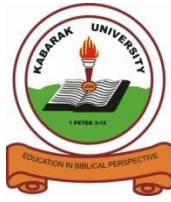


KABARAK



UNIVERSITY

PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES AND PROVISION OF SMALL WORKS FOR FINANCIAL YEAR 2023-2025

TENDER NO:

TENDER NAME/CATEGORY:

Kabarak University Moral Code

As members of Kabarak University family, we purpose at all times and in all place to set apart in one's heart, Jesus as Lord. (1 Peter 3:15)



Kabarak University is ISO 9001:2015 Certified

Table of Contents		Page
SECTION I -	Invitation for prequalification	3
SECTION II -	Instructions to Candidates.....	4
	Appendix to Instructions to Candidates.....	9
SECTION III -	Letter of application.....	11
SECTION IV -	Standard Forms.....	12

SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

Tender No.: -----

Tender Name: -----

1. **KABARAKUNIVERSITY** hereinafter referred as “Procuring entity” intends to prequalify candidates for supply of Goods and Services and provision of small works for the Financial Year 2023-2025
2. Prequalification is open to all firms eligible as per the Kenyan procurement law.
3. Eligible candidates may obtain the prequalification documents from our website www.kabarak.ac.ke.
4. A non-refundable fee of **KES: 2,500.00** (Kenya shillings Two thousand five hundred only) is charged per prequalification document to be deposited to **Kabarak University, Access Bank Nakuru Branch, Acc No 0040100000483**. An official receipt will be obtained from Kabarak University Accounts office, which should be attached to the Bid document on submission.
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box located at the KABARAK UNIVERSITY procurement department on or before **11:00 a.m. on Tuesday 2nd March 2023**.
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 prequalification process will be invited to tender/quote.
7. The opening of bids will take place immediately thereafter at the Library Boardroom, Kabarak Main Campus in the presence of bidders/their representatives who choose to attend.
8. Bidders must sequentially serialize all pages of the bid documents failure to which shall lead to disqualification.

Kabarak University reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring liability to the affected tenderer or tenderers.

Rodah Chemoiwo

Signed

**PROCUREMENT OFFICER
FOR: VICE CHANCELLOR**

SECTION II - INSTRUCTIONS TO CANDIDATES

Scope of Tender

KABARAK UNIVERSITY invites applications from interested, eligible, capable individuals and firms for prequalification/Registration as suppliers and service providers for the year 2023-2025 in the following categories.

A: SUPPLY OF GOODS

CATEGORY CODE	DESCRIPTION
KABU/01/23-25	Supply and delivery of general office stationery.
KABU/02/23-25	Supply and delivery of toners and cartridges.
KABU/03/23-25	Supply and delivery of computer software, computers, printers, projectors & Networking accessories.
KABU/04/23-25	Supply and delivery of CCTV, Biometrics, Metal Detectors/ Scanners, communication Radios and all other security accessories.
KABU/05/23-25	Supply and delivery of hardware materials.
KABU/06/23-25	Supply and delivery of electronics and electrical fittings and materials.
KABU/07/23-25	Supply and delivery of office furniture, furnishings and fittings.
KABU/08/23-25	Supply and delivery of student furniture.
KABU/09/23-25	Supply and delivery of Teaching laboratory equipment, chemicals, glassware and reagents.
KABU/10/23-25	Supply and delivery of Hospital skills laboratory equipment, medical laboratory equipment and chemicals, pharmaceutical equipment & chemicals
KABU/11/23-25	Supply and delivery of pharmaceuticals (medicine).
KABU/12/23-25	Supply and delivery of sports ware and equipment.
KABU/13/23-25	Supply and delivery of dry goods (Food stuffs).
KABU/14/23-25	Supply and delivery of vegetables, fruits, and cereals.
KABU/15/23-25	Supply and delivery of poultry & poultry products.
KABU/16/23-25	Supply and delivery of meats(Beef, mutton & Fish)
KABU/17/23-25	Supply and delivery of Sausages and smokies.
KABU/18/23-25	Supply and delivery of fertilizer& Farm chemicals.
KABU/19/23-25	Supply and delivery of farm implements.
KABU/20/23-25	Supply and delivery of seeds & seedlings.
KABU/21/23-25	Supply and delivery of firewood and charcoal.
KABU/22/23-25	Supply and delivery of cleaning materials, laundry detergents
KABU/23/23-25	Supply and fitting of motor vehicles Tires, tubes, batteries and other accessories
KABU/24/23-25	Supply and maintenance of firefighting equipment.
KABU/25/23-25	Supply and delivery of Library Books, Journals, magazines and other E-publications.
KABU/26/23-25	Supply and delivery of bottled Mineral water, sodas and juices.

