



**NYANDARUA INSTITUTE OF SCIENCE AND
TECHNOLOGY**

**PRE-QUALIFICATION OF SUPPLIERS FOR
PROVISION OF SERVICES, CONSTRUCTION
AND RENOVATIONS FOR THE YEAR 2019-2020.**

**CLOSING DATE: TUESDAY 11TH JUNE 2019
AT 10.00A.M**

**TENDER NAME: PREQUALIFICATION FOR CONSTRUCTION
AND RENOVATIONS**

TENDER NO: NIST/032/2019/2020

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SECTION 1 - INVITATION TO TENDER



DATE.....

CATEGORY B (PROVISION OF SERVICES)

	TENDER NO	DESCRIPTION	ELIGIBILITY	
25	NIST/025/2019/2020	PROVISION OF SECURITY SERVICES	OPEN	
26	NIST/026/2019/2020	PROVISION OF PRINTING AND SUPPLY OF BRANDING MATERIALS(T-SHIRTS,BANNERS)	YOUTH, WOMEN AND PWDs.	
27	NIST/027/2019/2020	PROVISION OF REPAIRS AND MAINTENANCE OF COMPUTERS,PHOTOCOPIERS AND PRINTERS	PWDs,WOMEN AND YOUTH	
28	NIST/028/2019/2020	PROVISION OF INSURANCE SERVICES	OPEN	
29	NIST/029/2019/2020	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE GENERATORS	OPEN	
30	NIST/030/2019/2020	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE MOTOR VEHICLES	OPEN	
31	NIST/031/2019/2020	PROVISION OF VERTINARY SERVICES	OPEN	
32	NIST/032/2019/2020	PREQUALIFICATION FOR CONSTRUCTION AND BUILDING RENOVATIONS	OPEN	
33	NIST/033/2019/2020	PROVISION OF SANITARY AND FUMIGATION	WOMEN,PWDs AND YOUTH	

1.1 NYANDARUA INSTITUTE invites applications from interested, eligible, capable individuals and firms for TENDERS OF INSURANCE SERVICES for the years 2019-2020

1.2 The tender documents containing the submission information, detailed terms and conditions may be obtained from **NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY** upon payment of a non-refundable fee of **kshs.1, 000 AT ACCOUNTS OFFICE OR free** download from Public Procurement Information Portal (PIIP portal)/Institute website. Tender submission closing date is **TUESDAY 11th June 2019 at 10.00am.**

1.3 Completed tender documents are to be enclosed in a plain sealed envelope marked with tender reference number and be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** or be addressed to:-

THE PRINCIPAL
NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY
P.O. BOX 2033-20300
NYAHURURU.

1.4 To be received on or before TUESDAY 11TH JUNE 2019 AT 10:00am

Tenders will be opened immediately thereafter at **INSTITUTES BOARD ROOM** in the presence of tenderers' or representatives who choose to attend the opening.

NB: LATE TENDERS WILL NOT BE ACCEPTED.

1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya shillings and shall remain valid for.....days from the closing date of the tender.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Nyandarua institute of science and technology would like to invite interested candidates who must qualify by meeting .The set criteria as provided to supply and deliver or provision of goods and services.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant Categories.

Quotations to Nyandarua institute as and when required during the period ending 30th June 2019.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise

Or services are invited to submit their PRE-QUALIFICATION documents to **NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY**

So that they may be pre-qualified/ registered for submission of

Quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre- qualification/registration, prospective suppliers must submit all the Information herein requested.

1.7 Submission of Pre-qualification Documents

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY
P.O.BOX2033-20300
NYAHURURU
CELL: 0727256001

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to **NYANDARUA INSTITUTE** whose address is given above.

1.9 Additional Information

Nyandarua institute reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom 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.

Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) to sixty (60) Days or as may be stipulated in the Contract Agreement.

PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 and are to be Completed by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for specific category.

3.1.1 The pre-qualified/registered application forms 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 ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders are to be used by Nyandarua institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Assembly they possess capability , experience , qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with The pre-qualification documents potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.3 Special consideration will be given to the financial resources available as working capital, Taking into account the amount of uncompleted orders on contract and now in progress data on Form P Q-4. However, potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-5

3.4 Statement

Application must include a sworn statement Form PQ-6 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Nyandarua institute of science and technology could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Nyandarua institute of science and technology reserves the right to reject the tender from such a bidder even though he/she was initially pre-qualified.

3.6 The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate mandatory.

3.7 Pre-qualification Criteria

Required Information	Form Type	Points Score
1. Registration Documents	PQ-1	20
2. Pre-qualification Data	PQ- 2	20
3. Financial Position	PQ-3	20
4. Confidential Report	PQ- 4	10
5. Past Experience	PQ- 5	30

TOTAL 100

3.8- The qualification is 75 points and over

FORM PQ-1 PRE-QUALIFICATION

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i Attach copy of Business Registration Certificate
- ii Attach copy of PIN certificate and VAT Certificate
- iii Registration Certificate by National Treasury/County Government (**AGPO**)
- iv valid registration certificate from National Construction Authority (NCA)
- v. Current Compliance certificate from National Construction Authority (NCA)

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group The bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

Mandatory Requirements for prequalification of all other categories:

- i. A copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate of firm/company/individual.
- iii. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
- iv. Copy of current Trade License.
- v. Audited Accounts for the last two years
- vi. Valid registration certificate from National Construction Authority (NCA)
- vii. Current Compliance certificate from National Construction Authority (NCA)

You can provide evidence of physical address and premises. The Institute evaluation team may Visit suppliers' premises to ascertain physical address and stock of items

(20 points)

FORM PQ-2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby apply for
registration 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/sale

(20 points)

PQ-3

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current Liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position

(20 Points)

REPUBLIC OF KENYA

PQ- 4 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part2 (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 N.....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 fullAge.....
Nationality.....Country of origin.....
*Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company

Private or Public

.....
.....

State the nominal and issued capital of company:-

Nominal's.....Issued:

.....

Give details of all directors as follows:-

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Date**Signature of**

Candidate.....

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

(10 points)

FORM PQ -5 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES 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. L.P.Os/L.S.Os or completion Certificates)

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

3. Name of 3rd 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 contract.....
 - vi. Duration of contract (date).....
- (Attach documental evidence of existence of contract e.g. L.P.Os/L.S.Os or completion Certificates)

(30 Points)

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))

10 MKS

FORM PQ -7 -

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 Nyandarua institute of science and technology.
- 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 Nyandarua institute of science and technology 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)