



# **KENYA UTALII COLLEGE**

## **TENDER DOCUMENT**

### **FOR**

### **REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2019/2020 & 2020/2021**

**TENDER NUMBER : KUC/31/2019/2021**  
**: KUC/32/2019/2021**  
**: KUC/34/2019/2021**  
**: KUC/47/2019/2021**  
**: KUC/52/2019/2021**  
**: KUC/55/2019/2021**  
**: KUC/84/2019/2021**  
**: KUC/88/2019/2021**  
**: KUC/89-98/2019/2021**

**BIDDER'S NAME:.....**

**TENDER NO:.....**

**TENDER NAME:.....**

P.O. BOX 31052 – 00600 NAIROBI TEL: +254 020 248627 /2686803 EMAIL: [info@utalii.ac.ke](mailto:info@utalii.ac.ke)

**OCTOBER, 2019**

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## **SECTION I - INVITATION FOR REGISTRATION**

### **KENYA UTALII COLLEGE TENDER ADVERTISEMENT**

#### **REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS**

Kenya Utalii College invites interested, competent and eligible bidders to Register for Supply of goods, services and works for period **2019/2020 & 2020/2021**

<b>S/N O</b>	<b>TENDER NO.</b>	<b>REMARKS</b>	<b>DESCRIPTION OF GOODS/SERVICES</b>
1	KUC/31/2019/2021 (Re-advertised)	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Heavy Duty Kitchen Equipments & Related Equipments
2	KUC/32/2019/2021 (Re-advertised)	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Heavy Duty Laundry Equipments & Related Equipments
3	KUC/34/2019/2021 (Re-advertised)	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Boiler Services & Related Equipments
4	KUC/47/2019/2021 (Re-advertised)	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Air Conditioners & Related Equipments
5	KUC/52/2019/2021 (Re-advertised)	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Weighing Scales & Related Equipments
6	KUC/55/2019/2021 (Re-advertised)	Open	Suppliers For Asset Valuation
7	KUC/84/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Gym Equipments & Related Equipments
8	KUC/85/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Sewing Machines & Related Equipments
9	KUC/86/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Fire Fighting Systems & Related Equipments
10	KUC/87/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and

			Provision of Water Purifying Machines & Related Equipments
11	KUC/88/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Refrigeration Machines & Related Equipments

<b>S/N O</b>	<b>TENDER NO.</b>	<b>REMARKS</b>	<b>DESCRIPTION OF GOODS/SERVICES</b>
12	KUC/89/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Printing Machines & Related Equipments (i.e Offset Printing Machine, Guillotine Machine, Perforating Machine, Folding Machine, Laminating Machines, etc)
13	KUC/90/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Calibration of LPG (Liquid Petroleum Gas) gas Cylinder (2000 KG)
14	KUC/91/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Calibration of Furnace Oil Tank (35000 Litres) and Dipsticks
15	KUC/92/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of PABX Machines & Related Accessories
16	KUC/93/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Cleaning of Hood Extractors & Related Accessories
17	KUC/94/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Public Address (PA) Systems & Related Equipments
18	KUC/95/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Gym Equipments & Related Equipments
19	KUC/96/2019/2021	Open	Suppliers For Maintenance, Servicing, Spares and Provision of Generators, Motors & Related Equipments
20	KUC/97/2019/2021	Open	Suppliers For High Window Cleaning Services
21	KUC/98/2019/2021	Open	Suppliers For Boiler Inspection & Steam Equipment Services

Details of these tenders can be accessed through link **supplier.treasury.go.ke** or **KUC Website** [www.utalii.ac.ke](http://www.utalii.ac.ke)

Downloaded documents **must** be registered with purchasing department Kenya Utalii College before the closing date on **Thursday 17<sup>th</sup> October, 2019.**

Completed Tender documents in plain sealed envelopes clearly indicating the tender number and name as indicated in the list should be addressed to: -

**THE PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE  
P O BOX 31052 – 00600 NGARA  
NAIROBI**

And should be placed in the Tender Box at the College Reception, not later than **10:00 a.m.** on the closing date **Thursday 17<sup>th</sup> October, 2019.** The tenders will be opened on the same day at **10:15 a.m.** at the College's **Madaraka Hall** in the presence of tenderers/representatives who may wish to attend.