KABU/27/23-25	Supply and delivery of Kitchen equipment, cutlery & crockery
KABU/28/23-25	Supply and delivery of Milk and milk products.
KABU/29/23-25	Supply and delivery of Bakery products.
KABU/30/23-25	Supply and delivery of LPG gas.
KABU/31/23-25	Supply and delivery of Uniform, and Linen.
KABU/32/23-25	Supply and delivery of Mattresses and Beddings
KABU/33/23-25	Supply and delivery of Western and African Musical Instruments
KABU/34/23-25	Supply and delivery of Photography Equipment
KABU/35/23-25	Supply, installation and commissioning of catering and laundry machines

3

4

5 B: PROVISION OF SERVICES AND MINOR WORKS.

KABU/36/23-25	Provision of courier and mailing services(Firms Registered by CCK)
KABU/37/23-25	Provision of motor vehicles repairs, Carwash, servicing and maintenance services
KABU/38/23-25	Provision of general printing services : exam booklets, staff and student ID cards, business cards etc.
KABU/39/23-25	Supply and Provision of design, artwork, advertising and branded promotional materials(student handbooks, staff handbooks, T-Shirts, Bags, Caps, Pens, certificate folders, brochures, fliers, calendars, Diaries, banners, Roll-up banners, mugs, key holders, umbrellas, Wall clocks, signage, and trophies)
KABU/40/23-25	Provision of photographic and video services.
KABU/41/23-25	Provision of refueling for all University vehicles.
KABU/42/23-25	Provision of Contracted Services for Laboratory equipment repairs, servicing, calibration and maintenance both teaching and Medical
KABU/43/23-25	Provision of Contracted Services for kitchen& laundry equipment repairs, solar machines &electrical repairs, maintenance of Generators, servicing of Gym equipment, cooling and refrigeration systems.
KABU/44/23-25	Provision of Consultancy Services for energy and environmental impact assessment audits
KABU/45/23-25	Repair and maintenance of Computers, Laptops, Printers, LCD, Projectors, Scanners, Ups, Servers and other related ICT equipment and hardware
KABU/46/23-25	Minor Maintenance works, plumbing, electrical works, partitioning and painting of buildings, offices and structures (Firms registered by NCA).
KABU/47/23-25	Provision of fumigation and pest control services.
KABU/48/23-25	Provision of office cleaning services, ground maintenance
KABU/49/23-25	provision of sanitary services
KABU/50/23-25	Provision of garbage collection and disposal
KABU/51/23-25	Provision of Ploughing, planting, spraying and harvesting services for Maize, wheat, pasture etc.
KABU/52/23-25	Repair ,maintenance and service of musical instruments
KABU/53/23-25	Provision of tents, chairs, portable washroom facilities during University events.

KABU/54/23-25	Provision of accommodation, conference and Hotel services.
KABU/55/23-25	Provision of air ticketing services.

C: DISPOSAL

KABU/56/23-25	Disposal of asset Toyota Hiace KAJ 427F 14 seater
---------------	---

Documents can be downloaded from Kabarak University Website www.kabarak.ac.ke upon payment of a non-refundable fee of Kshs. 2,500 per prequalification document payable to **Kabarak University, Access Bank Nakuru Branch, Acc. No. 004010000483** alternatively you can pay via MPESA Pay bill No. 511480

Duly Completed documents in plain sealed envelopes, clearly marked with category number and bearing no indication of the applicant should be addressed to:

**THE VICE-CHANCELLOR
KABARAK UNIVERSITY
PRIVATE BAG-20157
KABARAK**

To be deposited in the Tender Box at the Procurement Department at Kabarak University Main Campus and not any other place so as to be received on or before **11:00 am Tuesday 2nd March 2023**

NB:

Those wishing to be prequalified in more than one category will be required to download and pay for additional pre-qualification documents for each category.

