



SOUTH EASTERN KENYA UNIVERSITY

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2016-2018

SOUTH EASTERN
KENYA UNIVERSITY
OFF KITUI-NAIROBI ROAD
P.O.BOX 170-90200
KITUI

www.seku.ac.ke

CATEGORY NO:..... CATEGORY NAME:.....



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SECTION 1- INVITATION FOR PREQUALIFICATION

1. South Eastern Kenya University (SEKU) now invites you to submit sealed applications for Pre-qualification of suppliers for the financial years 2016/2017 & 2017/2018.
2. Interested eligible candidates may inspect and download the tender documents by visiting the University's website www.seku.ac.ke
3. Enterprises willing to be considered under the procurement preferences for youth, women and persons with disabilities are requested to follow the link www.seku.ac.ke and download the documents listed therein for completion. In addition to fulfilling the requirements listed, you MUST fully comply with the requirements as stipulated by the National Treasury Office circular regarding tenders (www.treasury.go.ke).
4. The documents are available free of charge and MUST only be obtained from the website link listed above and are not available from any other administrative offices of the University.
5. A single application is required per category. Those wishing to be considered for pre-qualification in more than one category should submit separate applications per category.
6. To be eligible, the applicant must prove that they qualify to participate in public procurement by providing all the documents as listed in the evaluation criteria under preliminary and mandatory requirements.
7. The candidates will thereafter have to prove their competency by fully complying with the instructions as listed in the Evaluation criteria under detailed evaluation.
8. The duly completed documents must be submitted in a sealed envelope clearly marked with the respective reference number and name. You are hereby requested to note that incorrectly addressed envelopes will not be opened.
9. All the successful candidates will be appropriately notified through the approved channels as directed by the Public Procurement Oversight Authority.
10. This prequalification does not amount to any contractual obligation on the part of South Eastern Kenya University, and the

University is not obliged to invite any tenders or quotations from all the candidates that have expressed their interest in responding to this invitation.

11. South Eastern Kenya University has the right to invite open Tenders for goods or services in any of the categories as and when required in line with the Public Procurement Disposal Act and the regulations and the amendments thereafter.

12. South Eastern Kenya University reserves the right to authenticate information provided herein without reverting to the candidates.

Yours Faithfully

Head of Procurement
For: Vice Chancellor

SECTION II- INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

South Eastern Kenya University (hereinafter referred to as the procuring entity) intends to prequalify suppliers for the supply and delivery of goods and services for various categories .It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **28th April 2016 10:00AM**

All suppliers currently pre-qualified should note that they too have to re-apply afresh as all other previous pre-qualifications shall stand cancelled on **1st July 2016**. Only Persons and Enterprises qualifying under the procurement preferences for Youth, Women and Persons with disabilities have been officially notified by the procuring entity in writing need not re- apply.

2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in plain sealed envelopes clearly marked with the category name and code number and deposited in the tender box situated at the Administration Block, South Eastern Kenya University, Main Campus so as to be received on or before **28th April 2016** at 10.00am.

2.2.2 Incorrectly addressed envelopes will NOT be opened. Late submissions will also NOT be accepted.

2.2.3 All the information requested for shall be provided in English Language.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualification, or provision of false information and documentation, will result in the application being disqualified.

2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and as indicated in the tender document.

2.3.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender

2.3.3 All Applicants found capable shall be prequalified.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in section v of this document. The declaration will either pass or fail based on the applicant's letter of application, mandatory requirements, company information, capability and litigation history

2.4.2 South Eastern Kenya University requires that tenderers observe highest standards of ethics during the selection and execution of contracts. The following rules will apply:

(a) South Eastern Kenya University will reject a tender for prequalification if it determines that a tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.

(b) We will have the right to inspect the business premises of the tenderer as and when required under PPOA regulations.

(c) We will declare the tender ineligible for pre-qualification if at any time South Eastern Kenya University determines that the tenderer is related to an employee of the University or a Council member unless otherwise pre-declared to avoid conflict of interest.

(d) We will declare a tender ineligible for prequalification if at any time, it determines that the tenderer has committed an offence relating to procurement, has breached regulations for procurement before in another public entity, has in procurement proceedings given false information about its actions and has been debarred or been blacklisted before by another public entity.

2.4.3 Litigation history: the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five year

SECTION III- LETTER OF APPLICATION

Date.....

To:South Eastern Kenya University
P.O.Box 170-90200
Kitui

Ladies and /or Gentlemen,

1. Being duly authorized to represent and act on behalf of _____(herein after referred to as the Applicant),and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following supply category

Category Code	Category Name

2. Attached to this letter are copies of original documents of:
 - (a) Registration /Incorporation Certificate
 - (b)PIN Certificate
 - (c) VAT Certificate
 - (d) Valid Tax Compliance Certificate
 - (e) Valid Business Permit
3. South Eastern Kenya University is hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.



