



# **TAITA TAVETA UNIVERSITY**

**TENDER NO: TTU/PRQ/2018-2020**

## **REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2018/2019 & 2019/2020**

Company Name: \_\_\_\_\_

Category No : \_\_\_\_\_

Category Name: \_\_\_\_\_

IF SPECIAL GROUP PLEASE INDICATE BELOW (✓)

YOUTH

WOMEN

PERSONS WITH DISABILITY

**CLOSING DATE: THURSDAY, 24<sup>TH</sup>, MAY, 2018: AT  
11.00AM**

## **INTRODUCTION**

### **REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2018/19 & 2019/20**

Taita Taveta University is situated near Voi town about 8km off NRB-MSA highway. The University is currently servicing a student population of about 2000 students and significant number of staffs. The University hence invites prospective bidders to submit applications to be pre-qualified for the supply of various goods, works & services for the financial years 2018/19 & 2019/20. Enterprises owned by youth, women and persons with disability are highly encouraged to participate.

All bidders are requested to view and download the registration/pre-qualification document posted in the University's website ([www.ttu.ac.ke](http://www.ttu.ac.ke)) under information center.

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Taita Taveta University – Boardroom**)

**HEAD OF PROCUREMENT  
FOR: VICE CHANCELLOR**

## GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
2. TTU attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
3. TTU reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided would be treated as confidential.
5. This Registration/Prequalification Document is eligible for one Item Code which should be clearly written at the top of the form.
6. Your prequalification documents should be submitted **properly bound, filled and page numbered**, TTU shall not be responsible for Loss of documents not bound (loose).
7. Youth, Women and Persons living with disability with valid AGPO registration certificate shall not be subject to any further prequalification/registration criteria.

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## SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

**Tender No. TTU/PRQ/2018/2020**

**Tender Name : REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2018/19 & 2019/20**

1. Taita Taveta University hereinafter referred as “Procuring Entity” intended to prequalify candidates for **Goods, Works and Services for the financial years 2018/2019 & 2019/2020.**

### REGISTRATION /PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES

SUPPLY AND DELIVERY OF GOODS			
No.	Category reference	Category Description	Eligibility
1.	TTU/PRQ/01/2018/2020	Supply and Delivery of General Office Stationery	Special Group
2.	TTU/PRQ/02/2018/2020	Supply and Delivery of Tonners and Cartridges	Special Group
3.	TTU/PRQ/03/2018/2020	Supply and Delivery of Dry Foods Stuffs	Open
4.	TTU/PRQ/04/2018/2020	Supply and Delivery of Textbooks, Periodicals, Magazines and other reading materials	Open
5.	TTU/PRQ/05/2018/2020	Supply, delivery, installation, commissioning and maintenance of telecommunications equipment, PABX Systems and related items and services	Open
6.	TTU/PRQ/06/2018/2020	Supply and Delivery of fresh milk	Special Group
7.	TTU/PRQ/07/2018/2020	Supply and Delivery of bulk clean drinking water[water bowser]	Open
8.	TTU/PRQ/08/2018/2020	Supply and Delivery of poultry and poultry products.	Special Group
9.	TTU/PRQ/09/2018/2020	Supply and Delivery of Perishable Foods Stuffs	Special Group
10.	TTU/PRQ/10/2018/2020	Supply and delivery of Beef, Mutton, Fish and its allied products	Open
11.	TTU/PRQ/11/2018/2020	Supply and Delivery of Cleaning Materials, Detergents, Disinfectants and Sundry Items	Special Group
12.	TTU/PRQ/12/2018/2020	Supply, Delivery and Installation of Computers, Laptops and Accessories	Open
13.	TTU/PRQ/13/2018/2020	Supply and Delivery of Printers, Photocopiers and Scanners	Open
14.	TTU/PRQ/14/2018/2020	Supply, Delivery and Installation of Computer Software and Networking	Open

