

KISUMU POLYTECHNIC



REQUEST FOR PREQUALIFICATION FOR THE FINANCIAL YEAR 2015/2016 AND 2016/2017

TENDER NO. KP/2015/2016 - 2016/2017/1: VEGETABLES

CLOSING DATE: 14TH MAY 2015

SUBMIT TWO COPIES: ORIGINAL AND A COPY

**THE PRINCIPAL KISUMU
POLYTECHNIC
P. O. BOX 143 – 40100,
KISUMU**

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SECTION A

LETTER OF INVITATION

Kisumu Polytechnic desires to engage the service of suitable qualified and experience candidates under various assignments to be undertaken in the financial year 2014-2015 and 2016-2017

Consequently, the Polytechnic invites you to submit your prequalification documents in accordance with the instruction to candidates.

The successful candidate will be selected under the selected procedure described in the prequalification document.

Please submit your sealed proposals, as detailed in this document to:

**THE PRINCIPAL
KISUMU POLYTECHNIC
P.O. BOX 143-40100
KISUMU.**

SECTION B

INTRODUCTIONS TO CANDIDATES

1. Introduction

Kisumu Polytechnic will select candidates among those that submit document, in accordance with the methods of selection detailed under section.

The candidates are invited to submit documents required for assignment applied for. In this selection procedure, the firm that attains the pass mark of 80 points specified in the criteria will be considered for prequalification.

Prequalification candidate will be asked to give quotations for items required during the financial years on “as and when the need arises” basis.

Clarification

Clarification on this prequalification document may be requested before the submission date specified in the advertisement-14/05/2015

Prequalification documents should be submitted in the following languages(s): English.

The prequalification submission addressed is

**KISUMU POLYTECHNIC
P.O. BOX 143
KISUMU-TECHNOLOGY ROAD**

Information on the outer envelop should include:

**“PREQUALIFICATION OF SUPPLIES FOR 2015/2016 AND 2016/2017
FINANCIAL YEAR**

DESCRIPTION: SUPPLY AND DELIVERY OF VEGETABLES

The prequalification submission must be done not later than the date specified in the prequalification advertisement. The number of points to be given under each of the evaluations criteria is:

Supplier availability	20 points
Supplier relevance and experience	30 points
Supplier capability	25 points
Legality of supplier business	25 points
Total points	100 points
Pass Mark	80 points

(The firms that attains the pass mark of 80 points out of 100 points will be considered for prequalification.)

SECTION B II: CRITERIA FOR EVALUATION OF ALL SUPPLIERS

The Kisumu Polytechnic evaluation committee, as a whole, and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system as specified in this criteria.

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the Selection procedure below applied.

BII.1. PRELIMINARY EVALUATION CRITERIA

1. Failure to submit the tender in the required format and failure to submit all the required documents.
2. Failure to authorize the tender through signing and officially stamping the Prequalification submission form by the person authorized to do so.
3. Failure to submit the number of copies required for submission of tender.
4. Failure to submit fully authorized and duly signed C.V's of staff.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on items/goods or services which you don't deal in, not ever Supplied/rendered
7. If the first has not renewed legal documents that are due for renewal at the time the tender is being submitted.
8. Failure to attach the relevant documentations from the relevant ministries in situations where the applicant is a youth, woman or persons with disability
9. If the applicant is proved to have cheated in the documents that are submitted.

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B.II.2 EVALUATION CRITERIA (SELECTION PROCEDURE)

Candidates are requested to read this section carefully before filling in any information.

In this Selection procedure, the firm that attains the pass mark of 80 points out of 100 points specified in the criteria will be considered for prequalification.

B.II.2.1 SUPPLIER AVAILABILITY

20 points

Name

Physical Address

Town/City

Street

Floor

Door No.

Other Land Mark

Drawing/Map Etc

Telephone Address

Fax No.

Email Address

Website Address

Postal Address

B.II.2.2. SUPPLIER RELEVANCE & EXPERIENCE

30

points

Nature of Business related to the tender applied for

- Registration as a dealer/agent/core business
- Letters of accreditation /franchise
- Manufacturer/processor/maker
- Sole distribution/agency/dealer.

Usual Business transacted for the least 5 years

- Any one related worth Kshs.500,000.00 or more (At least 5 assignments)
- Relevant Government or State Corporations tenders awarded for the last 5 years
- Authentic recommendation by any two clients served in the last 1 year.

