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# PRE-QUALIFICATION NOTICE

## **PRE-QUALIFICATION FOR THE SUPPLY OF GOODS AND SERVICES FOR THE FY 2022- 2024**

Kajiado West Technical and Vocational College wishes to invite applications from interested and eligible individuals and firm’s to register for the Supply of Goods and Services for the financial year 2022-2024 in the following categories:

## **1.2 PRE-QUALIFICATION OF SUPPLIERS FY 2022-2024 (OPEN)**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **TENDER NUMBER** | **CATEGORY** |
| 1 | KWTVC/22-24/01 | Office stationaries |
| 2 | KWTVC/22-24/02 | Hardware General materials |
| 3 | KWTVC/22-24/03 | Meat (Meat, chicken and Sausage) |
| 4 | KWTVC/22-24/05 | Laboratory equipment and chemicals |
| 5 | KWTVC/22-24/06 | General insurance covers |
| 6 | KWTVC/22-24/07 | Wholesale goods (sugar, cooking oil, tea leaves, self-raising flour, wheat flour) |
| 7 | KWTVC/22-24/08 | Printing services |
| 8 | KWTVC/22-24/10 | Electrical materials and equipment |
| 9 | KWTVC/22-24/11 | Clean bottled water and other water related services |
| 10 | KWTVC/22-24/12 | Games sports equipment and kits |
| 11 | KWTVC/22-24/13 | Computer repairs and maintenances |
| 12 | KWTVC/22-24/15 | Kitchenware’s and utensils |
| 13 | KWTVC/22-24/16 | Office furniture and fittings |
| 14 | KWTVC/22-24/17 | Land survey equipment and accessories |
| 15 | KWTVC/22-24/18 | Textbooks, Syllabi and revision materials |
| 16 | KWTVC/22-24/21 | Internet connectivity and services |
| 17 | KWTVC/22-24/22 | Provision of agro vet services/goods |
| 18 | KWTVC/22-24/23 | Provision of veterinary services. |
| 19 | KWTVC/22-24/24 | Provision of Medical services |
| 20 | KWTVC/22-24/25 | Provision of security serves |
| 21 | KWTVC/22-24/26 | Workshop materials, tools and equipment( mechanical production) |
| 22 | KWTVC/22-24/27 | Plumbing tools and equipment |
| 23 | KWTVC/22-24/29 | Dry food stuffs ( maize, beans, kamande, green grams) |
| 24 | KWTVC/22-24/30 | Supply of fresh bread (block 200gms) |
| 25 | KWTVC/22-24/31 | ICT equipment, accessories and ICT software’s |
| 26 | KWTVC/22-24/35 | Construction and building materials |

## **1.3 PRE-QUALIFICATION OF SUPPLIERS FY 2022-2024 (RESERVED FOR YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY)**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **TENDER NUMBER** | **CATEGORY** |
| 27 | KWTVC/22-24/32 | Fresh milk |
| 28 | KWTVC/22-24/04 | Dry firewood |
| 29 | KWTVC/22-24/09 | Cleaning materials and detergents |
| 30 | KWTVC/22-24/14 | Textile and tailoring accessories |
| 31 | KWTVC/22-24/19 | Hairdressing and beauty therapy supplies |
| 32 | KWTVC/22-24/20 | Students and staff identity cards |
| 33 | KWTVC/22-24/28 | Fresh fruits and vegetables goods |
| 34 | KWTVC/22-24/33 | Eggs |

# 2.0 PRE-QUALIFICATION REQUIREMENT

Pre-qualification documents may be downloaded free of charge from Kajiado West and Vocation College Website: **www.kajiadowesttechnical.ac.ke** or the Public Procurement Information Portal. The bidder shall inform us upon downloading via email procurement@kajiadowesttechnical.ac.ke

