

PRE-QUALIFICATION TENDER

KNEC / 2016 – 2018

**PRE-QUALIFICATION DOCUMENT:
REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS AND SERVICES**

CATEGORY NUMBER:

CATEGORY NAME:

Name of Merchant

Postal Address

Physical Address

Telephone No.

KENYA NATIONAL EXAMINATIONS COUNCIL

PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES

TABLE OF CONTENTS.

	<u>Contents</u>	<u>Page</u>
1.	Pre-qualification Instructions	3
2.	Brief Contract Regulations	6
3.	Pre-qualification Data Instructions	7
4.	Form PQ-1 Registration Documentation	10
5.	Form PQ-2 Company Profile	11
7.	Form PQ-3 Past Experience	12
8.	Form PQ-4 Financial Statement	13
9.	Form PQ-5 Sworn Statement	14
10.	Form PQ-6 Confidential Questionnaire	15
11.	Form PQ-7 Litigation History	17

1. PRE-QUALIFICATION INSTRUCTIONS.

1.1 Introduction

The Kenya National Examinations Council (KNEC) would like to invite interested suppliers who must qualify by meeting the set criteria as provided by the Council to perform the contract of supply and delivery or provision of Goods, Services and Works to the KNEC.

NB. Current prequalified bidders to re- apply afresh. Youth, Women and person with Disability are encouraged to apply.

1.2 Pre-qualification objective

The main objective of this process is to maintain a register of interested suppliers in relevant categories for provision of goods, works and services to the KNEC through quotations as and when required.

1.3 Registration of Suppliers/Contractors

The KNEC will only register suppliers who meet the required criteria as spelt out in this document.

1.4 The categories for registration are listed below.

NO	PRE-QUALIFICATION	DESCRIPTION	ELIGIBILITY
1	PQ-KNEC/001/2016-2018	Supply and Delivery of General Office Stationery	Youth
2	PQ-KNEC/002/2016-2018	Supply and installation of Computers, Laptops, UPS, & related Accessories and Toners	Open
3	PQ-KNEC/003/2016-2018	Supply and Delivery of Photographic Materials & Related Chemical	Open
4	PQ-KNEC/004/2016-2018	Supply and Delivery of Printing Inks and consumables	Open
5	PQ-KNEC/005/2016-2018	Supply, Installation & Repair of Office Fittings, Furniture and	Person with Disability

		Equipments	
6	PQ-KNEC/006/2016-2018	Supply and fitting of Motor Vehicle & Cycle Tyres, Tubes & Batteries	Open
7	PQ-KNEC/007/2016-2018	Supply and Delivery of Toilet Items, Linen, Provision of Curtains Materials and 8Curtain Rails.	Women
8	PQ-KNEC/008/2016-2018	Supply and Delivery of Staff Uniforms	Women
9	PQ-KNEC/009/2016-2018	Provision of Catering and Event Set up Services	Women
10	PQ-KNEC/010/2016-2018	Supply and Delivery of Fuel, Oil & Lubricants (Electronic Fuel Card Services)	Open
11	PQ-KNEC/011/2016-2018	Provision of Cleaning Services	Youth
12	PQ-KNEC/012/2016-2018	Provision of Air Tickets (Registration with IATA)	Women
13	PQ-KNEC/013/2016-2018	Provision of ICT Services (Database, LAN, WAN etc)	Open
14	PQ-KNEC/014/2016-2018	Provision of Insurance Services	Open
15	PQ-KNEC/015/2016-2018	Provision of Security Services	Open
16	PQ-KNEC/016/2016-2018	Provision of Transport Services (Haulage)	Open
17	PQ-KNEC/017/2016-2018	Provision of Air Craft Charter Services	Open
18	PQ-KNEC/018/2016-2018	Provision of Clearing & Forwarding Services	Open
19	PQ-KNEC/019/2016-2018	Provision of Sanitary Services	Women
20	PQ-KNEC/020/2016-2018	Provision of Garbage Collection Services	Youth
21	PQ-KNEC/021/2016-2018	Repair & Servicing of Telephones, Switch Boards	Youth
22	PQ-KNEC/022/2016-2018	Repair & Servicing of Computers, Servers,	Youth

