

SOUTH EASTERN KENYA UNIVERSITY

**PRE-QUALIFICATION OF
SUPPLIERS FOR GOODS AND
SERVICES FOR THE FINANCIAL
YEARS 2017-2019**

**TENDER NO. SEKU/PROC/PQS/
001/2017-2019
Category: 1**

**Repair and Servicing of Motor Vehicles; CM&
TE Approved Garages/Dealers**

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Section B

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

Form S33

You are requested to give the particular indicated in Part I and either Part 2a, 2b or 2c Which ever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part One: General

Business Name.....

Location of business premises.....

Plot No.....Street/Road.....

Postal AddressTel. No.....

Nature of business

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

Maximum value of business which you can handle at any one time: K£.....

Name of your bankers.....Branch

Are your agent of Kenya national Trading Corporation? YES/NO.....

Part 2a__Sole proprietor:

Your name in full.....Age.....

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

Give details of partners as follows:-

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

Part 2c__Registered Company:

Private or public.....

State the nominal and issued capital of the company

Nominal K£.....

Issued K£.....

Give details of all directors as follows:

1.
2.
3.
4.
5.

Date.....Signature of Tenderer.....

If the citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

Section C

REGISTRATION OF SUPPLIERS APPLICATION FORM

Official Receipt No.....

Date.....

I/We Hereby apply for registration as suppliers of
Name of the Company/Firm

.....

.....

Postal Address Fax No.....

Tel..... Email Address.....

Town Street Name of Building.....

..... Room/Office No..... Floor No.....

Full Name of Applicant.....

Other Branches location.....

Section D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No.....
PIN No.....Attach
Proof of being up-to-date in VAT and Income Tax Return
2. Other government levies status
State any technological innovations or specific attributes which distinguishes you with your
competitors.....
3. State any quality Assurance Certification e.g. ISO 9000 held by the
company..... Attach Proof
4. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative
receivership, or any other form of liquidation as defined by the applicable law
.....
.....

Section E

FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

1. Total Assets in Kshs.....
2. Current Assets in Kshs.....
3. Total Liabilities in Kshs.....
4. Net worth (Total assets-Total Liabilities.....
5. Working capital Kshs.....
Total assets – Net worth

2. Indicate terms of sale/trade:-

- i Cash on delivery
- ii Credit period Yes/No. Delete as appropriate , if yes
Indicate Number of days.....
- iii Upfront payment/Down payment Yes/No delete as appropriate , if yes state
percentage.....

3. Referee: -

- 1) Name of company.....
and Address:.....
Name of contact person.....
Signature and Date.....
Company Stamp.....

4. Declaration:

I/We have completed this forms accurately at the time of reply and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Signed and Sealed:.....

For and on behalf of:

Position in Company.....

Date:.....

Section F

IMPORTANT PRE-REQUISITES THAT MUST BE MET:-

- MUST BE A REGISTERED FIRM IN Kenya with a certificate of registration incorporation/memorandum and Article of Association Copy of which must be attached.
- Must be Kenya Revenue Authority KRA compliant and up -to-date with Income Tax and VAT Returns. Attach copy of VAT, PIN and Tax compliance Certificates.
- Must provide copy of current relevant trade/council license. Attach copy
- Proof of attainment of ISO/Kenya Bureau of Standard certification/ Equivalent certificate will be an added advantage. Attach copy of proof.
- Proof of professionalism. Membership of Kenya Association of Manufacturers KAM Federation of Kenya Employers FKE, Kenya Institute of Management KIM will be an added advantage. Attach copy of proof.
- Must confirm that the firm, its servants or agents do not offer any inducements to the procuring entity.
- Attach company profile indicating qualification of at least three key personnel with relevant qualifications-copy of CV should be attached.
- Must have a turnover of Kshs.500,000 for each year for the last 3 years.
- Must have fixed Business premises attach lease agreement or rental agreement
- Provide proof of previous dealings with the Government and other reputable organizations if applicable-provide 6 relevant orders/contracts with values of at least Kshs.30,000.
- Give a list of 6 clients dealt with each year for the last 3 years (6 clients.
- AA approved garage (attach proof)
- All the forms attached herein MUST be duly signed and stamped.

Section G

FORM S 31

REPUBLIC OF KENYA
FORM OF TENDER

FROM.....
.....
Date.....

To:
.....
.....

RE: Tender for
.....
.....

