



# KIBABII UNIVERSITY

## PREQUALIFICATION OF SUPPLIERS OF TEXTBOOKS

COMPANY NAME: .....

CATEGORY NO: PREQ/KIBU/01/2016-2018

CATEGORY DESCRIPTION: SUPPLY OF TEXTBOOKS

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KIBABII UNIVERSITY

TEL NO: 0734 831 729 or 0708 085 934

EMAIL: [procurement@kibabiiuniversity.ac.ke](mailto:procurement@kibabiiuniversity.ac.ke)

WEBSITE: [www.kibabiiuniversity.ac.ke](http://www.kibabiiuniversity.ac.ke)

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## **SECTION I- INVITATION FOR PREQUALIFICATION**

Kibabii University intends to prequalify suppliers for textbooks. 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](http://www.kibabiiuniversity.ac.ke) free of charge. Applicants who download the prequalification document **MUST** email their names, contact details and tender number to: [procurement@kibabiiuniversity.ac.ke](mailto:procurement@kibabiiuniversity.ac.ke)

Completed registration documents in a plain sealed envelope, clearly marked “**PREQUALIFICATION OF SUPPLIERS FOR TEXTBOOKS**” 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 **19<sup>th</sup> August, 2016 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 textbooks

- 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 respective services 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 textbooks
- 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 **Friday, 19<sup>th</sup> August, 2016**.

- 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 dependant 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 textbooks.

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.

2.4.3 **General experience:** The applicant shall meet the following minimum criteria:

i. Average turnover of over Kshs. 5,000,000 for the last 2 years

ii. Confirmation of experience using attachment of reference letters from at least 3 customers.

2.4.4 **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. Potential suppliers will be prequalified on the satisfactory information given.

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. Potential bidders shall provide evidence to execute the contract.

2.4.5 **Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.

2.4.6 **Past Performance:** will be given due consideration in Prequalification of suppliers. Letters of reference from past customers should be included.

2.4.7 **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.

**2.4.11** Youth, Women and People with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

## **SECTION III: APPLICATION FORMS.**

### **Form I LETTER OF PREQUALIFICATION**

**Prequalification category Ref: No PREQ/KIBU/01/2016-2018**

**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 Textbooks and conformity with the said application documents all or part of the Textbooks 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 Textbooks 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 Textbooks, during the period between **1<sup>st</sup> July 2016** and **30<sup>th</sup> June 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 OR
  - f) Bank statement of the last six (6) months (special groups)

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	<b>Name of The Firm:</b>	
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)Mandatory for Open Category	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Trade Terms: (Credit Period)	
15	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. Name .....Nationality.....ID/Passport No.....
2. Name .....Nationality..... ID/Passport No.....
3. Name.....Nationality.....ID/Passport No.....  
/`
4. Name .....Nationality.....ID/Passport No.....

**B. Contact persons:**

1. Name .....Phone No.....ID/passport No.....
2. Name .....Phone No.....ID/passport No.....
3. Name .....Phone No.....ID/passport No.....

**Form III**

**CAPABILITY AND COMPETENCE TO DELIVER TEXTBOOKS**

1. Number of staff .....
2. Are you a publisher/wholesaler/retailer or distributor.....
3. To what extent is your firm/company electronically enabled with your client?  
.....  
.....
4. Can we trade on e-procurement platform with your company (yes/no)  
.....  
.....
5. What is your average response time to a request for quotation/proposal?  
.....
6. What is your average response time to delivery of Textbooks after issuance of an LPO?  
.....
7. Have you at any one time been requested to quote for the supply of Textbooks and failed to return the quotation without assigning reason for your action?.....
8. 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 Textbooks within the agreed time or supplied related titles 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**

Applicants must attach proof of experience relevant to the category they choose to apply.

They any 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 by showing that it has access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- (1) Attach a copy of firm’s two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support.
- (2) Credit period: please indicate the credit period you are willing to offer Kibabii University.....
- (3) Annual turnover: what is your annual turnover? .....
- (4) 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.(Sworn by Commission of Oath or Court)

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

Witnessed  
by.....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

Evaluation criteria for AGPO (Registered Special Groups for women, youth and people with disability)

No	MANDATORY REQUIREMENT	COMPLIANCE
<b>i</b>	Valid certificate of incorporation/business registration	
<b>ii</b>	VAT/PIN certificate for organization	
<b>iii</b>	Certificate of registration of youth women and people with disability owned business enterprises	
<b>iv</b>	Current /Valid tax compliance certificate	
<b>v</b>	Availability of physical Office( evaluation team may visit to confirm)	
<b>vi</b>	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.**

### 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	Availability of physical Office( evaluation team may visit to confirm)		
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors		
vii	Certified copies of audited accounts for the last 3 years		

**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 3 years.....5 Evidence of profit making in the last 3 years .....5 Or bank statement for last 6 months (for reserved group)..10	10
2	Reference from 3 main current clients (fully filled) Evidence attached .....20 Evidence not attached.....0	20
3	Evidence of physical office – physical location.....2pts Postal address.....2pts Telephone number..... 2pts Email address..... 2pts Contact person.....2pts	10
4	Credit Facility(what duration will your firm allow after delivery to be paid) 30 Days .....2 60 Days.....5 90 Days.....10	10
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped	10
6	Litigation history	10
7	Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	10
8	Supply capacity: Maximum volume of business one can handle in one year 2 million and above.....20 15- 20 million .....15 10 -15 million .....10 0.5 -10 million .....5	20
	TOTAL POINTS	100

**THE PASS MARK FOR REGISTRATION SHALL BE 60%**

*(The evaluation team will verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process)*

**OFFICIAL STAMP OF THE TENDERER**