



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

TENDER NO. TVETA/T/003/2017-2018

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/
CONTRACTORS FOR SUPPLY/PROVISION OF GOODS, WORKS &
SERVICES FOR 2018-2019 AND 2019-2020 FINANCIAL YEARS**

FIRM'S NAME:

CATEGORY NO:

**PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR
SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEAR 2018-2019 AND 2019-2020**

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TENDER NOTICE

A. PREQUALIFICATION OF SUPPLIERS/ CONTRACTORS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2018/2020: TENDER NO. TVETA/001/2017-2018

The Technical and Vocational Education and Training Authority is in the process of pre-qualifying Suppliers/Contractors for the supply/provision of various Goods, Works and Services for the fiscal year ending 30th June 2020

Interested and eligible Suppliers/Contractors specializing in the various categories of supply/provision of goods and services mentioned here below are invited to apply for pre-qualification: -

1. SUPPLY OF GOODS			
CATEGORY NO.	ITEM DESCRIPTION	BID BOND	CLOSING DATE
TVETA/PRE/001/2018- 2020	Supply of general office Stationery and computer/printer consumables (AGPO)	N/A	
TVETA /PRE/002/2018- 2020	Supply of Computes, Notebooks, Laptops, Tablets, Servers, UPS, Printers, Scanners, Software, Accessories and other related ICT Items		
TVETA/ PRE/003/2018- 2020	Supply of cleaning materials, detergents, disinfectants and tissue papers (AGPO)		
TVETA /PRE/004/2018- 2020	Supply of office furniture, carpets, curtains and related fittings		
TVETA /PRE/005/2018- 2020	Supply of motor vehicle tyres, tubes and batteries		
TVETA /PRE/006/2018- 2020	Supply of hardware, electrical, fittings, Air conditioning and related items		
TVETA /PRE/007/2018- 2020	Supply of Staff uniforms, foot wear, protective clothing and CMT Charges (AGPO)		
TVETA /PRE/008/2018- 2020	Supply of Newspapers, Magazines and Periodicals (AGPO)		
TVETA /PRE/009/2018- 2020	Supply of electronic and telecommunication equipment (camera, TVs, Telephone Heads, mobile phones etc)		
TVETA /PRE/010/2018- 2020	Supply of mobile phone Airtime/prepaid telephone Cards (AGPO)		
TVETA /PRE/11/2018- 2020	Supply of Fuel, Oils and Lubricants		
2. PROVISION OF SERVICES			
CATEGORY NO.	ITEM DESCRIPTION		

TVETA /PRE/12/2018- 2020	Provision of Air travel and ticketing services – both Local and International Travel (IAT Registered Firms Only)		
TVETA /PRE/13/2018- 2020	Provision of outside catering services		
TVETA /PRE/14/2018- 2020	Supply and Provision of Design, artwork, Colour separation and Printing of promotional, communication and advertising materials, (such T-shirts, caps, banners etc) (AGPO)		
TVETA /PRE/15/2018- 2020	Provision of general printing Services		
TVETA /PRE/16/2018- 2020	Provision of engraving and marking of Authority's Assets (AGPO)		
TVETA /PRE/17/2018- 2020	Repair and maintenance of ICT equipment, servers, Desktops Computers, Laptops, Notebooks, Local Area Network, Printers, UPS etc		
TVETA /PRE/18/2018- 2020	Provision of cleaning services for floors, windows, curtains, carpets, sofa sets and other related upholstery (AGPO)		
TVETA /PRE/19/2018- 2020	Repair, Maintenance and servicing of motor vehicles (CM & TE Registered Firms Only)		
TVETA /PRE/20/2018- 2020	Website, Bulk SMS, Database development, Internet connectivity (ISP), Cloud services. (AGPO)		
TVETA/PRE/21/2018- 2020	Collection and disposal of garbage services (AGPO)		
TVETA /PRE/22/2018- 2020	Provision of pest control and fumigation services (AGPO)		
TVETA /PRE/23/2018- 2020	Servicing and maintenance of photocopiers and other related office equipment, other than where there is dealership contract(s)		
TVETA /PRE/24/2018- 2020	Repair and Maintenance of CCTV and Access Control Equipment		
TVETA /PRE/25/2018- 2020	Provision of Tracking service to Motor Vehicles.		
TVETA/PRE/ 26/2018-2020	Provision of security guard service		
TVETA/PRE/ 27/2018-2020	Provision of Transport Services i.e. Taxies and Hire of Motor Vehicles		
3. PROVISION OF CONSULTANCY SERVICES			
TVETA /PRE/28/2018- 2020	Provision of Event Management Consultancy services (AGPO)		
TVETA /PRE/29/2018- 2020	Provision of Public Relations, consultancy in provision of policy formulation, surveys and services promotion Consultancy services,		

	ICT consultancy (ERP Systems, MIS, Document management system) and other Consultancy Services		
TVETA /PRE/30/2018- 2020	Provision of insurance services (Medical, Motor Vehicles and other equipment's)		
4. PROVISION OF MINOR WORKS			
CATEGORY NO	ITEM DESCRIPTION		
TVETA /PRE/31/2018- 2020	Minor construction works, partitioning, repairs, painting and demolition of building, offices and structures		
TVETA /PRE/32/2018- 2020	Minor plumbing, drainage and sewerage services		

