

Murang'a Teachers College



P.O. Box 232, 01020 KENOL

CELL PHONE: 0721323948

Website: www.murangattc.ac.ke

E-Mail: mtckkenya@yahoo.com

TENDER FOR SUPPLY OF GOOD

PROVISION FOR INSURANCE OF EMPLOYEES

FOR THE FINANCIAL YEAR 2018-2019.

**CLOSING DATE: 14th JUNE 2018
AT 10.00A.M**

TENDER NO: MTC/T/014/2018-2019



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MURANG'A TEACHERS COLLEGE

P.O. BOX 232,01020 KENOL, CELL PHONE 0721323948

E-mail: mtckenya@yahoo.com

TENDER NOTICE

TENDER NO	ITEM DESCRIPTION: SUPPLY OF GOODS	SPECIAL CONDITION	GROUP/ELIGIBILITY
MTC/001/2018-19	Supply and delivery of stationary and office supplies		Open
MTC/002/2018-19	Supply and delivery of fresh meat		Open
MTC/003/2018-19	Supply and delivery of fresh bread		Open
MTC/004/2018-19	Supply and delivery of fresh vegetables		Open
MTC/005/2018-19	Supply and delivery of dry firewood and charcoal		Open
MTC/006/2018-19	Supply and delivery of fresh milk	Reg by Kenya dairy board	Open
MTC/007/2018-19	Supply and delivery of white local sugar		Reserved
MTC/008/2018-19	Supply and delivery of cereals(maize & beans)		Reserved
MTC/009/2018-19	Supply and delivery of cleaning materials		Open
MTC/010/2018-19	Supply and delivery of shop groceries		Reserved
MTC/011/2018-19	Supply and delivery of maize flour		Reserved
MTC/012/2018-19	Supply and delivery of students desks and chairs		Open
	PROVISION OF SERVICES		
MTC/013/2018-19	Provision of insurance of motor vehicles	Co registered under IRA	Open
MTC/014/2018-19	Provision of insurance to employees	Co registered under IRA	Open
MTC/015/2018-19	Provision to lubricants, fuel for motor vehicles and generators		Open

All tender documents should be obtained from the college procurement office upon payment of a non refundable fee of Kshs 1000 at the accounts office or downloaded free of charge from the college website www.murangattc.ac.ke

N.B WOMEN, YOUTH AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY.

Reserved means: only women, youth and persons with disability should apply

Completed tender documents are to be enclosed in a plain sealed envelope marked with tender reference number and address to:

CHIEF PRINCIPAL, MURANG'A TEACHERS COLLEGE,P.O.BOX 232-01020 KENOL

And deposited in the tender box so as to be received on or before 14TH JUNE 2018



Tender documents may be downloaded from Murang'a teachers college website: www.murangattc.ac.ke free of charge and upon downloading bidders will be required to register their tenders with the procurement office at Murang'a Teachers College. Tender documents can also be obtained at the college upon payment of Kshs 1000 per set of tender document. Prices indicated must be inclusive of VAT and any other charges and must remain for 180 days.

Completed tender documents (separated from each other) bearing no indication of the tenderer name should be enclosed in a plain sealed envelope clearly marked with tender number and be placed in the tender box at the administration block not later than 14th June 2018 at 10:00am. tender will be opened immediately thereafter in the presence of bidders who choose to attend or their representatives. The college reserves the right to accept or reject any tender(s) in part or whole and does not bind itself to accept the lowest bidder give reasons thereof.

Youth, women and persons with disability are encouraged to apply attaching documents of eligibility.

ALL TENDERS TO BE ADDRESSED TO:

CHIEF PRINCIPAL

MURANG'A TEACHERS COLLEGE

P.O.BOX 232-010200

KENOL



PRE-QUALIFICATION INSTRUCTIONS

1.1. Introduction

Murang'a Teachers College would like to invite interested candidates who must qualify by meeting the set criteria as provided to supply and deliver or provide goods or services to Murang'a Teachers College

1.2. Pre-qualification objective

The main objective is to supply and deliver assorted items and also provides services under relevant quotations to **Murang'a Teachers College** as and when required during the period ending 30th June 2019.

1.3. Invitation to tender

Suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their TENDER documents to MURANG'A TEACHERS COLLEGE so that they may be pre-qualified /registered 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/ registration.

1.4. Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification criteria.

1.5. Prequalification document

This document includes questionnaire forms and documents required of prospective suppliers

1.6. In order to be considered for prequalification/ registration prospective suppliers must submit all the information herein requested.

1.7. Submission tender documents

Original copy of the completed pre-qualification /registration data and other requested information shall be submitted to reach:

MURANGA TEACHERS COLLEGE

P.O.BOX 232-01020

KENOL



1.8 Questions arising from documents

Questions arising from pre-qualification documents should be directed to Murang'a teachers college whose address is given above.

1.9. Additional information

Murang'a teachers college has the right to request submission of additional from prospective bidders.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on imported materials

The supplier will have to pay all taxes payable as applicable for all material to be supplied.

2.2. Customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3. Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required.

Prices quoted should be inclusive of all delivery charges and taxes.

