



KENYA UTALII COLLEGE

PREQUALIFICATION DOCUMENT

FOR

SELECTION OF BUILDING CONTRACTORS

TENDER NO KUC/21/2018-2019

APRIL, 2018

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**KENYA UTALII COLLEGE
TENDER ADVERTISEMENT**

ANNUAL TENDERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL 2018/2019

Kenya Utalii College invites interested, competent and eligible bidders to tender and or Register for Supply of goods, services and works for period **2018/2019**

S/N O	TENDER NO	DESCRIPTION OF GOODS/SERVICES	BID BOND	SPECIAL CONDITION OF CONTRACT	REMARKS
	TENDERS	GOODS			
1	KUC/01/2018/2019	Poultry and Poultry Products	30,000		OPEN
2	KUC/02/2018/2019	Pork and Pork Products	30,000		OPEN
3	KUC/03/2018/2019	Beef and Beef Products	30,000		OPEN
4	KUC/04/2018/2019	Fresh Water Fish and Seafood	30,000		OPEN
5	KUC/05/2018/2019	Milk and Milk Products	30,000		OPEN
6	KUC/06/2018/2019	Fresh Fruits and Vegetables	30,000		OPEN
7	KUC/07/2018/2019	Drugs and Pharmaceuticals Products	30,000		OPEN
8	KUC/08/2018/2019	Supply of Dry Foods and General Provisions	30,000		OPEN
9	KUC/09/2018/2019	Supply of Detergents	NIL		WOMEN
10	KUC/10/2018/2019	Supply of Furnace oil CST 125	100,000	Valid Registration License with ERC (Energy Regulatory Authority)	OPEN
11	KUC/11/2018/2019	Supply of Airtime and Calling Cards Persons	NIL		PERSONS WITH DISABILITY

		SERVICES			
12	KUC/12/2018/2019	Security Services	200,000		OPEN
13	KUC/13/2018/2019	Professional Insurance Underwriter Services	100,000		UNDERWRITERS
14	KUC/14/2018/2019	Managed Printing Services	100,000		OPEN
15	KUC/15/2018/2019	Provision of Internet, Offsite Backup, Email Server Management, WIFI and Management Services	150,000		OPEN
16	KUC/16/2017/2018	Request for proposal for upgrade of Navision System from 2009 R2 to version 2017 or latest version	200,000		OPEN
17	KUC/17/2018/2019	Supply, Install & Commission Biometric Time Attendance Access Control system	100,000		OPEN
18	KUC/18/2018/2019	Supply, Install and Commission Library management and Security system	100,000		OPEN
19	KUC/19/2018/2019	Request for Proposal for Telephone System Survey and Upgrade Proposal to Modern IP Phones	100,000		YOUTH
	PREQUALIFICATION				
20	KUC/20/2018/2019	Pre-qualification of suppliers for provision of Building/Works Consultancy	NIL	Valid membership of accredited Professional Body	OPEN
21	KUC/21/2018/2019	Supplier for Building Contractor	NIL	Valid classification and approval by the National Construction Authority (NCA 2 and above)	OPEN
	Reserved Tenders for Special Category - Goods				
22	KUC/22/2018/2019	Toner, Printer Cartridge and Flash disk	NIL		YOUTH

23	KUC/23/2018/2019	Supply and Delivery of Stationery	NIL		YOUTH
	Reserved Tenders for Special Category - Services				
24	KUC/24/2018/2019	Gardening Services	NIL		YOUTH
25	KUC/25/2018/2019	Garbage Collection Services	NIL		YOUTH
26	KUC/26/2018/2019	Sanitary Disposal Services	NIL		WOMEN
27	KUC/27/2018/2019	Provision of Cleaning Services	NIL		YOUTH
28	KUC/28/2018/2019	Preventive Maintenance Service and repair of Computers, Printers, Network Points, Photocopiers and other Office Equipment	NIL		YOUTH
	REGISTRATION				
29	KUC/29/2018/2019	Suppliers for Provision of Linen.	NIL		YOUTH
30	KUC/30/2018/2019	Suppliers for Provision of design & Printing of branded promotional materials & signage services e.g. banners, T-shirt and brochures	NIL		WOMEN
31	KUC/31/2018/2019	Suppliers for Supply and Delivery of computer, Photocopier, LCD Projectors and Accessories	NIL		YOUTH
32	KUC/32/2018/2019	Suppliers for Provision of Wines & Spirit	NIL		YOUTH
33	KUC/33/2018/2019	Suppliers for Provision of Audio Visual, ceremonial lighting and other related equipment's on hire.	NIL		YOUTH
34	KUC/34/2018/2019	Suppliers for provision of tents, chairs (all on hire) and other related party accessories.	NIL		WOMEN
35	KUC/35/2018/2019	Suppliers for Provision of Crockery, Cutlery, & Glassware & Kitchen Tools	NIL		OPEN
36	KUC/36/2018/2019	Suppliers for Provision of Fresh Flowers	NIL		WOMEN

