

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES**

Category No……………….................................

CLOSING DATE: 2nd October 2023

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**Invitation for Bid/Tender Notice**

Date: 11th September, 2023

**RE: Pre-qualification of Suppliers for Goods and Services for the Financial Years 2024-2028.**

Pan Africa Christian University invites application for Pre-qualification of Suppliers from interested eligible bidders for the supply of the under listed categories of goods and services for the financial year 2024-2028

**CATEGORY A: PREQUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS**

|  |  |  |
| --- | --- | --- |
| **ITEM NO** | **ITEM CODE** | **DESCRIPTION OF ITEM** |
| 1. | PAC/2023/001 | Supply and delivery of examination booklets |
| 2. | PAC/2023/002 | Supply and delivery of hardware, plumbing materials, Paints and building materials |
| 3. | PAC/2023/003 | Supply and delivery of Electrical materials, equipment, fittings and appliances |
| 4. | PAC/2023/004 | Supply and delivery of general office furniture’s |
| 5. | PAC/2023/005 | Supply& design of promotional & advertising items, printing of T-shirts, fliers, brochures, roll-up banners & related materials. |
| 6. | PAC/2023/006 | Supply and delivery of computer hardware and software, anti-virus & other office equipment |
| 7. | PAC/2023/007 | Supply and delivery of printed office stationary |
| 8. | PAC/2023/008 | Supply and delivery of library books, journals and related learning materials |
| 9. | PAC/2023/009 | Supply and delivery of cleaning detergents and toiletries |
| 10. | PAC/2023/010 | Supply and delivery of motor vehicles spare parts tyres, tubes and batteries |
| 11. | PAC/2023/011 | Supply of general office stationery |
| 12. | PAC/2023/012 | Supply and delivery of genuine toners, and cartridges |
| 13. | PAC/2023/013 | Supply and delivery of Air conditioners |
| 14. | PAC/2023/014 | Supply and delivery of desktop computer and laptop |
| 15. | PAC/2023/015 | Supply , Installation and servicing of UPSs and accessories |
| 16. | PAC/2023/016 | Supply of assorted sport kits, equipment, uniform, balls and sport accessories for indoor and outdoor sporting |
| 17. | PAC/2023/017 | Supply and delivery for data card printers |
| 18. | PAC/2023/018 | Supply and delivery of double decker beds and Lecture Chairs |
| 19. | PAC/2023/019 | Supply and maintenance of outdoor advertising, and outdoor display signage/bill boards. |
| 20. | PAC/2023/020 | Supply of assorted sports kits, equipment, uniforms, balls, and sports accessories for indoor and outdoor sporting events |
| 21. | PAC/2023/021 | Supply and delivery of Mattresses and beddings |
| 22. | PAC/2023/022 | Supply of trophies, plaque and ,medals |
| 23. | PAC/2023/023 | Supply, delivery and fixing of glass and related fixtures. |
| 24. | PAC/2023/024 | Supply of Kitchen cutlery and crockery |
| 25. | PAC/2023/025 | Supply, delivery, servicing and maintenance of Fire Fighting equipment. |
| 26. | PAC/2023/026 | Supply and installation of HP servers and support services |
| 27. | PAC/2023/027 | Supply and installation of structured cabling and support services |
| 28. | PAC/2023/028 | Supply of computer software and licenses including ERP |
| 29. | PAC/2023/029 | Supply and installation of IP telephony equipment and support services |
| 30. | PAC/2023/030 | Supply of multimedia/journalism equipment and accessories (cameras, tripods, projectors etc.) |
|  |  | Provision of electronic waste disposal services |
| 31. | PAC/2023/031 | Supply, installation and maintenance of CCTV, access control and intruder alarm |
| 32. | PAC/2023/032 | Supply and delivery of graduation gowns for BA,MA,PHD and ceremonials gowns |
| 33. | PAC/2023/033 | Supply and delivery of hired graduation gowns |
| 34. | PAC/2023/034 | Supply of general office and lecture room furniture (lecture room chairs etc.) |
| 35. | PAC/2023/035 | Supply and delivery of graduation sandals |
| 36. | PAC/2023/036 | Supply and delivery of graduation certificate folders |
| 37. | PAC/2023/037 | Supply of hardcover yearbooks, notebooks |
| 38. | PAC/2023/038 | Supply of customized rubber stamps and office seals |
| 39. | PAC/2023/039 | Supply and personalization of staff identification smart cards and lanyards |
| 40. | PAC/2023/040 | Supply of newspaper, periodicals and magazine |
| 41. | PAC/2023/041 | Supply of bottled water |
| 42. | PAC/2023/042 | Supply and delivery of blinds, curtains and carpets |

