



KMET

**PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD ENDING
DECEMBER 31st 2017**

Tender No. KMTPRC/_____ /2017

KMET

P.O Box 6805 Postcode 40103

Kisumu, Kenya

Tender for Prequalification of suppliers for goods and services for the period ending December 31st, 2017

INSTRUCTIONS TO TENDERERS

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INVITATION FOR PREQUALIFICATION

TENDER No: KMTPRC/_____/2017:

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD ENDING DECEMBER 31st, 2016

KMET wishes to invite applications from competent firms for prequalification for supply of goods and services listed below for the period ending 31st December 2017.

CATEGORY A: SUPPLY OF GOODS

CODE.NO	SUB-CATEGORY
KMTPRC/G/1/2017	Office Furniture ,Fittings and Equipment
KMTPRC/G/2/2017	Computer hardware and Allied Accessories
KMTPRC/G/3/2017	Telecommunication Equipment, Spares and Accessories
KMTPRC/G/4/2017	General Office Stationery and Consumables
KMTPRC/G/5/2017	Uniforms & Clothing e.g. dustcoats, protective clothing
KMTPRC/G/6/2017	Building Materials e.g. Electrical, Hardware, Generator spares
KMTPRC/G/7/2017	Supply of Newspapers and Periodicals
KMTPRC/G/8/2017	Computer Software and Licenses
KMTPRC/G/9/2017	Automobile Batteries and Accessories
KMTPRC/G/10/2017	Printing and Supply of Security Documents.
KMTPRC/G/11/2017	Supply of Assorted Airtime Cards
KMTPRC/G/12/2017	Supply of Fuel and Lubricants/Tyres and Tubes
KMTPRC/G/13/2017	Supply of Medical and Laboratory/Pharmaceutical Items

CATEGORY B: PROVISION OF SERVICES

CODE.NO	SUB-CATEGORY
KMTPRC/S/1/2017	Fumigation and Pest Control Services
KMTPRC/S/2/2017	Repair and Maintenance of Buildings e.g. Plumbing, Painting Renovations, Electrical (Generator Maintenance) & Masonry works
KMTPRC/S/3/2017	Road shows / Event Decorations/Event Organization Services.
KMTPRC/S/4/2017	Supply and Maintenance of Firefighting Equipment
KMTPRC/S/5/2017	Air Travel Agency Services
KMTPRC/S/6/2017	Transport Services (Taxi Services and Car Hire)
KMTPRC/S/7/2017	Provision of Courier Services
KMTPRC/S/8/2017	Provision of Medical/personal/vehicle/property Insurance Services.
KMTPRC/S/9/2017	Repairs, Service and Maintenance of Motor Vehicles & Motor Cycles
KMTPRC/S/10/2017	Repair and Maintenance of Office Equipment e.g. Photocopiers, Faxes
KMTPRC/S/11/2017	Graphic Design and Printing of Calendars, Diaries, Cards, Brochures, Magazines, Booklets and other promotional and branding materials.
KMTPRC/S/12/2017	Photography/Videography, Public Address Systems and related services
KMTPRC/S/13/2017	Repair and Maintenance of Computers, Servers and Computer Accessories
KMTPRC/S/14/2017	Provision and Maintenance of Internet Service Connectivity
KMTPRC/S/15/2017	Provision of Hotel, Conference and Accommodation Services
KMTPRC/S/16/2017	Provision of Security and Alarm Services
KMTPRC/S/17/2017	Garbage Collection and Sanitation
KMTPRC/S/18/2017	Provision of Consultancy/Legal /Training Services

Tender for Prequalification of suppliers for goods and services for the period ending December 31st, 2017

Interested bidders should provide:

- Detailed profile of the organization, including physical location and profile of key staff.
- Contacts: email addresses and phone numbers
- Proven experience of handling similar assignments with reputable firms
- Demonstrate ability to mobilize resources and deliver services in a timely manner.
- Must be accompanied with tender's declaration of his/her litigation/arbitration history
- Provide audited accounts for the last one (1) year.
- At least 3 letters of recommendation from previous/current clients
- Certified copy of VAT registration
- Certified copy of PIN registration
- Certified copy of Valid Tax Compliance

Tender documents may be obtained from KMET offices during working hours upon payment of a non-refundable fee of **Two Thousand Shillings Only (Kshs 2,000/=)** in form of bankers cheque/Cash payable to KMET Accounts Office.

Completed Tender documents should be submitted enclosed in plain sealed envelopes, clearly marked with the "Tender Name and Number" as provided in the tender document, addressed and deposited in the tender box situated at KMET Complex Administration Block, Tom Mboya Estate, Kisumu during normal working hours (8am -5 pm) on or before 5.pm February 15th 2017.

All Documents to be addressed to:

The Procurement Committee - KMET

Tom Mboya Estate-Nyawita by-pass

P.O Box 6805 Postcode 40103

Kisumu, Kenya

For enquiries, contact us via mail on procurement@kmet.co.ke

*Please note that no document submitted without a COPY of official receipt from KMET will be accepted
Women and the youth are encouraged to apply.*

Opening of the documents will take place immediately thereafter at the places of delivery and in the presence of tenderers who wish to attend. All candidates whose applications will have been received before the closing date and time will be advised in due course of the results of their applications.