37	KUC/37/2018/2019	Suppliers for Provision of Hardware items	NIL		YOUTH
38	KUC/38/2018/2019	Suppliers for Provision of Electrical Items	NIL		WOMEN
39	KUC/39/2018/2019	Suppliers for Provision of Office Furniture	NIL		PERSONS WITH DISABILITY
40	KUC/40/2018/2019	Supplier for Supply Bulk LPG(Gas)	NIL	A proof of registration with Energy Commission of Kenya	OPEN
41	KUC/41/2018/2019	Suppliers for Provision of Kitchen Equipment Heavy duty	NIL	Proof of dealership/Manufacturers' authorization	OPEN
42	KUC/42/2018/2019	Provision of Air Ticketing and Related Services	NIL	(IATA) registered firms only	OPEN
43	KUC/43/2018/2019	Supplier for Boiler services & Maintenance	NIL		OPEN
44	KUC/44/2018/2019	Suppliers for Supply of Games, Sport item and Equipment	NIL	Proof of dealership/Manufacture authorization	OPEN
45	KUC/45/2018/2019	Suppliers for Training First Aid	NIL		OPEN
46	KUC/46/2018/2019	Suppliers for Supply of college Books	NIL		OPEN
47	KUC/47/2018/2019	Suppliers for supply of computer software's, Network switches, firewall appliances, routers, antivirus & firewall licenses, structured cabling, DR/Data centre solution, UPS and virtualization.	NIL	Proof of dealership/m manufacturer authorization	youth
48	KUC/48/2018/2019	Suppliers for Motor Vehicle Repairs and Maintenance Services (Garages)	NIL		OPEN
49	KUC/49/2018/2019	Suppliers for provision of legal services.	NIL	Valid practicing certificate of Professional Body (LSK)	OPEN
50	KUC/50/2018/2019	Suppliers for Provision of Medical Consultancy Services	NIL	Valid membership of Professional Body. Indicate	OPEN

				consultancy fee per visit	
51	KUC/51/2018/2019	Suppliers for provision of fumigation & Pest Control Services.	NIL	Approval by the Directorate of Occupational Safety & Health Services	YOUTH
52	KUC/52/2018/2019	Suppliers for Repairs, Maintenance and Service of laundry machines and Equipment.	NIL		OPEN
53	KUC/53/2018/2019	Suppliers for servicing firefighting equipment and related items	NIL		YOUTH
54	KUC/54/2018/2019	Suppliers for cleaning and extraction of kitchen hoods	NIL		OPEN
55	KUC/55/2018/2019	Suppliers of Vehicle tyres, batteries and spare parts	NIL		OPEN
56	KUC/56/2018/2019	Suppliers of Human Resources Training and consultancy services	NIL	As per requirements on Form IV (attach relevant CVs & Certificates)	OPEN
57	KUC/57/2018/2019	Suppliers for Auctioneer services	NIL		OPEN
58	KUC/58/2018/2019	Suppliers for servicing and Maintenance of air conditioners	NIL		OPEN
59	KUC/59/2018/2019	Suppliers for Maintenance and servicing of CCTVs.	NIL		OPEN
60	KUC/60/2018/2019	Suppliers for Hiring of Ambulance Services.	NIL		OPEN
61	KUC/61/2018/2019	Suppliers for service and Maintenance of Kitchen Equipment's.	NIL		OPEN
62	KUC/62/2018/2019	Suppliers for PABX and Telephone line maintenance	NIL		OPEN
63	KUC/63/2018/2019	Supplier for Small works	NIL	NCA 6 and above	open
64	KUC/64/2018/2019	Supplier for service and maintenance of Borehole	NIL		Open
65	KUC/65/2018/2019	Supplier for Provision of Hotel Conference facility (Nairobi, Kisumu, Nakuru, Mombasa, Eldoret, Naivasha)	NIL		OPEN

