



PAN AFRICA CHRISTIAN UNIVERSITY

Ref. PAC/19

TENDER FOR PROVISION OF CAFETERIA SERVICES FOR THE 2019 FINANCIAL YEAR

CLOSING DATE: 19th November 2018 at 12:00pm

Pan Africa Christian University is chartered private Christian university that operates and does business in a Godly way. This tender document is for cafeteria services from interested and eligible vendors for the financial year 2019.

All applications must be registered with **VAT** and must attach pin numbers as detailed in the tender documents and **TAX Compliance** certificates. The completed documents should be addressed in a plain envelope and marked “**TENDER OF CATERING SERVICES FOR THE YEAR 2019**” with the tender number and must be dropped at the Main reception at Roysambu Campus on or before 12.00 PM of 19th November 2018. A payment of Kshs. 2,000 will be made at the accounts office at Roysambu Campus, and the receipt **must** be attached to the tender documents. The tender should be addressed to:

**REGISTRAR ADMINISTRATION AND FINANCE
PAN AFRICA CHRISTIAN UNIVERSITY
P.O BOX 56875-00200, NAIROBI**

Tender documents will be opened on Monday 21 November 2018, at 9:00 am in the Board room situated in the administration block, Roysambu campus.

Applications delivered after the closing date and time shall not be accepted.

PAC University reserves the right to accept or reject the bids and not obliged to give reasons for its decision thereof. Any canvassing or late submission will lead to automatic disqualification

TENDERING INSTRUCTIONS

1.1 INTRODUCTION

Pan Africa Christian University would like to invite interested suppliers who must qualify by meeting the set criteria as provided, to provide cafeteria services.

1.2 Invitation of Tender

Suppliers registered with Registrar of Companies under laws of Kenya in respective merchandise or services are invited to submit their tender document to PAN AFRICA CHRISTIAN UNIVERSITY for consideration. The prospective suppliers are required to supply the mandatory information as requested.

1.3 Experience

Prospective suppliers must have carried out successful provision of similar services to other organizations of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the tendering criteria.

1.4 Tendering Pre-qualification Document

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

1.5 Considerations

In order to be considered, prospective suppliers must submit all the information herein requested.

1.6 Distribution of tender documents

The completed tender document and other requested information shall be submitted to reach:

THE REGISTRAR ADMINISTRATION AND FINANCE
PO BOX 56875-00200
NAIROBI

This should be not later than 19th November at 12:00 PM (local time).

Questions that may arise from the tender documents should be directed to THE REGISTRAR ADMINISTRATION AND FINANCE whose address is given above.

2.0 Additional information

Pan Africa Christian University reserves the right to request submission of additional information from prospective suppliers.

2.1 Brief contract regulation/guidelines

2.2 Rental.

The rental charges will be on the cafeteria premises only. The quoted monthly rent Ksh. 50,000

3. TENDERING INSTRUCTIONS

3.1 Tendering data forms

3.1.1 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 who wish to be pre-qualified for submission of tender for the specific category.

3.1.2 Tendering 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 tendering data of prospective bidders is to be used by Pan Africa Christian University 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 Pan Africa Christian University they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

3.3 ESSENTIAL CRITERIA FOR TENDERING

3.3.1 Experience

Prospective bidders shall have experience in the supply of cafeteria service. The potential supplier should show competence, willingness and capacity to service the contract at short notice efficiently.

3.3.2 PERSONNEL

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 FINANCIAL POSITION

The supplier's financial condition will be determined by latest financial statement submitted with the tendering document.

3.3.4 SPECIAL CONSIDERATION

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 PAST PERFORMANCE

Past performance will be given due consideration. Certified letters of reference and or certified copies of order/contracts from past customers should be included in form PQ-6.

