

TANGAZA UNIVERSITY



PRE-QUALIFICATION OF SUPPLIERS

2024-2025 -2025/2026

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1. TENDER NOTICE

1.1 Pre-qualification of Suppliers for the supply of goods, services and works.

Tangaza University (TU) invites applications for prequalification from interested vendors (including current suppliers) for the supply of goods, works and services to the institution for the period **July 1, 2024 to June 30, 2026**. Interested and eligible suppliers are invited to apply for registration, indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

Interested candidates may download Pre-qualification/Registration of supplier's documents from the TU website (<https://tangaza.ac.ke/downloads-resources-center>) and pay a non-refundable fee (as explained in section 2.5) upon delivery of documents.

Payments should be made through the bank account as follows:

Account Name: TANGAZA COLLEGE

Account Number (KSHS): 1000016345

Bank Name: NCBA Bank

Bank Branch: Galleria

SWIFT CODE: CBAFKENX

OR

MPESA Business number: 488516

Account Name: Prequalification

Candidates will then submit bank counterfoils to the Finance Department at the TUC offices situated along Lan'gata South Road during working hours: Monday to Thursday **(8.00AM - 4.30PM)** and Friday **(8.00AM - 1.00PM)**, and obtain official receipt(s).

The completed pre-qualification documents clearly indicating tender number and category should be placed inside plain, sealed and separate envelopes **(each category MUST be submitted in a separate envelope)** and the envelope clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2024-2026:

CATEGORY DESCRIPTION... (E.g. Category A and NO..... (E.g. TUC/A/01/2024-2026)
and addressed to:

**The Chairman,
Procurement Committee,
Tangaza University College,
P. O. BOX 15055 – 00505,
NAIROBI.**

AND be deposited in the **NURU BUILDING TENDER BOX** at Tangaza University College office situated along Lang’ata South Road, and should be received on or before 05th July 2024 at 4.00 PM.

CATEGORY A: SUPPLY OF GOODS

Category Number	Description
TUC/A/01/2024-2026	Supply of General stationery.
TUC/A/02/2024-2026	Supply of Office equipment, office furniture & fittings (including window blinds)
TUC/A/03/2024-2026	Supply of Electrical hardware & electrical fittings e.g., sockets, fluorescent fitting, bulbs, plumbing items, building materials etc.
TUC/A/04/2024-2026	Supply and delivery of laboratory chemicals and reagents
TUC/A/05/2024-2026	Supply of promotional materials e.g., t-shirts, banners, caps
TUC/A/06/2024-2026	Supply of medicine and medical supplies
TUC/A/07/2024-2026	Supply of general items e.g., sugar, teabags, coffee, cups, gardens inputs and tools e.g., herbicides
TUC/A/08/2024-2026	Supply of library books, & related items.
TUC/A/09/2024-2026	Supply of sports equipment, trophies

CATEGORY B: SUPPLY OF FOODSTUFF AND RELATED MATERIALS

Category number	Description
TUC/B/01/2024-2026	Supply & delivery of Cereals, Dry Goods and Groceries
TUC/B/02/2024-2026	Supply & delivery of Meat & Meat Products, Poultry & Poultry Products

TUC/B/03/2024-2026	Supply & delivery of Fresh Bread
TUC/B/04/2025-2026	Supply and Delivery of Fresh Milk, and Milk products
TUC/B/05/2025-2026	Supply and Delivery of Fish and Fish products
TUC/B/06/2025-2026	Supply and Delivery of Kitchen Equipment
TUC/B/07/2025-2026	Service and Maintenance of Kitchen Equipment

CATEGORY C: PROVISION OF SERVICES

Category number	Description
TUC/C/01/2024-2026	Provision of Air ticketing services (IATA approved firms only)
TUC/C/02/2024-2026	Hire of tents, tables, chairs, & accessories
TUC/C/03/2024-2026	Provision of Hospitality Services (Hotel Accommodation and conference Facilities)

CATEGORY D: ICT EQUIPMENT AND SERVICES

Category number	Description
TUC/D/01/2024-2026	Supply and maintenance of computer equipment& parts servers, routers, computers, scanners, Printers, power & battery back-up systems etc.
TUC/D/02/2024-2026	Provision of software solutions, Cloud Services, Firewalls
TUC/D/03/2024-2026	Provision of Networking Services, PABX, LAN etc.

