

GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE



P.O. BOX 102-01030 GATUNDU, CELLPHONE: 0797255245

E-Mail: gatundusouthtv@gmail.com.

Website- www.gatundusouthtv.ac.ke

GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE YEAR 2020-2021/22

CLOSING DATE: 24th JULY 2020 AT 11.00A.M

PRE-QUALIFICATION NO.....

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PRE-QUALIFICATION OF SUPPLIERS NOTICE YEAR 2020/2022

Applications for prequalification are invited from interested and eligible bidders for the supply of goods and services in the under listed categories.

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
GSTVC/PQ/01/2020-21/22	Supply and delivery of general stationery materials and consumables	RESERVED
GSTVC/PQ/02/2020-21/22	Supply of delivery of library textbooks and journals	OPEN
GSTVC/PQ/03/2020-21/22	Supply and delivery of computers, printers and ICT accessories	RESERVED
GSTVC/PQ/04/2020-21/22	Supply and delivery of electrical and electronic equipment and materials	OPEN
GSTVC/PQ/05/2020-21/22	Supply of general food stuffs and shop groceries e.g. bottled drinking water, sugar,	RESERVED
GSTVC/PQ/06/2020-21/22	Supply and delivery of catering/food and beverage equipment and materials	RESERVED
GSTVC/PQ/07/2020-21/22	Supply and delivery of general building materials	RESERVED
GSTVC/PQ/08/2020-21/22	Supply and delivery of cleaning detergents and equipments	RESERVED
GSTVC/PQ/09/2020-21/22	Supply and delivery of clothing equipment, materials and textiles	RESERVED
GSTVC/PQ/10/2020-21/22	Supply and delivery of sports equipment's and uniforms	OPEN
GSTVC/PQ/11/2020-21/22	Supply and delivery of office furniture and steel fabricated goods e.g. lecture chairs and benches, tables, door and windows grills	OPEN
GSTVC/PQ/12/2020-21/22	Supply and delivery of acetylene gas, cooking gas and welding equipment and materials	OPEN
GSTVC/PQ13/2020-21/22	Supply and delivery of automotive engineering equipment and materials	OPEN
GSTVC/PQ/14/2020-21/22	Supply and delivery of cosmetology goods	RESERVED
GSTVC/PQ/15/2020-21/22	Supply and delivery of building, masonry and carpentry equipment and materials	RESERVED
GSTVC/PQ/16/2020-21/22	Provision of marketing, and promotional services	RESERVED
GSTVC/PQ/17/2020-21/22	Provision of small works	RESERVED
GSTVC/PQ/18/2020-21/22	Provision of Security Services	OPEN
GSTVC/PQ/19/2020-21/22	Provision of insurance services for student cover and assets	OPEN
GSTVC/PQ/20/2020-21/22	Provision of branded materials eg sign writing, labeling, students ID	RESERVED
GSTVC/PQ/21/2020-21/22	Provision of repair and maintenance of computer and printers	RESERVED
GSTVC/PQ/22/2020-21/22	Provision of and repair and maintenance services for firefighting equipment	OPEN
GSTVC/PQ/23/2020-21/22	Provision of repair and maintenance services of sewing machines	RESERVED
GSTVC/PQ/24/2020-21/22	Provision of sanitary services	RESERVED

The prequalification documents can be obtained from the college website: www.gatundusouthtvc.ac.ke or requested through the email address: gatundusouthtvc@gmail.com.

Duly completed documents in plain sealed envelopes for each category clearly marked with prequalification number and addressed to the undersigned dropped at the tender box, at the reception area, college located at Githaruru village, Gatundu Town on or before 24th July 2020 at 11.00 a.m.

The Principal

Gatundu South Technical and Vocational College

P.O. Box 102-01030 Gatundu

Tel. 0797255245

E-mail: gatundusouthtvc@gmail.com, website: www.gatundusouthtvc.ac.ke

Interested bidders must attach documentary evidence of the following:

1. Certificate of registration
2. Copy of VAT and PIN certificate from KRA
3. KRA current tax compliance certificate
4. Current trade business permit
5. Detailed company profile
6. Three letters of recommendation from your corporate clients
7. Reference list of organizations served
8. Bidders under reserved category should have relevant registration certificate
9. Bidders applying for tenders in insurance services must attach current certificate from the insurance regulation authority (IRA)
10. Copy of practicing certificate for all professionals e.g. pharmacists
11. Copy of valid trade license from relevant authorities e.g. Nairobi city county

Tender documents with detailed specifications can be downloaded from the college website: www.gatundusouthvc.ac.ke or requested through the email address: gatundusouthvc@gmail.com during working hours.

Duly completed forms in plain and sealed envelopes bearing specific tender number and item should be addressed to the undersigned and be deposited in the tender box at the Administration block on or before 24th July, 2020 at 11.00a.m. at the College

Tenders will be opened soon after closing in presence of bidders or representatives who choose to attend. Late bids will not be opened nor accepted.

The Principal
Gatundu South Technical and Vocational College
P.O. Box 102-01030
Gatundu

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Gatundu South Technical and Vocational College would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provision of goods and services to Gatundu South Technical and Vocational College.

1.2 Pre-qualification Objective

The main objectives is to supply and deliver assorted items and also provide services under relevant quotations to Gatundu South Technical and Vocational College as and when required during the period ending 30th June 2022.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE** So that they may be pre-qualified/registered for submission of quotations. Bids will be submitted in complete lots single or in combination. The prospective suppliers are required to supply mandatory information for pre qualification/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the Prequalification Criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of 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 Pre-qualification Documents

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach on or before 24th July 2020 at 11.00 am addressed to:

**The Principal
Gatundu South Technical and Vocational College
P.O. Box 102-01030
Gatundu**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to **GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE** whose address is given above.