		Photocopiers, Printers and Fax Machines	
23	PQ-KNEC/023/2016-2018	Repair & Servicing of Security Systems	Open
24	PQ-KNEC/024/2016-2018	Repair & Servicing of Motor Vehicles	Open
25	PQ-KNEC/025/2016-2018	Supply and delivery of Electrical & Hardware materials	Person with Disability
26	PQ-KNEC/026/2016-2018	Provision of Publishing and Printing services	Open
27	PQ-KNEC/027/2016-2018	Provision of Courier Services	Open
28	PQ-KNEC/028/2016-2018	Provision and Maintenance of Internet Connectivity Services	Open
29	PQ-KNEC/029/2016-2018	Repair and Servicing of Electricals	Youth
30	PQ-KNEC/030/2016-2018	Supply, Delivery and Servicing of Fire fighting Equipments	Open
31	PQ-KNEC/031/2016-2018	Supply, Delivery & Repair of Air Conditioners	Open
32	PQ-KNEC/032/2016-2018	Servicing and Calibration of Equipments	Open
33	PQ-KNEC/033/2016-2018	Pre-Qualification of General Building Contractors for minor works	Youth
34	PQ-KNEC/034/2016-2018	Pre-Qualification of General Building Contractors for Major Works	Open
35	PQ-KNEC/035/2016-2018	Repair and Servicing of Printing Equipments	Open
36	PQ-KNEC/036/2016-2018	Provision of Fumigation & Pest Control Services	Youth
37	PQ-KNEC/037/2016-2018	Collection and Disposal of Waste Papers	Youth
38	PQ-KNEC/038/2016-2018	Provision of training services	Open
39	PQ-KNEC/039/2016-2018	Provision of Baseline Survey and other related Consultancies	Open
40	PQ-KNEC/040/2016-2018	Provision of Architectural Consultancy services	Open
41	PQ-KNEC/041/2016-2018	Provision of Hotel Accommodation services	Open
42	PQ-KNEC/042/2016-2018	Provision of Valuation of assets services	Open
43	PQ-KNEC/043/2016-2018	Provision of Maintenance of KNEC Residential Houses & Offices	Youth

44	PQ-KNEC/044/2016-2018	Provision of Interior Designers	Open
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1.5 Invitation of Pre-Qualification.

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** documents to **Council Secretary/Chief Executive** so that they may be pre-qualified for submission of Tenders. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.6 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 for not less than **one year**. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

NB. For the case of Youth, Women and Disadvantaged group past experience is not a requirement. Please attach Certified copy of Treasury Certificate.

1.7 Pre-Qualification Document

This Document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective supplier must submit all the Mandatory Registration Documents, Failure to provide one leads to automatic disqualification.(For the Youth, Women and Disadvantaged Group please attach Registration Certificate from treasury)

1.8 Distribution of Pre-Qualification Documents.

The completed Pre-Qualification data and other required information shall be submitted to:-

**Chief Executive Officer
P.O Box 73598 – 00200
Nairobi**

In order to reach KNEC on or before **18th March, 2016 at 10.00 am**, this is the closing time.

1.9 Questions Arising from Documents

Questions that may arise from the Pre-Qualification documents should be directed to the Chief Executive, whose address is given in Paragraph 1.8.

1.20 Additional Information

The KNEC reserves the right to request submission of additional information from prospective suppliers.

1.21 Invitation to Tenders/Quotations

As the need arises, Quotations will be invited from Pre-Qualified bidders in the relevant category in accordance with the Public Procurement Regulations.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay customs duty and VAT as applicable for all imported material to be supplied unless the items(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for customs 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 and on the authority of the client's Accounting Officer or Tender Committee.

2.4 Payments

Payments will be paid within 30 days after delivery.

