



KIBABII UNIVERSITY

PREQUALIFICATION OF SUPPLIERS OF VEHICLES

COMPANY NAME:

CATEGORY NO: PREQ/KIBU/02/2016-2018

CATEGORY DESCRIPTION: SUPPLY OF VEHICLES

TO:

KIBABII UNIVERSITY

TEL NO: 0734 831 729 or 0708 085 934

EMAIL: procurement@kibabiiuniversity.ac.ke

WEBSITE: www.kibabiiuniversity.ac.ke

TABLE OF CONTENTS:

SECTION I Invitation to registration of supplier

SECTION II Instruction to applicants

SECTION III Application forms

- Form (I) Letter of Prequalification
- Form (II) Confidential Business Questionnaire
- Form (III) Capability and Competence
- Form (IV) Supervisory Personnel
- Form (V) Experience
- Form (VI) Financial Capability

SECTION IV Evaluation criteria

SECTION I- INVITATION FOR PREQUALIFICATION

Kibabii University intends to prequalify suppliers of Vehicles as specified. Interested eligible suppliers are invited to apply for prequalification.

- 1.2 Documents containing detailed instructions and requirements may be downloaded from the Kibabii University website www.kibabiiuniversity.ac.ke free of charge. Applicants who downloads the prequalification document **MUST** email their names, contact details and tender number to: procurement@kibabiiuniversity.ac.ke

Completed registration documents in a plain sealed envelope, clearly marked “**SUPPLY OF VEHICLES**” and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicants’ name, should be deposited in the Tender Box at the **University Administration Entrance** or sent by post to

**The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

So as to be received on or before **11th January, 2017 at 12:00 noon**

IN-CHARGE, PROCUREMENT OFFICER

For: VICE CHANCELLOR, KIBABII UNIVERSITY

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Kibabii University referred to as the procuring entity intends to prequalify suppliers for vehicles

- 2.1.2 Prequalification is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respect to supply of vehicles are invited to submit their Prequalification documents to the Vice Chancellor Kibabii University so that they may be Prequalified for submission of a quotation/tender for the supply of various vehicles
- 2.1.3 Prospective suppliers must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers must demonstrate the willingness and commitment to meet the Prequalification criteria.

2.2 Submission of application

- 2.2.1 Applications for Prequalification shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, Kibabii University Main Campus OR be addressed and posted to:

**The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

So as to be received on or before **Wednesday 11th January, 2017 at 12:00 noon.**

- 2.2.2 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.3 Eligibility of applicants

- 2.3.1 This invitation for Prequalification is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.
- 2.3.2 The Kibabii University employees, committee members, board members and their relatives' (spouse and children) are not eligible to participate.

2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity

2.4 Qualification Criteria

2.4.1 The attached questionnaire forms described are to be completed by prospective suppliers who wish to be Prequalified for submission of tender for supply of vehicles

2.4.2 The Prequalification application forms which are not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English and indelible.

All documents attached must be serialized in the order of the evaluation criteria given.

2.4.3 **The audited accounts:** The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances.

2.4.4 **Past Performance:** will be given due consideration in Prequalification of suppliers.

2.4.5 **Statement:** Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

2.4.8 **Withdrawal of Prequalification:** Should a condition arise between the time the firm is applying to Prequalify and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, the Kibabii University reserves the right to reject the tender from such a bidder even though they have been initially Prequalification

2.4.9 **Business premises:** 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 must be attached.

2.4.10. The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

SECTION III: APPLICATION FORMS.

Form I LETTER OF PREQUALIFICATION

Prequalification category Ref: No PREQ/KIBU/02/2016-2018

**To: The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

Dear Sir:

1. Having examined the application documents including Addenda Nos..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kibabii University and as may otherwise be directed vehicles and conformity with the said application documents all or part of the vehicles in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver vehicles in accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer/s of the University.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be Prequalified as a Kibabii University Supplier of vehicles, during the period between **1st January 2016** and **30th January 2018**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years

We make this application with full understanding that:

- i. Bids by Prequalification applicants will be subject to verification of all information submitted.
- ii. Kibabii university reserves the right to accept or reject any application, cancel the Prequalification process and reject all applications

- iii. Request for quotations and bids will only be called from prequalified bidders who meet the requirements.