2.4. Payments

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



PRE-QUALIFICATION /REGISTERED DATA INSTRUCTIONS

3.1. Pre-qualification Data Forms

The attached questionnaires form PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 and are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

3.1.1. The pre-qualified/registered 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

3.2.1. It is understood and agreed that the pre-qualification /registration data on prospective bidders is to be used by Murang'a teachers college 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 the assembly they possess capability experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services.

3.3. Essential criteria for pre-qualification /registration.

3.3.1. Experience. Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service at short notice.



3.3.2 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.3 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 P Q-4. However; potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-5

3.4 Statement

Application must include a sworn statement Form PQ-6 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

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 client/ **Murang'a Teachers College** 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, **Murang'a Teachers College** 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/Memorandum and Article 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 which is mandatory.



3.7 Pre-qualification Criteria

Required Information	Form Type	Points Score
1. Registration Documents	PQ- 1	20
2. Pre-qualification Data	PQ- 2	20
3. Financial Position	PQ- 3	20
4. Confidential Report	PQ- 4	15
5. Past Experience	PQ- 5	25

TOTAL 100

3.8- The qualification is 80 points and over



FORM PQ-1 PRE-QUALIFICATION

Mandatory Requirements for Persons with Disabilities (PWD's), Youth and Women

- i. Attach copy of Business Registration Certificate
- ii. Attach copy of PIN certificate and VAT Certificate
- iii. Registration certificate by National treasury /county government (AGPO)
- iv. Duly filled and completed tender submission document

N/B Previous Experience is not a requirement for special groups (Youth, Women& PWDs,) Audited Accounts for this special group is not a requirement. Also under this special group. The bidders should specify on the document whether the firm is owned by Youth, Women or PWDs (be specific)

Mandatory Requirements for prequalification of all other categories:

- i. A copy of Certificate of Registration/incorporation
- ii. Copy of PIN/ VAT Registration Certificate.
- iii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this Certificate to prove compliance, will lead to automatic disqualification).
- iv. Copies of PIN Certificate of firm/company/individual.
- v. Copy of current Trade License.
- vi. Audited Accounts for the last two years
- vii. Duly filled and completed Tender submission document.

You can provide evidence of physical address and premises. The college evaluation team may visit suppliers' premises to ascertain physical address and stock of items

All eligible insurance company for insurance services;

1. Must be registered with commissioner of insurance for the current year and copy of current license be submitted
2. Must give a list of five (5) reputable client and total clients premium for previous years.
3. Must submit copy of audited accounts for the 5 previous years.
4. Must submit copies of PIN certificate, Tax compliance certificate 6 months & certificate of registration/incorporation
5. Must be a member of Association of Kenya Insurance (AKI) and Insurance Regulatory Authority (IRA) and present documents for the same.
6. Audited accounts for the last five years /financial status

(20 points)



FORM PQ-2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we _____ hereby apply for

(Name of company/firm)

registration as supplier(s) of _____

(Item description)

(Category No)

Postal office address _____

Town _____

Street _____

Name of building _____

Room/office No _____

Floor No _____

Telephone No _____ Fax _____ Email _____

Full name of applicant _____

Other branches location _____



PQ-3 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

(20 points)



PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part2 (a), 2(b) or 2(c) whichever applies your type of business

You are advised that it is a serious offence to give false information on this form.

Part 1- 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 bank _____ Branch _____

PART 2(a) – Sole Proprietors

Full name _____

Nationality _____ Country of origin _____

Citizenship details _____

PART 2(b) Partnership

Give details of partners as follows:

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



PART 2 (c) Registered Companies

Private or public company _____

State the nominal and issued capital of the company

Nominal: Ksh _____ Issued: Kshs _____

Give details of all the directors as follows:

Name	nationality	citizenship	shares
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Date _____

Signature of applicant _____

(15 points)



FORM PQ-5 PAST EXPERIENCES

NAME OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

1.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No: _____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)

2.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No: _____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)

3.

Name of client (organization)_____

Address of the client (organization)_____

Name of the client's/organization's contact person_____

Telephone No:_____

Value of contract_____

Duration of contract_____

(Attach documental evidence to prove existence of the contract)



FORM PQ-6 LITIGATION HISTORIES

Name of contractor/supplier

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

Year	Award for or against	Name of client cause of litigation and matter of dispute	Disputed amount(current value, Kshs(equivalent))



FORM PQ -7 -

SWORN STATEMENT

Having studied the pre-qualification /registered 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/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Murang'a teachers college
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Murang'a teachers college and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date: _____

Applicant's Name _____

Represented by _____

Signature _____

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



MURANG'A TEACHERS COLLEGE

TENDER NO:MTC/T/ 014/FY2018-19 – PROVISION OF INSURANCE FOR EMPLOYEES

Please provide insurance cover for employees Work Injury Benefits Act (WIBA) for No 56

- **Attach a list of previous and current clients in your firm and their references**
- **Any document that does not bear any stamp will be disqualified**
- **The success full bidder will be subjected to a frame work contract of 2years.**

Business name

Signature/ rubber stamp

Date