3.4 STATEMENT

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

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 Points Award

Required Information	Form Type	Points Score
Registration Documents	PQ-1	20
Pre-qualification Data	PQ-2	15
Supervisory personnel	PQ-3	15
Financial Position	PQ-4	15
Form of business Report	PQ-5	10
Past Experience	PQ-6	20
Sworn Statement	PQ-5	5
Total		100

3.8 The qualification is 80 points

To qualify the prospective supplier must score not less than 80 points

FORM PQ-1 Tendering (20 points)

All firms **MUST** provide:

1. Copies of Certificate of Registration/incorporation
2. Copy of VAT Registration Certificate
3. Tax Compliance from Kenya Revenue Authority
4. Copies of pin certificate of firm/company/individual
5. Copy of current trade license from local authorities where applicable
6. Letter of recommendation from at least 3 previous organizations served.
7. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies/authorities.
8. Copy of Food handlers certificate and proposed personnel certificate of Medical Examination
9. Properly bound and good presented documents. Loosed documents will not be accepted.

FORM PQ-2 TENDERING DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

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

.....
.....
.....
.....

Post Office Address

.....

Town.....

Street.....

.....

Name of
building.....

.....

Room/office No.....Floor
No.....

Telephone
No's.....
.....

Full Name of
applicant.....
.....

Other branches
location.....
.....

2. ORGANIZATION & BUSINESS INFORMATION

Management
personnel.....
.....

Chief
Executive.....
.....

Others
(s).....
.....

Partnership (if applicable)

Name of partners

3. Business founded or
incorporated.....
...

4. Under present management since

5. Net worth equivalent
Ksh.....
.....

6. Bank reference and
Address.....
.....

7. Bonding Company reference and
Address.....

8. Indicate terms of trade/
sale.....

PQ-3 SUPERVISION PERSONNEL

Name

.....
.....

Age

.....

Academic

Qualification.....

.....
.....
.....

Professional

Qualification.....

.....
.....
.....

Length of service with contractor or supplier position held.....

.....

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

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three 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-5 FORM OF BUSINESS QUESTIONNAIRE FORM

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

You are advised that 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.....Email.....

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Ksh

Name of your bankers.....
Branch.....

Part 2 (a)- Sole Proprietor

Your name in
full.....Age.....

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 Company

Private or Public

State the nominal and issued capital of company

Nominal Ksh.....

Issued Ksh.....

Give details of all directors as follows

Name Nationality

Citizenship Details Shares

1.....

.....

2.....

.....

3.....

.....

4.....

.....

5.....

.....

FORM PQ6- PAST EXPERIENCE

Give details of at least three reputable organizations where you are supplying/ offering these goods/ services you applied for.

1. Client

Name.....

.....

Address.....

..... Tel.No.....

.....

Email.....

.....

Contact

person.....

.....

Position in the

organization.....

.....

Signature and stamp of

client.....

2. Client

Name.....

.....

Address.....

.....

Tel.No.....
.....

Email.....
.....

Contact
person.....
.....

Position in the
organization.....
.....

Signature and stamp of
client.....

3. Client
Name.....
.....

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

Email.....
.....

Contact
person.....
.....

Position in the
organization.....
.....

Signature and stamp of
client.....

4. Client
Name.....
.....

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

Email.....
.....

Contact
person.....
.....

Position in the
organization.....
.....
Signature and stamp of
client.....

FORM PQ7- DECARATION FORM

I/We.....
hereby declare

- That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/ not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- That I/We give understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give Pan Africa Christian University Management Committee, authority to seek any reference concerning my/our company from whatever source deemed relevant.
- That if pre-qualified, I/We undertake to participate in submission of tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....
.....

Official rubber stamp

Date.....

FURTHER INFORMATION

- The potential provider should be able and willing to provide services to the different cadres of clientele.
 - The variety of meals provided for each cadre and their respective pricelist to be provided.
 - The potential provider should have the capacity to provide tools, equipment's, furniture and food required for the proper functioning of a well-established cafeteria.
 - The potential provider should be able to conduct its activities in a Godly manner.
 - The potential provider should be willing to take over in December 2018.
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- Site visits can be pre- arranged with the Registrar Administration & Finance Office as from 12th November 2018.