



THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P.O Box 52428 Nairobi 00200
Tel: +254 (020) 343672; 2249974; 2251300; 341639 Fax: 2219689

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

**FOR SUPPLY OF GOODS, SERVICES AND
SMALL WORKS FOR TWO YEARS 2021/ 2023**

TUK/PQ/2021/2023

YOU MUST INDICATE:

GROUP:

CATEGORY CODE NO:

CATEGORY DESCRIPTION:

TABLE OF CONTENTS

PRE-QUALIFICATION – FINANCIAL YEAR 2021/2023 3

PRE-QUALIFICATION INSTRUCTIONS..... 7

BRIEF CONTRACT REGULATIONS/GUIDELINES 8

PRE-QUALIFICATION DATA INSTRUCTIONS 8

FORM PQ-1 PRE-QUALIFICATION DATA 11

PQ-2 SUPERVISORY PERSONNEL 13

FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33) 14

FORM PQ-4 - PAST EXPERIENCE..... 15

PQ-5 STAFF COMPOSITION 17

PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF 18

FORM PQ-7 - SWORN STATEMENT..... 19

The Technical University of Kenya (TU-K) invites applications from interested, eligible, and capable firms for Tenders/prequalification/registration as suppliers, consultants and small works contractors in the following categories:

PRE-QUALIFICATION – FINANCIAL YEAR 2021/2023

GROUP/CATEGORY CODE	CATEGORY OF GOODS, SERVICES & WORKS	ELIGIBILITY
GROUP A	SUPPLY AND PROVISION OF GRADUATION ITEMS & RELATED SERVICES	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/A/1/2021-2023	Supply and delivery of graduation gowns, hoods and caps	Open
TUK/PQ/A/2/2021-2023	Supply and delivery of draping fabric and textile materials/curtains/sheers/table linen and accessories	Open
TUK/PQ/A/3/2021-2023	Provision of dry cleaning and laundry services for gowns, hoods and caps	Open
TUK/PQ/A/4/2021-2023	Supply and Delivery of Graduation Event Management Services (Tents, Decorations, Chairs, Public Address System, Portable Toilets, TV Screen)/Provision of audio- visual live streaming graduation services	open
GROUP B	SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, STATIONERY, TEACHING & PROMOTIONAL MATERIALS	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/B/1/2021-2023	Supply & delivery of library books	Open
TUK/PQ/B/2/2021-2023	Supply & delivery of teaching chemicals/reagents/apparatus/surgical/medical & laboratory equipment	Open
TUK/PQ/B/3/2021-2023	Supply and delivery of pharmaceutical drugs	Open
TUK/PQ/B/4/2021-2023	Printing of corporate newsletter, newspapers, special magazines, printed stationery, calendars, diaries, cards, brochures, fliers, banners and Provision of graphic design services & corporate branding and signage services	Open
TUK/PQ/B/5/2021-2023	Supply & delivery of branded materials e.g. T-shirts, caps, themed promotional gifts and other promotional items/merchandise	Youth
TUK/PQ/B/6/2021-2023	Supply & delivery of spares and consumables for photocopiers , computers , laptops , printers, UPS's, servers, scanner, projectors, spares and maintenance, calibration & repair of weighing scales	Open
TUK/PQ/B/7/2021-2023	Supply & delivery of general office and domestic furniture and fittings and Fabrications of specialized specialized student lecture chairs and tables, specialized student drafting tables, specialized kitchen equipment, beds, dining tables and market stalls	Open
TUK/PQ/B/8/2021-2023	Supply & delivery of kitchen utensils, equipment and water dispensers	Women
GROUP C	SUPPLY AND DELIVERY OF CHARCOAL, WATER, BREAD,MILK AND AIRTIME/CALLING CARD	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/C/1/2021-2023	Supply & delivery of dry split wood and charcoal	Youth

TUK/PQ/C/2/2021-2023	Supply & delivery of calling cards / airtime.	Pwd
TUK/PQ/C/3/2021-2023	Supply & delivery of fresh vegetables and fruits	Women
GROUP D	SUPPLY AND DELIVERY OF CLEANING MATERIALS	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/D/1/2021-2023	Supply & delivery of uniforms, protective clothing and footwear	Women
TUK/PQ/D/2/2021-2023	Supply & delivery of cleaning materials, tools and equipment	Youth
TUK/PQ/D/3/2021-2023	Supply & delivery of sports uniforms and materials	Pwd
TUK/PQ/D/4/2021-2023	Supply & delivery of tissue papers and serviettes	Women
GROUP E	SMALL WORKS BUILDING CONTRACTORS AND ASSOCIATED SUPPLIES	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/E/1/2021-2023	Building and civil contractors /Structural/Electrical and Plumbing works (Small Works)	Open
TUK/PQ/E/2/2021-2023	Supply & delivery of hardware tools and materials, Plumbing and Electrical materials	Open
TUK/PQ/E/3/2021-2023	Supply & delivery of electric main boards, wires and equipment	Open
TUK/PQ/E/4/2021-2023	Supply & maintenance of cold rooms and Refrigeration	Open
GROUP F	MOTOR VEHICLE REPAIR, FABRICATION, PARTS & SPARES	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/F/1/2021-2023	Supply & delivery of motor vehicles spare parts and batteries, tyres/tubes flaps and Garages for servicing ,repair and maintenance of motor vehicle	Open
GROUP G	COMPUTERS AND COMPUTER RELATED ACCESSORIES	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/G/1/2021-2023	Supply & delivery of printers, UPS's, laptops, desktop computers, scanners, projectors and photocopiers	Open
TUK/PQ/G/2/2021-2023	Supply & delivery of various standard computer software and applications	Open
TUK/PQ/G/3/2021-2023	Supply & installation of structured cabling, LAN materials and equipment	Open
TUK/PQ/G/4/2021-2023	Supply, Installation, Repair & Services and Maintenance of digital PABX and telephone accessories	Open
GROUP H	TECHNICAL & PROFESSIONAL SERVICES	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/H/1/2021-2023	Provision of training and human resources development services	Open
TUK/PQ/H/2/2021-2023	Provision of air travel and ticketing services	Open
TUK/PQ/H/3/2021-2023	Provision of occupational health and safety consultancy services	Open
TUK/PQ/H/4/2021-2023	Provision of environmental management audit consultancy services	Open
TUK/PQ/H/5/2021-2023	Provision & development of procurement manual services and systems	Open

