



# **SOUTH EASTERN KENYA UNIVERSITY**

## **PREQUALIFICATION DOCUMENT FOR REGISTRATION OF SUPPLIERS FOR THE PERIOD 2021-2023**

**P.O. BOX 170-90200 KITUI: TELEPHONE: 0733330062 OR 0733330034**

Website: [www.seku.ac.ke](http://www.seku.ac.ke) Email: [info@seku.ac.ke](mailto:info@seku.ac.ke) and [procurement@seku.ac.ke](mailto:procurement@seku.ac.ke)

**P.O BOX 170-90200 Kitui.**

**Tender Document**

**For**

**CATEGORY NO: SEKU/PQS/.....**

**CATEGORY NAME: .....**

**COMPANY NAME: .....**

**COMPANY ADDRESS: .....**

**Closing Date - 2<sup>ND</sup> NOVEMBER 2021, 10:00am**

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## INVITATION TO TENDERERS

South Eastern Kenya University invites applications from interested, eligible, and capable firms for Tenders/prequalification/registration as suppliers, consultants and small works contractors in the following categories:

### **PRE-QUALIFICATION – FINANCIAL YEAR 2021/2023**

| <b>CATEGORY A: SUPPLY OF GOODS</b>       |                        |  |                       |
|--|------------------------|--|-----------------------|
| <b>NO.</b>                               | <b>CATEGORY NUMBER</b> | <b>ITEM DESCRIPTION</b>  | <b>ELIGIBILITY</b>    |
| 1.                                       | SEKU/PQS/001           | Supply and delivery of promotional and branded materials   | Special groups        |
| 2.                                       | SEKU/PQS/002           | Supply and Delivery of computers, laptops, servers, printers, scanners, UPS units, and ICT related accessories.                    | Open                  |
| 3.                                       | SEKU/PQS/004           | Supply and Delivery of Office Equipment, furniture and fittings.   | Open                  |
| 4.                                       | SEKU/PQS/005           | Supply and Delivery of Hardware, Paints and Building materials   | Open                  |
| 5.                                       | SEKU/PQS/006           | Supply and delivery of Electrical materials, equipments, fittings and appliances.  | Open                  |
| 6.                                       | SEKU/PQS/007           | Supply and Delivery of Motor vehicle tyres, tubes and batteries  | Open                  |
| 7.                                       | SEKU/PQS/008           | Supply and delivery of Curtains, staff uniforms and protective clothing.   | <b>Special groups</b> |
| 8.                                       | SEKU/PQS/009           | Supply and Delivery of Laboratory chemicals, reagents, equipments and clinical equipments.   | Open                  |
| 9.                                       | SEKU/PQS/010           | Supply and Delivery of Clinical drugs and dressings  | Open                  |
| 10.                                      | SEKU/PQS/011           | Repair of Cold rooms, Air conditioners and refrigerators   | Open                  |
| 11.                                      | SEKU/PQS/013           | Supply and Delivery of Library books, periodicals and library materials  | Open                  |
| 12.                                      | SEKU/PQS/014           | Supply and Delivery of Double decker beds, Dining Tables and Lecture Chairs.   | <b>Special groups</b> |
| 13.                                      | SEKU/PQS/015           | Supply and Delivery of Building sand, ballast, murrum, natural stones, hardcore, baked bricks, concrete blocks and allied products | <b>Open</b>           |
| 14.                                      | SEKU/PQS/016           | Supply and Delivery of Mattresses and Beddings   | Open                  |
| 15.                                      | SEKU/PQS/017           | Supply, Delivery and fixing of Glass and related fixtures  | Open                  |
| 16.                                      | SEKU/PQS/018           | Supply, Delivery and fixing of Metal related fixtures-grills, doors, window frames, partitioning etc.                              | Open                  |
| 17.                                      | SEKU/PQS/019           | Supply, Delivery, Installation and servicing of network equipment and structured cabling.  | <b>Special groups</b> |
| 18.                                      | SEKU/PQS/020           | Supply, Delivery, Servicing and maintenance of firefighting equipment.   | Open                  |
| 19.                                      | SEKU/PQS/021           | Supply and Delivery of Kitchen/ Catering utensils and large scale catering equipment   | <b>Special groups</b> |
