



# PAN AFRICA CHRISTIAN UNIVERSITY

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

Category No.....

CLOSING DATE: 16<sup>th</sup> April 2024

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## Invitation for Bid/Tender Notice

Date: 21<sup>st</sup> March, 2024

### **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

**Those who applied last year should not apply.**

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

<b>ITEM NO</b>	<b>ITEM CODE</b>	<b>DESCRIPTION OF ITEM</b>
1.	PAC/2024/001	Supply and delivery of examination booklets
2.	PAC/2024/002	Supply and delivery of hardware, plumbing materials, Paints and building materials
3.	PAC/2024/003	Supply and delivery of Electrical materials, equipment, fittings and appliances
4.	PAC/2024/004	Supply and delivery of general office furniture's
5.	PAC/2024/005	Supply & design of promotional & advertising items, printing of T-shirts, fliers, brochures, roll-up banners & related materials.
6.	PAC/2024/006	Supply and delivery of computer hardware and software, anti-virus & other office equipment
7.	PAC/2024/007	Supply and delivery of printed office stationery
8.	PAC/2024/008	Supply and delivery of library books, journals and related learning materials
9.	PAC/2024/009	Supply and delivery of cleaning detergents and toiletries
10.	PAC/2024/010	Supply and delivery of motor vehicles spare parts tyres, tubes and batteries
11.	PAC/2024/011	Supply of general office stationery
12.	PAC/2024/012	Supply and delivery of genuine toners, and cartridges
13.	PAC/2024/013	Supply and delivery of Air conditioners
14.	PAC/2024/014	Supply and delivery of desktop computer and laptop
15.	PAC/2024/015	Supply, Installation and servicing of UPSs and accessories
16.	PAC/2024/016	Supply of assorted sport kits, equipment, uniform, balls and sport accessories for indoor and outdoor sporting
17.	PAC/2024/017	Supply and delivery for data card printers
18.	PAC/2024/018	Supply and delivery of double decker beds and Lecture Chairs

19.	PAC/2024/019	Supply and maintenance of outdoor advertising, and outdoor display signage/bill boards.
20.	PAC/2024/020	Supply of tents, Chairs etc
21.	PAC/2024/021	Supply and delivery of Mattresses and beddings
22.	PAC/2024/022	Supply of trophies, plaque and ,medals
23.	PAC/2024/023	Supply, delivery and fixing of glass and related fixtures.
24.	PAC/2024/024	Supply of Kitchen cutlery and crockery
25.	PAC/2024/025	Supply, delivery, servicing and maintenance of Fire Fighting equipment.
26.	PAC/2024/026	Supply and installation of HP servers and support services
27.	PAC/2024/027	Supply and installation of structured cabling and support services
28.	PAC/2024/028	Supply of computer software and licenses including ERP
29.	PAC/2024/029	Supply and installation of IP telephony equipment and support services
30.	PAC/2024/030	Supply of multimedia/journalism equipment and accessories (cameras, tripods, projectors etc.)
		Provision of electronic waste disposal services
31.	PAC/2024/031	Supply, installation and maintenance of CCTV, access control and intruder alarm
32.	PAC/2024/032	Supply and delivery of graduation gowns for BA,MA,PHD and ceremonials gowns
33.	PAC/2024/033	Supply and delivery of hired graduation gowns
34.	PAC/2024/034	Supply of general office and lecture room furniture (lecture room chairs etc.)
35.	PAC/2024/035	Supply and delivery of graduation sandals
36.	PAC/2024/036	Supply and delivery of graduation certificate folders
37.	PAC/2024/037	Supply of hardcover yearbooks, notebooks
38.	PAC/2024/038	Supply of customized rubber stamps and office seals
39.	PAC/2024/039	Supply and personalization of staff identification smart cards and lanyards
40.	PAC/2024/040	Supply of newspaper, periodicals and magazine
41.	PAC/2024/041	Supply of bottled water
42.	PAC/2024/042	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/2024/043	Provision of events management services e.g. Tents, chairs and decorations
44.	PAC/2024/044	Provision of fumigation, pest control & sanitary services.
45.	PAC/2024/045	Repair, maintenance & servicing of motor vehicles.
46.	PAC/2024/046	Provision of supply and maintenance of firefighting equipment.
47.	PAC/2024/047	Repair, maintenance and servicing of generators.
48.	PAC/2024/048	Provision of repairs and maintenance of kitchen equipment and appliances
49.	PAC/2024/049	Repair, maintenance and service office furniture and fittings
50.	PAC/2024/050	Provision of Insurance medial cover for the staff and student
51.	PAC/2024/051	Supply of Audit Services
52.	PAC/2024/052	Repair and Maintenance of Office Equipment; Servers, UPS Computers, LAN, Printers & Photocopiers Machines
53.	PAC/2024/053	Provision of hotel, accommodation conference services
54.	PAC/2024/054	Provision of photography and videography and editing services
55.	PAC/2024/055	Provision of outside catering services (food and drinks)
56.	PAC/2024/056	Maintenance and servicing of studio equipment and other related accessories(Communication)
57.	PAC/2024/057	Provision of asset valuation services
58.	PAC/2024/058	Provision of general cleaning services
59.	PAC/2024/059	Provision of garbage collection services
60.	PAC/2024/060	Provision of Insurance Services for motor vehicles
61.	PAC/2024/061	Provision of Insurance Services for University asset
62.	PAC/2024/062	Provision of fuel and fuel cards
63.	PAC/2024/063	Provision of staff development and training services
64.	PAC/2024/064	Provision of garage services
65.	PAC/2024/065	Provision of electronic waste disposal services
66.	PAC/2024/066	Provision of Travel and <b>Air Ticketing</b> Services

