenware, beauty and household equipment
56. Supply and delivery of workshop tools and equipment