| 20.                                      | SEKU/PQS/022           | Supply and Delivery of Sports Uniforms and Sports Equipments   | Open                  |
| 21.                                      | SEKU/PQS/023           | Supply and delivery of motor vehicle spares  | Open                  |
| 22.                                      | SEKU/PQS/024           | Supply and Delivery of Beef Meat and beef products   | Open                  |
| 23.                                      | SEKU/PQS/025           | Supply and Delivery of Poultry products (Poultry meat and eggs)  | Special groups        |
| 24.                                      | SEKU/PQS/026           | Supply and Delivery of Cereals and grains (Beans, green grams, maize etc)  | Special groups        |
| 25.                                      | SEKU/PQS/027           | Supply and delivery of dry Foodstuff ( Rice, Maize flour, Wheat flour sugar etc  | Special groups        |
| 26.                                      | SEKU/PQS/029           | Supply and Delivery of Fresh Vegetables (Cabbages, Tomatoes, Sukuma wiki, potatoes etc)  | Special groups        |
| <b>CATEGORY B: PROVISION OF SERVICES</b> |                        |  |                       |
| 27.                                      | SEKU/PQS/034           | Provision of Consultancy services on Employee Satisfaction, Work Environment and Customer satisfaction                             | Open                  |
| 28.                                      | SEKU/PQS/035           | Maintenance and Servicing of laboratory equipment  | Open                  |
| 29.                                      | SEKU/PQS/036           | Event Organizers, Hire of Tents, Chairs, Tables, entertainment and Decorations.  | <b>Special groups</b> |
| 30.                                      | SEKU/PQS/038           | Provision of Editing, design, printing and publishing services   | Open                  |
| 31.                                      | SEKU/PQS/039           | Building and Civil Engineering works contractors (Small works)   | Open                  |
| 32.                                      | SEKU/PQS/040           | Repair, Maintenance and Servicing of Motor vehicles  | Open                  |
| 33.                                      | SEKU/PQS/041           | Servicing and Repair of Pumps (Water pumps, submersible pumps, booster pumps)  | Open                  |
| 34.                                      | SEKU/PQS/042           | Disludging of Septic tanks   | Open                  |
| 35.                                      | SEKU/PQS/043           | Website Development, Redesign and upgrading  | <b>Special groups</b> |
| 36.                                      | SEKU/PQS/044           | Provision of Air travels and Ticketing   | Open                  |
| 37.                                      | SEKU/PQS/045           | Maintenance of computers, Laptops, Printers, Scanners and Server.  | Open                  |
| 38.                                      | SEKU/PSQ/046           | Servicing and repair of fire equipment   | Open                  |

Youth, Women and the Physically Challenged are encouraged to tender/prequalify

Bid documents can be down loaded and printed from the University Website [www.seku.ac.ke](http://www.seku.ac.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) free of charge for all the above categories. Special groups are women, youth (up to 35 years) and persons with disabilities who have registered with the National Treasury (Proof of Registration required) Duly completed documents in plain sealed envelopes, marked the category/tender number, item name on the right hand side corner and bearing no indication of the tenderer should be addressed to:

Documents enclosed in plain sealed envelopes, marked “**Category code No**”..... & “**Category description**” ..... should be deposited in the Tender Box situated on the Procurement Offices in SEKU Main Campus ,Kitui Kwa-vonza of Kenya or be addressed and posted to:

**The Vice Chancellor,  
South Eastern Kenya University,  
P. O. Box 170-90200,  
KITUI**

So as to reach on or before Monday 2<sup>ND</sup> November,2021 at 10.00 a.m. The closing/opening process will be conducted the next day 3<sup>rd</sup> November 2021 in the presence of firms’ representatives who choose to attend at the procurement parking Yard in SEKU Main Campus.