4. South Eastern Kenya University may contact the following institutions/firms/persons for further information:

Name.....Title.....

Telephone.....Mobile.....

Name.....Title.....

Telephone.....Mobile.....

Name.....Title.....

Telephone.....Mobile.....

5. This application is made with the full understanding that;
- (a) Bids by prequalified applicants will be subject to verification of all information submitted
 - (b) South Eastern Kenya University reserves the right to accept or reject any application, cancel the prequalification process and reject all applications
 - (c) Request for quotations and bids will only be called from prequalified bidders who meet the requirements

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed:	Signed
Name:	Name:
Position:	Position:

Official Stamp.....



SECTION IV - APPLICATION FORMS

FORM 1- COMPANY AND GENERAL INFORMATION

1	Name of Firm	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	
5	Exact Physical Location:	
5	Legal Status (partnership/sole proprietor /Ltd. Company)	
6	Company Reg. Certificate No: (Attach Copy)	
7	VAT Reg. Certificate No: Attach Copy	PIN Certificate No: (Attach Copy)
8	Valid Tax Compliance Cert. (Attach Copy)	
9	Current trade license (Attach Copy)	

10. Details of Director/Partners

	Names	Nationality	% of Shares
1			
2			
3			
4			
5			

11. Name of Bankers & Branch

.....



FORM 2-ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Oversight Authority or related public bodies?

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).
3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount



FORM 3-CAPABILITY AND COMPETENCE TO DELIVER
GOODS OR SERVICES

1. What products/services do you want to be considered to supply.....
.....
.....
2. How many employees do you have?.....How many are permanent?.....How many are temporary?.....
3. Which quality standards certification have you attained in the last two years?(Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other? (Please specify).....
.....
.....
5. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with South Eastern Kenya University?
.....
.....
.....
6. What is maximum value of business, which you can handle at any one time? Kshs.....
7. What is your average response time to a request for quotation/proposal?.....
..... What is your average response to delivery of goods/services after issuance of an LPO?.....
8. Which other major public institutions have you served before? (attach copies of LPOs/ LSOs)
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)



8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?
.....
.....
9. If you are a current or previous supplier of goods and services to South Eastern Kenya University, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
10. Provide details of your key personnel and attach their CERTIFIED CV's IF you are applying for provision of professional services.



SECTION V-EVALUATION CRITERIA

1. South Eastern Kenya University will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness
2. There shall be Four Phases of carrying out the evaluation of prequalification applications

Phase 1-Preliminary Evaluation

- Is the prequalification document submitted in a sealed plain envelope clearly denoting the supply category code and category name of desired supply item(s)
- In-correctly addressed envelopes or those lacking details shall remain unopened and not evaluated.

Phase 2-Mandatory Evaluation Phase

Screening shall be done to determine compliance to the following **mandatory** requirements

- Certificate of Incorporation/Registration
- Copy of Valid Tax Compliance Certificate
- VAT Certificate
- PIN Certificate
- Company Profile
- Registration with relevant professional bodies
- Declaration that Your firm will not be involved in corrupt practices
- Valid Trade License (from county Governments)

Failure to provide the mandatory documents tabulated will lead to disqualification

Phase 3- Detailed Evaluation Phase

Completeness and sufficiency in responsiveness will be examined in this phase on:

- Company and General Information **20Marks**
- Eligibility and Litigation History **10 Marks**
- Capability and Competence (Experience) **10 Marks**
- Duly filled ,signed and stamped letter of application **15 Marks**
- Duly filled, signed and stamped declaration **15 Marks**
- Audited reports for the last two years **10 Marks**

- Registration with relevant professional bodies **10 Marks**
- Ability to deal with credit facilities of upto 30 days
10 Marks

Phase 4- Recommendations

Marks will ranked from the highest to the lowest. The pass mark will be 60% and above. The disadvantaged groups will not be evaluated on marks as long as they provide AGPO certificates issued by Treasury.

Notification of prequalification/Registration results will be done once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorizing officials of South Eastern Kenya University. The results will be communicated officially through a hard copy and a soft copy which will be posted on the University website.

SECTION VI- DECLARATIONS

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any South Eastern Kenya University employee

Do you have a relationship with any South Eastern Kenya University employee that would cause conflict of interest?

.....
.....

I.....declare,
for and on behalf of

.....
.....

(company/firm) that all the information furnished to South Eastern Kenya University in connection with this pre-qualification is true and accurate in all material respect. South Eastern Kenya University is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

Signature.....

Stamp.....



