

# KISII NATIONAL POLYTECHNIC

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## INVITATION TO TENDER AND PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2019/2020

TENDER NO:      **KNP/AT/2018/2019-2019/2020**

COMPANY/ BUSINESS NAME:.....

CATEGORY NO:.....

CATEGORY NAME:.....

**IF SPECIAL GROUP PLEASE TICK BELOW: (√)**

WOMEN

YOUTH

PERSONS WITH SPECIAL NEEDS

# **INVITATION TO TENDER AND PREQUALIFICATION OF SUPPLIERS FOR GOODS**

## **, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2019/2020**

KISII NATIONAL POLYTECHNIC invites eligible bidders for provision of goods and services for the period 2019/2020

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>GROUP</b>
KNP/ERP/1/2019-2020	SUPPLY, INSTALLATION, TRAINING, COMMISSIONING AND MAINTENANCE OF AN INTEGRATED ENTERPRISE RESOURCE PLAN SOLUTION	OPEN
KNP/CTW/2/2019-2020	THE PROPOSED CONSTRUCTION OF CLOTHING WORKSHOP	OPEN
KNP/AGW/3/201-2020	THE PROPOSED CONSTRUCTION OF AGRICULTURAL WORKSHOP	RESERVED
KNP/PFG/4/2019-2020	THE PROPOSED CONSTRUCTION OF PHASE 1 PERIMETER FENCE AND GATE	OPEN
KNP/AGM/5/2019-2020	SUPPLY OF AGRICULTURE MACHINES	OPEN
KNP/ICT/6/2019-2020	SUPPLY OF ASSORTED ICT ITEMS	RESERVED
KNP/LSS/7/2019-2020	SUPPLY AND INSTALLATION OF LIBRARY SENSOR	OPEN

Tender and pre-qualification documents may be downloaded from Kisii National Polytechnic's website [www.kisiipoly.ac.ke](http://www.kisiipoly.ac.ke) free of charge. Upon download bidders will be required to register their tenders with the **Procurement Office** at Kisii National Polytechnic or obtain documents from procurement office upon payment of non refundable fee of **Ksh. 1000.00 per** category of tender to the accounts office in cash or bankers cheque payable to Kisii National Polytechnic during normal working hours. Prices indicated must be inclusive of **VAT** and any other charges and must remain for **180 days**.

Completed tender documents (**separated for each tender**) bearing no indication of tenderer name should be enclosed in plain sealed envelope clearly marked with tender number and be placed in the **Tender Box at Administration Block** not later than **FRIDAY 23/01/2020 at 10.00 am**. Tenders will be opened immediately thereafter in the presence of bidders who choose to attend or their representatives. The institution reserves the right to accept or reject any tender(s) in part or whole and does not bind itself to accept the lowest bid or give reasons thereof.

Youths, women and people with disability are encouraged to apply attaching documents of eligibility. Any canvassing or giving of false information will lead to automatic disqualification

**N/B: ALL TENDERS TO BE ADDRESSED TO:**  
**THE PRINCIPAL/SECRETARY GOVERNING COUNCIL**  
**KISII NATIONAL POLYTECHNIC**  
**P.O BOX 222,**  
**KISII**



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## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Kisii National Polytechnic 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 KISII NATIONAL POLYTECHNIC

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant quotations Kisii National Polytechnic as and when required during the period ending 30th June 2020.

### **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 **Kisii National Polytechnic** So that they may be pre-qualified/ registered for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for prequalification/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:

**KISII NATIONAL POLYTECHNIC  
P.O BOX 222-40200  
KISII**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to **KISII NATIONAL POLYTECHNIC** whose address is given above.

## **1.9 Additional Information**

KISII NATIONAL POLYTECHNIC 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 (30) 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 and PQ-6 and 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 KISII NATIONAL POLYTECHNIC 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 Assembly 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 pre-qualification documents potential suppliers/contractors will be pre-qualified on the satisfactory information given on the financial condition submitted..

**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 PQ-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-6 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 KISII NATIONAL POLYTECHNIC 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, KISII NATIONAL POLYTECHNIC 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**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documents	PQ- 1	20
2. Pre-qualification Data	PQ- 2	20
3. Financial Position	PQ- 3	20
4. Confidential Report	PQ- 4	10
5. Past Experience	PQ- 5	30

**TOTAL 100**

**3.8- The qualification is 65 points and over**

## FORM PQ-1 PRE-QUALIFICATION

### 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.

**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)**

You can provide evidence of physical address and premises. The Poltechnic evaluation team may Visit suppliers' premises to ascertain physical address and premises.

### EVALUATION CRITERIA

#### (a) Mandatory Requirements

- i. Duly signed pre-qualification Form
- ii. A copy of Certificate of
- iii. Registration/Incorporation Certificate.
- iv. Valid Tax compliance certificate.
- v. A copy of Pin certificate ( itax)
- vi. Duly filled Confidential Registration Business Questionnaire.
- vii. Valid a copy of business permit
- viii. Sworn Anti-Corruption Affidavit from a registered commissioner of oaths
- ix. Tender document must be paginated and well bound
- x. A copy of valid certificate of Youth, Women and persons with disability YWPD) **where applicable**
- xi. Attach copies of IDs or passport of the directors/ proprietors
- xii. Attach Orders from leading customers in terms of value (attach copies of LPO/LSO from at least three different customers).
- xiii. Attach a copy of NHIF and NSSF **where applicable**
- xiv. Attach three years (recent) audited accounts **where applicable**
- xv. Attach a copy NEMA certificate where **applicable..**
- xvi. Attach a copy of certificate of good conduct **where applicable**

