



**THE TECHNICAL UNIVERSITY OF KENYA**

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**PRE-QUALIFICATION OF SUPPLIERS, CONSULTANTS &  
CONTRACTORS**

**FOR SUPPLY OF GOODS, SERVICES AND SMALL WORKS  
FOR TWO YEARS**

**TUK/PQ/2016-17/2017-18**

**YOU MUST INDICATE:-**

**GROUP:.....**

**CATEGORY CODE NO: .....**

**CATEGORY DESCRIPTION:.....**

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## TENDER AND PRE-QUALIFICATION NOTICE

The Technical University of Kenya (TU-K) now invites tenders and pre-qualification applications from interested, eligible, capable firms for award of contract and pre-qualification as suppliers, consultants and small works contractors for two years in the following categories: -

TENDER REFERENCE NUMBER	CATEGORY OF SERVICES	ELIGIBILITY	TENDER SECURITY AMOUNT	COST PER SET OF TENDER DOCUMENT
TUK/T/01/2016/2017	Security Guard Services	Open	1% of tender sum	Kshs.2000/=

PRE-QUALIFICATION GROUP	CATEGORY OF GOODS, SERVICES & WORKS	ELIGIBILITY
<b>GROUP A</b>	<b>GRADUATION ITEMS &amp; RELATED SERVICES</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/A/1/2016-17	Supply and delivery of graduation gowns, hoods and caps	open
TUK/PQ/A/2/2016-17	Supply and delivery of draping fabric and related materials	open
TUK/PQ/A/3/2016-17	Provision of dry cleaning and laundry services for the graduation gowns and medical linen.	open
TUK/PQ/A/4/2016-17	Provision of graduation event management (tents, deco, chairs, public address system, TV screens)	open
<b>GROUP B</b>	<b>OFFICE EQUIPMENT, STATIONERY, TEACHING &amp; PROMOTIONAL MATERIALS</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/B/1/2016-17	Supply & Delivery of Library Books	open
TUK/PQ/B/2/2016-17	Supply & Delivery of Teaching Chemicals, Reagents and Apparatus	open
TUK/PQ/B/3/2016-17	Supply & Delivery of Surgical, Medical & Laboratory Equipment	open
TUK/PQ/B/4/2016-17	Supply of general/standard office stationery and accessories	Special Group
TUK/PQ/B/5/2016-17	Supply & delivery of continuous feed computer papers	Special Group
TUK/PQ/B/6/2016-17	Printing of corporate newsletter, Newspapers, special magazines, printed stationery, calendars, diaries, cards, brochures, fliers, banners	open
TUK/PQ/B/7/2016-17	Supply & delivery of branded materials e.g. T-shirts, caps, themed promotional gifts and other promotional items/merchandise	Special Group
TUK/PQ/B/8/2016-17	Supply & delivery of spares and consumables for copiers and cartridges	open
TUK/PQ/B/9/2016-17	Supply & delivery of general office and domestic furniture and fittings	open
TUK/PQ/B/10/2016-17	Supply & delivery of curtains, sheers and accessories	Special Group