The Pre-qualification/Registration of suppliers/contractors documents detailing relevant terms and conditions, may be obtained upon payment of Ksh.1000/= or can be **downloaded free from the Authority's website** www.tvetauthority.go.ke

Duly completed Pre-qualification/Registration documents in plain sealed envelopes clearly marked with the **Tender Number** and/or **Pre-qualification Category No.** should be mailed or deposited in the Tender Box provided on the 25TH floor Telposta Building, addressed to:-

**The Director General,
Technical and Vocational Education and Training authority
P. O. Box 35625-00100, Nairobi.**

so as to be received on or before **19th June 2018 at 10:00 a.m. East African Time.** Applications/Tenders will be opened immediately thereafter at the Conference Room on the 25th floor TELPOSTA Towers, in the presence of candidates or their representatives who may wish to attend, any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**DR. KIPKIRUI LANGAT, PhD, FIETK
DIRECTOR GENERAL/CEO**

1.0. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Technical and Vocational Education and Training Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery of goods and provision of services to the government.

1.2 Project Object

The main objective of this part is to pre-qualify for supply and delivery of assorted items and also provide services under relevant tender categories in the Technical and Vocational Education and Training Authority as and when required during the financial period ending **30th June, 2020**.

1.3 Invitation of Pre-Qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Director General, Technical and Vocational Education and Training Authority so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The Client requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the 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 must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted so as to reach:-

**The Director General,
Technical and Vocational Education and Training Authority P.O.
Box 35625 -00100 NAIROBI.**

Telephone No: 254-020-2392140

Not later than 10.00 a.m. (Local time) on date.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Director General, attention to the Supply Chain Management Services, whose address is given in paragraph 1.7 above.

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring more than **70 points**, soon after the completion of the pre-qualification process.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.3 contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender.

2.4 payments

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

3.0. 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, PQ- 8, are to be completed by prospective suppliers/contractors who wish to be pre- qualified for submission of application for the specific tender.

3.1.1The 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 and in ink.

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 and Vocational Education and Training Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

3.2.2Prospective bidders will not be considered qualified unless in the judgment of the Technical and Vocational Education and Training Authority they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

- (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective candidates require 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 CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Candidate'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/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 to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Applicants must include a sworn statement Form PQ-8 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 Client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Confidential Business Questionnaire	PQ-5	20
6. Past Experience (not required for AGPO firms)	PQ-6	10
7. Sworn Statement	PQ-8	10
TOTAL		100

3.8 The qualification shall be 70 points and above.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All firms **MUST** provide: -

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority

FORM PQ-2

All firms MUST fill and stamp the following form;

PRE-QUALIFICATION DATA

1. Types of Businesses.....
- Legal name of firm.....
- Post office address.....
- Street and Address.....
- City.....
- Country
- Telephone No.....
- Person to contact.....
- Title.....
2. Organization & Business Information.....
 - General Manager.....
 - Directors.....
 - Others.....
 - Partnership (if applicable)
.....
 - Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

FORM PQ-3

SUPERVISORY PERSONNEL

All firms MUST give the following details;

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....

.....

Construction/or service experience

- a) Name of project.....
- b) Character and nature of project.....
- c) Contract value.....
- d) Location of project.....
- e) Period of project.....
- f) Title and responsibility in project.....
- g) Other.....

Proposed Technical Personnel

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

Proposed position in this project if contract is awarded

.....

PQ-4

FINANCIAL POSITION

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

PQ-5

All bidders MUST complete and stamp the confidential business questionnaire;

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) Or 2 (c) whichever applies in 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 premises.....
Plot No.....Street/Road.....
Postal Address.....Tel No.....
Nature of
Business.....
Current Trade Licence No.....Expiry date.....
Maximum value of business which you handle at any one time KES.....
Name of your bankers.....Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships: Your name in full.....

Age..... Nationality.....
Country of origin
Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
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1
2
3
4
5

Part 2 (c) – Registered Company Private or Public

State the nominal and issued capita of the company

Nominal K£.....
Issued K£.....

**Give details of all directors as follows:- Name Nationality Citizenship Details
Shares**

1.
2.
3.
4.
5.

SignatureDate& Stamp of Tenderer..... If
Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or
Registration

FORM PQ-6: PAST EXPERIENCE

(This section is mandatory only to non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)

LIST NAMES OF AT LEAST FIVE (5) CLIENTS (Give the contacts of the organization).

FORM PQ-7: LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Please indicate if no litigation history to qualify in this section.

	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

(Full name and designation of the person signing and stamp or seal).

FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No..... Building.....
Road /Street Date:.....

To: The Director General

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

NAIROBI

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier :
Bank and branch :
Bank and Branch Code :
Bank Account Number :
Pin Number (Tax) :
VAT Number (Tax) :
Valid Email Address of Supplier :
Contact Person.....
Company Registration No.....

The following certificates are hereby attached:-

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature: Signature:

Name of Company Secretary: Name of Director:

ID/No..... ID/No.....

Affix Company Seal Here