

# *Murang'a Teachers College*



P.O. Box 232, 01020 KENOL

Website: [www.murangattc.ac.ke](http://www.murangattc.ac.ke)

CELL PHONE: 0721323948

E-Mail: [mtckeny@yahoo.com](mailto:mtckeny@yahoo.com)

---

## **PROVISION OF SERVICE**

**PREQUALIFICATION FOR HOSTEL ROOF REPAIR.**

**FOR THE FINANCIAL YEAR 2020-2021.**

**PREQUALIFICATION NO: MTC/PRE/001/2020-2021**

**CLOSING DATE 3<sup>RD</sup> August 2020**

**AT 10.00A.M**

Pre-qualification documents may be downloaded from Murang'a teachers college website: [www.murangattc.ac.ke](http://www.murangattc.ac.ke) free of charge. Prices indicated must be inclusive of all other charges and must remain for 180 days.

Completed prequalification documents bearing no indication of the applicant's name should be enclosed in a plain sealed envelope clearly marked with prequalification number and be placed in the prequalification box at the administration block not later than 3<sup>rd</sup> August 2020 at 10:00am.

Prequalification documents 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 prequalification(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 PREQUALIFICATIONS 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 30<sup>th</sup> June 2021.

### **1.3. Invitation to prequalification**

Suppliers registered with the registrar of companies under the laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to Murang'a Teachers College so that they may be pre-qualified /registered for submission of quotations. 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 prequalification 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. Customs clearance**

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

### **2.2. 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.

### **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.

## **3.0 PRE-QUALIFICATION /REGISTERED DATA INSTRUCTIONS**

### **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 prequalification for specific category. 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.

### **2. Qualification**

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 prequalification category as described by the client.

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. Essential criteria for pre-qualification /registration.**

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.

#### **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.

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.

#### **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

#### **Statement**

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

#### **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 prequalification from such a bidder even though he was initially pre qualified.

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.

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

<b>Required Information</b>	<b>Form Type</b>
1. Registration Documents	PQ- 1
2. Pre-qualification Data	PQ- 2
3. Financial Position	PQ- 3
4. Confidential Report	PQ- 4
5. Past Experience	PQ- 5

#### **FORM PQ-1 PRE-QUALIFICATION**

##### **Mandatory Requirements for prequalification of all other categories:**

- i. A copy of Certificate of Registration/incorporation  
Copy of PIN/ VAT Registration Certificate.
- ii. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this
- iii. 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. Copy of Business Registration Certificate
- vii. Audited Accounts for the last two years
- viii. Duly filled and completed Prequalification submission document.
- ix. NCA registration certificate
- x. Registration certificate by National treasury /county government (AGPO) for Persons with Disabilities (PWD), Youth and Women.
- xi. Evidence of previous work done. Attach copies of award letters, certificate of completion and any other relevant relating to such similar work.

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

**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.

**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: Ksh \_\_\_\_\_

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: Ksh \_\_\_\_\_

Give details of all the directors as follows:

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

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_

**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.

<b>Year</b>	<b>Award for or against</b>	<b>Name of client cause of litigation and matter of dispute</b>	<b>Disputed amount(current value, Ksh(equivalent))</b>

**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 prequalification 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\_\_\_\_\_