1.9 Additional Information

Gatundu South Technical and Vocational College reserves the right to request submission of additional information from prospective bidders.

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.

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 and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (90) days or as may be stipulated in the Contract Agreement

PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires 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 pre-qualified for submission of Tender for 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 Gatundu South Technical and Vocational College 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 the College they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/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 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.3 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 P Q-4. However; potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 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-5

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 Pre-qualification

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/Gatundu South Technical and Vocational College 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, Gatundu South Technical and Vocational College 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.

3.7 Pre-qualification Criteria

Required Information	Form Type	Points Score
1. Registration Documents	PQ- 1	20
2. Pre-qualification Data	PQ- 2	20
3. Capability & Competence	PQ- 3	20
4. Confidential Report	PQ- 4	10
5. Past Experience	PQ- 5	30

TOTAL 100

FORM PQ-1 PRE-QUALIFICATION DATA DOCUMENTS

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration Certificate by National Treasury/County Government (**AGPO**)
- iv. Duly filled and completed Tender submission document signed and stamped by the Agpo firm director
- v. Confidential Business Questionnaire fully filled, signed and stamped.
- vi. Tender Form duly completed, signed and stamped.
- vii. A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

N/B: Previous Experience is not a requirement for special groups (Youth, Women & PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group the bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

Mandatory Requirements for prequalification of all other categories:

- i. A copy of Certificate of Registration/incorporation
 - ii. Copy of PIN/ VAT Registration Certificate.
 - iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification).
 - iv. Copies of PIN Certificate of firm/company/individual.
 - v. Copy of current Trade License.
 - vi. Audited Accounts for the last two years
 - vii. Duly filled and completed Tender submission document,
 - viii. A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.
 - ix. Duly filled and completed Tender submission document signed and stamped by the firm director
 - x. Confidential business questionnaires fully filled
 - xi. Tender securing form duly completed, signed and stamped by the registered firms
- You can provide evidence of physical address and premises.
 - The College evaluation team may visit suppliers' premises to ascertain physical address and stock of items
 - No firm will be prequalified to more than three categories

(20 points)

FORM PQ-2 PREQUALIFICATION OF SUPPLIERS APPLICATION DATA FORM

I/wehereby apply for registration

(Name of Company/Firm)

as supplier(s) of

.....

(Item Description)

.....

(Category No.)

Post Office Address Town Street.....

Name of building Room/Office No

Floor No.....TelephoneNo's.....Fax.....email.....

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel:

Chief Executive/Managing Director.....

SecretaryGeneral Manager.....

Accountant.....

Others.....

Partnership (if applicable)

Name of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Kshs

6. Bank reference and address

7. Sister company reference and address

8. Enclose copy of organization chart of the firm indicating the main fields of Activities.....

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

.....

.....

.....

10. Indicate terms of trade/sale

PQ-3 CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICE, FINANCIAL POSITION 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.
- (2) Attach letters of reference from the bankers regarding supplier’s credit position

FORM 3-CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

- 1. What products/services do you want to be considered to supply.....
- 2. How many employees do you have?How many are permanent?
How many are temporary?
- 3. Which quality standards certification have you attained in the last two years?(Attach copies)
.....
- 4. Are you a manufacturer/wholesaler/retailer/other? (Please specify).....
.....
- 5. To what extent is your firm /company e-enabled with your clients and suppliers and how do you intend to carry out business with Gatundu South Technical and Vocational College?
.....
- 6. What is maximum value of business, which you can handle at any one time?
Kshs.....
- 7. What is your average response time to a request for a quotation/proposal?
What is your average response to delivery of goods/services after issuance of an LPO/LSO?
.....
- 8. Which other major public institutions have you served before? (Attach copies of LPOs/ LSOs)
 - a)
 - b)
 - c)
- 9. Your trade terms (include mode of payment, credit allowed and discount)
.....
- 10. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?
.....
- 11. If you are a current or previous supplier of goods and services to Gatundu South Technical and Vocational College, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
- 12. Provide details of your key personnel and attach their Certified Cv’s IF you are applying for provision of professional services.
(20 Marks)

REPUBLIC OF KENYA

PQ- 4 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 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 1 – General:

Business Name.....

Location of business:

Premises..... Plot No. Street /Road

Postal AddressTel. No.....

Nature of business

Current Trade License N.....Expiring date

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

Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
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1.....

2.....

3.....

4.....

5.....

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company:-

Nominal:Ksh.....Issued:

.....

Give details of all directors as follows:- Name

Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

Date

Signature of Candidate.....

* If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

(10 points)

FORM PQ -5 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHE 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. of client
 - v. Value of Contract (date).....
 - vi. Duration of Contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of client
(Organization).....
 - ii. Address of client
(Organization).....
 - iii. Name of contact person at the client (organization).....
 - Iv. Telephone No. of client.....
 - v. Value of contract
 - vi. Duration of contract (date)
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of Client(organization).....
 - ii. Address of client (organization).....
 - iii. Name of contact person at the client (organization).....
 - iv. Telephone No. of client.....
 - v. Value contract.....
 - vi. Duration of contract (date)
- (Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.Os or completion Certificates

4. Others

.....

(30Points)

FORM PQ -6 LITIGATION HISTORIES

Name of contractor/supplier _____

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 or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

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 Gatundu South Technical and Vocational College.
- 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 Gatundu South Technical and Vocational College 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 litigation procedure in process.

Date.....

Applicant's Name.....

Represented by

.....

Signature

.....

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