3.0 **PRE-QUALIFICATION DATA INSTRUCTIONS.**

3.1 ***Pre-Qualification data forms.***

- 3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the **Specified Category**.
- 3.1.2 The Pre-qualification application forms which are not completed in full and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 ***Qualification***

- 3.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers is to be used by KNEC in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers to perform in respect to the items required in the respective category.
- 3.2.2 Prospective suppliers will not be considered qualified unless in the judgment of KNEC 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 required.

3.3 ***Essential Criteria for Pre-qualification.***

- 3.3.1 Experience: Prospective supplier shall have at least **one year** experience in the supply of goods, services and allied items in case of potential supplier/contractors should show competence, willingness and capacity to service the contract.(Except for Youth, Women and Disadvantaged Group, only attach Registration from Treasury)
- 3.3.2 Prospective supplier requires special experience and capability to organize supply and deliver items, or services on short notice.

3.3.3 Prospective supplier must meet all the Kenya Revenue Authority requirements for VAT registration and must be registered, must have a premise, valid trading license and all other Government of Kenya registration for business requirement.

3.4 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form PQ-2

3.5 Financial Condition

3.5.1 The supplier's financial condition will be determined by providing Audited Accounts of the business for the last 1 year with the Pre-qualifications documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

3.5.2 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-3. However, potential bidders should provide evidence of financial capability to execute contract (for the Youth, Women and Disadvantaged Group please attach Registration Certificate from Treasury).

3.6 Past Performance

3.6.1 Past performance will be given due consideration in pre-qualifying bidders. Evidence of not less than 1 year in supplying reputable institution will be mandatory. **Letters of reference** from past customers should be included in form PQ-4 where applicable. (For the Youth, Women and Disadvantaged Group please attach Registration Certificate from Treasury).

3.7 *Statement*

Application must include a sworn statement form PQ-5 by the Tenderer ensuring the accuracy of the information given.

3.8 *Withdrawal of Pre-qualification.*

Should condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/KNEC could substantially change the performance and qualification of the bidder or his ability to perform such but not limited to bankruptcy, change in ownership or new commitments, the KNEC reserves the right to reject the tender from such a bidder even through he was initially pre-qualified.

3.9 *Outlined Supply and Delivery Procedures.*

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in Form PQ-2.

3.10 *Pre-qualification Criteria*

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
3.10.1 Registration Documentation	PQ-1	Mandatory
3.10.2 Company Profile	PQ-2	15
3.10.3 Past Experience	PQ-3	40
3.10.4 Financial Statement	PQ-4	15
3.10.5 Sworn Statement	PQ-5	5
3.10.6 Confidential Questionnaire	PQ-6	20
3.10.7 Litigation History	PQ-7	<u>5</u>
	TOTAL	<u>100</u>

3.11 *Qualification Mark.*

The qualification mark is 70 points and over for established firms, and 50 points for Youths. (For the Youth, women and Disadvantaged Group please attach the registration Certificate from Treasury).

3.12 FORM PQ – 1

REGISTRATION DOCUMENTATION.

All firms must provide:

- 3.12.1 Copy of Certificate of registration or incorporation
- 3.12.2 Copy of VAT Registration Certificate
- 3.12.3 Copies of PIN Certificates of Firm/company/Individual.
- 3.12.4 Valid Tax compliance Certificate

3.13 FORM PQ-2

COMPANY PROFILE (ATTACH CVs)

3.13.1 Contractor Identification

- a) Legal Name of Firm
- b) Post Office Address
- c) Street and Address
- d) City
- e) Country
- f) Telephone No.
- g) Person to contact
- h) Title

3.13.2 Organization & Business Information

- a) **Director**
 - i) Name
 - ii) Academic Qualifications
 - iii) Professional Qualifications
 - iv) Length of Service with supplier

b) Management Team

- I) Name
- Academic Qualifications
- Professional Qualifications
- Length of Service with supplier

- II) Name
- Academic Qualifications
- Professional Qualifications
- Length of Service with supplier

c) Supervisory Personnel

- I) Name
- Academic Qualifications
- Professional Qualifications
- Length of Service with supplier