66	KUC/66/2018-2019	Supplies for maintenance of Weighing Scales	NIL		OPEN
67	KUC/67/2018-2019	Supplies of Mineral Water	NIL		OPEN
68	KUC/68/2018-2019	Suppliers of Refrigeration equipment & Cold Room Spares	NIL		YOUTH

Details of these tenders can be accessed through link **supplier.treasury.go.ke** or **KUC Website** www.utalii.ac.ke

Downloaded documents **must** be registered with purchasing department Kenya Utalii College before the closing date on **Monday 7th May, 2018**.

Completed Tender documents in plain sealed envelopes clearly indicating the tender number and name as indicated in the list should be addressed to: -

**THE PRINCIPAL & CHIEF EXECUTIVE OFFICER
KENYA UTALII COLLEGE
P O BOX 31052 – 00600 NGARA
NAIROBI**

And should be placed in the Tender Box at the College Reception, not later than **10:00 a.m.** on the closing date **Monday 7th May, 2018**. The tenders will be opened on the same day at **10:15 a.m.** at the College’s **Madaraka Hall** in the presence of tenderers/representatives who may wish to attend. Canvassing will lead to automatic disqualification. Report corruption issues to: reportcorruption@utalii.co.ke

THE PUBLIC IS ADVISED TO DISREGARD ANNUAL TENDER ADVERT FOR KENYA UTALII COLLEGE THAT APPEARED IN “MY GOV” NEWSPAPER ON 17TH APRIL,2018.

**PRINCIPAL & CHIEF EXECUTIVE OFFICER
KENYA UTALII COLLEGE**

**ISO 9001:2008
Certified**



SECTION 1

INFORMATION TO TENDERERS

1.0 INTRODUCTION

1.1 The Clients invites contractors to express interest to bid as the Main Contractor for the construction of the Proposed Kenya Utalii College Projects.

1.2 The (Client) will pre-qualify and enlist prospective **contractors** from among those who will have submitted **their tenders**, in accordance with the tender requirements to undertake the assignments described herein.

1.3 Bidders who are registered as building contractors with National construction Authority (NCA) "2" and above are invited to submit a pre-qualification Tender.

1.4 The Pre-qualification Tender document and the Tenderers response thereof shall be the Basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

1.5 (Client) does not bind itself to assign **contractors** but shall endeavor to ensure that all tenderers will be treated equitably.

1.6 Tenderers will meet all costs associated with preparation and submission of their applications.

1.7 It is (Client) policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy,

(CLIENT)

a) Defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

- (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- (d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- (e) Will have the right to inspect the business premises of the tenderer.

- 1.1 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.2 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2.0 DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to **Seven (7)** days before the Tender submission date. Any request for clarification must be sent in writing by mail or electronic mail to the Employer’s address. The Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the qualification criteria stipulated in section 5.0, those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these Requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last five years and bank statements as required under section 5.1 (iv) and (v).

3.5 PRE-QUALIFICATION CRITERIA

3.5.1 Pre-qualification will be based on the applicants meeting the following minimum pass-fail criteria regarding their general and particular experience, financial position, personnel, equipment capabilities and other relevant information as demonstrated by the Applicant’s response in the Information Forms included in this document.

The Applicant shall provide evidence that

- (a) They have been actively engaged in the subject business for at least the last 5 years immediately prior to the date of submission of applications, in the role of Main Contractor;
- (b) They have average annual turnover during the above period that is equal to or greater than the amount stated in the document.

3.5.2 The average annual turnover is defined as the total of certified payment certificates for works in progress or completed by the firm or firms comprising the Applicant, divided by the number of years stated in the document.

3.5.3 The applicant shall provide evidence that it has successfully completed or substantially completed at least the number of contracts stated in the document of a nature, complexity And requiring technology similar to the proposed contract within the period stated in the document.

3.5.4 The Applicant shall demonstrate that they have access to or have available liquid assets, unencumbered real assets, lines of credit and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements for the subject contract(s) of the minimum estimated amount stated in the document, net of the Applicant's commitments under other contracts.

3.5.5 In the relevant Information Form, the Applicant shall also demonstrate to the satisfaction of the Engineer, that it has adequate sources of finance to meet the cash flow requirements of their other current projects in progress and for future contract commitments.

