



RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY

**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY
P.O. BOX 7182 – 20100
NAKURU
Tel: +254 720 668 238**

PRE-QUALIFICATION OF SUPPLIERS

FOR

PRE-QUALIFICATION NO: RVIST/BOG/38/2018/2019

PROVISION OF BUILDING SERVICES

CLOSING DATE: 27TH JUNE 2018

TIME: 10.00 A.M.

1 | Page



1



Tender No. RVIST/BOG/38/2018/2019

Tender Title: Provision of Building Services

Rift valley Institute of Science and Technology invites applications for prequalification of provision of building services for the period 2018– 2019.

Interested and eligible candidates may download documents from www.rvist.ac.ke .

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 prequalification 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. ... PROVISION OF.....” addressed to:

PRINCIPAL, RVIST,
P. O. Box 7182-20100,
NAKURU, Kenya

and deposited in the Tender Box situated at the Administration Block, as to reach on or before 27th JUNE, 2018 at 10.00am. Late applications will not be accepted.

Pre-qualification applications will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend the opening session at the RVIST Conference Room..

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction



3



RVIST would like to invite interested candidates who meet the set criteria as provided to provide services to the institute.

1.2 Pre-qualification Objective

The main objective is to provide services under relevant tenders/quotations to RVIST as and when required during the period 2018-2019.

1.3 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 the Principal, RVIST so that they may be pre-qualified. The prospective Suppliers are required to supply mandatory information for prequalification.

1.4 Experience

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

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

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

PRINCIPAL, RVIST
P. O. Box 7182-20100
NAKURU

Not later than 27TH JUNE, 2018 at 10.00a.m.



4



1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Principal, RVIST whose address is given in par 1.7

1.9 Additional Information

The institute 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 qualifications are accepted by the institute after meeting all the requirements.

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 processing Committee. Prices quoted should be inclusive of all delivery charges.

3.0 PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification 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 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 data on prospective bidders is to be used by the Institute 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 Institute 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 services.

3.3 Essential Criteria For Pre-Qualification/Registered

3.3.1 Experience: Prospective bidders shall have experience in the provision of services. 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 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 Prequalification

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 Institute 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 Institute 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 Prequalification Criteria

Required Information	Form Type	Points Score
1 Registration Documentation	PQ-1	30
2 Pre-qualification Data	PQ-2	10
3 Supervisory Personnel	PQ-3	10
4 Financial Position	PQ-4	20



5 Confidential Report	PQ-5	10
6 Past Experience	PQ-6	20
	TOTAL	100

3.8 The qualification is 75 points and above



FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

- (i).Copies of Certificate of Registration.
 - (ii). Copy of valid VAT Registration Certificate.
 - (iii). Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
 - (iv). Copies of Pin Certificate of firm/company/individual.
- (30 points)

NB firms who have already registered at the National treasury under the public procurement and Asset Disposal act 2015 (Preference and Reservations) must attach their certificates of Registration to qualify for Automatic registration.

-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration

(s)
(Name of Company/Firm)

as supplier of.....Category No.).....
(Item Description)

Post Office Address.....Town.....
Street



Name of building..... Floor
No.

Room/Office No..... Telephone
No's.....

Full Name of
applicant

Other branches location

Organization & Business Information

Number of Management Personnel.....

President/Chief Executive – (full name).....

Secretary

General

Manager

Treasurer.....

Other

Partnership (if applicable)

Names of Partners.....



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 Qualification

Professional Qualification

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least two (2) key personnel in the organization) (10 Points)

FORM PQ FINANCIAL POSITION AND TERMS OF TRADE

Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

Attach letters of reference from the bankers regarding supplier's credit position. (20 Points)



FORM PQ-4:

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- 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 at any one time: Ksh.....
Name of your bankers..... Branch

<input type="checkbox"/>	Part 2 (a) – Sole Proprietor
	Your name in full.....Age.....
<input type="checkbox"/>	Nationality.....Country of origin.....

<input type="checkbox"/>	
--------------------------	--

FORM PQ-5:

*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares

.....

...

.....

...



	<p>Part 2 (c) – Registered Company: Private or Public State the nominal and issued capital of company</p> <p>Nominal Ksh..... Issued Ksh.....</p> <p>Given details of all directors as follows:- Name Nationality Citizenship Details Shares 1. </p>
	<p>..... </p>

Date..... Signature of
Candidate.....

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

-6: PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

(i) Name of Client (organization)



FORM PQ

(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)

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)

Telephone No. of

Client

(iv). Value of Contract

(v). Duration of Contract (date)

(Attach documental evidence of existence of contract)



FORM PQ

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)

Telephone No. of Client

(iv). Value of Contract
.....

(v). Duration of Contract (date)
.....

(Attach documental evidence of existence of contract)

4. Others
.....

(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.



FORM PQ

-8: SWORN STATEMENT

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

- (i). That the information furnished in our application is accurate to the best of our knowledge.
- (ii). 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 Institute.
- (iii). 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)

QUALITY POLICY STATEMENT



FORM PQ

RVIST is committed to providing high quality technical training and research that meets dynamic industrial needs for self-reliance and development.

In pursuit of this commitment the institute shall comply with applicable requirements and continually improve its effectiveness by implementing and maintaining a quality management system based on **ISO 9001:2015**.

The institute shall review this policy and established quality objectives on an annual basis for continuing relevance and



PRINCIPAL
28TH MAY 2018