Canvassing will lead to automatic disqualification. Report corruption issues to:  
[reportcorruption@utalii.co.ke](mailto:reportcorruption@utalii.co.ke)

**PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE**

**ISO 9001:2008  
Certified**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1. Scope of Tender**

- 2.1.1. Kenya Utalii College hereinafter referred to as the procuring entity intends to register suppliers for the Goods, Services and 1 works for **Financial Year 2019/2020 & 2020/2021**. It is expected that registration applications will be submitted to be received by the procuring entity not later than **Thursday 17<sup>th</sup> October, 2019**.
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2. Submission of Application**

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located at Kenya Utalii College reception ,Thika Road or be addressed and posted to address below:

**THE PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE  
P O BOX 31052 – 00600 NGARA  
NAIROBI**

- 2.2.2. **so as to be received on or before Thursday 17<sup>th</sup> October, 2019 at 10:00am**. Late applications will be rejected.
- 2.2.3. All the information requested for registration shall be provided in the English language..
- 2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3. Eligible Candidates**

2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.3.3. All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

## **2.4. Qualification Criteria**

2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Kenya Utalii College reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2. **General Experience.** The applicant shall meet the following minimum criteria

- a) average annual turnover as a supplier over the last two (2) years of Kshs. 0.5 million.
- b) successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.

2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.

2.4.4. **The audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.



## **2.5. Public Sector companies**

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6. Conflict of Interest**

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.7. Updating Registration Information**

- 2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **3.1. 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.

### **3.2. 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 Chief executive. Prices quoted should be inclusive of all delivery charges.

### **3.3. Payments**

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

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

### **Notes on the appendix to instructions to Candidates**

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

### **SECTION III: LETTER OF REGISTRATION**

**Registration Category Ref No.....**

To :

The Principal & CEO,  
Kenya Utalii College  
P.O. Box **31052-00600**,  
Nairobi

**Dear Sir,**

1. Having examined the application documents including Addenda Nos. .... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kenya Utalii College and as may otherwise be directed,..... (Category).  
And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the College
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
  - a) That this is not a tender or quotation but an application for consideration to be registered as Kenya Utalii College's suppliers for goods/services included or related to this category during the period between **October 2019 and September 2021**.
  - b) That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter are copies of original documents of:

- a) Registration /Incorporation Certificate
  - b) PIN Certificate
  - c) VAT Certificate/Vat Exemption certificate
  - d) Valid Tax Compliance Certificate
  - e) Audited accounts for the lasts two (2) financial years
6. We make this application with the full understanding that;
- a) Bids by registered applicants will be subject to verification of all information submitted.
  - b) Kenya Utalii College reserves the right to accept or reject any application, cancel the registration process and reject all applications.
  - c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

**Sign and stamp.....**

**In the presence of: Name..... Sign .....**

**Designation .....Date .....**

## **SECTION IV - APPLICATION FORMS**

### **FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE**

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:        Website:	
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No./Registration of Business Name (Attach Copy) Year of Incorporation/ Registration:	
8.	VAT Reg. Certificate No: (Attach Copy)	PIN Certificate No: (Attach
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or credit .....credit period allowed	

**FORM II - DETAILS OF DIRECTOR/PARTNERS**

	<b>Names</b>	<b>Nationality</b>	<b>%of Share</b>
1			
2			
3			
4			
5			

### FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to Supply.....  
.....  
.....
2. How many employees do you have?.....How many are permanent?.....How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?  
(Please Specify) .....  
.....  
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Kenya Utalii College  
.....  
.....  
.....
6. What is your average response time to a request for quotation/proposal?  
.....  
.....
7. What is your average response to delivery of goods/services After issuance of an LPO?.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?  
.....  
.....
9. If you are a current or previous supplier of goods and services to Kenya Utalii College, have you at any one time been issued with an LPO and

failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

.....

