



TANGAZA UNIVERSITY COLLEGE

P.O BOX 15055-00509

NAIROBI KENYA

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Website: <http://www.tangaza.org>

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PRE -QUALIFICATION DOCUMENT

FOR

SUPPLIERS FOR GOODS AND SERVICES

TENDER No: TUC /PQ/01/2017-2018

Prequalification of suppliers for goods, provision of Services, Repair & Maintenance services for period ending **30th June 2018**

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS; PROVISION OF SERVICES & REPAIR & MAINTENANCE SERVICES FOR PERIOD ENDING 30TH JUNE 2018

TANGAZA UNIVERSITY COLLEGE invites applications for pre-qualification from interested, eligible and competent bidders for the SUPPLY OF GOODS, PROVISION OF SERVICES & REPAIR AND MAINTENANCE SERVICES for the period ending **30th June 2018**. Tangaza University College is a non-profit, Private University offering Higher Education in Kenya. It was incorporated in 1993. We are pleased to invite interested and competent bidders to tender for prequalification of goods and services for the period ending 30th June 2017. For further information visit our website **www.tangaza.org**

All interested and eligible suppliers/service providers are invited to apply for prequalification, indicating the Code number and sub-category of goods or services they wish to supply.

Document Collection

Supplier Pre-qualification documents, including the pre-qualification criteria can be obtained from our website **www.tangaza.org**. Suppliers/service providers must pay a non-refundable fee of **Kshs 2,000** and be issued with a receipt. They must attach that receipt to their pre-qualification documents.

Submission Instructions:

The bidders MUST comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed. Completed pre-qualification documents Must be submitted enclosed in plain sealed envelopes, clearly marked **“TENDER NO TUC/A/01/2017-2018”** as per the categories.

They should be placed in the Tender Box at the University reception, at Nuru building Karen ,not later than **12:00 noon** on the closing date, **5thth April , 2017** .The prequalification documents will be opened on the same day **at 2:00 pm** at the University main board room

Please note the following:-

1. Suppliers who are currently doing business with Tangaza should also apply for the pre-qualification.
2. Any Tender document received after the deadline shall be disqualified.
3. To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by Providing the following documents:-

- a) Certified copy of the Certificate of Incorporation or Business Registration Certificate
 - b) Curriculum Vitae (CV's) of the proposed key staff dully signed by the proposed individuals.
 - c) Certified copies of certificates and testimonials of the proposed key staff.
 - d) Proof of registration with relevant Accreditation Boards and professional bodies for the specified consultants.
4. Letter of recommendation from past clients.
 5. Tangaza University College reserves the right to accept or reject any tender in whole or in part and is not bound to give reasons for the decision taken.
 6. The Tender closes on the date indicated on the advertisement and will be opened immediately thereafter at university main board room.
 7. Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.
 8. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
 9. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
 10. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
 11. In selection of suppliers, TUC will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
 12. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, References, certificates, and any other information that the applicant wish to be considered.
 13. TUC has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with its procurement procedures
 14. TUC reserves the right to authenticate information provided herein without reverting to the participant.

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Tangaza University College would like to invite interested suppliers/Service providers who must qualify by meeting the set criteria below as provided to be included in the supplier database and be considered for the supply of goods and services/works to the organization for a period of one year. Pre-qualification process is not a guarantee for business; rather, it is a process that ensures companies that are prequalified become eligible to be called upon

to provide quotations for the provision of goods and services, when such services or goods are required by the organization.

2.2 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 Tangaza University College, so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.3. Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested. Failure to supply any of the required mandatory documents will lead to an automatic disqualification.

2.4 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Following address:

**The Chairman
Tender Committee
Tangaza University College
P O Box 15055-00509
NAIROBI
KENYA**

2.5 Additional Information

Tangaza University College reserves the right to request submission of additional information from prospective supplier/service providers without offering any explanation for such request.

2.6 Request for quotations

Tangaza University will request for quotations only from those suppliers/service providers who have been successful at the Pre-qualification stage and have been notified in writing as being successful prequalified suppliers/service providers for Tangaza University College for the period specified in this prequalification document. A supplier/service provider will be deemed to have been successful for this pre-qualification after scoring more than 70 points after the completion of the pre – qualification process.

