



SOUTH EASTERN KENYA UNIVERSITY

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS
FOR
SUPPLY/PROVISION OF GOODS AND SERVICES
FOR
THE YEAR 2020-2022**

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Tender Notice

Date: 10th March, 2020

REFERENCE: AS BELOW

TENDER NAME:

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FY 2020/2022**

SEKU invites applications for pre-qualification/registration of suppliers for provision of goods, works and services from interested eligible bidders for the period ending **30th June, 2022**. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.



SOUTH EASTERN KENYA UNIVERSITY

TENDER NOTICE

REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

South Eastern Kenya University invites sealed bids from interested, eligible and competent bidders to apply for prequalification/registration for supply and provision of the listed goods and services for the 2020 – 2022 Financial Years

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.	Special groups

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, Dinning 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	Special groups
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.	Special groups
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	Special groups
22.	SEKU/PQS/022	Supply and Delivery of Sports Uniforms and Sports Equipment	Open
23.	SEKU/PQS/023	Supply and delivery of motor vehicle spares	Open
CATEGORY B: PROVISION OF SERVICES			
24.	SEKU/PQS/024	Provision of Consultancy services on Employee Satisfaction, Work Environment and Customer satisfaction	Open
25.	SEKU/PQS/025	Maintenance and Servicing of laboratory equipment	Open
26.	SEKU/PQS/026	Event Organizers, entertainment and Decorations.	Special groups
27.	SEKU/PQS/027	Hire of Tents, Chairs, Tables, public address systems, decorations and related items.	Special groups
28.	SEKU/PQS/028	Provision of Editing, design, printing and publishing services	Open
29.	SEKU/PQS/029	Building and Civil Engineering works contractors (Small works)	Open
30.	SEKU/PQS/030	Repair, Maintenance and Servicing of Motor vehicles	Open
31.	SEKU/PQS/031	Servicing and Repair of Pumps (Water pumps, submersible pumps, booster pumps)	Open
32.	SEKU/PQS/032	Disludging of Septic tanks	Open
33.	SEKU/PQS/033	Website Development, Redesign and upgrading	Special groups
34.	SEKU/PQS/034	Provision of Air travels and Ticketing	Open
35.	SEKU/PQS/035	Maintenance of computers, Laptops, Printers, Scanners and Server.	Open
36.	SEKU/PQS/036	Provision of Asset Coding services	Open
37.	SEKU/PQS/037	Provision of Legal Services	Open
38.	SEKU/PQS/038	Provision of Architectural Consultancy Services	Open
39.	SEKU/PQS/039	Provision of Quantity surveying consultancy Services	Open
40.	SEKU/PQS/040	Provision of Mechanical/ Plumbing Consultancy Services	Open
41.	SEKU/PQS/041	Provision of Electrical Consultancy Services	Open
42.	SEKU/PQS/042	Provision of Property and Land Valuation Services	Open
43.	SEKU/PQS/043	Provision of Freight, Clearing and Forwarding agencies	Open

And placed in the Tender Box at the **Procurement Office Block, Kitui Main Campus**, or sent by post so as to reach the above address not later than **24th March 2020 at 10.00 am**.

Submitted bids will be opened publicly in the Main Board Room in Tuition and Office Block, soon after the above stated closing date and time in the presence of the tenderers or their representatives who choose to attend. Late bids will be returned unopened.

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the SEKU website www.seku.go.ke or through www.tenders.go.ke free of charge. However, interested bidder will be required to register for the documents/categories at the Procurement during the normal working hours by sending an email to procurement@seku.ac.ke and before the closure of the tender.

Youth, Women and Persons with Disabilities should provide valid certificate of registration for disadvantaged group issued by the Treasury. **They are also encouraged to participate in all other categories.**

Pre-qualification documents duly completed should be submitted in plain sealed envelopes bearing appropriate category on the top of the envelope and deposited at the Tender Box located at **Procurement Department offices**, or addressed to:

**The Vice Chancellor
South Eastern Kenya University
P.O. Box 170-90200
KITUI.**

so as to be received not later than **24th March 2020 at 10.00 a.m.** Late applications will not be accepted.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

SEKU would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works or provide services to the University.

1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items, works and provide services under relevant tenders/quotations to SEKU as and when required during the period ending 30th June,2022.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to SEKU so that they may be pre-qualified/registered for submission of tenders/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

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. **Potential suppliers/contractors** must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

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

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

1.7 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Vice Chancellor
South Eastern Kenya University
P.O. Box 170 – 90200,
KITUI.**

Tel: 0748605996/7

E-mail: info@seku.ac.ke

Not later than 24th March, 2020 at 10.00 a.m. (local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Vice Chancellor - SEKU whose address is given in part 1.7

1.9 Additional Information

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

2. 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.