3.5.6 The audited balance sheets or other financial statements acceptable to the Employer, for the last five years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. If deemed necessary, the Client shall have the authority to make inquiries with the Applicant's bankers.

3.5.7 The Applicant shall supply general information on the management structure of the firm and shall make provisions for suitably qualified personnel to fill the key positions listed in the document, as required during contract implementation. The Applicant shall supply Information on a prime candidate and on an alternate for each key position both of whom shall meet the experience requirement specified.

3.5.8 The Applicant shall own or have assured access (through hire, lease, purchase agreement, other commercial means, or approved subcontracting) to key items of equipment, in full working order as listed in the document and must demonstrate that, based on known Commitments, they will be available for

timely use in the proposed contract. The Applicant may also list alternative types of equipment that it would propose for use on the contract, together with an explanation of the proposal.

3.5.9 The applicant shall provide accurate information on the indicated Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant may result in failure of the application.

3.5.10 The joint venture must satisfy collectively the criteria as required from single applicants.

For this purpose the following data of each member of the joint venture may be added together to meet the collective qualifying criteria.

- (a) Average annual turnover
- (b) Similar experience
- (c) Cash flow
- (d) Personnel capabilities and
- (e) Equipment capabilities

Each partner must satisfy the following criteria individually

- (i) General experience for the period of years stated
- (ii) Adequate resources to meet financial commitments on other contracts
- (iii) Financial soundness and
- (iv) Litigation history

3.5.11 One of the partners, who is responsible for performing a key function in contract management or in executing a major component of the proposed contract, shall be nominated as being in charge during the pre-qualification and tendering periods and in the event of a successful tender, during contract execution. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, the authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.

3.5.12 All partners of the consortium shall be legally liable, jointly and severally, during the tendering process and for the execution of the contract in accordance with contract terms and, and a statement to this effect shall be included in the authorization mentioned under sub-clause above.

3.5.13 A copy of the consortium Agreement entered into by the partnership shall be submitted with the Application. Alternatively, a letter of Intent to execute a consortium in the event of a successful tender shall be signed by all partners and submitted with the Application together with a copy of the proposed Agreement. The consortium shall include among other things: the consortium

objectives, the proposed management structure, the contribution of each partner to the consortium operations, the commitment of the partners to the consortium and several liability for due performance.

3.6 Period of Validity

The request for pre-qualification must remain valid for not less than **90 days** from the date of submission.

(Client) will make the best effort to complete the evaluation and communicate within this period.

4.0 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

The original Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Tender Document.

4.1 An authorized representative of the Tenderer should initial all pages of the tender document.

4.2 The Tender should be prepared and submitted in one original and One (1) copy in a plain sealed envelope clearly marked: **TENDER NO KUC/22/2018-2019-PREQUALIFICATION OF BUILDING CONTRACTORS** and delivered to:

The Principal & CEQ

Kenya Utalii College P.O. Box 31052-00600,
NAIROBI.

4.3 Deadline for Submission

The closing time for the Tender shall be **Tuesday 3rd April, 2018** and shall be sent to the above address. Tenders shall be marked on top **“DO NOT OPEN BEFORE Tuesday 3rd April, 2018**

4.4 Late Tender

Any Tender received after the deadline pursuant to clause **4.3** shall be rejected as a late tender and shall not be considered.

4.5 Tender Opening And Evaluation

Tender Opening Committee shall open the Tender immediately after the closing time for submission of the Tender and shall deem prepare a record of proceeding

5.0 TENDER EVALUATION CRITERIA

5.1 Mandatory Requirements For Pre-Qualification

Mandatory requirements will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified.

The following documents are mandatory:

- (i) A copy of certified Certificate of Registration/Incorporation.
- (ii) Certified Valid Tax compliance certificate from KRA.
- (iii) Certified copy of the Company's Business Trading Licence (iv) Audited accounts for the last (3) years.
- (v) Certified Six (6) months bank statement.
- (vi) Certified current registration by National Construction Authority (NCA) in the trade of General Building Works as a contractor in NCA "2" and above, (copy of registration certificate to be attached) (vii) Valid NSSF Compliance Certificate.
- (viii) Valid NHIF Compliance Certificate.
- (ix) Duly completed Confidential Business Questionnaire and Declaration Forms
- (x) Duly completed Prequalification Form
- (xi) Duly completed Qualification Information Form
- (xii) Copy of **valid CR12** form as issued by the registrar of companies
- (xiii) Authorization letter for the client to seek reference from the tenderers bank
- (xiv) Letter indicating the litigation history of the tenderer.
- (xv) Letter from at least one of the past clients confirming and demonstrating capability to undertake Building Construction Works.
- (xvi) Provide documentary evidence of:-
 - (i) Public Liability Cover
 - (ii) Workers Compensation Cover

