

KISII NATIONAL POLYTECHNIC

Mobile; 0700152177 OR 0752031300
Email: kisiipoly@yahoo.com
kisiipolytechnic@gmail.com
Website: www.kisiipoly.ac.ke



P.O. BOX 222
TEL: 058-2031958
P.O. BOX 222
TEL: 058-2031958
KISII

ADVERTISEMENT

INVITATION TO PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS WORKS AND SERVICES FOR THE FINANCIAL YEAR 2020/2021-2021/2022

TENDER NO: KNP/PRE/2020/2021-2021/2022

COMPANY/ BUSINESS NAME:

CATEGORY NO:

CATEGORY NAME:

IF SPECIAL GROUP PLEASES TICK BELOW: (✓)

WOMEN, YOUTH, PWD

**RESERVED - YOUTH, WOMEN, LOCAL & PERSONS LIVING WITH
DISABILITIES**



INVITATION TO TENDER AND PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2020/2021-2021/2022

Kisii National Polytechnic invites eligible bidders for provision of goods and services for the period 2020/2021-2021/2022

PREQUALIFICATION		
CATEGORY	ITEM DESCRIPTION	GROUP
KNP/PRE/1/20/21-21/22	Supply & delivery of Laboratory Chemicals and Apparatus	OPEN
KNP/PRE/2/20/21-21/22	Supply & delivery of General Goods and Stores	OPEN
KNP/PRE/3/20/21-21/22	Supply & delivery of News papers	OPEN
KNP/PRE/4/20/21-21/22	Supply & delivery of Fresh Vegetables and Fruits	RESERVED
KNP/PRE/5/20/21-21/22	Supply & delivery of Fresh Meat, Fish and Poultry	OPEN
KNP/PRE/6/20/21-21/22	Supply & delivery of Dry Fire Wood and Charcoal	RESERVED
KNP/PRE/7/20/21-21/22	Supply & delivery of Electrical and Electronics Items & Accessories	OPEN
KNP/PRE/8/20/21-21/22	Supply & delivery of Staff Uniforms & Clothing Practical Materials	OPEN
KNP/PRE/9/20/21-21/22	Supply and delivery of Games Uniforms and Equipment	OPEN
KNP/PRE/10/20/21-21/22	Supply & delivery of Student and Staff Identity Card-	OPEN
KNP/PRE/11/20/21-21/22	Supply & delivery of Hairdressing and Beauty Materials and Equipment	OPEN
KNP/PRE/12/20/21-21/22	Supply and Delivery of Mechanical Items	OPEN
KNP/PRE/13/20/21-21/22	Supply and delivery of Food and Beverage Items	RESERVED
KNP/PRE/14/20/21-21/22	Supply and delivery of Detergents and	RESERVED



	Cleaning Materials	
KNP/PRE/15/20/21-21/22	Supply and delivery of Tyres and Tubes	OPEN
KNP/PRE/16/20/21-21/22	Provision of Agricultural and Veterinary Products and Services	OPEN
KNP/PRE/17/20/21-21/22	Supply of Library Textbooks	OPEN
KNP/PRE/18/20/21-21/22	Supply of Computers, Materials, Accessories and ICT Software	OPEN
KNP/PRE/19/20/21-21/22	Supply of Dry Maize and Beans	RESERVED
KNP/PRE/20/20/21-21/22	Supply of Furniture, Furnishings and Office Fittings	OPEN
KNP/PRE/21/20/21-21/22	Supply and delivery of Building and Construction Materials	OPEN
KNP/PRE/22/20/21-21/22	Supply and Delivery of Cutlery, Utensils and Kitchen Appliances	RESERVED
KNP/PRE/23/20/21-21/22	Supply and Delivery of Pharmaceutical Items	OPEN
KNP/PRE/24/20/21-21/22	Supply and Deliver of LPG gas Installation and Refilling	OPEN
KNP/PRE/25/20/21-21/22	Supply and Delivery of Fresh Drinking Water and other Refreshments	RESERVED
KNP/PRE/26/20/21-21/22	Supply and Delivery of Bread and Snacks	RESERVED
KNP/PRE/27/20/21-21/22	Supply and Delivery of Stationery	OPEN
SERVICES/WORKS		
KNP/PRE/28/20/21-21/22	Provision Exhaust Services	OPEN
KNP/PRE/29/20/2-21/22	Repair & Maintenance of College Motor Vehicles	OPEN
KNP/PRE/30/20/21-21/22	Provision of Fuel to College Motor Vehicles and Lubricants	OPEN
KNP/PRE/31/20/21-21/22	Provision of Consultancy Design and Supervision Services, (Architectural and Survey)	OPEN
KNP/PRE/32/20/21-21/22	Provision of Hotel Reservation and Booking Services	OPEN