TUK/PQ/B/11/2016-17	Supply & delivery of Kitchen Utensils, equipments and water dispensers	Special Group
<b>GROUP C</b>	<b>FOODSTUFF AND RELATED MATERIALS</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	open
TUK/PQ/C/1/2016-17	Supply & delivery of Cereals, Dry Goods and Groceries	open
TUK/PQ/C/2/2016-17	Supply & delivery of Fresh Fruits and Vegetables	open
TUK/PQ/C/3/2016-17	Supply & delivery of Meat & Meat Products, Poultry & Poultry Products	open
TUK/PQ/C/4/2016-17	Supply & delivery of Dry Split Wood and Charcoal	open
TUK/PQ/C/5/2016-17	Supply & delivery of Bottled Water	open
TUK/PQ/C/6/2016-17	Supply & delivery of Fresh Bread	open
TUK/PQ/C/7/2016-17	Supply & delivery of Fresh Milk	open
<b>GROUP D</b>	<b>FABRICATED EQUIPMENT</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/D/1/2016-17	Fabrication, supply & delivery of specialized student lecture chairs and tables, specialized student drafting tables, specialized kitchen equipment, beds and dining tables.	open
<b>GROUP E</b>	<b>CLEANING MATERIALS</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/E/1/2016-17	Supply & delivery of uniforms, protective clothing and footwear	Special Group
TUK/PQ/E/2/2016-17	Supply & delivery of cleaning materials, detergents, disinfectants and toiletries	open
TUK/PQ/E/3/2016-17	Supply & delivery of sports uniforms and materials	open
TUK/PQ/E/4/2016-17	Supply & delivery of tissue papers and serviettes	Special Group
<b>GROUP F</b>	<b>SMALL WORKS CONTRACTORS AND ASSOCIATED SUPPLIES</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/F/1/2016-17	Building and civil contractors	open
TUK/PQ/F/2/2016-17	Structural contractors	open
TUK/PQ/F/3/2016-17	Electrical contractors	open
TUK/PQ/F/4/2016-17	Plumbing and mechanical contractors	open
TUK/PQ/F/5/2016-17	Supply & delivery of workshop tools	open
TUK/PQ/F/6/2016-17	Supply & delivery of Electric main boards, wires and equipment	open
TUK/PQ/F/7/2016-17	Supply & maintenance of air-conditioning systems	open
<b>GROUP G</b>	<b>MOTOR VEHICLE REPAIR, FABRICATION, PARTS &amp; SPARES</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/G/1/2016-17	Supply & delivery of spare parts for motor vehicles	open
TUK/PQ/G/2/2016-17	Supply & delivery of car batteries	open
TUK/PQ/G/3/2016-17	Garages for maintenance, repair , maintenance of motor vehicle radiators and servicing of motor vehicles	open
TUK/PQ/G/4/2016-17	Supply & delivery of motor vehicle tyres and tubes	open
<b>GROUP H</b>	<b>COMPUTERS AND COMPUTER ACCESSORIES</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/H/1/2016-17	Supply & delivery of printers, UPS's, Laptops, Desktop computers and scanners	open

TUK/PQ/H/2/2016-17	Supply & delivery of spares for computers, laptops, printers UPS's servers and scanners	open
TUK/PQ/H/3/2016-17	Supply & delivery of printer toners, inks and ribbons	open
TUK/PQ/H/4/2016-17	Supply & delivery of various standard computer software and applications	open
TUK/PQ/H/5/2016-17	Supply & installation of structured cabling , LAN materials and equipment	open
TUK/PQ/H/6/2016-17	Supply & installation of digital PABX and telephone accessories	open
TUK/PQ/H/7/2016-17	Supply & delivery of calling cards/airtime	Special Group
TUK/PQ/H/8/2016-17	Supply & delivery of photocopiers	open
<b>GROUP I</b>	<b>TECHNICAL &amp; PROFESSIONAL SERVICES</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	open
TUK/PQ/I/1/2016-17	Provision of training and human development services	open
TUK/PQ/I/2/2016-17	Provision of air travel and ticketing services	open
TUK/PQ/I/3/2016-17	Provision of occupational health and safety consultancy services	open
TUK/PQ/I/4/2016-17	Provision of environmental management audit consultancy services	open
TUK/PQ/I/5/2016-17	Provision & development of procurement manual services	open
TUK/PQ/I/6/2016-17	Provision of meeting, conference/training and accommodation facilities and services within Nairobi and its environs	open
TUK/PQ/I/7/2016-17	Provision of language translation services	open
TUK/PQ/I/8/2016-17	Provision of boiler and equipment inspection services	open
TUK/PQ/I/9/2016-17	Provision of professional photography and video services	open
TUK/PQ/I/10/2016-17	Provision of graphic design services for printed and online materials (banners, diaries, financial reports, brochures, calendars, fliers, posters, booklets, e-cards, e-shots etc.)	open
TUK/PQ/I/11/2016-17	Provision of corporate branding and signage services	open
TUK/PQ/I/12/2016-17	Provision of Asset Valuation Services	open
TUK/PQ/I/13/2016-17	Provision of garbage collection services	Special Group
TUK/PQ/I/14/2016-17	Provision of sanitary bin services	Special Group
TUK/PQ/I/15/2016-17	Provision of medical waste disposal services	open
TUK/PQ/I/16/2016-17	Provision of insurance brokerage services	open
TUK/PQ/I/17/2016-17	Provision of Motor vehicle Fuel and Petrol station services	open
<b>GROUP J</b>	<b>MAINTENANCE AND REPAIR</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/J/1/2016-17	Specialized maintenance & repair of milk pasteurizer	open
TUK/PQ/J/2/2016-17	Specialized maintenance & repair of boilers	open
TUK/PQ/J/3/2016-17	Specialized maintenance & repair of power generators	open
TUK/PQ/J/4/2016-17	Specialized maintenance & repair of electric water pumps	open
TUK/PQ/J/5/2016-17	Specialized maintenance & repair of Fluid bed drier	open
TUK/PQ/J/6/2016-17	Specialized maintenance & repair of laboratory spray drier	open
TUK/PQ/J/7/2016-17	Specialized maintenance & repair of cold rooms, gas and electric cookers and ovens	open
TUK/PQ/J/8/2016-17	Supply of spares & maintenance , calibration & repair of weighing scales	open