		Materials	
15.	TTU/PRQ/15/2018/2020	Supply and delivery of mattresses.	Open
16.	TTU/PRQ/16/2018/2020	Supply and Delivery of Motor Vehicle Spare Parts and Batteries	Open
17.	TTU/PRQ/17/2018/2020	Supply and Delivery of Office Furniture and Fittings	Open
18.	TTU/PRQ/18/2018/2020	Supply and Delivery of Hardware and Building materials	Open
19.	TTU/PRQ/19/2018/2020	Supply and Delivery of Tyres and Tubes	Open
20.	TTU/PRQ/20/2018/2020	Supply and Delivery of Electrical materials and Related Components.	Open
21.	TTU/PRQ/21/2018/2020	Supply and Delivery of Lubricants, oil, Petrol, Diesel and allied products	Open
22.	TTU/PRQ/22/2018/2020	Supply and Delivery of Gas cylinders and Cooking Gas	Open
23.	TTU/PRQ/23/2018/2020	Supply and Delivery of Medical Drugs, Dressing and Infusion	Open
24.	TTU/PRQ/24/2018/2020	Supply and Delivery of Laboratory Chemicals and Reagents	Open
25.	TTU/PRQ/25/2018/2020	Supply and Delivery of Laboratory and Medical Equipment	Open
26.	TTU/PRQ/26/2018/2020	Supply and Delivery of Staff Uniforms, Protective Wear, paramilitary Uniforms, Curtains and beddings	Open
27.	TTU/PRQ/27/2018/2020	Supply and Delivery of Farm inputs, chemicals and Agroveter products	Open
28.	TTU/PRQ/28/2018/2020	Supply and delivery of sportswear, equipment and related services	Open
29.	TTU/PRQ/29/2018/2020	Supply and Delivery of Cutlery and Crockery	Special Group
30.	TTU/PRQ/30/2018/2020	Supply and Delivery of Charcoal and Dry firewood	Special Group
31.	TTU/PRQ/31/2018/2020	Supply and Delivery of Electronic Components, Instruments and Equipment (TVs, cookers, fridge, air conditioning equipment)	Open
32.	TTU/PRQ/32/2018/2020	Supply and Delivery of farm animal e.g. Cattle, sheep, goat etc.	Open
33.	TTU/PRQ/33/2018/2020	Supply and delivery of water Treatment chemicals	Open
34.	TTU/PRQ/34/2018/2020	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment and fire alarms	Open
35.	TTU/PRQ/35/2018/2020	Supply, delivery, installation and servicing & maintenance of bakery ,air conditioners, cold Room	Open

		Equipment & other refrigeration items.	
36.	TTU/PRQ/36/2018/2020	Supply and delivery of Assorted Rubber stamps.	Special Group
37.	TTU/PRQ/37/2018/2020	Supply, delivery, Installation and Servicing & maintenance of Heavy Electrical equipment, Generators, water pumps and Related Components.	open
38.	TTU/PRQ/38/2018/2020	Supply and Delivery of Stainless steel Catering Equipment & Related Kitchen Wares	Special Group
39.	TTU/PRQ/39/2018/2020	Supply, Delivery and maintenance of Engineering & Survey tools and equipment	Open
<b>WORKS AND SERVICES</b>			
<b>No.</b>	<b>Category reference</b>	<b>Category Description</b>	<b>Eligibility</b>
40.	TTU/PRQ/40/2018/2020	Provision of Internet Connectivity Services	Open
41.	TTU/PRQ/41/2018/2020	Design, Printing & Delivery of Promotion Communication & Corporate branded materials e.g. T-shirts, clocks, bags, key holders, caps, diaries etc.	Special Group
42.	TTU/PRQ/42/2018/2020	Provision of Quantity Surveying/survey Services	Open
43.	TTU/PRQ/43/2018/2020	Provision of Architectural Services	Open
44.	TTU/PRQ/44/2018/2020	Provision of small works; building construction, general civil works, electrical and plumbing works.	Open
45.	TTU/PRQ/45/2018/2020	Provision of Property and Land Valuation Services	Open
46.	TTU/PRQ/46/2018/2020	Provision of Taxi Services e.g. saloon cars, pick up, canters, Lorries, mini bus and buses	Special Group
47.	TTU/PRQ/47/2018/2020	Provision of Sanitary Bins and Sanitary Services	Special Group
48.	TTU/PRQ/48/2018/2020	Provision of Fumigation and Pest control	Special Group
49.	TTU/PRQ/49/2018/2020	Design and Printing of Accountable Documents and other materials e.g. certificates, student IDs, exam booklets etc.	open
50.	TTU/PRQ/50/2018/2020	Servicing and Repair of Water treatment plants	Open

