



THE KISUMUNATIONAL POLYTECHNIC

TENDER DOCUMENT

TENDER NO. KP/2016/2017/13: STAFF UNIFORM

CLOSING DATE: 13TH MAY 2016

SUBMIT TWO COPIES

TO

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

KISUMU POLYTECHNIC IS AN ISO 9001:2008 CERTIFIED INSTITUTION



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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 2016-2017

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

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

Please submit your sealed proposals to the tender box situated at the reception - Kisumu Polytechnic Administration Block, addressed to:

**THE PRINCIPAL
THE KISUMU NATIONAL 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 most economic advantageous bidder will be awarded the tender.

The prices awarded shall remain in force the entire financial period (2016/2017)

Clarification

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

Tender 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:

“TENDER FOR THE SUPPLIES FOR 2016/2017 FINANCIAL YEAR

DESCRIPTION: STAFF UNIFORM

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

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 most economic advantageous bidder shall awarded the tender

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 1 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 bankers -----

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.-----

APPENDIX 1

USE THE TABLE BELOW TO QUOTE AGAINST THE ITEMS LISTED

**KISUMU POLYTECHNIC
TENDER NO. 2016/2017/13 – STAFF UNIFORM**

S/NO	ITEM DESCRIPTION	UNIT PRICE
1	Long Trouser (Navy Blue)	
2	Long Sleeve shirt (Light Blue)	
3	Gum Boots	
4	Kaunda Suits	
5	Skirt Suits	
6	Apron (White)	
7	Apron (Green)	
8	Head Scarf (White)	
9	Men's Suits	
10	Full Dress (white)	
11	Full Dress (Light Blue)	
12	Watchman's Suits	
13	Short Sleeved Shirts	
14	Dust Coat White	
15	Dust Coat Grey	
16	Overall	
17	Chef's Caps	
18	Chef's Suits	
19	Watchmen's Caps	

Price quoted must be VAT Inclusive

TENDERERS NAME.....

ADDRESS.....

SIGNATURE & STAMP.....

WITNESS.....

ADDRESS.....

SIGNATURE.....