.....

.....



#### **FORM IV - SUPERVISORY PERSONNEL**

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Position/Job title</b>	<b>Academic Qualification</b>	<b>Professional</b>

(Attach copies of certificates/CVs of key personnel in the organization)

## **FORM V - EXPERIENCE**

### **Applicant's three (3) reputable clients in the last three (3) years**

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Copies invoices
3. Letters of Award
4. Completion certificates
5. Contract documents etc

## FORM VI - FINANCIAL CAPABILITY

Name of Applicant
-------------------

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide **audited accounts** OR Bank Statements for the last six months)

- (1) Attach a copy of firm's two Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support

Financial information in	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

Banker	Name of banker	
	_____	
	Address of banker	
	.....	
	Telephone	Contact name and title
	_____	
	Fax	E mail

## FORM VII - ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....  
 .....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in	Disputed amount

## **SECTION V - EVALUATION CRITERIA**

Kenya Utalii College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### **EVALUATION CRITERIA – General Public**

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
	1.Valid Certificate of Incorporation/Business Registration ( <b>Attach copy</b> )	YES/NO
	2.Personal Identification Number(PIN) certificate ( <b>Attach copy</b> )	YES/NO
	3.Valid Tax Compliance Certificate ( <b>Attach copy</b> )	YES/NO
	4.Current Business Permit/License ( <b>Attach copy</b> )	YES/NO
	5.CR-12 FORM ( <b>Attach copy</b> )	YES/NO
	6.Complete attached Business Questionnaire (FORM I)	YES/NO
	7.Complete attached Details of Directors/Partners (FORM II)	YES/NO
	8.Complete attached Details of Capability & Competence to Deliver Goods/Services (FORM III)	YES/NO
	9.Complete attached Details of Supervisory Personnel (FORM IV)	YES/NO
(Bidders must meet all the mandatory requirements to qualify for next stage of evaluation).		

<b>B.</b>	<b>GENERAL REQUIREMENTS</b>	
B1.	<b>Supplier Availability:</b> - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	10
B2.	<b>Financial Capability:</b> Certified Audited Accounts for the last 3 years (10 marks for each year)	30
B3.	<b>Financial Stability</b> – Evidence of profit making in the attached 2 years audited reports	10
B4.	<b>Experience:</b> Indicate having undertaken similar assignment. <b>(Attach Proof of Four copies of either LPOs, invoices, Contract or Completion Certificates) 5 marks each</b>	20
B5	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6)	12
B6.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
B7	Eligibility & Disclosure of litigation history	6
	<b>TOTAL</b>	<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 70%**

*(The Technical Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).*

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick**

*appropriately below)*

**No**

☐

**Yes**

☐

**Official Stamp .....Sign.....**

**For Official Use Only**

*(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)*

-----  
-----  
-----

**Accept the Firm**

**Reject the Firm**

☐☐

**Evaluation Committee Team Leader:**

**Name:..... Sign .....Date .....**

**Indicate status: ..... (Approved /Not Approved )**

## **SECTION VI- DECLARATIONS**

### **DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Kenya Utalii College employee.

Do you have a relationship with any Kenya Utalii College employee that would cause conflict of interest?

.....  
.....

I.....declare, for and  
on behalf of

.....  
.....

(company/firm) that all the information furnished to Kenya Utalii College in connection with this registration is true and accurate in all material respect. Kenya Utalii College is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

**Information submitted by..... ..**

**Title .....**

**Signature.....**

**Stamp.....**



## **SWORN STATEMENT**

Having studied the Registration 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 Registered 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 the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that Kenya Utalii College is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Kenya Utalii College

**Date:**.....

**Applicant's Name** .....

**Represented by:**.....

**Signature** .....

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

## LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_  
To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

- \_\_\_\_\_  
\_\_\_\_\_
1. Please acknowledge receipt of this letter of notification signifying your acceptance.
  2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
  3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) \_\_\_\_\_