In accordance with Tender Number Dated
received from

I/we.....
hereby tender to

in accordance with the attached tender forms / conditions of tender / schedule of requirements at the price/fees/charges shown against each item and in conformity with the scheduled delivery arrangements stated.

This applies to item, numbersonly in the schedule representing a total amount of Kshs.....tendered for.

I/we understand that the Government reserves the right to accept or reject this tender in part or in whole for any reason it considers justifiable.

I/we agree that terms of this tender will remain valid for and will not be withdrawn for a period of.....days from the final date for submission of tender namely;

In the event of this tender being accepted in part or in full within the stipulateddays; I/ we agree to supply against an order signed by an officer of the The Ministry of Environment Water and Natural Resources authorized to do so. Those goods accepted in this tender to the quoted delivery dates and that failure on my/our part to meet these requirements constitutes a breach of contract.

Witnessed by:

Tenderer's name

Address Tenderer's signature

Signature of witness Tenderer's designation

Date Full address

TelephoneNo. Telegraphic address.....Date.....

Section H

CONDITIONS OF TENDERING

MISCELLANEOUS RECEIPT No.....

DATE OF RECEIPT.....AMOUNT KShs.....

1. TENDERER

The tenderer is the person, company, agency or firm of contractors who/which undertakes to supply the goods or perform the service described in the tender documents. The signatory must be a recognized official in the company and be authorized to sign on its behalf.

2. Documents

21 The tenderer will receive a Miscellaneous Receipt in respect of payment for tender documents. These include the following forms in duplicate:- "

i S 31: Form of Tender.

ii S 32: Tender form to be completed by all intending suppliers.

iii S 33: Confidential Business Questionnaire.

The tenderer should retain one set for his records and return the other set in accordance with these conditions.

2(2) The tenderer is required to check the number of pages of the documents accompanying the form of tender. Should he find any missing or any figure indistinct, or should he be, in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the tender issuing office at once and have the matter rectified as required, before the final date for the submission of tenders.

2(3) The tenderer's signature to this document and to all documents, as required, which accompany the Form of Tender shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.

3. Submission of Tenders

3(1) Attention is invited to the Tender Notice. The completed tender documents must be submitted to the address shown on the Form of Tender in a wax sealed envelope endorsed on the outer cover with "Tender for Tender No. No indication of tenderer's name must appear on the envelope".

3(2) The Form of Tender must be properly signed in ink, dated and witnessed and must accompany any other documents concerned with the tender.

3(3) The tenders will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. They may be posted to the address given or deposited in the locked tender box at the issuing authority's premises to reach that address not later than the appointed time and date.

3(4) Any tender received later than this appointed time and date, irrespective of the cause of the delay, will be rejected.

4. Communication

4(1) There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing before the closing date and should be submitted in a plain sealed envelope as shown in paragraph 3. No amendments will be entertained after the closing date.

4(2) All correspondence with tenderers will be sent to the address shown on the forms of tender by post or if overseas by telex or cable as appropriate.

5. Liability

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents which should have been rectified in the manner described above.

6. Validity

Tenders shall remain valid for at least 90 days from the final date for acceptance, but this date may be extended by mutual consent. No tender may be withdrawn during this period without giving valid reasons failing which the tenderer may be penalized in future tenders.

7. Samples

Tenderers may be required to deposit samples in sealed containers labelled with the tenderer's name, full details of the item, number on the schedule of requirements and a complete description of the goods concerned to enable identification to be made. Samples must be deposited before the final date for acceptance and a signature of receipt obtained. When samples have been deposited, this must be shown on the tender form as stated on the foot of the form. Returnable samples from unsuccessful tenderers should be collected from the tender issuing officer.

8. Packaging

Unless otherwise stated, the goods required to be properly packed and packaged for long term storage in containers suitable to withstand rough handling and for over-storage in stacks.

9. Acceptance

The Government reserves the right to accept at reject any tender either wholly or in part and does not bind itself to accept the lowest or any tender or to give reasons for rejection.

10. Successful Tenderers

A letter of acceptance will be sent to the successful tenderer in respect of the whole or that part of his tender which has been accepted, within the validity period.

The letter is NOT an authority for him to arrange supply or to undertake the service stated. Unsuccessful tenderers will also be notified at the same time.

11. Compliance with given Conditions

If the tenderer does not comply in every way with those conditions, his tender shall be liable to rejection.

Tenderer's Name..... Witness Name.....

Address Address.....

Signature.....Date..... Signature.....Date.....