## EVALUATION MATRIX

	<b>Evaluation Attribute</b>	<b>Evaluation Parameters</b>	<b>Total Marks per</b>	<b>Marks Awarded</b>	<b>Remarks</b>
i.	Duly signed Registration of Suppliers Submission Form.	Mandatory	5		
ii.	A copy of Certificate of Registration/Incorporation.	Mandatory	10		
iii.	Attach copies of IDs or passport of the directors /proprietors	Mandatory	5		
iv.	Valid Tax compliance certificate.	Mandatory	5		
v.	A copy of Pin certificate (itax)	Mandatory	5		
vi.	Duly filled Confidential Pre-qualification Business Questionnaire.	Mandatory	10		
vii.	Sworn Anti-Corruption Affidavit.	Mandatory	5		
viii.	Valid copy of business permit	Mandatory	5		
ix.	A copy of valid certificate of Youth, Women and persons with disability (YWPD) <b>where applicable</b>	Mandatory	10		
x.	Attach Orders from leading customers in terms of value (attach Copies of LPO/LSO from at least three different	Mandatory	15		
xi.	xiii. Attach a copy of NHIF and NSSF <b>where applicable</b>	Mandatory	5		
xii.	Attach three years (recent) audited accounts where applicable	Where applicable	10		

xiii.	xv. Attach a copy NEMA certificate where applicable	Where applicable	10		
xiv.	Attach manufacturers authorization letter for dealership where applicable	Where applicable	15		
xv	Attach a copy of: Association of Insurance Brokers (AIB) Practicing licence for agents	Where applicable	10		
Xvi	Attach a copy of certificate of good conduct where applicable	Where applicable	10		
	<b>TOTAL SCORE</b>		<b>145</b>		

**N/B: PLEASE ATTACH CHECK LIST OF THE DOCUMENTS EVIDENCE SUBMITTED**

**FORM PQ-2                      PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we .....hereby apply  
for registration as supplier(s) of  
(Name of Company/Firm)

.....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

**Town** .....

**Street**.....

**Name of building** .....

**Room/Office No** ..... **Floor**.....**No**

**Telephone No's**.....**Fax**.....**email**.....

**Full Name of applicant**.....

Other branches location.....

**2. Organization & Business Information**

Management Personnel .....

Chief Executive/Managing Director.....

Secretary .....

General Manager .....

Accountant.....

Other.....

1. Partnership (if applicable)
2. 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**

**FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm's two certified assets and current Liabilities/or any other financial support.
2. Attach letters of reference from the business

**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 Address .....Tel. No.....  
.  
Nature of business .....  
Current Trade License No.....Expiring date .....

Maximum value of business which you can handle:.

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

**Part 2 (a) –Sole Proprietors**

Your name in full .....Age.....  
Nationality.....Country of origin.....  
\*Citizenship details.....

**Part 2(b) –Partnership**

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
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 or Registration.

**FORM PQ -5 PAST EXPERIENCES**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST FIVE YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- i Name of Client (organization) .....
- ii Address of Client (organization).....
- iii Name of contact person at the client (or .....
- 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 (or 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 (or  
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**

.....

**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

<b>Year</b>	<b>Award for or against</b>	<b>Name of client cause of litigation and matter in dispute</b>	<b>Disputed Amount(current Value,ksh(Equivalent))</b>

**FORM PQ -7 -**

**SWORN STATEMENT**

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 KISII NATIONAL POLYTECHNIC
- 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 KISII NATIONAL POLYTECHNIC 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.
- f. Date.....

Applicant's Name

.....

Represented by

.....

Signature

.....

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



**THE KISII NATIONAL POLYTECHNIC**

**TENDER NO. : KNP / AGM/05/2019-2020**

**NAME OF TENDERER:-----**

	<b>AGRICULTURE MACHINES</b>	<b>UoM</b>	<b>PRICE</b>
1.	Tractor plough heavy,duty,2 disc		
2.	Walking Tractor		
3.	Moulboard plough;Heavy Duty,2 mould (64kg)		
4.	Boom sprayer;Tractor Mounted,500ml standard size		
5.	Row Ridger;Heavy Duty		
6.	Fertilizer spreader; Heavy Duty,350L		
7.	Chisel plough; sprunged,Standard size		
8.	Electric Maize sheller		
9.	Maize planters;Two Row,Multi-purpose		
10.	Grain Millers;3 phase,Electric standard size		
11.	ChopperGrinder;DieselEngine &Electric,Standard Size		
12.	600 Egg Hatching Incubator;Electric & Automatic		
13.	Feed Mixer;Electric& Standard Size		
14.	Seed Dresser;Pedal Operated		
15.	Hand Ridger;Manual		
16.	Hand Pushed Weeder; Manual		
17.	Millet Planter;Manual		
18.	Jab Planter; Manual		
19.	Knapsack Sprayer;Jackton model,20L		
20.	Plate Mill;Electric,Standard Size		
21.	Feed Mixer;Manual		



**KISII POLY IS ISO 9001:2015 CERTIFIED**

22.	Battery Cages;Holding 256 Birds			
23.	Oil Press; manual			
24.	Hay Bal;Manual			
25.	Oxen plough			
26.	Electric Maize Sheller			
27.	3 blade chaff cutter (110 kg)			
28.	Reciprocating mower			