CATEGORIES

CATEGORY A: SUPPLY OF GOODS			
NO.	CATEGORY NUMBER	ITEM DESCRIPTION	ELIGIBILITY
1.	SEKU/PQS/001	Supply and delivery of promotional and branded materials	Open
2.	SEKU/PQS/002	Supply and Delivery of computers, laptops, servers, printers, scanners, UPS units, and ICT related accessories.	Open
3.	SEKU/PQS/003	Supply and Delivery of Toners, Ribbons and Cartridges	Special groups
4.	SEKU/PQS/004	Supply and Delivery of Office Equipment, furniture and fittings.	Open
5.	SEKU/PQS/005	Supply and Delivery of Hardware, Paints and Building materials	Open
6.	SEKU/PQS/006	Supply and delivery of Electrical materials, equipments, fittings and appliances.	Open
7.	SEKU/PQS/007	Supply and Delivery of Motor vehicle tyres, tubes and batteries	Open
8.	SEKU/PQS/008	Supply and delivery of Curtains, staff uniforms and protective clothing.	Open
9.	SEKU/PQS/009	Supply and Delivery of Laboratory chemicals, reagents, equipments and clinical equipments.	Open
10.	SEKU/PQS/010	Supply and Delivery of Clinical drugs and dressings	Open
11.	SEKU/PQS/011	Repair of Cold rooms, Air conditioners and refrigerators	Open
12.	SEKU/PQS/012	Supply and Delivery of Computer software, appliances and anti-virus software.	Special groups
13.	SEKU/PQS/013	Supply and Delivery of Library books, periodicals and library materials	Open
14.	SEKU/PQS/014	Supply and Delivery of Double decker beds, Dining Tables and Lecture Chairs.	Special groups
15.	SEKU/PQS/015	Supply and Delivery of Building sand, ballast, murrum, natural stones, hardcore, baked bricks, concrete blocks and allied products	Open
16.	SEKU/PQS/016	Supply and Delivery of Mattresses and Beddings	Open
17.	SEKU/PQS/017	Supply, Delivery and fixing of Glass and related fixtures	Open
18.	SEKU/PQS/018	Supply, Delivery and fixing of Metal related fixtures-grills, doors, window frames, partitioning etc.	Open
19.	SEKU/PQS/019	Supply, Delivery, Installation and servicing of network equipment and structured cabling.	Open
20.	SEKU/PQS/020	Supply, Delivery, Servicing and maintenance of firefighting equipment.	Open
21.	SEKU/PQS/021	Supply and Delivery of Kitchen/ Catering utensils and large scale catering equipment	Open
22.	SEKU/PQS/022	Supply and Delivery of Sports Uniforms and Sports Equipments	Open
23.	SEKU/PQS/034	Supply and delivery of motor vehicle spares	Open
CATEGORY B: PROVISION OF SERVICES			
24.	SEKU/PQS/023	Provision of Consultancy services on Employee Satisfaction, Work Environment and Customer satisfaction	Open
25.	SEKU/PQS/024	Maintenance and Servicing of laboratory equipment	Open
26.	SEKU/PQS/025	Event Organizers, entertainment and Decorations.	Special groups
27.	SEKU/PQS/026	Hire of Tents, Chairs, Tables, public address systems, decorations and related items.	Special groups
28.	SEKU/PQS/027	Provision of Editing, design, printing and publishing services	Open
29.	SEKU/PQS/028	Building and Civil Engineering works contractors (Small works)	Open
30.	SEKU/PQS/029	Repair, Maintenance and Servicing of Motor vehicles	Open
31.	SEKU/PQS/030	Servicing and Repair of Pumps (Water pumps, submersible pumps, booster pumps)	Open
32.	SEKU/PQS/031	Disludging of Septic tanks	Open
33.	SEKU/PQS/032	Website Development, Redesign and upgrading	Special groups
34.	SEKU/PQS/033	Provision of Air travels and Ticketing	Open
35.	SEKU/PQS/034	Maintenance of computers, Laptops, Printers, Scanners and Server.	Open
36.	SEKU/PQS/035	Provision of Asset Coding services	Open
37.	SEKU/PQS/036	Provision of Legal Services	Open
38.	SEKU/PQS/037	Provision of Architectural Consultancy Services	Open
39.	SEKU/PQS/038	Provision of Quantity surveying consultancy Services	Open
40.	SEKU/PQS/039	Provision of Mechanical/ Plumbing Consultancy Services	Open
41.	SEKU/PQS/040	Provision of Electrical Consultancy Services	Open
42.	SEKU/PQS/041	Provision of Property and Land Valuation Services	Open
43.	SEKU/PQS/042	Provision of Insurance Services (Underwriters only)	Open