51.	TTU/PRQ/51//2018/2020	Repair and Maintenance of ICT equipment	Open
52.	TTU/PRQ/52//2018/2020	Repair of Motor Vehicles	Special Group
53.	TTU/PRQ/53//2018/2020	Provision of Specialized Servicing of Motor Vehicles i.e. Toyota, Nissan, Isuzu and Ford registered dealers.	Open
54.	TTU/PRQ/54//2018/2020	Provision of Veterinary Services	Open
55.	TTU/PRQ/55/2018/2020	Provision of Air Ticketing And Travel Arrangements (IATA Registered)	Open
56.	TTU/PRQ/56/2018/2020	Servicing and Repairs of Electronic Equipment	Open
57.	TTU/PRQ/57/2018/2020	Provision of Event Organizing Services, Hiring of Tents, Chairs, tables, decorating materials and Sound System.	Special Group
58.	TTU/PRQ/58/2018/2020	Provision of Insurance Brokerage Services	Open
59.	TTU/PRQ/59/2018/2020	Servicing and Calibrating of Laboratory Equipment and Weighing Machines	Open
60.	TTU/PRQ/60/2018/2020	Repair and servicing of office equipment (photocopiers, printers, fax machines and other electronic equipment)	Open
61.	TTU/PRQ/61/2018/2020	Provision of Legal services	Open
62.	TTU/PRQ/62/2018/2020	Provision of videography services for documentaries and feature stories	Special Group
63.	TTU/PRQ/63/2018/2020	Provision of production and publication of newsletter and magazines.	Special Group
64.	TTU/PRQ/64/2018/2020	Provision of Engineering and Mine Survey consultancy service	Open
65.	TTU/PRQ/65/2018/2020	Provision of digital marketing, branding methods and web based marketing.	Open
66.	TTU/PRQ/66/2018/2020	Provision of team building, counseling and change management services.	Open
67.	TTU/PRQ/67/2018/2020	Provision of Safety Audit Services ( <b>Approval by the Directorate of occupational safety and Health service is mandatory.</b> )	Open
68.	TTU/PRQ/68/2018/2020	Provision of ISO 9001 Consultancy services	Open



69.	TTU/PRQ/69/2018/2020	Provision of training services in various categories	Open
70.	TTU/PRQ/70/2018/2020	Provision of Clearing and forwarding services	Open
71.	TTU/PRQ/71/2018/2020	Provision of hotel, accommodation and conference facility within Taita Taveta County	Open

2. Registration/Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
3. Eligible candidates may obtain/download the registration/ prequalification document from Taita Taveta University website ([www.ttu.ac.ke](http://www.ttu.ac.ke)) or [supplier.treasury.go.ke](http://supplier.treasury.go.ke) free of charge.
4. A minimum requirement for qualification is to attach copies of the following documents:
  - a. Copy of certificate of incorporation/registration;
  - b. PIN Certificate;
  - c. VAT Registration Certificate;
  - d. Valid Tax Compliance/ Exemption Certificate;
  - e. Bank Statement/Bank reference of not more than three months from date of applying;
  - f. Copy of certificate of registration with relevant regulatory bodies;
  - g. Business/Company profile;
  - h. Certificate of Registration in a target group issued by the Ministry of Finance (for the categories of goods/services reserved for Youth, Women & Persons with Disabilities) where applicable.
5. Applications for registration/prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at **Administration Block** or to be addressed to

**Vice Chancellor**  
**Taita Taveta University**  
**P.O. Box 635-80300 Voi, Kenya**

Should be deposited in the **tender box** located at the University Reception on or before  
**Thursday 24<sup>th</sup> May 2018 at 11.00am**
6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this registration/prequalification process will be invited to tender.

**Head of Procurement Department**  
**For: Vice Chancellor**  
**Taita Taveta University**

## SECTION II - INSTRUCTIONS TO CANDIDATES

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## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 Taita Taveta University hereinafter referred to as the Procuring Entity intends to prequalify suppliers / contractors for goods, works and services. It is expected that prequalification applications will be submitted to be received by the procurement department not later than **Thursday, 24<sup>th</sup> May, 2018 at 11.00am.**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3 General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates

### **2.2 Submission of Application**

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at **Administration Block** or be addressed to Taita Taveta University, P.O. Box 635-80300 Voi, Kenya so as to be received on or before **Thursday, 24<sup>th</sup> May, 2018 at 11.00am.** Taita Taveta University reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### **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 Regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The Taita Taveta University employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria 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 below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. Taita Taveta University reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions(19)

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)
Project Manager			
Other Position			
Other position			

2.4.4 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.