3.0. BRIEF CONTRACT REGULATIONS / GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS FOR PERIOD ENDING 31/6/2018

3.1 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 Procurement Committee. Prices quoted should be inclusive of all delivery charges. Taxes and other taxes chargeable for the supply of goods and services shall be clearly indicated on the invoice.

3.2 Payments terms

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

3.2.2 No payment shall be made to any other company or name apart from the one appearing on original quotation/invoice or the one pre-qualified.

3.2.3 Payment shall only be in the quoted currency

3.2.4 Payment shall only be through a cheque or bank transfer to the company account and not to the individual account.

3.2.5 For supply of goods, Tangaza University college shall not make any advance payment to the supplier. The supplier shall be paid upon delivery and receipt of the requested supplies in full in line with clause 3.2.1 above.

3.2.6 All payment requests must be accompanied by all the relevant support documentations, such as invoice, certificate of completion, delivery notes, original receipts, etc. No payment shall be made without proper support documents as outlined in the contract.

4 4.0 PRE-QUALIFICATION OF SUPPLIERS FOR YEAR ENDING 30th June 2018

Tangaza University college wishes to update its list of suppliers for the year ending 30st June 2018 and now invites sealed applications from interested and eligible firms to be considered for pre-qualification to supply various goods, works and services hereunder.

CATEGORY A	SUPPLY OF GOODS	REMARKS
CODE. NO	ITEM DESCRIPTION	
TUC/A/01/2017-2018	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENT, STATIONERY & OTHER RELATED ITEMS	open
TUC/A/02/2017-2018	SUPPLY & DELIVERY OF COMPUTER SOFTWARE, LICENSES CONSUMABLES & OTHER PERIPHERALS ,COMPUTERS, LAPTOPS, PRINTERS, TABLETS, GENERAL COMPUTER & PRINTER CONSUMABLES & ACCESSORIES	Open
TUC/A/03/2017-2018	SUPPLY AND DELIVERY OF EVENT DECORATIONS.	open
TUC/A/04/2017-2018	SUPPLY & DELIVERY OF STAFF UNIFORMS, AND PROTECTIVE CLOTHING, FITTING OF CURTAINS, DRAPERIES AND BLINDS	open
TUC/A/05/2016-2018	SUPPLY & PRINTING OF PROMOTIONAL & BRANDED MATERIALS	Open
TUC/A/06/2017-2018	SUPPLY & DELIVERY OF PHARMACEUTICAL DRUGS (ONLY PHARMACY & POISSON BOARD APPROVED FIRMS	Open
TUC/A/07/2017-2018	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL APPLIANCES, FITTINGS & BUILDING MATERIALS, CONCRETE BLOCKS, CONCRETE SLABS, MURRAM, HARDCORE ,HARDWARE SUPPLIES, TOOLS, PAINTS, ELECTRICAL FITTINGS AND LIGHTING MATERIALS	Open
TUC/A/08/2017-2018	SUPPLY & DELIVERY OF SPORTS GEAR ,SPORTS EQUIPMENT,TROPHIES & OTHER RELATED ITEMS	open

TUC/A/09/2017-2018	SUPPLY & DELIVERY OF NEWSPAPERS, PERIODICALS & MAGAZINES	Open
TUC/A/10/2017-2018	SUPPLY & FITTING OF AIR CONDITIONERS.	Open
TUC/A/11/2017-2018	SUPPLY & INSTALLATION OF CCTV AND ACCESS CONTROL EQUIPMENTS.	Open
TUC/A/12/2017-2018	SUPPLY & DELIVERY OF OFFICE FURNITURE	open
TUC/A/13/2017-2018	SUPPLY AND DELIVERY OF LIBRARY BOOKS	open
TUC/A/14/2017-2018	SUPPLY & DELIVERY OF VEHICLE TYRES, TUBES & BATTERIES	open
TUC/A/15/2017-2018	SUPPLY & DELIVERY OF COMPUTERS, LAPTOPS, PRINTERS, TABLETS, GENERAL COMPUTER & PRINTER CONSUMABLES & ACCESSORIES	open
TUC/A/16/2017-2018	SUPPLY & DELIVERY OF CAMERAS, VIDEO EQUIPMENT & RELATED SUPPLIES	open
TUC/B/01/2017-2018	PROVISION AIR TRAVEL AGENCY SERVICES (IATA REGISTERED APPROVED FIRMS ONLY)	Open
TUC/B/02/2017-2018	PROVISION OF LAN; WAN; INTERNET NETWORKING; WEB ,MOBILE,& DESKTOP APPLICATION; WEB DESIGN & DEVELOPMENT SERVICES	Open
TUC/B/03/2017-2018	PROVISION OF DESIGN & PRINTING OF PROMOTIONAL BRANDED MATERIALS & OTHER RELATED SERVICES	open
TUC/B/04/2017-2018	PROVISION OF PHOTOGRAPHY, VIDEO GRAPHIC, PUBLIC ADDRESS SYSTEM & OTHER RELATED SERVICES	open

