



KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

**PRE-QUALIFICATION OF SUPPLIERS FOR 2 FINANCIAL YEARS,
ENDING 30TH JUNE, 2018.**

KUCCPS/PQ/17/16-18

Provision of Creative Design and Advertising Services

CLOSING DATE: 13/05/2016

10:00AM

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Kenya Universities and Colleges Central Placement Service would like to invite interested and competent suppliers who wish to be pre-qualified through the set criteria as provided by the Placement Service to perform the contract of supply and delivery of goods, works and services to the organization.

1.2 Pre-Qualification Objective

The main objective of this exercise is to identify competent providers to supply and deliver goods, works and/or services under relevant tenders/quotations to the Placement Service **as** and **when** required during the period ending **30th June, 2018**.

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 CHIEF EXECUTIVE OFFICER, KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE so that they may be pre-qualified for submission of tenders/Quotations. The **Placement Service** requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to other 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 of prospective suppliers.

1.6 Information

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

1.7 Distribution of Pre-qualification Documents

The completed pre-qualification document, data and other requested information shall be clearly marked with the relevant tender no: so as to reach:

**The Chief Executive Officer,
Kenya Universities and Colleges Central Placement Service,
P.O. BOX 105166 – 00101,
NAIROBI**

**Or be deposited in the Tender Box at the main Reception
Not later than 10.00 a.m (Local time) on 13 May 2015.**

1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualifications documents should be directed to the Managing Director whose address is given above.

1.9 Additional Information

The Placement Service reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Placement Service after scoring more than **80 points** soon after the completion of the pre-qualification process

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

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

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.4 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 Placement Service's Accounting Officer or Supply Chain Office.

2.5 Payments

All local purchase shall be on credit of a minimum of sixty (30) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1. Pre-qualification data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7 & PQ-8 are to be completed By prospective suppliers/contractors who wish to be pre-qualified for submission of tenders/quotations.

3.1.1 The Pre-qualification application forms, which are not filled out completely 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

3.21 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Placement Service in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender as described by the Placement Service.

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the Placement Service 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, works and services.

3.3 Essential Criteria for Pre-qualification

3.3.1. (a) Experience: Prospective bidder shall have at least 3 years experience in the supply of related goods, services and allied items. In case of services potential suppliers/contractors should show competence, willingness and capacity to service the contract.

3.3.2 **Personnel**

The names and pertinent information and the CVs of the key personnel to execute the contract must be indicated in Form PQ.3.

3.3.3 **Financial Condition**

The supplier's financial condition will be determined by the latest financial statements submitted with the pre-qualification 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.

3.3.4 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. Information on Form PQ-4 should be provided as evidence of financial capability to executive contract.

3.3.5 **Past Performance**

Past performance in servicing the Placement Service's orders will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

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 PREQUALIFICATION**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Placement Service 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 Placement Service reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 **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

3.7 **Pre-qualification Criteria**

Required Information	Form type	Points Score
1. Registration Documentation	PO-1	20
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	20
6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Tax Compliance	PQ-8	10

TOTAL
100

3.8 **Qualification Mark**

The qualification mark is **80 points** and above.

FORM PQ 1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) Current Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual
- (e) List of ongoing Contracts/Projects (goods, works, services)
- (f) Bank references
- (g) CVs of key personnel

FORM PQ-2 PRE-QUALIFICATION DATA

- 1. Contractor Identification.....
 - Legal name of firm.....
 - Post office address.....
 - Street and Address.....
 - City.....
 - Country.....
 - Telephone No.....
 - Person to contact.....
 - Title.....
- 2. Organization & Business Information.....

- Management Personnel.....
- President.....
- Secretary.....
- General Manager.....
- Treasurer.....
- Other.....
- Partnership (if applicable).....
- Names of Partners.....
- 3. Business founded or incorporated.....
- 4. Under present management since.....
- 5. Net worth equivalent Kshs.....
- 6. Bank reference and address.....
- 7. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held
.....

Supply or service experience

a) Name of Organization /Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

g) Other.....

Proposed Technical Personnel

a)

b)

- c)
- d)
- e)
- f)
- g)

FORM PQ-4

FINANCIAL POSITION

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

FORM PQ-5 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

1. Name of 1st Client (Organization)
 - i) Name of (Organization).....
 - ii) Address of (Organization).....
 - iii) Name of contact person at the (Organization).....
 - iv) Telephone No. of Organization.....
 - v) Value of contract.....
 - vi) Duration of contract (date).....

2. Name of 2nd Client (Organization)
 - (i) Name of (Organization).....
 - (ii) Address of (Organization).....
 - (iii) Name of contact person at the (Organization).....
 - (iv) Telephone No. of Organization.....
 - (v) Value of contract.....
 - (vi) Duration of contract (Date).....

3. Name of 3rd Client (Organization)
 - i) Name of (Organization).....
 - ii) Address of (Organization).....
 - iii) Telephone No. of the Organization
 - iv) Name of contact person at the (Organization).....
 - v) Value of contract.....
 - vi) Duration of contract (Date).....

4. Others.....

FORM PQ-6

SWORN STATEMENT

Having studied the pre-qualification 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you 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.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

FORM PQ-7

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

PART 2(A) – Sole Proprietor

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

Part 2 (b) – Partnership:

Name	Nationality citizenship Details	Shares
1.
2.
3.
3.
4.
6.

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company
Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.

...

2.

..

3.

...

4.

..

5.

..

Date.....Signature & Stamp of
Tenderer.....

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