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 on the authority of the Executive Director or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3. 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 who wish to be pre-qualified for submission of tender for the Specific tender.

3.1.1

The 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 on

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by KMET 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.

3.2.2

Prospective bidders will not be considered qualified unless in the judgment of KMET 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

(3.3.1 a) Experience: Prospective bidders shall have at least 1 year experience in the supply of goods, services and allied items in case of potential supplier.

Should show competence, willingness and capacity to service the contract

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names pertinent information and CV 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 Suppliers 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 credit position. Potential suppliers 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

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3.4 Statement Application 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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KMET reserves the right to reject the tender from such a bidder even though they have been Initially pre-qualified.

3.6The 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.

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 on 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	10
4 Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	5
TOTAL		100

3.8 The minimum score to qualify for prequalification shall be 70 points. Applicants who will not meet this minimum score shall be disqualified.

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms **must** provide **certified** copies of the following

1. Certificate of Registration / Incorporation
2. VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Pin Certificate of firm/company.
5. Letter of recommendation from previous organization served.
6. **Transport Hire firms must** attached evidence of having taken all the Insurance covers
7. Outside Catering Services bidders to avail a certificate of health for food handling from county/Municipal council
8. Evidence of physical registered office
9. Attach copy of miscellaneous receipt (MR)

(30 points)

FORM PQ-2 - PRE-QUALIFICATION DATA**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We Hereby apply y for registration as supplier(s)

<i>Name of Company/Firm</i>	
(Item Description) (Sub-Category No.)	
Post Office Address	
Town	
Street	
Name of building	
Room /Office No.	
Floor No.	
Telephone Nos.	
Full Name of applicant	
Other branches location	
Organization & Business Information	
Management Personnel	
Chief Executive	
Secretary	
General Manager	
Treasurer	
Other	
Partnership (if applicable)	
Names of Partners	
Business founded or incorporated	
Under present management since	
Net worth equivalent. Kshs	
Bank reference and address	
Bonding company reference address	
Enclose copy of organization chart of the firm indicating the main fields of activities	
State any technological innovations or specific attributes which distinguish you from our competitors	
Indicate terms of trade/sale	

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(10 Points)

PQ-3 SUPERVISORY PERSONNEL

Name	
Age	
Academic Qualification	
Under graduate	
Post graduate	
Diploma	
High School	
Professional Qualification	
Length of service with Contractor or Supplier position held	

(Attach Certificates if any)

(Attach copies of certificates of key personnel in the organization and professional.)

(10Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts for previous years.
- (2) Attach letters/reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

(20 Points)

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PQ-5 Kisumu Medical and Education Trust CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name Location of business premises	
Plot No.	
Street/Road	
Postal Address	
Tel No.	
Nature of business	
Current Trade License No.	
Expiring date	
Maximum value of business which you can handle at any one time: Kshs	
Name of your bankers Branch	

Part 2 (a) Sole Proprietor

Your name in full	
Age	
Nationality Country of origin	
Citizenship details	

Part 2 (b) Partnership

Given details of partners as follows:

Name	
Nationality	
Citizenship Details	
Shares	

Part 2 (c) Registered Company:

Private or Public	
State the nominal and issued capital of company-	
Nominal Kshs.	
Issued Kshs.	

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			

Date: _____ Signature of Candidate: _____

*if Kenya Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration.

(15 Points)

NOTE: Attach copies of Directors identity cards / passports and color passport size

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**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

i) Name of Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract.	
vi) Duration of Contract (date)	
(Attach documental evidence of existence of contract)	

2. Name of 2 Client (organization)

i) Name of Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract (Attach documental evidence of existence of contract)	

i) Name of Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract (Attach documental evidence of existence of contract)	

3. Name of 3 Client (organization)

i) Name of 1 st Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract	
vi) Duration of Contract (date)	
(Attach documental evidence of existence of contract)	

i) Name of 2 nd Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract	
vi) Duration of Contract (date)	
(Attach documental evidence of existence of contract)	

i) Name of 3 rd Client (organization)	
ii) Address of Client (organization)	
iii) Name of Contact Person at the client (organization)	
iv) Telephone No. of Client	
v) Value of Contract	
vi) Duration of Contract (date)	
(Attach documental evidence of existence of contract)	

4. Others

FORM PQ-7 - LITIGATION HISTORY

Name _____ of _____ Contract _____ Supplier: _____

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR AWARD FOR OR NAME OF CLIENT	CAUSE OF AGAINST	LITIGATION	AND
MATTER IN	DISPUTE	DISPUTED AMOUNT	EQUIVALENT
(CURRENT VALUE, KSHS.)			

(5 Points)

FORM PQ-8 - SWORN STATEMENT

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

KMET intends to update its register for suppliers for various goods, works and services for the year ending 31st December, 2017. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply. Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date: _____

Applicant's Name: _____

Represented by: _____

Signature: _____

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