TUC/B/05/2017-2018	PROVISION OF LAUNDRY SERVICES	Open
TUC/B/06/2017-2017	PROVISION OF GARDENING & LANDSCAPING SERVICES	Open
TUC/B/07/2017-2018	PROVISION OF FUMIGATION & PEST CONTROL SERVICES.	Open
TUC/B/08/2017-2017	PROVISION OF GARBAGE COLLECTION SERVICES	Open
TUC/B/09/2017-2018	PROVISION OF SECURITY AND GUARD SERVICES	Open
TUC/B/10/2017-2018	PROVISION OF MOTOR VEHICLE AND GENERATOR FUEL	Open
TUC/B/11/2017-2018	PROVISION OF EVENT ORGANIZATION SERVICES	Open
TUC/B/12/2017-2018	PROVISION OF CONSULTANCY SERVICES	Open
TUC/B/13/2017-2018	PROVISION OF CATERING SERVICES AND MANAGEMENT OF TANGAZA UNIVERSITY COLLEGE CAFETERIAS	open
TUC/B/14/2017-2018	PROVISION OF INSURANCE AND BROKERAGE SERVICES	open
TUC/B/15/2017-2018	PROVISION OF GENERAL BUILDING CONSTRUCTION WORKS & PARTITIONS	open
TUC/B/16/2017-2018	PROVISION OF ADVERTISING IN THE LOCAL DAILIES NEWSPAPER AND MAGAZINE SERVICES	open

CATEGORY C	REPAIR AND MAINTENANCE SERVICES	
TUC/C/01/2017-2018	REPAIR & MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS, FAX,SCANNERS PABX MACHINES, TELEPHONE, OFFICE EQUIPMENT, MACHINES & OTHER RELATED SERVICES.	Open
TUC/C/02/2017-2018	REPAIR & MAINTENANCE OF COPIERS & PRINTING MACHINES, CAMERAS, PROJECTORS & OTHER RELATED SERVICES.	Open
TUC/C/03/2017-2018	REPAIR & MAINTENANCE OF LAN, WAN, INTERNET NETWORKING AND UPGRADE OF WEB SITE/DESIGN SERVICES	Open
TUC/C/04/2017-2018	REPAIR & SERVING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES? (MINISTRY OF PUBLIC WORKS APPROVED CONTRACTORS/FIRMS ONLY)	Open
TUC/C/05/2017-2018	REPAIR & SERVICING OF TANGAZA COLLEGE MOTOR VEHICLES (MINISTRY OF PUBLIC WORKS APPROVED GARAGES ONLY)	Open
TUC/C/06/2017-2018	REPAIR & GENERAL MAINTENANCE TO TUC BUILDING (PLUMBING & MINOR REPAIRS MINISTRY OF PUBLIC WORKS APPROVED CONTRACTORS/FIRMS ONLY)	Reserved
TUC/C/07/2017-2018	REPAIR & GENERAL MAINTENANCE TO CCTV AND ACCESS CONTROL EQUIPMENTS	Open

Bidders who are currently doing business with Tangaza University College are required to re-apply to be considered for pre-qualification

5.0: PRE-QUALIFICATION DATA INSTRUCTIONS

5.1 Pre-qualification data forms

The attached questionnaire forms **PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7**, are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of tender for the specific category.

