

# **Machakos University**

# REGISTRATION OF SUPPLIERS

TENDER NO: MksU/REG/37/2021/2023
REPAIR & MAINTENANCE OF LIFTS
FOR THE PERIOD 2021~2023

CLOSING/OPENING DATE: FRIDAY, 9<sup>TH</sup> JULY 2021 10:00 AM.



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#### TENDER/ REGISTRATION

Tender No. MksU/REG/37/2021/2023

Tender Title: Repair & Maintenance of Lifts

# REGISTRATION /PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2021~2023

Machakos University invites applications for **registration** of suppliers for the Repair & Maintenance of Lifts from interested eligible bidders for the period 2021 ~ 2023.

Interested and eligible candidates may download documents from www.mksu.ac.ke or www.tenders.go.ke at no cost.

Youth, Women and persons with disability are encouraged to apply pursuant to the Public Procurement and Asset Disposal Act 2015.

To be eligible, the candidates **MUST** prove that they qualify to participate in Public Procurement by providing copies of **MANDATORY** documents as stated in the pre-qualification documents.

The applicants **MUST** comply with all instructions, terms and conditions and particularly ensure that forms required are properly completed sealed in a plain envelope and clearly marked "CATEGORY NO. ...FOR SUPPLY/PROVISION OF...." addressed to: .

Vice-Chancellor, Machakos University, P. O. Box 136, Machakos

and deposited in the Tender Box situated at the entrance to the Administration Block, Main Campus so as to reach on or before Friday, 9<sup>th</sup> July, 2021 at 10.00 am. Late applications will not be accepted.

Registration applications will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend the opening session at the University Conference Room 11. PROF. LUCY W. IRUNGU Vice-Chancellor Professor of Entomology

#### 1.0 REGISTRATION INSTRUCTIONS

#### 1.1 Introduction

Machakos University would like to invite interested candidates who meet the set criteria as provided, to supply and deliver goods, works or provide services to the University.

## 1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide works and services under relevant tenders/quotations to the Vice-Chancellor, Machakos University as and when required during the period 2021-2023.

#### 1.3 Invitation of Registration

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 the Vice-Chancellor, Machakos University so that they may be pre-qualified/registered. The prospective Suppliers are required to supply mandatory information for registration.

#### 1.4 Experience

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

## 1.5 Registration 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 Submission of Registration Documents

Two copies of the completed registration data and other requested information shall be submitted to reach:

Vice-chancellor, Machakos University, P. O. Box 136, Machakos, Kenya

Not later than 9th July, 2021 at 10.00 a.m.

# 1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Vice-Chancellor, Machakos University whose address is given in par 1.7

#### 1.9 Additional Information

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

1.10 Requests for Quotations will be made available only to those bidders whose qualification are accepted by the University after scoring more than 75% points after the completion of the registration process.

#### 2.0 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 unless the item is/are donor funded.

#### 2.2 Customs Clearance

The Supplier 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. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. 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.

#### 3.0 REGISTRATION DATA INSTRUCTIONS

#### 3.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be prequalified 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 University 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 University 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 Registration

**3.3.1** Experience: Prospective bidders shall have experience in the supply of goods, 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 registering/pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6.

#### 3.4 Statement

Application must include a sworn statement Form PQ~7 by the Tenderer ensuring the accuracy of the information given.

#### 3.5 Withdrawal of registration

Should a condition arise between the time the firm is registred to bid and the bid opening date which in the opinion of the client/University 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 University reserves the right to reject the tender from such a bidder even though he was initially prequalified.

- **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.

# 3.7 Registration Criteria

Required Information  1 Registration Documentation	Form Type PQ-1	Points Score 30
2 Registration Data	PQ~2	10
3 Supervisory Personnel	PQ~3	10
4 Financial Position	PQ~4	20
5 Confidential Report	PQ~5	10



TOTAL 100

3.8 The qualification is 75 points and above

## FORM PQ~1: REGISTRATION DOCUMENTS

All firms must provide: ~

- 1. Copies of Certificate of Registration/Incorporation.
- 2. Copy of Valid Business permit
- 3. Copy of valid VAT Registration Certificate/Pin Certificate
- 4. Valid Tax Compliance Certificate from Kenya Revenue Authority.

NB: failure to attach any of the above documents will lead to automatic disqualification thus no further evaluation of the application.

