



MASENO UNIVERSITY

APPLICATION FOR PRE-QUALIFICATION (AGPO)

TENDER NO. _____ :

FOR _____

(Complete above with right details as indicated in the pre-qualification advert for the tender you are applying for. Each Form should be used for one tender only)

**Vice Chancellor
Maseno University
Private Bag
MASENO**

FEBRUARY 2014

TABLE OF CONTENTS

SECTION A: LETTER OF INVITATION	3
SECTION B: GENERAL INFORMATION	4
SECTION C: PRE-QUALIFICATION REQUIREMENTS & INSTRUCTIONS.....	5
SECTION D: EVALUATION CRITERIA.....	10
SECTION E: STANDARD FORMS.....	11

SECTION A: INVITATION FOR PRE-QUALIFICATION

Date: 5th February, 2014

TENDER NO. _____ **TENDER NAME:** _____

(Complete above as appropriate)

1.1 Maseno University invites sealed bids from eligible tenderers for:

(Indicate the tender name above)

1.2 A complete set of pre-qualification documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs 1,000.00** in Bankers Cheque payable at Cash Office, College Campus Maseno University. Forms can also be downloaded from the University website: www.maseno.ac.ke free of charge.

1.3 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference code and description **without identifying the name of the tenderer** and be deposited in the Tender Box at Reception Office of Administration Block or be addressed to:

The Vice Chancellor,
Maseno University,
Private Bag,
MASENO.

so as to reach on or before **14th February 2014** at **10.00** a.m.

1.4 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the University Boardroom, Siriba Campus.

**Procurement Officer
For: Vice Chancellor**

SECTION B: GENERAL INFORMATION

MASENO UNIVERSITY will select candidates among those that submit documents, in accordance with the method of selection detailed in this document.

Pre-qualified candidates will be asked to give quotations for items required during the TWO Financial years (2013-2015) on "**as and when need arises**" basis.

Clarifications

Clarifications on this pre-qualification document may be requested before the submission date specified in the tender advert.

The address for requesting clarifications is:

Procurement Officer,
Maseno University,
Private Bag
Maseno KENYA
Tel: 057351456/0722203411
Email: po@maseno.ac.ke

Pre-qualification documents should be submitted in the following language: **English**

Candidates **MUST SUBMIT** an original and **ONE** additional copy of each application.

The pre-qualification submission address is:

**Vice Chancellor
Maseno University
Private Bag,
Maseno**

Information on the outer envelope should also include:

"PRE-QUALIFICATION OF SUPPLIERS (AGPO) FOR 2013/2015 FINANCIAL YEARS"

TENDER NAME: _____

TENDER NO: _____

SECTION C-1: SPECIFIC PRE-QUALIFICATION REQUIREMENTS

1. All firms **MUST** provide certified copies of genuine documents (**MANDATORY**) as indicated below:-
 - 1.1 Identity Card(s)/Passport(s).
 - 1.2 Registration Certificate from the National/County treasury as a Micro-enterprise
 - 1.3 PIN/VAT Registration Certificate.
 - 1.4 Tax Compliance Certificate (Newly registered firms must provide proof for exemption on this requirement).
 - 1.5 Partnership Deed for Partnership Business.
2. All firms will be required to engage into contract with the University on **CREDIT** terms for at least **30 days**.
3. All firms must have not been debarred from engaging into business with a public entity.
4. All firms must provide evidence of existing Business Premise (Provide details of physical Address, mobile phone, email address and telephone number).
5. All firms must complete the forms attached herein with correct information as required and **MUST** also be signed and stamped by the authorized officer(s).
6. Each Application Form should be used for only one specific category.

SECTION C-2 - INSTRUCTIONS TO CANDIDATES

C2.1 Scope of Tender

2.1.1 Maseno University herein after referred to as the procuring entity intends to prequalify enterprises owned by youth, women and persons with disabilities for the supply of goods and services. It is expected that pre-qualification applications submitted to be received by the Procuring entity not later than **14th February 2014 at 10.00 a.m.**

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as described in the Tender Advert.

C2.2 Submission of Application

2.2.1 Applications for pre-qualification shall be submitted in sealed envelopes marked with the tender name and reference code and deposited in the tender box at Maseno University or be addressed to:

**The Vice Chancellor,
Maseno University,
P.O Box Private Bag
Maseno**

so as to be received on or before **14th February 2014 at 10.00 a.m.** The procuring entity reserves the right to accept or reject applications.

2.2.2 The name and mailing address of the applicant **SHOULD NOT** be marked on the outer envelope containing the application.

2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

C2.3 Eligible Candidates

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in the tender advert and as indicated in the 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 unless where specially allowed under the Procurement Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

C2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in this document. The declaration will be either pass or fail regarding the applicant's response to pre-qualification requirements. The procuring entity 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 minimum criteria set out in this document.

2.4.3 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.

C2.5 Public Sector Companies

- 2.5.1 Any public owned enterprise SHALL NOT be eligible to qualify.

C2.6. Conflict of Interest

- 2.6.1 The applicant (including all members of a joint venture) shall neither be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification 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 disqualification of the applicant.

C2.7. Updating Pre-qualification Information

2.7.1 Pre qualified candidates shall be required to update the financial information used for pre qualification 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.

SECTION D: CRITERIA FOR EVALUATION

Maseno University Evaluation Committee shall evaluate the tenders on the basis of their responsiveness to the pre-qualification requirements as specified in this document.

Bidders will be subjected to evaluation criteria described below and **MUST** meet all the requirements so as to qualify for pre-qualification:

	Requirements	YES/NO
1.	Pre-qualification Submission Form Completed and Signed	
2.	Business Questionnaire Form Completed and Signed	
3.	Tender Submitted in TWO Copies	
4.	Registration Certificate (AGPO) from the National/County treasury as a Micro-enterprise	
5.	Copy of VAT Registration / PIN/Valid Tax Compliance Certificate	
6.	Evidence of physical Business Premise (Provide details of physical address, mobile phone, email address and telephone number) provided – A visit might be made to the firm where necessary.	
7.	Copy of Current Business Permit provided	
	REMARKS	PASS/FAIL

SECTION E: STANDARD FORMS

- E1. REQUALIFICATION SUBMISION FORM
- E2. CONFIDENTIAL BUSINESS QUESTIONAIRE

E1. PRE-QUALIFICATION SUBMISSION FORM

Date _____

To: _____
(Name and address of client)

Ladies/Gentlemen:

We, the undersigned, submit our prequalification form for _____

_____ in accordance with
(Title of prequalification)

Request for Prequalification No.
(Tender Number)

Dated _____, and our proposal. We are hereby submitting our
Prequalification documents, which includes the following attachments:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Our Price list as submitted by us shall be binding upon us up 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)

E2. 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..... Mobile

Location of business premises; Country/Town.....

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

Postal Address.....Code..... Tel No

Nature of Business.....E-mail address.....

Current Trade Licenses No.....Expiring date.....

Maximum value of business which you can handle at any time: Kshs.....

Nature of your bankers.....

Branch

Part 2 (a)- Sole Proprietor

Your name in full.....Age.....

Nationality.....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.....