Documentary evidence of the following must be attached **(Mandatory)**

1. Company Pin Certificate
2. Valid TAX Compliance Certificate/Tax exemption Certificate

1. Copy of current business permit/Trade license
2. Proof of legal existence – Copies of Certificate of Incorporation/business registration certificate.
3. Company /Business profile
4. Books of Audited accounts for the last 2 years (Only for the OPEN Categories)
5. Valid CR12 form for Limited liability companies and ID of Director(s) for Sole proprietorship/Partnership.
6. Valid AGPO Certificate (Only for Reserved Categories)
7. Filled in and signed Confidential Business Questionnaire
8. Signed Declaration form
9. Proof of Previous works
10. National Construction Authority NCA 8 and above.(for small works)
11. Valid National Construction Authority Annual Practicing License 8 and above

**Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.**

The dully filled documents to be submitted enclosed in plain sealed envelopes marked with **TENDER NUMBER** and **CATEGORY**, and deposited in the **Tender Box** at the Procurement Department addressed to

**THE PRINCIPAL**

**Kajiado West Technical and Vocational College**

**P. O. Box 1085-00208,**

**Ngong Hills**

The Institute reserves the right to accept or reject any bid wholly or in part and is NOT bound to accept the lowest bid.

# 3.0 BRIEF CONTRACT REGULATIONS

## **3.1 FORMAT AND SIGNING OF APPLICATIONS**

The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same pre-qualification document clearly marked **COPY.** In the event of discrepancy between them, the original shall prevail.

The original and copy of the pre-qualification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the pre-qualification document shall initial all pages of the tender where entries or amendments have been made.

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

## **3.2 SUBMISSION OF APPLICATIONS**

Applications for pre-qualification shall be submitted in sealed envelopes marked with the category no, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Wednesday 13th July, 2022 AT 11:30 AM**

## **3.3 ELIGIBLE TENDERERS**

This Invitation for pre-qualification is open to all tenderers eligible as described in the Invitation to document. Successful tenderers shall complete the supply of goods by the intended completion date specified in the schedule of Requirements Section VI.

The procuring entity’s employees, committee members, Board members and their relative (spouse and children) are not eligible to participate in the tender.

Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices

## **3.4 ELIGIBLE GOODS**

All goods to be supplied under the contract shall have their origin in eligible source countries

For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

The origin of goods is distinct from the nationality of the tenderer.

## **3.5 COST OF TENDERING**

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

The price to be charged for the prequalification document shall be **Kshs 1,000** or free download.

The firm found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be awarded the contract

.

## **3.6 THE PRE-QUALIFICATION DOCUMENT**

The pre-qualification comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

1. Invitation to prequalification
2. Instruction to tenderers

## **3.7 QUALIFICATION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO.** | **Required Information** | **Form Type** | **Points Score** |
|  | Qualification Data | PQ- 1 | 20 |
|  | Financial Position | PQ-2 | 20 |
|  | Confidential Report | PQ- 3 | 20 |
|  | Past Experience | PQ- 4 | 20 |
|  | Litigation History | PQ- 5 | 10 |
|  | Sworn statement | PQ- 7 | 10 |
| **TOTAL** | | | **100** |

# 4.0 PRE-QUALIFICATION DATA INSTRUCTIONS

## **4.1 FORM PQ-1: PRE-QUALIFICATION DATA**

**1. TENDERERS APPLICATION FORM**

I/we …………………………………………………………………………. hereby apply for prequalification as supplier(s) of

(Name of Company/Firm)

**……………………………………………………………………………………………………..**

(Item Description)

**……………………………………………………………………………………………………**

**(**Category No.)

Post Office Address **………………………………………………………………………………**

**Town ……………………………………………………………………………………………**

**Street………………………………………………………………………………………………**

**Name of building ……………………………………………………………………………….**

**Room/Office No ………………………………………………………. Floor No…………….**

**Telephone No’s……………………………. Fax………………………. email…………………**

**Full Name of applicant…………………………………………………………………………**

Other branches location…**………………………………………………………………………**

**2. Organization & Business Information**

Management Personnel ……………………………………………………………………………

Chief Executive/Managing Director……………………………………………………………….