**Late bids will be allowed until 5:00pm 2<sup>nd</sup> Nov, 2021.**

THE VICE CHANCELLOR  
SOUTH EASTERNKENYA UNIVERSITY

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# 1. PRE-QUALIFICATION INSTRUCTIONS

## 1.1 Introduction

SEKU would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods, services and works.

## 1.2 Pre-qualification Objective

The main objective is to supply goods, services and works under relevant tenders/quotations to SEKU, on 'as and when required' during the Years 2021-2023. Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply the goods, services and works for a period of two years.

## 1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Kenya to supply or provide respective goods, services and works are invited to submit their PRE-QUALIFICATION documents to SEKU so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

## 1.4 Experience

Potential suppliers/consultants/contractors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

## 1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers, consultants and contractors must submit all the information herein requested.

## 1.7 Submission of Pre-qualification Documents

Original completed pre-qualification data and other requested information shall be submitted to reach:

**The Vice Chancellor**  
**South Eastern Kenya University**  
**P.O. Box 170 – 90200 Kitui.**  
<http://www.seku.ac.ke>

Not later than, 2<sup>nd</sup> Nov, 2021 at 5.00 p.m. (local time)

## 1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be addressed to **THE VICE CHANCELLOR** whose address is given in par 1.7

### **1.9 Additional Information**

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

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier/consultant/contractor will have to pay all taxes payable as applicable for all imported materials to be supplied.

### **2.2 Customs Clearance**

The Supplier/consultant/contractor shall be responsible for custom clearance of their imported materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

### **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, are to be completed by prospective suppliers/consultants/contractors 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.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by SEKU in determining, according to their sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the South Eastern Kenya University, they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

### **3.3 Essential Criteria for Pre-qualification**

**Experience:** Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

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 and pertinent information and CV of the key personnel to execute the contract must be indicated in form PQ-3.

### 3.3.3 Financial Condition

The Supplier's/consultant's/contractor'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/consultants/contractors 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 on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract(s).

### 3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/clients should be included in Form PQ-6

### 3.4 Statement

Application must include a sworn statement Form PQ-7 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 in the opinion of the SEKU could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the SEKU reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration/incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate

### 3.7 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS IN ALL CATEGORIES

| NO. | CRITERIA   | MARKS ALLOCATED |  |
|-----|--|-----------------|--|
| 1   | <b>Mandatory Requirements:</b>   |                 |  |
|     | a) Copy of Certificate of Registration/ Incorporation                    |                 |  |
|     | b) Copy of Current Tax Compliance Certificate                            |                 |  |
|     | c) Copy of PIN Certificate   |                 |  |
|     | d) Copy of VAT Certificate   |                 |  |
|     | f) Must Fill, Sign and Stamp Forms, PQ1, PQ2, PQ3, PQ4, PQ5, PQ6 AND PQ7 |                 |  |

|     |  |  |                 |
|-----|--|--|-----------------|
|     | g) Copy of Current Access To Government Procurement Opportunity Certificate (AGPO) For Special Groups  |  |                 |
|     | h) Attach Copy of Current Trading License  |  |                 |
| 2   | <b>Technical evaluation criteria</b>   |  |                 |
| a)  | Provide list of assignment carried out in the last (3) three years and a list of clients and references to which the firm has offered similar assignment OR have the Reference page stamped and signed by Client as proof of supply in the format provided. (Provide Evidence) | 10 Marks each per year of experience or list of services and assignment done | 20              |
| b)  | One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans   |  | 10              |
| c.) | Membership in a professional body/Relevant certificate in the area of specialization e.g NCA/PPB/NEMA/EATA/KATA. For supply of computer/equipment and other accessories attach authorization letter from the manufacturer/dealer (Where Applicable                             |  | 10              |
| d)  | Attach CVs in the format provided –and the Management and Proposed Staff.  |  | 10              |
|     |  |  |                 |
|     | <b>TOTAL</b>   |  | <b>50 MARKS</b> |

**NOTE: TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 25 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.**



**FORM PQ-1 PRE-QUALIFICATION DATA**  
**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we .....  
hereby apply for registration as supplier(s)

(Name of Company/Firm)

**CATEGORY CODE NO.**

**CATEGORY DESCRIPTION** .....  
of

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No. .... Floor No. ....