Viewing of items to be disposed will be on Wednesday 1st March 2023.

Applications will be opened immediately on the same day of closing at the KABARAK UNIVERSITY Library Boardroom in the presence of applicants and /or their representatives who choose to attend.

Procurement officer

Signed

For: Vice Chancellor Kabarak University

Submission of Application

Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box as per the advertisement/invitation to tender

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.

Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

Eligible Candidates

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.

The procuring entity's 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.

All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

Qualification Criteria

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. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

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

General Experience. The applicant shall meet the minimum criteria specified in the IFQ

- (a) Average annual turnover as main supplier over the last years
- (b) Successful experience as prime supplier in execution of at least three projects (within the last 3 years).

Personnel capabilities. The applicant must have suitably qualified personnel.

Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the 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

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 cash flow for a period of the contract, net of the applicants' commitments for other contracts.

The audited Accounts for the last 3 years 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.

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.

2.5.0 **Conflict of Interest**

2.6.1 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.

Updating Pre-qualification Information

Prequalified 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.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	
2.1	Clause 2.1.5 is hereby inserted to read “The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary”
2.3	Clause 2.3.4 is hereby inserted to read “A complete set of tender documents may be obtained by interested applicants upon payment of a non-refundable fee of Kshs. 2,500.00 per category cash deposit to KABARAK UNIVERSITY bank account as shown in the invitation to tender or MPESA Paybill no. 511480 and Acct Name; Bidders company Name. Documents shall be downloaded by visiting KABARAK UNIVERSITY website www.kabarak.ac.ke
2.4	The criteria for evaluation shall be in addition to the provisions of the document consider as indicated below.

PRE-QUALIFICATION EVALUATION CRITERIA

All information provided by the applicant may be subjected to confirmation by the procuring entity. Provision of false information shall lead to disqualification.

Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

- a) Prequalification submission
- b) A copy of certificate of incorporation/registration
- c) Valid Tax Compliance Certificate
- d) Valid PIN Certificate
- e) Certified CR12
- f) Duly completed Confidential Business Questionnaire
- g) Attach a valid single business permit for 2023 from the respective county government). KABARAK UNIVERSITY may visit the premises to ascertain physical address.
- h) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the Commencement of procurement proceedings.
- i) A certificate of registration with National Treasury or respective county government youth, women and PWD Groups. This group will not be required to provide three years Financial Statement where applicable.

-
- j) A valid National construction Authority (NCA 8) for those interested in Tender No. KABU/46/20-22 General building Contractors attach at least owned vehicles logbooks, lease agreements for construction equipment's/machines e.g. dozer, grader, tipper lorry), attach a comprehensive C.V of the company technical persons e.g. the site manager, project manager, Directors and audited accounts for the last three years.
 - k) For bidders who are interested in supply and delivery of medical related items they must authorization letters from drugs/equipment's manufactures authorizing them to be their agents, should attach certified copies of audited accounts for the last three tears (i.e. 2022,2021 and 2020)
 - l) For bidders who are interested in tender no. KABU/47/20-22 Provision of Fumigation and Pest Control they must provide a valid certificate from pest management association of Kenya, a valid license from pest control products board.
 - m) Must sequentially serialize all pages of the submitted document. Failure to which shall lead to automatic disqualification.
 - n) Must provide IATA licenses to undertake air ticketing business
 - o) Must submit respective licenses/distributorship/ Manufacturer's authorization where one is an agent/ distributor of a product locally i.e. medical/pharmaceutical products.

General Requirements

KABARAK UNIVERSITY will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

Pre-qualification will be based on meeting the minimum criteria.

The applicants must have registered offices and KABARAK UNIVERSITY reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.

KABARAK UNIVERSITY does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.

The applicant shall submit documents that are current and valid. All Documents submitted as copies shall be certified as true copies of originals.