Equipment type and characteristics	Minimum number required
1)	
2)	
3)	

2.4.5 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of months \_\_\_\_\_, estimated at Kshs \_\_\_\_\_, net of the applicants commitments for other contracts

2.4.6 The audited Accounts for not more than three month from the date of application shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers

2.4.7 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 years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Joint Venture

2.5.1 Joint ventures must comply with the following:-

(a) The following are the minimum qualification requirements.

(i) The lead partner shall meet not less than ( %) of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above (24)

(ii) The other partners shall meet individually not less than \_\_\_\_\_ ( %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

(iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the Taita

Taveta University prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or (iii) in the opinion of the Taita Taveta University a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the Taita Taveta University.

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7. Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## **2.8. Updating Pre-qualification Information**

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

**SECTION III- LETTER OF APPLICATION**

Date .....

**To: The Vice Chancellor  
Taita Taveta University  
P.O.Box 635-80300, Voi, Kenya**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining  
(a) the Applicant’s legal status  
(b) the principal place of business and  
(c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to 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 yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
- (b) Your Agency reserves the right to:
  - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
  - reject or accept any application, cancel the prequalification process, and reject all applications
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.



2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) Signed so as to legally bind all partners, jointly and severally; and
  - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  
3. 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
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## **SECTION IV - STANDARD FORMS**

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2.	General experience record	

- 2 A Joint Venture summary
- 3. Particular experience record
- 3A Details of contracts of similar nature and complexity
- 4. Summary sheet current contract commitments/works in progress
- 5. Personnel capabilities
- 5A Candidate summary
- 6. Equipment capability
- 7. Financial capability
- 8. Litigation History
- 9. Request for Review

#### **SECTION IV - STANDARD FORMS**

##### **Notes on completion of Standard Forms**

- Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary  
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record

This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.

- Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 5A - Candidate Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements

stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

- Application Form 8 - **Litigation History**  
 This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Form RB1 - **Request for Review**  
 This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

### APPLICATION FORM (1)

#### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners	
Name	Nationality

1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

## APPLICATION FORM (2A)

### JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only): Kshs.
---

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

**APPLICATION FORM (3)**

**PARTICULAR EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture





**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
---

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

## APPLICATION FORM (5)

### PERSONNEL CAPABILITIES

Name of Applicant
-------------------

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM (5A)**

**CANDIDATE SUMMARY**

Name of Applicant
-------------------

Position	Candidate * Prime                      * Alternate
Candidate information	1. Name of candidate
	2. Date of birth
	3. Professional qualifications
Present employment	4. Name of employer
	5. Address of employer
Telephone	Contact (manager/personnel officer)
Fax	E mail
Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

**APPLICATION FORM (6)**

**EQUIPMENT CAPABILITIES**

Name of Applicant
-------------------

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments .....	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name	
	9. Address of owner .....	
	Telephone	Contact name and title
	Fax	Email
	Agreements	
Details or rental/lease/manufacture agreements specific to the project ..... .....		

**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
---

Banker	Name of banker
	Address of banker
	..... Telephone <span style="float: right;">Contact name and title</span>
	Fax <span style="float: right;">E mail</span>

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				



5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

## SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration/pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Taita Taveta University.

Having studied the registration/pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Taita Taveta University.
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the University /Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name: (Full name and designation of the person signing and stamp or seal)	
Signature:	
Stamp or seal	



# CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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.

<p>Part 1 – General</p> <p>Business Name .....</p> <p>Location of business Premises .....</p> <p>Plot No. .... Street/Road .....</p> <p>Postal Address ..... Tel No. ....</p> <p>Email Address.....</p> <p>Nature of business .....</p> <p>Current Trade License No. .... Expiring date .....</p> <p>Maximum value of business which you can handle at any one time Kshs .....</p> <p>Name of your bankers ..... Branch .....</p>
---

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																														
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	1	.....	.....	.....	.....	2	.....	.....	.....	.....	3	.....	.....	.....	.....					
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2	.....	.....	.....	.....																											
3	.....	.....	.....	.....																											
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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<p>Date ..... Seal/Signature of Candidate .....</p>																															