KNP/PRE/33/20/21-21/22	Servicing of Workshop Equipment and Machines	OPEN
KNP/PRE/34/20/21-21/22	Provision of Consultancy Services (Studies & Standards conformance)	OPEN
KNP/PRE/35/20/21-21/22	Servicing of Office Equipment and Photocopy Machines and Printers	OPEN
KNP/PRE/36/20/21-21/22	Repair and Maintenance of College Generator CUMMINS 110 KVA	OPEN
KNP/PRE/37/20/21-21/22	Provision of Printing and Binding Services	RESERVED
KNP/PRE/38/20/21-21/22	Repair and Maintenance of Kitchen Jikos and Services	RESERVED
KNP/PRE/39/20/21-21/22	Provision of Chairs, PA Systems, Tents, Videography and Photography Services	RESERVED
KNP/TN/40/20/21-21/22	Provision of Artwork, Signage Design, Posters and Banners	OPEN
KNP/PRE/41/20/21-21/22	Provision of Building Works, Repairs and Maintenance	OPEN

Tender and pre-qualification documents may be downloaded from Kisii National Polytechnic's website 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 **THURSDAY 2ND JULY, 2020 at 11.00 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 Persons Living With Disabilities 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 222-400200

KISII



TABLE OF CONTENTS

	Page
1. TENDER NOTICE	2-4
2. PREQUALIFICATION INSTRUCTIONS	9
3. BRIEF CONTRACT REGULATIONS	10
4. PRE-QUALIFICATION DATA INSTRUCTIONS	11
5. FORM PQ -1 PRE-QUALIFICATION DOCUMENTS	11
6. FORM PQ -2 PRE- QUALIFICATION DATA	11
7. FORM PQ –3 FINANCIAL POSITIONS	12
8. FORM PQ –4 CONFIDENTIAL BUSINESS QUESTIONNAIRES	15-16
9. FORM PQ –5 PAST EXPERIENCES	17
10. FORM PQ –6 LITIGATION HISTORY	18
11. FORM PQ –7 SWORN STATEMENTS	29



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 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 **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

Required Information	Form Type	Points Score
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 Polytechnic evaluation team may Visit suppliers' premises to ascertain physical address and premises.

EVALUATION CRITERIA

(a) Mandatory Requirements

- i. Duly signed pre-qualification Form
- ii. Certified copy of Certificate of Registration/Incorporation
- iii. Certified Valid Tax compliance certificate.
- iv. Certified copy of Pin certificate (itax)
- v. Duly filled Confidential Registration Business Questionnaire.
- vi. Certified Valid a copy of business permit
- vii. Sworn Affidavit duly signed from a registered commissioner of oaths
- viii. Tender document must be paginated/serialized and well bound
- ix. A copy of valid certificate of Youth, Women and persons with disability (YWPD) **applicable to reserved categories**
- x. Attach Orders from leading customers in terms of value (attach copies of LPO/LSO from at least three different customers). **Applicable to open categories**
- xi. Attach a copy of valid NHIF and NSSF compliance certificates **applicable to cleaning and security services**
- xii. Attach three years (recent) audited accounts starting from 2017 **applicable to open categories**



- xiii. Attach a copy valid NEMA certificate where **applicable to exhaust and cleaning services.**
- xiv. Attach a copy of certificate of good conduct **applicable to security services**

EVALUATION MATRIX					
	Evaluation Attribute	Evaluation Parameters	Total Marks per	Marks Awarded	Remarks
i.	Duly signed Registration of Suppliers Submission Form.	Mandatory	5		
ii.	Certified copy of Certificate of Registration/Incorporation.	Mandatory	10		
iii.	Certified Valid Tax compliance certificate.	Mandatory	5		
iv.	Certified copy of Pin certificate (itax)	Mandatory	5		
v.	Duly filled Confidential Pre-qualification Business Questionnaire.	Mandatory	10		
vi.	Sworn Affidavit.	Mandatory	5		
vii.	Certified Valid copy of business permit	Mandatory	5		
viii.	A copy of valid certificate of Youth, Women and persons with disability (YWPD) where applicable	Mandatory	10		
ix.	Attach Orders from leading customers in terms of value (attach Copies of LPO/LSO from at least three different	Mandatory	15		



x.	Attach a copy of NHIF compliance certificate and NSSF compliance certificate where applicable	Mandatory	5		
xi.	Attach three years (recent) audited accounts where applicable	Where applicable	10		
xii.	xv. Attach a copy NEMA certificate where applicable	Where applicable	10		
xiii.	Attach a copy of: Association of Insurance Brokers (AIB) Practicing license for Agents	Mandatory for Insurance Services	10		
xiv.	Attach a copy of certificate of good conduct where applicable	Where applicable	10		
	TOTAL SCORE		115		



N/B: PLEASE ATTACH CHECKLIST OF THE DOCUMENTS EVIDENCE SUBMITTED

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby 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 AddressTel. 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 fullAge.....
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

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



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)