Telephone Nos. .... Fax..... Email.....

Full Name of applicant.....

Other branches location.....

**2. Organization & Business Information**

Chief Executive/Managing Director.....

Marketing/Sales Manager/Technical.....

Accountant.....

Secretary.....

Other.....

Partnership (if applicable)

Names of Partners .....

3. Business founded or incorporated.....

4. Under present management since .....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

.....

7. Sister company reference and address.....

8. Enclose copy of organization chart of the firm indicating the main fields of Activities

6. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

.....

7. Indicate terms of trade/sale

**PQ-2 SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

.....

Professional Qualification.....

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

(Attach copies of certificates/CV of key personnel in the organization)

### FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

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

|   |
|---|
| <i>Part I- General:</i><br><br>Business Name.....<br><br>Location of business premises.....<br><br>Plot No. .... Street/Road.....<br><br>Postal Address..... Tel. No.....<br><br>Nature of business.....<br><br>Current Trade License No. .... Expiring date.....<br><br>Maximum value of business which you can handle at any one time: Kshs.....<br>Name of your bankers..... Branch..... |
| <i>Part 2 (a)sole proprietor</i>  |
| <i>Part 2 (b)Partnership</i>  |
| <i>Part 2 (c)Registered Company</i>   |
| Date..... Signature of Candidate.....   |

\*If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

**FORM PQ-4 - PAST EXPERIENCE**

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

**1. Name of 1st Client (Organization)**

i) Name of Client (organization) .....

ii) Address of Client (organization) .....

iii) Narrative Description of project: .....

.....

iv) Name(s) of Professional Staff provided by Your Firm/ or self

.....

.....

v) Name of Contact Person at the client (organization) .....

vi) Telephone No. of

Client..... vii) Value of

Contract.....

viii) Duration of Contract (date)..... (Attach documental evidence of existence of contract)

**2. Name of 2nd Client (organization)**

i. Name of Client (organization) .....

ii. Address of Client (organization).....

iii. Narrative Description of project: .....

iv. Name(s) of Professional Staff provided by Your Firm/ or self

.....

.....

v. Name of Contact Person at the client (organization) .....

vi. Telephone No. of Client

..... vii. Value of Contract

..... viii. Duration of

Contract (date)..... (Attach documental evidence of existence of contract)

**3. Name of 3rd Client (organization)**

i. Name of Client (organization) .....

ii. Address of Client (organization).....

iii. Narrative Description of project: .....

.....

iv. Name(s) of Professional Staff provided by Your Firm/or self

.....

v. Name of Contact Person at the client (organization)

..... vi. Telephone No. of Client

..... vii. Value of

Contract.....

viii. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

Others

## PQ-5 STAFF COMPOSITION

(i) Directors / Partners

| Name | Position | Specialization & Qualification |
|------|----------|--------------------------------|
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |

(ii) Technical/Management staff

| Name | Position | Specialization & Qualification |
|------|----------|--------------------------------|
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |

(iii) Support Staff

| Name | Position | Specialization & Qualification |
|------|----------|--------------------------------|
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |
|      |          |                                |

## PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF

Proposed Position: .....

Name of Firm: .....

Name of Staff: .....

Profession: .....

Date of Birth: .....

Years with Firm: ..... Nationality: .....

Membership in Professional Societies: .....

Detailed Tasks Assigned: .....

Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

Education:

*[Summarize college/ university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member: .....

Signature of staff member..... Date: .....

Name of authorized representative of the firm.....

Signature of authorized representative .....Date: .....



**FORM PQ-7 - 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 will not engage in corrupt practices with the SEKU Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- e. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

**Date**.....

**Applicant's Name**.....

**Represented by**.....

**Signature**.....

**(Full name and designation of the person signing**