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

<b>ITEM NO</b>	<b>ITEM CODE</b>	<b>DESCRIPTION OF ITEMS</b>
67.	PAC/2024/066	Small works and painting for facilities.
68.	PAC/2024/067	Provision of contractors for building works
69.	PAC/2024/068	Provision of electrical services
70.	PAC/2024/069	Provision of plumbing services
71.	PAC/2024/070	Provision of civil engineering services
72.	PAC/2024/071	Provision of quantity survey services
73.	PAC/2024/072	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:

VICE CHANCELLOR

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 16th April 2024 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**

### **1.1 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.

### **1.2 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.

### **1.3 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.

### **1.4 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.

### **1.5 Pre-qualification Document**

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

### **1.6 Considerations**

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

### **1.7 Distribution of pre-qualification documents**

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

VICE CHANCELLOR

PAC UNIVERSITY

PO BOX 56875-00200

NAIROBI

Not later than 16th April 2024 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](mailto: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/contractor 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/contractors 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**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
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
1.	<b>PIN CERTIFICATE</b> (Indicate number & where attached in your submission)		Yes/ NO	
2.	<b>TAX COMPLIANCE</b> (Indicate validity Period and where attached in your submission)		Yes/ NO	
3.	<b>REGISTRATION CERTIFICATE</b> (Indicate number & where attached in your submission)		Yes/ NO	
4.	<b>VALUE ADDED TAX</b> (Indicate number & where attached in your submission)		Yes/ NO	
<b>OTHER REQUIREMENTS-B – tick if filled or provided</b>			<b>PQ 2 – PQ 9</b>	<b>Official use</b>
1.	<b>PQ 2</b>		Fully filled	
2.	<b>PQ 3</b>		Fully filled	
3.	<b>PQ 4</b>		Fully filled	
4.	<b>PQ 5</b>		Fully filled	
5.	<b>PQ 6</b>		Fully filled	
6.	<b>PQ 7</b>		Fully filled	
7.	<b>PQ 8</b>		Fully filled	
8.	<b>PQ 9</b>		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.....  
.....

## 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.....

**(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 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.....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.....

### 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.....

**(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.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**(10 Points)**

## FORM PQ8- 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.

**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)**