TUK/PQ/H/6/2021-2023	Provision of boiler and equipment inspection services/Specialized maintenance & repair of boilers	Open
TUK/PQ/H/7/2021-2023	Provision of professional photography and video coverage services	Youth
TUK/PQ/H/8/2021-2023	Provision of asset valuation services/ tagging/ asset verification and management system and Coding	Open
TUK/PQ/H/9/2021-2023	Provision of clearing and forwarding services	Open
TUK/PQ/H/10/2021-2023	Provision of sanitary bin services	Women
TUK/PQ/H/11/2021-2023	Provision of medical waste disposal services and hazard waste materials	Open
TUK/PQ/H/12/2021-2023	Provision of dry cleaning and laundry services for medical linen	Open
TUK/PQ/H/13/2021-2023	Provision of insurance services	Open
TUK/PQ/H/14/2021-2023	Fumigation and pest control services	Pwd
TUK/PQ/H/15/2021-2023	Provision of garbage collection services	Open
GROUP I	MAINTENANCE AND REPAIR	
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
TUK/PQ/I/1/2021-23	Specialized maintenance & repair of power generators	Open
TUK/PQ/I/2/2021-23	Specialized maintenance & repair of electric water pumps	Open
TUK/PQ/I/3/2021-23	Specialized maintenance & repair of Fluid bed drier	Open
TUK/PQ/I/4/2021-23	Specialized maintenance & repair of laboratory spray drier	Open
TUK/PQ/I/5/2021-23	Specialized maintenance & repair of gas, electric cookers and ovens	Open
TUK/PQ/I/6/2021-23	Supply of spares, maintenance, calibration & repair of weighing scales	Open
TUK/PQ/I/7/2021-23	Specialized maintenance & repair of Hobart Mixer	Open
TUK/PQ/I/8/2021-23	Specialized maintenance & repair of centrifuge machines	Open
TUK/PQ/I/9/2021-23	Specialized maintenance, Repair & servicing of firefighting equipment	Youth
TUK/PQ/I/10/2021-23	Maintenance & repair of copiers , printers, scanners and fax machines	Open
TUK/PQ/I/11/2021-23	Maintenance & repair of digital PABX and telephone accessories	Open
TUK/PQ/I/12/2021-23	Supply & delivery of general building materials, Sand, Ballast, Hardware and building stones	Open
TUK/PQ/I/13/2021-23	Supply & delivery of electrical consumables, parts and fittings	Women

Youth, Women and the Physically Challenged are encouraged to tender/prequalify

Interested eligible tenderers may obtain further information and inspect the tender documents from the Office of the Director, Procurement and Supply Chain, N-Block, The Technical University of Kenya on Haile Selassie Avenue, Nairobi-Kenya. during normal working hours, i.e. Monday to Friday from 8.00 a.m to 1.00 pm and 2.00 pm to 5.00 p.m **with effect from Thursday 22nd April,2021** and at the TU-K website (www.tukenya.ac.ke)

A complete set of tender document may be obtained free of charge from the TUK website. All tender documents downloaded through the website should be duly registered at the office of the Director, Procurement and Supply Chain. Completed tender

documents enclosed in plain sealed envelopes, marked “**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 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 **Monday 5th May,2021 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 1st floor, Administration Block, the Technical University of Kenya.

Late bids will be returned unopened.

THE VICE CHANCELLOR

<http://www.tukenya.ac.ke>

1. 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 2021-2023. 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 two years.

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, **Wednesday 5th May, 2021 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 ALLOCATED
1	Mandatory Requirements:	
	a) Copy of Certificate of Registration/ Incorporation	
	b) Copy of Current Tax Compliance Certificate	
	c) Copy of PIN Certificate	
	d) Copy of VAT Certificate	
	f) Must Fill, Sign and Stamp Forms, PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7	

	g) Copy of Current Access To Government Procurement Opportunity Certificate (AGPO) For Special Groups		
	h) Attach Copy of Current Trading License		
2	Technical evaluation criteria		
a)	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 OR have the Reference page stamped and signed by Client as proof of supply in the format provided. (Provide Evidence)	10 Marks each per year of experience or list of services and assignment done	20
b)	One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans		10
c.)	Membership in a professional body/Relevant certificate in the area of specialization e.g NCA/PPB/NEMA/EATA/KATA. For supply of computer/equipment and other accessories attach authorization letter from the manufacturer/dealer (Where Applicable		10
d)	Attach CVs in the format provided –and the Management and Proposed Staff.		10
	TOTAL		50 MARKS

NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 25 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.

**FORM PQ-1 PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/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/Technical.....

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

6. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

.....

7. 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

<i>Part I- General:</i> 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: Kshs..... Name of your bankers..... Branch.....
<i>Part 2 (a)sole proprietor</i>
<i>Part 2 (b)Partnership</i>
<i>Part 2 (c)Registered Company</i>
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)

Others

PQ-5 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization & Qualification

(ii) Technical/Management staff

Name	Position	Specialization & Qualification

(iii) Support Staff

Name	Position	Specialization & Qualification

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 representativeDate:

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