TENDER NO KUC/21/2018-2019 – PREQUALIFICATION OF BUILDING CONTRACTORS

Technical Evaluation Scorecard

NO	Parameters	Score breakdown	Max Score	Marks	
Legal Status					
1.	a) Attachment of a copy of certificate incorporation	4 marks	8.0		
	b) Attachment of Tax Compliance Certificate	4 marks			
2.	Annual Turnover (Construction work only) (Min. Ksh.400Million – average for the previous five years)		5.0		
	400M and above	marks			
	350 – 399	4 marks			
	300 – 349	3 marks			
	250 – 299	2 marks			
	200 – 249	1 mark			
3.	Previous Works undertaken over the last 5 years		17.0		
	a) Similar Projects of at least Kshs.400m contract sum (up to 2 projects)	8 marks			
	b) Other projects of at least Kshs.400m contract sum (up to 2)	3 marks			
	c) Clients Reference of at least Kshs.400m contract sum (Up to 2)	3 marks			
	d) Lead consultants Reference of at least Kshs.400M contract sum (up to 2 projects)	3 marks			
4.	Bidders existing workload a) A score of 1 if work load is less than Kshs.300M, otherwise zero	1 mark	1.0		
5.	Equipment (excavation & earthworks, concreting, transport, road works)		15.0		
	Owned / Leased	Listing			Documentary Evidence
	Excavation & Earthworks	2 Marks			1 Mark
	Concreting	2 Marks			1 Mark
	Transport	2 Marks			1 Mark
	Hoist	2 Marks			1 Mark

	Roads equipment – (road graders, rollers, pavers etc)	2 Marks		1 Mark			
6.	Human Resources						
	Key Personnel	Listing	Certificate	CV's	Relevant Experience up To 2 yrs 1 per year		16.0
	Managerial (at least 2)	2 marks	2 marks	2 marks	2 marks	8 marks	
	Technical (at least 2)	2 marks	2 marks	2 marks	2 marks	8 marks	
7	Financial reports (audited accounts) for previous five years						
	a) Year 1					1 mark	5.0
	b) Year 2					2 mark	
	c) Year 3					2 mark	
9	Evidence of access to Financial Resources						8.0
	a) Cash in hand (Ksh.15M) 1mark for each 5 M up to 15 M					3 marks	
	b) Lines of credit (Kshs.50M) 1 mark for each 10 M up to 50 M					5 marks	
10	Bank references					1 marks	1.0
11	Non association statement					1 marks	1.0
12	Proposed works methodology					2 marks	2.0
13	Bank statements for the previous 6 months. 1 mark per month from June 2016 to Jan 2018						6 marks
	a) Month 1						
	b) Month 2						
	c) Month 3						
	d) Month 4						

	e) Month 5		6.0	
	f) Month 6			
14	Company Profile			
	Attachment of a copy of memorandum and articles of Association 1 mark each	2 marks		
	Attachment of a copy Directors CVs and certificate (minimum 2 directors)	2 marks	10.0	
	Attachment of power of attorney	2 marks		
	Single Business permit / License from Local Authority	2 marks		
	Evidence of physical address	2 marks		
15	Evidence of determination of previous contract – 1 mark for each contract up to 5 contracts	5 marks	5.0	
	TOTAL SCORE		100	

The pass mark for technical evaluation would be **80%** and only those contractors who attained the pass mark would be invited to tender for the proposed works.

5.2 Tender Evaluation

5.2.1 General Requirements

1. (Client) will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
2. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
3. The applicants should have registered offices and (Client) reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
4. Tenderers who qualify according to the selection criteria will be invited to submit their tender for the specified work when required.
5. Any form 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 indelible ink.

6. Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the contractor or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the (Client), reserves the right to reject the tender from such a contractor even though they have been initially pre-qualified.