TUK/PQ/J/9/2016-17	Specialized maintenance & repair of Hobart Mixer	open
TUK/PQ/J/10/2016-17	Specialized maintenance & repair of centrifuge machines	open
TUK/PQ/J/11/2016-17	Fumigation and Pest control services	Special Group
TUK/PQ/J/12/2016-17	Repair and maintenance of & repair of motor vehicle seats and upholstery	open
TUK/PQ/J/13/2016-17	Maintenance & repair of copiers, printers and faxes	open
TUK/PQ/J/14/2016-17	Maintenance & repair of digital PABX and telephone accessories	open
TUK/PQ/J/15/2016-17	General maintenance & repair of Buildings	open
TUK/PQ/J/16/2016-17	Supply & delivery of general building materials	open
TUK/PQ/J/17/2016-17	Supply & delivery of hardware materials and tools	open
TUK/PQ/J/18/2016-17	Supply & Delivery of electrical consumables, parts and fittings	open
<b>GROUP K</b>	<b>PHARMACEUTICAL DRUGS AND LABORATORY ITEMS</b>	
<b>CATEGORY CODE NO.</b>	<b>CATEGORY DESCRIPTION</b>	
TUK/PQ/K/1/2016-17	Supply and delivery of pharmaceutical drugs	open
TUK/PQ/K/2/2016-17	Supply and delivery of medical linen	open
TUK/PQ/K/3/2016-17	Supply and delivery of surgical equipment and instruments	open
TUK/PQ/K/4/2016-17	Supply and delivery of laboratory chemicals and reagents	open

***Youth Women and the Physically Challenged are encouraged to tender***

Interested eligible tenderers may obtain further information and inspect the tender documents from the office of the Director Supply Chain Operations, N-Block, the Technical University of Kenya (TU-K) Headquarters, Haile Selassie Avenue, P. O Box 52428 – 00200, **Nairobi-Kenya**. Tel. +254 20343672, 2249974, 2251300: Fax +254 20 2219689 during normal working hours i.e. Monday to Friday between 8.00a.m to 1.00pm and 2.00pm to 5.00p.m **with effect from Thursday July 14, 2016** and at the TUK website <http://www.tukenya.ac.ke>

A complete set of pre-qualification document may be obtained free of charge. A complete set of tender documents may be obtained at a cost of Kshs.2000/= per set payable at the cashier's office situated on the ground floor of Administration Block of the Technical University of Kenya. All tender and prequalification documents downloaded through the website should be duly registered at the office of the Director Supply Chain Operations.