Rating

- Excellent
- Very Good
- Good
- Fair
- Poor
- Nil

B II.2.3 SUPPLIER CAPABILITY

25 points

TECHNICAL CAPABILITY	Competence & experience of key professional staff
FINANCIAL CAPABILITY	Audited reports for the last 3 years/Bank statement 1 year

- TERMS OF CREDIT (Tick One)
- 30 Days
- 60 Days
- 90 Days
- Over 90 Days

B.II.2.4. LEGALITY OF SUPPLIER BUSINESS

25 Points

1. Mandatory registrations
2. Regulatory registrations
 - (a) Renewed Certificates, Registrations & License
 - (b) Letters of Introduction from clients & Testimonials
 - (c) Copy of PIN Card
 - (d) VAT Registration/Exemption
 - (e) Certificate of Tax compliance
- f) Women, youth and people with disabilities to attach the relevant registration certificates from the relevant ministries

B. III. SUPPLIER PERFORMANCE PROFILES/REFERENCE**B.III.I. RATING OF TWO CLIENTS SERVED IN THE LAST ONE YEAR****(To be filled by the client)**

Client No.	Name and full address of client	Category of foods and services rendered	Value in Kshs.	Rating of the supplier's services (Please tick)
1				Excellent Very good Good Fair Poor
Name of the officer Recommending the client				
Designation				
Signature				
Official stamp and Date				

III. SUPPLIER PERFORMANCE PROFILES/REFERENCE

B.III.I. RATING OF TWO CLIENTS SERVED IN THE LAST ONE YEAR

(To be filled by the client)

Client No.	Name and full address of client	Category of foods and services rendered	Value in Kshs.	Rating of the supplier's services (Please tick)
1				Excellent Very good Good Fair Poor
Name of the officer Recommending the client				
Designation				
Signature				
Official stamp and Date				

B.III SUPPLIER LITIGATION HISTORY

Case No.	Name of Respondent	Name of Applicant	Arbitrator	Outcome	Remarks
1					
2					
3					

NB. You may attach additional sheet using the above format.

B. IV. PREQUALIFICATION STANDARD FORMS

These forms shall include

- (a) Prequalification submission form
- (b) Format for submission of Supplier's references at least 3 No. last 5 years
- (c) Format of curriculum vitae (CV) for staff to be involved in the tender.

B.IV.I . PREQUALIFICATION SUBMISSION FORM

_____Date)

TO : _____(name and address of client)

Ladies/Gentlemen,

We, the undersigned, submit our prequalification form for -----
------(Title of prequalification) in accordance
With Request for Prequalification NO.-----
Dated -----(date) and our proposal. We are hereby
Submitting our prequalification document, this includes the following attachments:

Our price list as submitted by us shall be binding upon us to expiration of the validity
Period specified in the instructions to candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely

_____ (Authorized Signature)

_____ (Name and Title of Signature)

_____ (Name of Applicant)

_____ (Address)

B.IV.2. FORMAT FOR SUBMISSION OF CANDIDATE’S REFERENCES

Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualification

Using the format below, provide information on each assignment for which you wither individually as a corporate entity or in association, was legally contracted.

Assignment Name
Country
Location within Country
Name of client
Address
Start Date(Month/Year): Completion Date Approx. Value of service (Kshs) Month/Year)
Narrative Description of Assignment
Description of Actual service provided.

Supplier' _____

Name and title of signatory _____

B.IV.3 FORMAT OF CURRICULUM VITAE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT

Proposed Position:

Profession

Date of Birth

Years with firm: _____ **Nationality** _____

(Give an outline of staff member's experience and training most pertinent to task on Assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations.)

EDUCATION:

(Summarize college/University and other specialized education of staff member, giving Names of schools, dates attended and degree 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 organization, titles of positions held, and locations of assignments.)

CERTIFICATION:

I, the undersigned, certify that these data correctly describe me, my qualifications and my Experience _____ Date _____

(Signature of Staff member)

_____ Date _____

(Signature of authorized representative of the supplier)

Full name, address and contact numbers of staff member.

Full name, address and contact numbers of authorized representative:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a)

2 (b) or whichever applies to 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 premise: Country/Town-----

Plot No. -----Street/Road-----

Postal Address -----Tel No.-----

Name of Business -----

Maximum value of business which you can handle at any time. K pound.-----

Nature of your business -----

Part 2 (a) Sole proprietors

Your name in full -----Country of origin -----

Citizenship details -----

Part 2 (b) – partnership

Give details of partners as follows:

Name in full	Nationality citizenship Details	Shares
1. -----	-----	-----
2. -----	-----	-----
3. -----	-----	-----

I certify that the information above is correct. Full name and designation of authorized Signatory.

Date-----**Signed**-----

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