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Tangaza University would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of supply and delivery or provision of goods and services to the institution.

2.2 Pre-qualification Objective

The main objective of this prequalification is to update our register of suppliers and service providers. Thereafter, prequalified firms will be engaged as and when needed and through request for quotations for the financial year 2024- 2026

2.3 Registration of Suppliers/Service Providers

The Procurement Department will only register those suppliers/service providers who meet the criteria as spelt out in this document.

2.4 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 Chairman of the Procurement Committee so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination.

The prospective suppliers are required to supply mandatory information for prequalification.

2.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Eligibility

All interested firms are encouraged to apply.

Firms applying will be required to pay a non -refundable fee of **Kshs. 3000** per any category they wish to be pre-qualified.

2.6 Pre-qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

N/B: All the documents should be bound and paginated.

2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the procurement department through the e-mail address procurement@tangaza.ac.ke

2.8 Additional Information

Tangaza University reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Tangaza University at the disclosure of the tender committee after the completion of the pre – qualification evaluation process.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Contract Price

The contract unit shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand. Prices quoted should be inclusive of all tax and delivery charges and valid for 90 days.

3.2 Payments

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

3.3 Ethical Code of Conduct

Tangaza University expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations. All suppliers should shun from bribery, corruption and avoid unacceptable business practices. Failure to this will lead to immediate blacklisting of the suppliers.

4.0 PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 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 quotations 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.

4.2 Qualification

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

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

4.3 Essential Criteria for Pre-qualification

4.3.1 Experience:

Prospective bidders shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective suppliers require special experience and capability to organize supply and delivery of items, or services at short notice.

4.3.2 Personnel

Prospective suppliers shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs of the key personnel for an individual or group to execute the contract must be indicated in PQ 3.

4.3.3 Financial Condition

The Supplier'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 prequalified on the satisfactory information given.

4.3.4 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.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5 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, then Tangaza University College reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

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.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

The firm must declare any conflict of interest in relation to any member of staff. TUC will not procure goods or services from suppliers where the employees have not declared conflict of interest

Tangaza may carry out a source audit exercise for the shortlisted prequalified suppliers

Any effort by the tenderer to influence Tangaza in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

5.0 CRITERIA FOR PRE-QUALIFICATION

5.1 Form PQ-1: Registration Documentation

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Must submit certified bank statements for the most recent 24 months
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City Council
6. Copy of Letter of recommendation from 3 previous organizations served with similar works within the past 2 years
7. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
8. Copy of Memorandum of Understanding or Articles of Association
9. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling
10. Prospective suppliers must have premises, valid trading license and meet all other. Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof of the same

NOTE: A COPY OF THE TANGAZA UNIVERSITY COLLEGE PAYMENT RECEIPT/ORIGINAL BANKING SLIPS MUST BE ATTACHED

(20 points)

5.2 Form PQ-2: Pre-Qualification Data

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/ We hereby apply for registration as supplier(s)

(Name of Company/Firm)

of

.....
.....

(Category Description)

.....
.....

(Category No.)

Post Office Address

.....
.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Organization & Business Information

Management Personnel

Chief Executive

General Manager

Other.....

Partnership (if applicable)

Names of Partners

- 1. Business founded or incorporated
- 2. Under present management since
- 3. Bank reference and address
- 5. Bonding company reference address.....
- 6. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- 7. State any technological innovations or specific attributes which distinguish you from your competitors

(15 Points)

5.3 Form PQ-3: Supervisory Personnel of top management

Name of Chief Executive Officer

.....

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

5.4 Form PQ-4: Financial Position and Terms of Trade (25 Points)

- (1) Attach a copy of the most recent two years audited accounts (From 2020 and above)
- (2) Attach letters of recommendation from the firm's bankers
- (3) State Credit period (minimum proposed is 30 days) -----

5.5 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

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

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address..... Tel. No.....

Email address (MUST).....

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

Account No..... Branch.....

Swift code..... Branch code.....

Bank Currency.....

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.....

(10 Points)

5.6 Form PQ-6: Past Experience

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

1. Name of 1st client

- 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 and referral letter)

2. Name of 2nd Client

- 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 and referral letter)

3. Name of 3rd Client

- 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 and referral letter)

4. Others

Attach recommendation letters (30 Points)

6 SWORN STATEMENT

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 prequalification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

10 Points