Secretary ………………………………………………………………………………………….

General Manager …………………………………………………………………………………

Accountant ………………………………………………………………………………………

Other………………………………………………………………………………………………

Partnership (if applicable)

Name of Partners ……………………………………………………………………………

3. Business founded or incorporated ………………………………………………………………

4. Under present management since ………………………………………………………………

5. Net worth equivalent Kshs………………………………………………………………………….

6. Bank reference and address ……………………………………………………………………….

7. Sister company reference and 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 (sole proprietorship, partnership or registered company)

**(20 points**)

## **4.2 FORM PQ-2: FINANCIAL POSITION**

1. Attach a copy of firm’s current certified financial statements giving summary of assets and current Liabilities.

(2) Attach certified letters of reference from the bankers regarding supplier’s credit position

**(20 Points)**

**REPUBLIC OF KENYA**

## **4.3 PQ- 3: CONFIDENTIAL BUSINESS QUESTIONNAIRES**

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 ……………………………………………………. Tel. No…………….

Nature of business …………………………………………………………………

Current Trade License No…………………………………. Expiring date …………………

Maximum value of business which you can handle at any one time: Kshs………………

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

**Part 2 (a) – Sole Proprietors**

Your name in full …………………………………………………Age………………

Nationality………………………………Country of origin……………………………….

\*Citizenship details……………………………………………………………………….

**Part 2(b) – Partnership**

Give details of partners as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **NATIONALITY** | **CITIZENSHIP** | **DETAILS** | **SHARES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Part 2 (c) – Registered Company**

Private or Public………………………………………………………………………………………………………

State the nominal and issued capital of company**: -**

Nominal’s……………………………………………………………….

Issued Capital: …………………………………………………………………………

Give details of all directors as follows: -

Name Nationality Citizenship Details Shares

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **NATIONALITY** | **CITIZENSHIP** | **DETAILS** | **SHARES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Date …………………………………………………………….**

**Signature of**

**Candidate………………………………………**

If Kenyan citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

**(20 points)**

## **4.4 FORM PQ -4: EXPERIENCE**

**NAME OF CLIENTS AND VALUE OF CONTRACT/ORDERS**

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 (date)…………………………………………………………………

vi. Duration of Contract (date) ………………………………………………………………

(Attach documental evidence of existence of contract) e.g. contract, L.P.Os/L.S.Os or completion Certificates.

2**. Name of second Client (organization)**

i. Name of client

(Organization)………………………………………………………………………………

ii. Address of client

(Organization)………………………………………………………………………………

iii. Name of contact person at organization ……………………………………….

iv. Telephone No. of client……………………………………………………………………

v. Value of contract …………………………………………………………………………

vi. Duration of contract (date) …………………………………………………………………

(Attach documental evidence of existence of contract) e.g. contract, L.P.Os/L.S.Os or completion Certificates

**3. Name of third Client (organization)**

i. Name of Client (organization)……………………………………………………………

ii. Address of client (organization)……………………………………………………………

iii. Name of contact person at organization………………………………………

Iv. Telephone No. of client…………………………………………………………………

v. Value contract……………………………………………………………………………………

vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. contract, L.P.Os/L.S.Os or completion Certificates **(20 Points)**

## **4.5 FORM PQ -5: LITIGATION HISTORIES**

**Name of contractor/supplier…………………………………………………………………**

**Suppliers should provide information on any history litigation or arbitration resulting from contracts 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),Ksh(Equivalent)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **4.6 FORM PQ-6: SWORN STATEMENT**

Having studied the pre-qualification /registered 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 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 Kajiado West Technical and Vocational College.

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 Kajiado West Technical and Vocational College 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.

f. Date………………………………………………………………………

Applicant’s Name

………………………………………………………………………………………………………

Represented by

………………………………………………………………………………………………………

Signature

………………………………………………………………………………………………………

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