2.4 Payments

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

3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be fully completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the 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 is to be used by SEKU 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 SEKU they **possess capability, experience, qualified personnel** available and **suitability of equipment** and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria For Pre-Qualification/Registered

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

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Position

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification documents as well as **letters of reference from their bankers** regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 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 PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 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-6. **Potential AGPO reserved to indicate the category on Form PQ6 (5)**

3.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given. Failure to sign the sworn statement it will lead to automatic disqualification.

3.5 **Withdrawal of Prequalification**

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/SEKU 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, the SEKU reserves the right to reject the tender from such a bidder even though he 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 which is mandatory.

3.6.2 Firms offering professional/skilled services, goods or works **MUST** provide membership certificates and practicing licenses issued by their professional bodies' i.e Drugs, Clearing agents, Law firms, small works –NCA category etc.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
	TOTAL	100

3.8 The qualification is 75 points and over

FORM PQ-1: PRE-QUALIFICATION-Mandatory

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation.-5 Points
2. Copy of VAT Registration Certificate.-5 Points
3. Valid Tax Compliance Certificate from KRA-5 points
4. Copies of Pin Certificate of firm/company/individual.-5 Points
5. Copy of valid AGPO certificates (AGPO reserved categories)-5 Points
6. Serialization of the bid document from first page to the last page-5 points

(Failure to produce any of the above, will lead to automatic disqualification thus no further evaluation of the application).

(30 points)

FORMPQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We Hereby apply for registration as
(Name of Company/Firm) supplier(s)

of.....
(Item Description)

Category

No.).....

NOTE:

General Suppliers should not apply more than two categories.

1. PostOfficeAddress Town.....

Street Nameofbuilding.....

FloorNo..... Room/Office No.....

Telephone
Nos.....

Full Name of
applicant.....

Other branches
location.....

2. Organization & BusinessInformation

Number of ManagementPersonnel
.....

President/Chief Executive – (full name)
.....

Secretary
.....
.....

General Manager
.....

Treasurer
.....
.....

Other
.....
.....

Partnership (if applicable)

Names of
Partners.....

3. Business founded or incorporated
.....
4. Under present management since
.....
5. Net worth equivalent Kshs.....
6. Bank reference and address
.....
.....
7. Bonding company reference and address
.....
8. Enclose a copy of company profile indicating the main fields of activities
9. State any technological innovations or specific attributes which distinguish your company from your competitors
.....
.....
.....
10. Indicate terms of trade/sale
.....
.....
.....
.....
.....

(Items above carries 1 Point each)

(10Points)

PQ-3 BIODATA FOR KEY / SUPERVISORY PERSONNEL

Name

.....
.....

Age

.....
.....

Academic Qualification

.....
.....
.....
.

Professional Qualification

.....
.....
.....
.

Length of service with Contractor or Supplier position held

.....
.....
.....
.

(Attach certified copies of certificates of at least two (2) key personnel in the organization. Full Biodata for each key personnel is **5 Points**)

(10 Points)

PQ-4 - FINANCIAL STATUS 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 i.e Bank statements.-

10 Points

- (2) Attach letters of reference from the bankers regarding supplier's credit position. **10 Points**

(20 Points)

NB: Failure to fill this Confidential Business Questionnaire will lead to automaticdisqualification.

You are requested to give the particulars indicated in Part I 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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No.</p> <p>Street/Road.....</p> <p>Postal Address... .. Tel. No.....</p>
--

Nature of business.....
.....

Current TradeLicenseNo..... Expiring date.....

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

Name of yourbankers... .. Branch

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country</p> <p>origin.....*Citizenship of</p> <p>details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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.....

Part 2 (c) – Registered Company:

Private or

Public.....

State the nominal and issued capital of company-

□

Nominal

K£.....

Issued

K£.....

Given details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.
5.

Date Signature of
Candidate.....

....

*if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

FORMPQ-6 - PASTEXPERIENCE

NAMES OF THE APPLICANTS 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. ofClient
.....
- v) Value ofContract
.....
- vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)- **2 Points**

2. Name of 2nd Client(organization)2 Points

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client(organization)
.....
- iv) Telephone No. ofClient
.....
- v) Value ofContract
.....
- vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)

3. Name of 3rd Client(organization)2 Points

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client(organization)
.....
- iv) Telephone No. ofClient
.....

- v) Value of Contract
.....
- vi) Duration of Contract (date).....
(Attach documental evidence of existence of contract)
- 4. Others
..... **2 Points**
- 5. AGPO Group (**Please indicate the category**)..... **2 Points**

(10Points)

NOTE:

The University will carry out due diligence before award letters are issued.

FORMPQ-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 SEKU.
- 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 the Department 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 ongoing litigation
- f. We also confirm that our company/firm has no litigation history.
- g. In case we are considered to supply goods, works or services we understand that payment will be done within minimum period of 30 days.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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