**CATEGORY B: PRE-QUALIFICATION FOR PROVISION OF SERVICES**

|  |  |  |
| --- | --- | --- |
| **ITEM NO** | **ITEM CODE** | **DESCRIPTION OF ITEM** |
| 43. | PAC/2023/043 | Provision of events management services e.g. Tents, chairs and decorations |
| 44. | PAC/2023/044 | Provision of fumigation, pest control & sanitary services. |
| 45. | PAC/2023/045 | Repair, maintenance & servicing of motor vehicles. |
| 42. | PAC/2023/042 | Provision of supply and maintenance of firefighting equipment. |
| 46. | PAC/2023/046 | Repair, maintenance and servicing of generators. |
| 47. | PAC/2023/047 | Provision of repairs and maintenance of kitchen equipment and appliances |
| 48. | PAC/2023/048 | Repair, maintenance and service office furniture and fittings |
| 49. | PAC/2023/049 | Provision of Insurance medial cover for the staff and student |
| 50. | PAC/2023/050 | Supply of Audit Services |
| 51. | PAC/2023/051 | Repair and Maintenance of Office Equipment; Servers, UPS Computers, LAN, Printers & Photocopiers Machines |
| 52. | PAC/2023/052 | Provision of hotel, accommodation conference services |
| 53. | PAC/2023/053 | Provision of photography and videography and editing services |
| 54. | PAC/2023/054 | Provision of outside catering services (food and drinks) |
| 55. | PAC/2023/055 | Maintenance and servicing of studio equipment and other related accessories(Communication) |
| 56. | PAC/2023/056 | Provision of asset valuation services |
| 57. | PAC/2023/057 | Provision of general cleaning services |
| 58. | PAC/2023/058 | Provision of garbage collection services |
| 59. | PAC/2023/059 | Provision of Insurance Services for motor vehicles |
| 60. | PAC/2023/060 | Provision of Insurance Services for University asset |
| 61. | PAC/2023/061 | Provision of fuel and fuel cards |
| 62. | PAC/2023/062 | Provision of staff development and training services |
| 63. | PAC/2023/063 | Provision of internet servicers |
| 64. | PAC/2023/064 | Provision of electronic waste disposal services |
| 65. | PAC/2023/065 | Provision of Travel and **Air Ticketing** Services |

**CATEGORY C: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF WORKS**

|  |  |  |
| --- | --- | --- |
| **ITEM NO** | **ITEM CODE** | **DESCRIPTION OF ITEMS** |
| 66. | PAC/2023/066 | Small works and painting for facilities. |
| 67. | PAC/2023/067 | Provision of contractors for building works |
| 68. | PAC/2023/068 | Provision of electrical services |
| 69. | PAC/2023/069 | Provision of plumbing services |
| 70. | PAC/2023/070 | Provision of civil engineering services |
| 71. | PAC/2023/071 | Provision of quantity survey services |
| 72. | PAC/2023/072 | Provision of architectural services |

Pre-qualification documents, containing detailed terms and conditions of application, may be obtained from the University website upon payment of a non-refundable fee of Ksh 2,000/= per document; per category. Payment should be made via a Bankers Cheque or payable directly to our Co-operative bank Account number 01129281369000.

PAN AFRICA CHRISTIAN UNIVERSITY.

Pre-qualification document in plain sealed envelopes clearly marked,

Reference No…………………….

Pre-qualification of suppliers for supply/provision of goods and services

Prequalification category no…... addressed to:

REGISTRAR FINANCE

ATT: PROCUREMENT OFFICE

PAC UNIVERSITY

P.O BOX 56875-00200

NAIROBI.

Should be dropped at the reception situated on Roysambu campus at administration block, so as to be received on or before 2nd October 2023 at 5 pm.

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

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

**PRE-QUALIFICATION INSTRUCTIONS**

* 1. **INTRODUCTION**

Pan Africa Christian University would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods and services.

* 1. **PRE-QUALIFICATION OBJECTIVE**

The main objective is to supply and deliver assorted items and also provide services

Under relevant tender/quotations to the PAC University as and when required during the period ending 2024-2027.

* 1. **Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to PAC University so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or combination. The prospective suppliers are required to supply the mandatory information for prequalification/registration as requested.

* 1. **Experience**

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

* 1. **Pre-qualification Document**

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

* 1. **Considerations**

In order to be for pre- qualification/registration, prospective suppliers must submit all the information herein requested.

* 1. **Distribution of pre-qualification documents**

The completed pre-qualification/registration data and other requested information shall be submitted to reach:

REGISTRAR FINANCE

ATT: PROCUREMENT OFFICE

PAC UNIVERSITY

PO BOX 56875-00200

NAIROBI

Not later than 2nd October 2023 at 5 PM (local time)

Questions that may arise from the pre-qualification documents should be directed to the Procurement office at procurement@pacuniversity.ac.ke.