## EVALUATION CRITERIA

The method of evaluation will be Merit Point System. The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A</b>		<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
<b>A1.</b>		Pin Number from Kenya Revenue Authority (KRA)	YES/NO
<b>A2.</b>		Copy of Valid Tax Compliance from KRA	YES/NO
<b>A3.</b>		Current & valid Permit (Special Group Exempted)	YES/NO
<b>A4.</b>		Certificate of Incorporation or /Business Registration	YES/NO
<b>A5.</b>		Physical location of business premises (complete the mandatory business questionnaire)	YES/NO
<b>A6.</b>		A Company or /Business Profile with Disclosure of Directors/ Partners /Sole Proprietor (complete the mandatory business questionnaire)	YES/NO
<b>A7.</b>		Physical location of business premises (complete the mandatory business questionnaire)	YES/NO
<b>A8.</b>		A copy of valid certificate of Youth, Women and Persons with Disability (YWPD) Special group only	10
<b>A9.</b>		Sworn statement	YES/NO
<b>B GENERAL REQUIREMENTS</b>			
<b>B1.</b>		Indicate having undertaken similar assignment with at least 4 firms (attach a matched copies of LPO, delivery note & or invoice for each case (5point for matched/ (2.5points unmatched)  <ul style="list-style-type: none"> <li>- 4 firms (20)</li> <li>- 3 firms (15)</li> <li>- 2 firms (10)</li> <li>- 1 firm (5)</li> </ul>	20
<b>B2.</b>		Maximum Accumulated Volume of Business handled for the last two (2) years (Evidence in audited accounts-gross turnover  <ul style="list-style-type: none"> <li>o Above 2 million (20)</li> <li>o Above 1 M – 2 Million (10)</li> <li>o Below 1 Million (5)</li> </ul> <b>For Special Group three (3) months bank statement (20), below 3months (10)</b>	20
<b>B3.</b>		<b>Credit Period</b> <ul style="list-style-type: none"> <li>- Over 90 days (10)</li> <li>- Over 30 (5)</li> <li>- <b>Below 30 days</b></li> </ul> <b>For Special Groups 30days and above (10), below 30days (5)</b>	10
<b>B4.</b>		State how long your prices will hold without changing <ul style="list-style-type: none"> <li>o Above 120 days (10)</li> <li>o Between 2 – 3 Months (8)</li> <li>o Between 1 – 2 Months (5)</li> <li>o Below 30days (0)</li> </ul>	10
<b>B5.</b>		Human Resources:- Provide <ul style="list-style-type: none"> <li>i) <u>A company structure</u> indicating clearly the rank and qualifications of the key personnel to be handling this works. ( 2)</li> <li>ii) <u>A list &amp; Curriculum vitae</u> of 4 key personnel for the purpose of this tender/contract if awarded (Attach copies of their certificates). ( 8)</li> </ul>	10

<b>C TECHNICAL REQUIREMENTS</b>		
<b>C1</b>	<b>Delivery Period</b> <ul style="list-style-type: none"> <li>○ Within 7 days (6)</li> <li>○ Within 14 (3)</li> <li>○ Above 14 days (1)</li> </ul>	<b>6</b>
<b>C2</b>	<b><i>Under which category are your business and products strengths (indicate ONE ONLY)</i></b>	
	If Manufacturer (5)	<b>5</b>
	If Authorized dealer ( attach a valid appointment letter) (3)	
	If Retailer (2)	
	if Other ( please specify ) (2)	
<b>C3</b>	<b>Litigation history:</b>	<b>5</b>
	If ever had a legal dispute in a court of law? YES (0) /NO (5)	
<b>C 4</b>	<b>Product quality assurance</b>	<b>2</b>
	If you have international accreditation/certification status (2)	
	If no international accreditation/certification status (0)	
<b>C5</b>	Document Conformity/Presented in a required format.	<b>2</b>
<b>GRAND TOTAL</b>		<b>100</b>

**Note:**

1. The minimum score to qualify for prequalification shall be 60%. Applicants who will not meet this minimum score shall be disqualified at this stage.
2. AGPO registered firms shall be evaluated separately.

***N/B: PLEASE ATTACH CHECK LIST OF THE DOCUMENTS SUBMITTED ON THE FIRST PAGE.***

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**

**Board Secretary**