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. Failure to adhere to this shall lead to disqualification.

5.2 Qualification

5.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers/service providers is to be used by Tangaza University College in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers/services providers to perform in respect to the Tender Category as described by the client.

5.2.2 Prospective supplier/service provider will not be considered qualified unless in the judgment of Tangaza university college and based on the set criteria 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.

5.3 Essential Criteria for Pre-qualification

(a) Suppliers written reference from the companies they have supplied goods and services to must be attached to the bid documents.

Suppliers with references coming from regionally recognized companies or organizations shall have an added advantage. The reference letter shall only be acceptable if it is on the referencing company letter head and a company stamp and signed by the director of the referee company.

(b) 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. An organ gram should be attached as well, including the contact information of the person who will be handling any of the University contracts for supply of goods and services.

(c) Financial Condition: The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as proof of financial capability regarding suppliers' credit position. Potential suppliers will be pre-qualified on the satisfactory information given. For the purpose of this pre-qualification, only financial statement for the year ending 2015 shall be admissible.

(d) 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.

(e) 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

5.4 Withdrawal of Prequalification.

Should a condition arise between the time the firm apply for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, 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, Tangaza University college reserves the right to disqualify such supplier from further pre-qualification or even reject the tender from such a supplier even though they have been initially pre-qualified.

5.5 Valid registration:

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

A valid business/Trade license must be attached to the bid document

6.0 Prequalification Criteria Required Information Form and Scoring systems

1. Registration Documentation and Eligibility PQ-1 – (20 points)
2. Pre-qualification Data PQ-2- (15 points)
3. Supervisory Personnel PQ-3- (10 points)
4. Financial Position PQ-4- (25 points)
5. Confidential Report PQ-5- (5 points)
6. Past Experience PQ-6 – (25 points)

TOTAL 100

7.0 GENERAL AND COMPANY INFORMATION

7.1 FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide certified copies of the following:-

1. Certificate of Registration / Incorporation.
2. VAT Registration Certificate.
3. Certified copies of audited accounts
4. Letter of recommendation from previous organization served.
5. Air Travel firms must be registered with IATA and any other relevant bodies
6. Transport Hire firms must attach evidence of having taken all the Insurance covers.
7. Outside Catering Services – bidders to avail a certificate of health for food handling from relevant authorities
8. Certificate of transport for meat vendors
9. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK, LSK, ICPAK, ICPSK, ISPAK, Pest Control Board etc.

(20 points)

(A) COMPANY PROFILE

1. Company Name-----
2. Trading Name (if different from above) -----
3. Legal status (partnership/sole proprietor/ Ltd. Company) -----
 - i. Company registration certificate No.-----(attach copy)
 - ii. Certification by regulatory bodies (eg , Ministry of public works etc (Attach copies).
4. Nature of business licensed to operate -----
5. Current trade license No ----- Expiring Date----- (attach copy)
6. (a)VAT No.----- (Attach copy)
7. Contact Person: Name----- Title----- Tel No.-----
8. Postal Address: ----- Tel No: ----- Fax: -----
----- Physical location-----
9. E-mail address----- Website-----
10. Names of Directors and their nationality: Names of partners/shareholders Nationality
Citizenship Percentage of shares
11. Name of Bank-----Branch -----
12. Insurers-----

IN ADDITION BIDDERS MUST ATTACH THE FOLLOWING MANDATORY DOCUMENTS:-

- (a) A copy of Certificate of Incorporation/ registration
- (b) A copy of Certificate of Valid Tax Compliance Certificate.
- (c) A copy of Certificate of VAT and PIN Certificate
- (d) Contact Address and Email addresses.
- (e) Day time office Telephone/mobile number. (Working numbers only)

(15 Points)

(B) ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?----- If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes---- -----No-----
3. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?-----

7.2 FORM PQ-2 - PRE-QUALIFICATION AND COMPETENCY DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/ we hereby apply for registration as supplier(s) for
 (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

Contact Person:

Partnership (if applicable)

2. Names of Partners.....

3. Business founded or incorporated.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address

7. Indicate terms of trade/sale

7.3 FORM PQ-3 SUPERVISORY PERSONNEL, PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Tender for Prequalification of Suppliers - Goods & Services for the period ending 31/06/2018

Name.....