**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**

**Taxes on imported materials**

The Supplier/Contractor will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

**2.2 Customers Clearance**

The contractors/Supplier shall be responsible for 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. Price quoted shall be inclusive of all delivery charges and all taxes as well.

**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. PRE-QUALIFICATION/REGISTRATION DATE INSTRUCTIONS**

**3.1 Pre-qualification data forms**

3.1.1 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 tender for the specific category.

3.1.2 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/registered data on 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 goods/service.

**3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION/REGISTERED**

**3.3.1** **Experience**

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

**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 prequalification document as well as letters of reference from the bankers regarding suppliers/contractors credit position. Potential suppliers/contactors will be pre-qualified on the satisfactory information given.

**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 in pre-qualifying bidders. 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.

**3.5 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 client/PAC University 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 commitment, PAC University 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.

**Required Information Form Type Points Score**

**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

Business questioner form PQ- 5 10

Past Experience PQ- 6 10

Litigation History PQ- 7 10

Sworn Statement PQ-8 5

Total 100

**The qualification is 80 points**

**EVALUATION CHECK LIST CRITERIA FOR DOUCUMENTS SUBMITTED AND PROVIDED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF THE FIRM/BIDDER** | | | **FOR OFFICIAL USE ONLY**  **(BIDDERS ARE INSTRUCTED NOT TO FILL THIS SECTION)** | |
| **MANDATORY REQUIREMENTS** | | **Provide information required** | **PQ1 – 1** | **COMMENTS** |
|  | **PIN CERTIFICATE**  (Indicate number & where attached in your submission) |  | Yes/ NO |  |
|  | **TAX COMPLIANCE**  (Indicate validity Period and where attached in your submission) |  | Yes/ NO |  |
|  | **REGISTRATION CERTIFICATE**  (Indicate number & where attached in your submission) |  | Yes/ NO |  |
|  | **VALUE ADDED TAX**  (Indicate number & where attached in your submission) |  | Yes/ NO |  |
| **OTHER REQUIREMENTS-B – *tick if filled or provided*** | | | **PQ 2 – PQ 9** | **Official use** |
|  | **PQ 2** |  | Fully filled |  |
|  | **PQ 3** |  | Fully filled |  |
|  | **PQ 4** |  | Fully filled |  |
|  | **PQ 5** |  | Fully filled |  |
|  | **PQ 6** |  | Fully filled |  |
|  | **PQ 7** |  | Fully filled |  |
|  | **PQ 8** |  | Fully filled |  |
|  | **PQ 9** |  | Fully signed |  |

**FORM PQ-1 PRE-QUALIFICATION**

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. Properly bound and good presented documents. Loosed documents will not be accepted.

**(20 Points)**

**FORM PQ-2 PRE-QUALIFICATION 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…………………………………………………………………………………………………………

1. ORGANIZATION & BUSINESS INFORMATION

Management personnel…………………………………………………………………………………………………………

Chief Executive………………………………………………………………………………………………………………………

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

Partnership (if applicable)

Name of partners

1. Business founded or incorporated…………………………………………………………………………………
2. Under present management since…………………………………………………………………………………..
3. Net worth equivalent Ksh…………………………………………………………………………………………………
4. Bank reference and Address…………………………………………………………………………………………….
5. Bonding Company reference and Address………………………………………………………………………
6. Indicate terms of trade/ sale………………………………………………………………………………………….

**(15 Points)**

**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)

**(15 Points)**

**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.

**(15 Points)**

**PQ-5 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 Proprietors

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……………………………………………………………………………………………………………………………………….

**(10 Points)**

**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……………………………………………………………………………………

1. Client Name………………………………………………………………………………………………………………

Address………………………………………………………………………………………………………………………Tel No…………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………

Contact person…………………………………………………………………………………………………………

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

Signature and stamp of client……………………………………………………………………………………

1. Client Name………………………………………………………………………………………………………………

Address………………………………………………………………………………………………………………………Tel No…………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………

Contact person…………………………………………………………………………………………………………

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

Signature and stamp of client……………………………………………………………………………………

1. Client Name………………………………………………………………………………………………………………

Address………………………………………………………………………………………………………………………Tel No…………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………

Contact person…………………………………………………………………………………………………………

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

Signature and stamp of client……………………………………………………………………………………

**(10 Points)**

**FORM PQ-7 - LITIGATION HISTORY**

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation 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 IN DISPUTE** | **DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(10 Points)**

**FORM PQ8- DECRATION 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.

**Date …………………………………………………………………………………………**

**Applicant’s Name …………………………………………………………………**

**Represented by …………………………………………………………………………**

**Signature …………………………………………………………………………………**

**Witness/Commissioner of Oaths. Name ……………………………………………**

**Signature ……………………………………..**

**Date ……………………………………………….**

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

**(5 Points)**