- II) Name
- Academic Qualifications
- Professional Qualifications
- Length of Service with supplier

- III) Name
- Academic Qualifications
- Professional Qualifications
- Length of Service with supplier

d) Technical Personnel (3 Names)

I) Name

Academic Qualifications

Professional Qualifications

Length of Service with supplier

II) Name

Academic Qualifications

Professional Qualifications

Length of Service with supplier

III) Name

Academic Qualifications

Professional Qualifications

Length of Service with supplier

3.13.3 Enclose copy of the Organization chart of the firm indicating the main fields of activities

3.13.4 Brief statement of supply and service delivery method the supplier plans to use to execute the contract

3.14 FORM PQ-3

PAST EXPERIENCE

NAMES OF THE APPLICANTS MAJOR CLIENTS IN THE LAST ONE YEAR

3.14.1 Name of 1st Client (Organization)

- a) Name of client (Organization)
- b) Name of contract person at the client (Organization)
- c) Telephone No. or Address of Client
- d) Value and nature of contract
- e) Duration of contract (Date)

3.14.2 Names of 2nd Client (Organization)

- a) Name of client (Organization).....
- b) Name of contract person at the client (Organization)
- c) Telephone No. or Address of client
- d) Value and nature of contract
- e) Duration of contract (Date).....

3.14.3 Name of 3rd Client (Organization)

- a) Name of Client (Organization).....
- b) Name of contract person at the client (Organization).....
- c) Telephone No., Address of Client.....
- d) Value and nature of contract
- e) Duration of contract (Date)

3.14.4 Name of 4th Client (Organization)

- a) Name of Client (Organization).....
- b) Name of contract person at the client (Organization).....
- c) Telephone No., Address of Client.....
- d) Value and nature of contract
- e) Duration of contract (Date)

3.15 FORM PQ-4

FINANCIAL STATEMENT AND BANK REFERENCE LETTER

Attach a copy of firm's last **one** recent certified statements giving summary of assets and current liability/or any other financial support and Bank reference letter.

3.16 FORM PQ-5

SWORN STATEMENT

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

- 3.16.1 That the information furnished in our application is accurate to the best of our/my Knowledge.
- 3.16.2 That in case of being pre-qualified we acknowledge that this grants us/me the right to participate in due time in the submission of tenders or quotation(s) on the basis of provisions in the or quotation documents to follow.
- 3.16.3 That when the call for tenders/quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we/I will come ourselves/myself to inform you and acknowledge your right to review the pre-qualification made.

Date

Applicants Name

Represented by:

Signature

(Full Name and Designation of the person signing and stamp or seal)

Applicant is the name of the bidder firm

3.17 FORM PQ-6

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 applies in your type of business.

You are advised that it is a serious offence to give false information in this Form

3.17.1 Part 1 – General:

- a) Business Name
- b) Location of Business Premises
- c) Plot No. Street/Road
- d) Postal Address Tel/No.
- e) Nature of Business
- f) Current Trade Licence No. Expiry Date.....
- g) Maximum value of business which you handle at any one time. Ksh.
- h) Name of your bankers
- i) Branch
- j) Are you an agent of the Kenya National Trading Corporation? Yes/No.

3.17.2 Part 2(a) – Sole Proprietor:

- a) Your name in full Age
- b) Nationality Country of Origin
- c) Citizenship details

3.17.3 Part 2(b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
a)				
b)				
c)				
d)				
e)				

3.17.4 Part 2(c) - Registered Company

Private or Public

State the nominal and issued capital of the company:

Nominal Ksh.

Issued Ksh.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
a)				
b)				
c)				
d)				
e)				

Date Signature & Stamp of Tenderer

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

3.18 FORM PQ-7

LITIGATION HISTORY

Name of Contractor/Supplier

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

	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Ksh. equivalent)
3.18.1				
3.18.2				
3.18.3				
3.18.4				
3.18.5				
3.18.6				
3.18.7				
3.18.8				
3.18.9				
3.18.10				
3.18.11				
3.18.12				