6 CONFIDENTIALITY

- 6.1** Information relating to evaluation of Tenders and recommendations concerning prequalification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

TENDER SUBMISSION FORM

To:

Dear Madam/Sir,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Pre-qualification of Contractors for the Proposed and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorised Signature: (Rubber Stamp).....

Name and Title of Signatory

Name of Tenderer

Address:

PRE-QUALIFICATION INFORMATION

1.0 (TO BE COMPLETED BY THE BIDDER)

- a) COMPANY'S NAME
- b) P. O. BOX
- c) PHYSICAL ADDRESS
- d) NAME OF STREET
- e) TELEPHONE NUMBERS
- f) FAX NUMBERS
- g) E-MAIL

2.0 Individual Tenderers or Individual Members of Joint Ventures

2.1 Constitution or legal status of tenderer (attach copy or Incorporation Certificate);

2.2 Place of registration: _____

2.3 Principal place of business _____

2.4 Power of attorney of signatory of tender _____

2.5 Total annual volume of construction work performed in the last five years

Year	Volume	
	currency	value

2.6 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

PROJECT NAME	NAME OF CLIENT & CONTACT PERSON	TYPE OF WORK PERFORMED AND YEAR OF COMPLETION	VALUE OF CONTRACT

2.7 Major items of Contractor’s Equipment proposed for carrying out the Works. List all information requested below.

ITEM OR EQUIPMENT	DESCRIPTION MAKE & AGE (YEARS)	CONDITION (NEW GOOD POOR)AND NUMBER AVAILABLE	OWNED,LEASED(FROM WHOM) OR TO BE PURCHASED (FROM WHOM)

2.8 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

POSITION	NAME	YEARS OF EXPERIENCE	YEARS OF EXPERIENCE IN PROPOSED POSITION
PROJECT MANAGER			
E.T.C.			

2.9 Financial reports for the last five years: balance sheets, profit and loss statements, auditors reports, etc. List below and attach copies.

2.10 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

2.11 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

2.12 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

2.13 Proposed program (work method and schedule) for the whole of the Works.

3.0 Consortiums

3.1 The information listed in 2.1 to 2. 13 above shall be provided for each partner of the Consortium.

3.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the Consortium.

3.3 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

- a) All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- b) One of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and

- c) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

SECTION 2

NOTES ON STANDARD FORMS

1. **Prequalification Questionnaire** - This form must be completed fully and duly signed by the bidder.
2. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
3. **Qualification Information** - This form must be completed fully and duly signed by the bidder.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or tenderers' who choose to participate in this tender)

Name of Applicant (S)
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification / termination of your business proposal at your cost.

Part 1 – General

Business Name:

Certificate of Incorporation / Registration No.....

Location of business premises: Country

..... Physical address Town

.....

Building..... Floor.....

Plot No. Street / Road

Postal Address Postal / Country Code.....

Telephone No's Fax No's. E-mail address

Website

Contact Person (*Full Names*) Direct / Mobile No's.
 Title Power of Attorney (**Yes / No**) If
Yes, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc*)
(Applicable to Local suppliers only)

Single Business Permit License No. Expiry Date

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**US\$/Kshs**)
 Was this successfully undertaken? **Yes / No**. (If
Yes, attach reference)

Name (s) of your banker (s)
 Branches Tel No's.

Part 2 (a) – Sole Proprietor

Full names
 Nationality Country of Origin

**Citizenship details*

Company Profile (*Attach brochures or annual reports in case of public companies*)

Part 2 (b) – Partnership

Give details of partners as follows:

	<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

Company Profile(*Attach brochures*)

Part 2 (c) – Registered Company

Private or public

Company Profile(*Attach brochures or annual reports in case of public companies*)¹

State the nominal and issued capital of the Company

Nominal KShs

Issued KShs

List of four (4) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

	<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by (Client)and any other public or private institutions.

Full Names

Signature

Dated thisday of2012.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s):

- a)
- b)
- c)
- d)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2011.
 Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)
- c)
- d)

For and on behalf of M/s
 In the capacity of

Dated thisday of2011
 Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Interest in the Firm:

Is there any person / persons in (Client) or any other public institution who has interest in the Firm? Yes / No? (Delete as necessary) Institution

.....
(Title) **(Signature)** **(Date)**

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have supplied with similar items equipments, or services in the last two (2) years.

	<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.
2.
3.

Contact person (Full Names) E-mail address.....