Completed tender documents enclosed in plain sealed envelopes, marked "**Tender Reference No.....**," "**Category code No**"..... & "**Category description**"..... should be deposited in the Tender Box situated on the first floor, Administration Block of The Technical University of Kenya Headquarters or be addressed and posted to:-

**The Vice Chancellor**  
**The Technical University of Kenya**  
**P.O. Box 52428 – 00200**  
**Nairobi.**  
<http://www.tukenya.ac.ke>

so as to reach on or before Thursday July 28, 2016, at 10.00 a.m. The closing/opening process will be conducted immediately thereafter in the presence of firms' representatives who choose to attend at the conference room situated on the 1<sup>st</sup> floor, Administration Block, the Technical University of Kenya.

**Late bids will be returned unopened.**

**THE VICE CHANCELLOR**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Technical University of Kenya (TU-K) would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods, services and works.

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

- The main objective is to supply goods, services and works under relevant tenders/quotations to the Technical University of Kenya (TU-K), on 'as and when required' during the Years 2016/17-2017/18.
- Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply the goods, services and works for a period of either twelve (12No.) months or twenty four (24No.) months.

### **1.3 Invitation of Pre-qualification**

Suppliers registered under the Laws of Kenya to supply or provide respective goods, services and works are invited to submit their PRE-QUALIFICATION documents to the Technical University of Kenya (TU-K) so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Potential suppliers/consultants/contractors must demonstrate the capacity, 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** In order to be considered for pre-qualification, prospective suppliers, consultants and contractors must submit all the information herein requested.

### **1.7 Submission of Pre-qualification Documents**

Original completed pre-qualification data and other requested information shall be submitted to reach:

**The Vice Chancellor  
The Technical University of Kenya  
P.O. Box 52428 – 00200  
Nairobi.  
<http://www.tukenya.ac.ke>**



Not later than, **Thursday 28<sup>st</sup> July 2016 at 10.00 a.m. (local time)**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be addressed to **THE VICE CHANCELLOR** whose address is given in par 1.7

## **1.9 Additional Information**

The Technical University of Kenya reserves the right to request submission of additional information from prospective bidders.

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

### **2.1 Taxes on Imported Materials**

The Supplier/consultant/contractor will have to pay all taxes payable as applicable for all imported materials to be supplied.

### **2.2 Customs Clearance**

The Supplier/consultant/contractor shall be responsible for custom clearance of their imported materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

### **2.4 Payments**

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

### **3. PRE-QUALIFICATION 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/consultants/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**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.

#### **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 Technical University of Kenya in determining, according to their sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Technical University of Kenya, they possess the 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**

**Experience:** Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

##### **3.3.2 Personnel**

The names and pertinent information and CV of the key personnel to execute the contract must be indicated in form PQ-3.

##### **3.3.3 Financial Condition**

The Supplier's/consultant's/contractor'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/consultants/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(s).

##### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/clients 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 Technical University of Kenya 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 Technical University of Kenya 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 and copies attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate

### 3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS IN ALL CATEGORIES

NO.	CRITERIA	MARKS ALLOTTED	
	<p><b><u>Mandatory Requirements:</u></b></p> <p>a) Copy of Certificate of Registration/ Incorporation  b) Copy of Current Tax Compliance Certificate  c) Copy of PIN Certificate  d) Copy of VAT Certificate</p> <p>e) Membership in a professional body</p> <p>f) The Individuals in a Firm Must at least possess a Professional Diploma</p> <p>Must attach CVs in the format provided –and the Management and Proposed Staffs</p> <p>g) Must Fill Forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7  h) Firms must provide at least a One (1) page outline of the Firm’s organizational Structure: Provide an outline of the composition of the firm</p>	Mandatory	
1	<p>Period of operation (attach copy of certificate of business registration/certificate of Incorporation)</p> <p>10 years and above - 20 marks</p>	Max. 20 Marks	
2	<p>Provide list of assignment carried out in the last (3) three years and a list of clients and references to which the firm has offered similar assignment in the last 3 years OR have the Reference page stamped and signed by Client as proof of supply in the format provided. (Provide Evidence)</p>	<p>10 Marks each per year of experience or list of services and assignment done</p>	Max. 30
3	<p>At least 2no. qualified staff (attach CV in the format provided)</p>	<p>Staff qualifications to be considered and marks awarded as below:</p> <p>(Masters Degree – 5 marks,  Bachelors Degree – 5 marks  Diploma - 5 marks, Certificate including KCSE – 5 Marks. Maximum Marks per staff = 20 marks</p>	40
	<p>2. One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans</p>		Max. 10 Marks
	<b>TOTAL</b>		100 MARKS

**NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 70 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

1/we..... hereby apply for registration as supplier(s)

(Name of Company/Firm)

**CATEGORY CODE NO.**

.....

