



UNIVERSITY OF NAIROBI

AUDIT SERVICES FOR EBOLA 1 GRANT SPONSORED CLINICAL TRIALS

RESTRICTED TENDER NUMBER: UON/RT/64/2016-2017

DATE OF NOTICE: FRIDAY DECEMBER 9, 2016

CLOSING DATE: MONDAY DECEMBER 19, 2016 AT 10.00am

All correspondence to:

PROCUREMENT MANAGER

P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,

TEL: (020) – 318262 FAX: (020) – 2245566

E-MAIL: manager-procurement@uonbi.ac.ke

Public Procurement and Asset Disposal Act 2015

(Public Procurement and Disposal Regulations 2006)

SECTION –I INVITATION TO RESTRICTED TENDER

NOTICE DATE: FRIDAY DECEMBER 9, 2016

RESTRICTED TENDER NO: UON/RT/64/2016-2017

TENDER NAME: AUDIT SERVICES FOR EBOLA I GRANT

The University of Nairobi invites sealed bids from eligible Candidates for Audit Services for Ebola 1 Grant Sponsored Clinical Trials.

1. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of one hundred and twenty days (120) from the closing date of the tender.
2. **MANDATORY REQUIREMENTS.**

Bidders must provide the following information and provide copies of documents to support the information given.

- a) **Certificate of Incorporation/Registration**
- b) **Business Permit**
- c) **Tax Compliance Certificate**
- d) **Form of Tender duly completed and signed**
- e) **Confidential Questionnaire duly completed and signed**

Please note that non- submission of any of the mandatory requirements documents leads to automatic disqualification.

3. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and name be deposited in the Tender Box at The **Main Campus, Reception Area, Administration Block or be addressed and posted to Procurement Manager, P.O Box 30197-00100, Nairobi, Kenya** so as to be received on or before **MONDAY DECEMBER 16, 2016 AT 10.00AM**

MR. J.M.K. MOKAYA
PROCUREMENT MANAGER

SECTION VI - SPECIFICATIONS

PARTICULARS

NO.	ITEM DESCRIPTION	Budget	Year
1	Ebola Grant 1 Sponsored Clinical Trials January 2015 - December 2016	Euros 1,061,704	2

SECTION V - SCHEDULE OF REQUIREMENTS AND PRICES

NO.	ITEM DESCRIPTION	UNIT PRICE KSHS	TOTAL PRICE KSHS.	
1	Ebola Grant 1 Sponsored Clinical Trials January 2015 – December 2016 Budget - Euros 1,061,704			
2				
	TOTAL			

Authorized Official: _____
Name

Signature

Date

Supplier's Declaration:

I.....of P.O Boxdeclare that;

1. I will not engage in any corrupt or fraudulent practice
2. Neither our company nor our subcontractors have been debarred from participating in Public Procurement Proceedings

SECTION VII - STANDARD FORMS

Notes on the Standard Forms:

7.1 Form of Tender

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

7.2 Confidential Business Questionnaire Form

This form must be completed by the tenderer and submitted with tender documents.

This form will be completed by the manufacturer of the goods where the tender is an agent.

7.1 **FORM OF TENDER**

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[Insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(Insert equipment description)* in conformity with the said tender documents for the sum of *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by *(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[Number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender that you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

7.2 **CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 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. Fax E mail			
Nature of Business ,.....			
Registration Certificate No.			
Maximum value of business which you can handle at any one time – Kshs.			
Name of your bankers Branch			
Part 2 (a) – Sole Proprietor			
Your name in full AgeNationality Country of originCitizenship details			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.
2.
3.
Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company-			
Nominal Kshs.		Issued Kshs.	
Given details of all directors as follows			
Name	Nationality	Citizenship Details	
Shares			
1.....	
2.....	
3.....	
Date		Seal/Signature of Candidate	

9. EVALUATION CRITERIA

The University of Nairobi will consider two major categories of criteria for evaluating tenders and bidders:

A: MANDATORY REQUIREMENTS

The tenderer must provide the following information and provide copies of documents to support the information given.

Criterion	Particulars Provided	Scores
Incorporation/Registration certificate		
Business permit		
Form of tender – Duly completed and signed		
Confidential questionnaire - Duly completed and signed		
Current Tax Compliance Certificates		

B: TECHNICAL CAPABILITY ASSESMENT

Criterion	Particulars Provided	Scores
Years In Business		
Core Business		
Specifications <ul style="list-style-type: none">▪ Same▪ Alternative		
Relevant Experience With Other Public Organizations <ul style="list-style-type: none">▪ Universities▪ Others		
Maximum Value of Business		
	Sub Totals	

TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

Major Area Of Concern	Indicators from the evaluation exercise	Aggregated scores
Responsiveness of Tender To University/Public Procurement Act Requirements		
Responsiveness of Tender To University's Technical Specifications		
Physical And Administrative Organization of Tenderer		
Technical Ability of Tenderer To Meet The Specific Performance Targets Of The Tender		
Financial Ability of Tenderer To Meet The Production, Delivery And Payment Terms of The Tender		
TEC Decisions	Recommended or Not Recommended	