(30 points)

# FORM PQ~2: REGISTRATION DATA

# REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We		ame of Company	h /Firm)	ereby apply	for r	egistration	as
of	No.)	escription)	(Category				
Post		Office		Address	•••••	То	wn
Street 			Name of	building	• • • • • • • • • • • • • • • • • • • •		••••
Floor N	No		Room/Office N	No	•••••		
Teleph	one No:	•••••	Email addres	S	• • • • • • • • • • • • • • • • • • • •	•••••	• • •
Full		Name		of		applic	ant
•••••	•••••	••••••		••••••	••		
Other			branches			locat	ion
	ization & Busine						
Numbe Person			of			Managem	ent
	ent/Chief		ecutive			(	full
Secreta						••••	
Genera	al Manager						• • • • •
Treasu	rer				• • • • • • • • • •		• • • •
Other			•••••		•••••		••••
Partne	rship (if applica	ble)					
Names	of Partners				•••••	• • • • • • • • • • • • • • • • • • • •	
<b>11  </b> P a	9 g e						

Business founded or incorporated
Under present management since
Net worth equivalent Kshs
Bank reference and address
Bonding company reference and address.
Enclose copy of organization chart of the firm indicating the main fields of activities
State any technological innovations or specific attributes which distinguish you from your
Competitors
Indicate terms of trade/sale
(10 Points)

FORM PQ-3:	SUPERVISORY PERSONNEL	
Name		•
Age		•
Academic Qualificati	on	. •
Professional Qualific	ation	. • .
	h Contractor or Supplier position held	
		••
(Attach copies of cert	ificates of at least two (2) key personnel in the organization)	
	(10 Poin	ts

# FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

Attach a copy of firm's audited financial statements for the past two years giving summary of assets and current liabilities/or any other financial support.

(20 Points)

# FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

# NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

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

Part I~ Ge	eneral:
Business	Name
Location	of business premises
Plot No	
Postal Ad	dressTel. No
Nature of	f business
Current 7	Frade License NoExpiring date
Maximuı	m value of business which you can handle at any one time: $K\mathfrak{L}$
Name of	your bankersBranch
	Part 2 (a) – Sole Proprietor
	Your name in full
	NationalityCountry of origin
	*Citizenship details
	Part 2 (b) Partnership
	Given details of partners as follows:
	Name Nationality Citizenship Details Shares

	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:~			
	Name Nationality Citizenship Details Shares			
	1			
DateSignature of Candidate				

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

# FORM PQ~6: PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

i)	Name									(organization)
ii)	Address	ress of			Client			(organization)		
iii)	Name	of	Contact	_		the	client	(organization)		
iv)			of Client		• • • • • • • • • •					
v)	Value of	Contra	act	• • • • • • • • • • • • • • • • • • • •				• • • • • • • • • • • • • • • • • • • •		
vi)	Duration			of		Contr	act	(date)		
			ce of existend		ct)					
i)	Name	CHCIII	of of	1)	Cli	ent		(organization)		
ii)	Address		of		Cl	ient		(organization)		
iii)	Name	of	Contact	Person	at	the	client	(organization)		
. ,	•							•••••		
iv) v)	Duration			of	••••••	Contr		(date)		
(Attach			 ice of existen			•••••				
3. N	Jame of 3 <sub>rd</sub> (	Client (	organization	)						
i)	Name		of	,	Cli	ent		(organization)		
•	•••••		•••••	••••••	•••••					

ii)	Address		of		Client			(organization)	
iii)		of	Contact	Person			client	(organization)	
	•••••			••••					
iv)	Telephon	ne No. c	of Client						
Value of	Contract		• • • • • • • • • • • • • • • • • • • •				• • • • • • • • • • • • • • • • • • • •		
Duration	of Contra	ct (date	)					• • • • • • • • • • • • • • • • • • • •	
(Attach d	locumenta	l eviden	ice of existen	ce of contra	ct)				
4. Others	3					• • • • • • • • •			
								(10 Points)	

# FORM PQ~7: LITIGATION HISTORY.

Name of Contract Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR	R OR	NAME OF CLIENT CAUSE OF	DISPUTED AMOUNT (CURRENT
	AGAINST		LITIGATION AND	VALUE,KSH.EQUIVALENT)
			MATTER IN DISPUTE.	
_				

(10 points)

# FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project we/I hereby state:

The information furnished in our application is accurate to the best of our knowledge.

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 the University.

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 prequalification made.

We enclose all the required documents and information required for the prequalification evaluation.

We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date	•••••	•••••	•••••
Applicant's Name	•••••	•••••••	• • • • • • • • • • • • • • • • • • • •
Represented by			•••••
Signature			

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

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