**CATEGORY**

**DESCRIPTION**.....

.....

of

Post Office Address .....

Town .....

Street .....

Name of building .....

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

Telephone Nos. .... Fax .....email .....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Chief Executive/Managing Director .....

Marketing/Sales Manager.....

Accountant .....

Secretary .....

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. 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-2 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification.....

Length of service with Contractor or Supplier position

held..... (Attach copies of

certificates/CV of key personnel in the organization)

**FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)**

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 .....

**Part 2 (a) – Sole Proprietor**

Your name in full .....Age

Nationality ..... Country of origin .....

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**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares

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**Part 2 (c) – Registered Company:**

Private or Public .....

State the nominal and issued capital of company-

Nominal Kshs .....

Issued Kshs.....

Given 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 Details" whether by Birth, Naturalization or Registration.

**FORM PQ-4 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS AND VALUES OF CONTRACT/ORDERS**

**1. Name of 1st Client (Organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Narrative Description of project: .....  
.....
- iv) Name(s) of Professional Staff provided by Your Firm/ or self  
.....
- v) Name of Contact Person at the client (organization)
- vi) Telephone No. of Client.....
- vii) Value of Contract .....
- viii) 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. Narrative Description of project: .....  
.....
- iv. Name(s) of Professional Staff provided by Your Firm/ or self
- v. Name of Contact Person at the client (organization).....
- vi. Telephone No. of Client .....
- vii. Value of Contract .....
- viii. 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.Narrative Description of project: .....
- .....
- iv.Name(s) of Professional Staff provided by Your Firm/ or self

.....

- v.Name of Contact Person at the client (organization).....
- vi.Telephone No. of Client .....
- vii.Value of Contract .....
- viii.Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

**4. Name of 4<sup>th</sup> Client (organization)**

- i.Name of Client (organization).....
- ii.Address of Client (organization)
- .....
- .....
- .....

- iii.Narrative Description of project:
- .....
- .....
- .....

- iv.Name(s) of Professional Staff provided by Your Firm/ or self
- .....
- .....
- .....

- v.Name of Contact Person at the client (organization)
- .....
- .....

- vi.Telephone No. of Client.....
- vii.Value of Contract .....
- viii.Duration of Contract (date).....
- ix.

(Attach documental evidence of existence of contract)

**5. Name of 5th Client (organization)**

i.Name of Client (organization)

.....

ii.Address of Client (organization)

.....

iii.Narrative Description of project:

.....

.....

iv.Name(s) of Professional Staff provided by Your Firm/ or self

.....

.....

v.Name of contact person at the client (organization)

.....

vi.Telephone No. of Client.....

vii.Value of Contract.....

viii.Duration of Contract (date).....

(Attach documental evidence of existence of contract)

Others

(30 Points)

**PQ-5 STAFF COMPOSITION**

(i) Directors / Partners

<b>Name</b>	<b>Position</b>	<b>Specialization &amp; Qualification</b>

(ii) Technical/Management staff

<b>Name</b>	<b>Position</b>	<b>Specialization &amp; Qualification</b>

(iii) Support Staff

<b>Name</b>	<b>Position</b>	<b>Specialization &amp; Qualification</b>

**PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF**

Proposed Position:

---

Name of Firm:

---

Name of Staff:

---

Profession:

---

---

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

---

Detailed Tasks Assigned:

---

Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: \_\_\_\_\_

Signature of staff member \_\_\_\_\_ Date: \_\_\_\_\_

Name of authorized representative of the firm

Signature of authorized representative..... Date:.....

**FORM PQ-7 - 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. We will not engage in corrupt practices with the Technical University of Kenya Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

**Date** .....

**Applicant's Name**

**Represented by** .....

**Signature** .....

**(Full name and designation of the person signing)**