Academic Qualification.....

Professional qualification..... (Attach Certificates if any)

Length of service with Contractor or Supplier position held.....

(10 Points)

7.4. FORM PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- a) Attach a copy of firm’s audited accounts for previous two years. The audited account to be signed and stamped by recognized audit firms.
- b) Attach evidence of cash position e.g. original certified copy of bank statement regarding supplier’s credit position.
- c) If Pre-qualified, will you require advance payment from Tangaza University College to supply goods or services? -----Yes/No
- d) What will be your preferred payment terms (Tangaza University College proposes a minimum of 30 days credit terms?)
- e) What will be your preferred mode of payment?cheque/bank transfer/any other (please indicate)

(25 Points)

7.5 FORM PQ-5 : 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 Licence. No.....Expiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your bankers.....Branch

1.

2.

3.

Part 2 (a) – Sole Proprietors

Your name in full.....

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.

DateSignature of Candidate.....

(5 points)

7.6 FORM PQ-6 – SUPPLIER’S REFERENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST 2 YEARS

Name of the 1st 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

vi) Duration of Contract (date)

vii. What goods/services did you supply/offer-----

(Attach documental evidence of existence of contract)

2. Name of 2nd 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

vi) Duration of Contract (date)

vii. What goods/services did you supply/offer-----

(Attach documental evidence of existence of contract)

3. Name of 3rd 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
- vi). Duration of Contract (date)-----
- vii). What goods/services did you supply/offer-----

(Attach documental evidence of existence of contract)

4. Others

(25 points)

7.7 FORM PQ-7 - SWORN STATEMENT BY THE SUPPLIERS

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

Tangaza University College intends to update its register for suppliers for various goods, works and services for the year ending 30/06/2018. 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 presented above, we/I, -----
-----hereby state:

- a) The information furnished in my/our application is accurate to the best of my/our knowledge.
- b) That in case of being pre-qualified I/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) I/We enclose all the documents and information required for the pre-qualification evaluation.
- d) That Tangaza University College reserves the rights to accept or reject my pre-qualification documents without necessary providing a reason for such a decision.
- e) That pre-qualification does not mean automatic contract award for the goods or services my/our company have been pre-qualified for. Business award will be based on

availability of resources, needs and competitive quotations and/or bids and if not competitive, I/we will not be awarded the contract.

- f) That in case during the period of the pre-qualification, I/we are not able to do business with Tangaza University college for whatever reason, I/We will not hold Tangaza University college responsible and I/we absorb Tangaza University college of any blame for lack of business engagement.

Date

Applicant's Name

Represented by

Signature

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

NB: Failure to sign this statement will lead to an automatic disqualification of the supplier/service provider from any further pre-qualification considerations

8.0 .CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services to do you want to be considered to supply-----
(indicate relevant category and product code)
2. How many employees do you have? ----- How many are permanent? ----- How many are temporary? -----
3. Provide details of your key personnel and attach their CV'S (Use a separate sheet of paper)
Are you a manufacturer/wholesaler/retailer/other (please specify) -----
4. If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body? Yes/No. (Attach documentary evidence of certification)
5. If you are not a manufacturer, are you an authorized dealer? – Yes----No----- (attach manufacture's authorization)
6. Who are your major corporate clients for the past 2yrs. State Clients name, Product service provided, value of goods, works or service and contact person. Name of organization Value of business per Month Contact person
TEL. No. 1. -----2.....
7. What is your average response time to a request for quotation/RFP-----

8. What is your average response to delivery of goods /services after issuance of LPO?-----

9. What is the maximum value of business, which you can handle at any one time? Ksh-----

10. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Tangaza University College? Yes-----No---

11. Is the firm making this application currently or in previous periods been contracted to supply goods or services to Tangaza University College? Yes-----No- --. If yes indicate hereunder the financial year, the goods or services that you supplied and their value.-----

12. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action? -----

13. Have you at any one time been issued with a purchase order by Tangaza University College and failed to deliver the goods or services without assigning and reason for your action? -----

14. If you are a current or previous period supplier of goods and services to, Tangaza University college have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?-----