CONFIDENTIALITY

Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION IV - STANDARD FORMS

PRE-QUALIFICATION SUBMISSION FORM

**TO: VICE CHANCELLOR
KABARAK UNIVERSITY
Private bag-20157
KABARAK.**

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos.
The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 20 _____

[Signature) (In the capacity of]
Duly authorized to sign on behalf of _____
Tel. No. _____
Email _____

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give KABARAK UNIVERSITY, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, KRA, NCA, NEMA, Bankers, etc

Signed

For and on behalf of

In the capacity of

Dated this..... day of20.....

Company's rubber Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

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

Part 1 General

Business

Name.....

Location of Business Premises (a MUST).....

Plot No, (a MUST).....

Street/Road (a MUST).....

Postal address (a MUST)

Tel No(s) (a MUST)

Email (a MUST).....

Nature of Business.....

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers.....

Branch.....

Note: (A MUST) is a requirement for every purpose of easy location and all communications.

Part 2 (a) – Sole Proprietors

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

Nationality.....Country of Origin.....

Citizenship details

.....

Youth/Woman/Person with Disability

(indicate).....

Citizen Contractor (Indicate).....

Part 2 (b) – Partnership

Given details of partners as follows

Name Nationality Citizenship details Shares

1.

2.

3.

4.

Youth/Women/Persons with Disability

(indicate).....

Citizen Contractors (Indicate).....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Youth/Women/Persons with Disability

(Indicate).....

Citizen Contractors (Indicate).....

Date.....Signature of Candidate.....

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

Date; _____

[Signature of authorized representative of the firm]

Full name of staff member:

Tel. No. _____

Full Name of authorized representative:

REFERENCES
Submit details of organizations where you have undertaken similar services in the format given below at least three.
Category no:
Contact Information Details
1 Name of company
Name of contact person Designation Telephone number e-mail address
2 Name of company
Name of contact person Designation Telephone number e-mail address
3 Name of company
Name of contact person Designation Telephone number e-mail address
Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer and provide details of the assignments in the format provided
The reference letter MUST be on the organization's letter head and Stamped.

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.		

TECHNICAL EVALUATION FORM – PREQUALIFICATION

The tenderer is expected to complete Part 1 and Part 3 of this form

PART 1: GENERAL INFORMATION

Tenderers Name	:
Postal Address	:
Telephone (Office)	:Mobile:.....
Email	:
Physical Address	:

Part 2: Evaluation Stages

Stage 1: Mandatory Requirements

Applicants **must** qualify in all the below for them to proceed to the Evaluation Stage 2

- Proper completion of tender/application documents (signed and stamped)
 - Applicant questionnaire
 - Confidential questionnaire
 - Written Sworn Statement
 - List of Reputable Clients
 - Name of Applicants Contact Person
- Audited Accounts for the last three years
- Copy of Current Trade License
- Copy of PIN Certificate
- Copy of Current VAT Registration or Exemption Letter from VAT Department
- Certificate of Tax Compliance
- Favorable Trade Conditions. Give written commitment clearly indicating the credit and delivery period allowable.
- Physical, postal, email address, telephone number and location
- Previous supply effectiveness if dealt with KABU or strong recommendation from your current clients. (Attach evidence)

Stage 2: Other Requirement

(The Technical Evaluation Team may wish to visit the physical premises of the tenderer to verify Information given above)

PART 3: Declaration (For the Tenderer Only)

The tenderer is expected to indicate whether he/she **will/will not** accept to be evaluated on the above criteria)

Q: Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below):

No Yes

Q: Kindly indicate your terms of payment? (Tick appropriately below):

30days 60days 90days

Official Stamp

Sign

PART 4: PRICING

The tenderer is expected to indicate their current prices for Goods in their category **(please do provide a substantive list of current goods/products and their indicative prices).**

For services please do indicate your general costing model.

FOR OFFICIAL USE ONLY

(The procurement officer will make comments below based on the findings about the tenderer)

Total Marks Scored (in words).....

REMARKS

.....
.....

Accept the Firm

Reject the Firm

Sign

Date