The undersigned declare that the statements made and the information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1	Name of The Firm:	
2	Postal Address	
3	Office Telephone No: Mobile No:	
4	Email Address	Website:
5	Physical Address. Location Street /Plot Number and Building	
6	Legal Status (Partnership/Sole/or Company)	
7	Company Registration No/Registration of Business/Legal Notice(Attach Copy) Year of Registration/Incorporation:	
8	VAT Registration No: (Attach Copy)	
9	PIN Certificate No: (Attach Copy)	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Attach Copy)	
12	Your Trade Terms: (Credit Period)	
13	Maximum Value of Business You Can Handle at a Time Kshs.	

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company).....

Name Of Directors/Partners/owners

1. NameNationality.....ID/Passport No.....
2. NameNationality..... ID/Passport No.....
3. Name.....Nationality.....ID/Passport No.....
/
4. NameNationality.....ID/Passport No.....

B. Contact persons:

1. NamePhone No.....ID/passport No.....
2. NamePhone No.....ID/passport No.....
3. NamePhone No.....ID/passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER VEHICLES

1. Number of staff
2. To what extent is your firm/company electronically enabled with your client?
.....
.....
3. Can we trade on e-procurement platform with your company (yes/no)
.....
.....
4. What is your average response time to a request for quotation/proposal?
.....
5. What is your average response time to delivery of Vehicles after issuance of an LPO?
.....
6. If you are a current or previous supplier of goods and services to Kibabii University, have you at any time been issued with an LPO and failed to deliver within the agreed time or supplied related items not within the specifications? If yes ,Give reasons for your action.....
.....
.....

Form: Experience

- I. Number of years the company has been in operation.....
- II. Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Kshs.....

Referees:

- 1. **Name of company**.....
Postal address
Contact person
Signature
Company rubber stamp.....

- 2. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....

- 3. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....

Applicant’s three reputable clients in the last 3 years or attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

FORM VI – FINANCIAL CAPABILITY

Name applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Kibabii University.

Attach a copy of firm’s two audited accounts/ financial statements

Credit period: please indicate the credit period you are willing to offer Kibabii University.....

- (1) Banker Name of the Bank.....
- Address of the Banker.....
- Telephone No.....
- Contact Name and Title.....
- Fax
- Email Address.....

PROCLAMATION /SWORN STATEMENT/DECLARATION

I/We the undersigned, state that, ALL the information we have given provided in this document is correct/accurate to the best of our knowledge and that I/We give Kibabii University authority to seek any reference it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of
applicant.....Designation.....Signature.....

Witnessed by (commissioner of
oarth).....Designation.....Signature.....
.....

Official rubber stamp

State if you have any relationship with Kibabii University employee (which relationship)

.....
.....

Information submitted by.....

Title.....

Signature

Stamp.....

SECTION V – EVALUATION CRITERIA

Mandatory requirement for open category

	Requirements	Attached or not	Remarks
I	Company registration certificate (registration certificate/certificate of incorporation)		
ii.	VAT/PIN Registration certificate		
iii	Valid trading license/permit		
iv	Current/Valid tax compliance certificate		
v	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors		

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

GENERAL REQUIREMENTS

S/No	REQUIREMENTS	POINTS
1	Copies of audited accounts for the last 2 years.....10	10
2	Reference from 3 main current clients (fully filled) Evidence attached20 Evidence not attached.....0	20
3	Evidence of physical office – physical location.....2pts Postal address.....2pts Telephone number..... 2pts Email address..... ...2pts	10

	Contact person.....2pts	
4	Credit Facility(what duration will your firm allow after delivery to be paid) 30 Days2 60 Days.....5 90 Days.....10	10
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped	10
7	Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	20
8	Supply capacity: Maximum volume of business one can handle in one year 2 million and above.....20 1.5- 2 million15 1 -1.5 million10 0.5 -1 million5	20
	TOTAL POINTS	100

THE PASS MARK FOR REGISTRATION SHALL BE 70%

OFFICIAL STAMP OF THE TENDERER