Cell phone no (**Note:** The person should be at the level of director)

*Attach proof of citizenship

* Attach certified copies of the following documents:

- a) Previous orders from companies supplied before
- b) Certificate of Incorporation / Registration
- c) Tax Compliance Certificate (for local suppliers)
- d) VAT Certificate (for local suppliers)
- e) Audited Financial Statements / Accounts for the last three (3) years
- f) Valid Local Authority / Trade License (for local suppliers)
- g) The Power of Attorney

Consider these documents as mandatory a submission to be considered for preliminary evaluation which must be 100% fulfilled.

QUALIFICATION INFORMATION

IMPORTANT NOTES

- 1. Tenderers are advised to refer to the Information to Tenderers section before preparing the qualification Information.
- 2. The tables appearing below are samples. Tenderer should prepare their own table using a word processor (computer) and fill in all the required information. **Hand filled forms will not be accepted.**
- 3. “Certified copies” means certified by a High Court Advocate and Commissioner for Oaths
- 4. Tenderers must be registered companies incorporated in Kenya under the companies act CAP 486.

1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of Tenderer (attach copy or Incorporation Certificate), PIN and VAT Certificates):

Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender _____

1.2 Total annual volume of construction work performed in the last five years

Year	Volume	
	Currency	Value
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

2.3 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

Project Name	Name of client and contact person	Type of work performed and year of completion	Value of contract

Note: Tenderer to attach certified copies of completion certificates) completed project) and award letters (ongoing projects). Refer to Clause 5 of information to Tenderers.

QUALIFICATION INFORMATION C'TD

2.4 For the projects given in 1.3 above give further information as follows:-

Project Name	Lead Consultant	Initial Contract Period (weeks)	Actual Completion time (weeks)

2.5 For the Project given in 1.3 above further information as follows:-

Project Name	Initial Contract Sum (Kshs.)	Final Account Sum (Kshs.)	Variations Value

2.6 Major items of Contractor’s Equipment proposed for carrying out the Works. List all information requested below. Refer also to Clause 5 of the Information to Tenderers.

Item of Equipment	Description, Make and age (years)	Condition(new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

Note: for owned equipment attach certified copies of proof of ownership e.g. logbooks. For leased, attach copies of lease agreements.

2.7 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV’s). Refer also to Clause 5 of the Information to Tenderers.

Position	Name	Qualification	Experience

QUALIFICATION INFORMATION C'TD

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2.8 Proposed subcontracts and firms involved.

Sections of the Works	Subcontractor (name and address)	Experience in similar work

Note: Subcontractors must be class B or above (Ministry of Public Works) and registered with other relevant Government ministries and public authorities. Attach certified copies of certificate

2.9 Financial reports for the last six years: balance sheets, profit and loss statements, auditor’s reports, etc. List below and attach copies.

Note: Audited accounts must be signed and stamped by at least 2 company directors and audited by a registered certified accountant.

3.10 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents. All documents must be signed and stamped by the directors of the institutions providing the financial facilities

3.11 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

QUALIFICATION INFORMATION C'TD

3.12 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

3.13 Bank Statements. Provide certified copies of bank statements from your official bankers for the last 6 months

3.14 Tax compliance certificate. Provide certified copy of your up to date valid tax compliance certificate from Kenya Revenue Authority

3.15 NHIF & NSSF compliance certificates. Provide certified copies of your up to date valid remittance receipts, or compliance certificate form NHIF and NSSF.

3.16 Litigation list of disputes.

Name of Contract	Type of resolution method	Date of dispute	Date of settlement	Amount in dispute

3.17 Details of company ownership: provide copies of the following:-

Memorandum of Association

- Articles of Association
- List of Directors and their Curriculum Vitaes (CVs))

3.18 Attach copies of current business permit

3.19 Attach copies of ministry of Public Works registration certificate and any others from different registration authorities and government ministries and institutions.

4.0 Joint Ventures

4.1 The information listed in 1.1 – 1.10 above shall be provided for each partner of the joint venture.

QUALIFICATION INFORMATION C'TD

4.2 The information required in 1.11 above shall be provided for the joint venture.

4.3 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture

4.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

- b) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- c) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
- d) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give the (Client) authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

For and on behalf of M/s
.....

In the capacity of
.....

Dated this day of
.....2012

Suppliers/Company's rubber Stamp
.....