



**UNIVERSITY OF NAIROBI  
PREQUALIFICATION DOCUMENT**

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF COMMON FOOD  
STUFFS TO VARIOUS SWA KITCHENS**

**TENDER NO. UON/T/59/2013-2014**

**NOTICE DATE: MONDAY 26<sup>TH</sup> MAY 2014**

**CLOSING DATE: MONDAY 23<sup>rd</sup> JUNE 2014 AT 10.30AM**

**All correspondence to:**

PROCUREMENT MANAGER/SECRETARY,  
UNIVERSITY OF NAIROBI TENDER COMMITTEE,  
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## INTRODUCTION

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- 1.1 This standard procurement prequalification document has been prepared for use by **The University of Nairobi** is intended for use in prequalifying candidates wishing to tender for the **Prequalification of Suppliers for Supply of Common Food Stuffs to Various Student Welfare Authority (SWA) Kitchen**, where the University determines it is necessary for procurement to be made through a prequalification process. It may also be used by the University of Nairobi for the purpose of registration of candidates.
- 1.2 The standard document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.
- 1.3 The University of Nairobi has taken care to ensure that the prequalification criteria are clear and explicit, and that they refer to the needs and characteristics of this specific procurement, **Prequalification of Suppliers for Supply of Common Food Stuffs to Various Student Welfare Authority (SWA) Kitchens**

## SECTION I - INVITATION FOR PREQUALIFICATION (IFPQ)

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**DATE: MONDAY 26<sup>TH</sup> May 2014**

**Tender No. TENDER NO. UON/T/59/2012-2013**

**Tender Name: Pre-Qualification of Suppliers for Supply of Common Food Stuffs to Various Student Welfare Authority (SWA) Kitchens.**

1. The University of Nairobi, hereinafter referred as "Procuring entity" intends to prequalify candidates for **Supply of Common Food Stuffs to Various Student Welfare Authority (SWA) Kitchens for a period of (2) two years**
2. Prequalification is open to eligible candidate as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates
3. Eligible candidates may obtain further information from **The Procurement Manager University of Nairobi, Main Campus, Administration Block 1<sup>st</sup> Floor Room A104** during normal working hours from Monday to Friday between 8:00am and 5:00pm. Pre-qualification documents shall be downloaded **FREE OF CHARGE** from Website: [procurement.uonbi.ac.ke](http://procurement.uonbi.ac.ke). Bidder(s) who download the document(s) must immediately forward their particulars to the University for any Subsequent Communications through the following email addresses: [manager-procurement@uonbi.ac.ke](mailto:manager-procurement@uonbi.ac.ke). They are also advised to regularly visit the above website to obtain any additional information/addendum on the tenders.
4. A minimum requirement for qualification is to provide all technical details as detailed at the Appendix to Instructions to Candidates.
5. Applications for prequalification documents must be submitted sealed original and copy of the tender in separate envelopes duly marked on the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope marked with tender Number and description to: **The Procurement Manager/Secretary, University of Nairobi Tender Committee, P.O. Box 30197-00100, Nairobi.** The tender documents should be placed inside the Tender Box at the reception area, Administration Block, Main Campus on or before **MONDAY 23<sup>rd</sup> JUNE 2014 AT 10.30AM**
6. Opening will be done on the same day thereafter at the **Council Committee Room** in the presence of tenderers or their representatives who choose to attend.

**The University of Nairobi reserves the right to accept or reject a bid in whole or in part. Canvassing will lead to automatic disqualification**

**PROCUREMENT MANAGER  
UNIVERSITY OF NAIROBI**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

## 2.1 Scope of Tender

The University of Nairobi hereinafter referred to as the procuring entity, intends to prequalify suppliers of **Common Food Stuffs to Various Student Welfare Authority (SWA) Kitchens**

It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **MONDAY 23<sup>rd</sup> JUNE 2014 AT 10.30AM**

2.1.1 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

## 2.2 Submission of Application

2.2.1 The tenderer shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, duly marking the inner envelopes as "ORIGINAL" and "COPIES" as appropriate. The inner and outer envelopes shall:

- a) be addressed to the University of Nairobi at the address provided in the invitation to tender;
- b) bear the name and identification number of the tender as defined in the invitation to tender;
- c) Provide a warning not to open before the specified time and date for tender opening.

2.2.2. Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at: **reception area, Administration Block, Main Campus 104 or be addressed and posted to Procurement Manager/Secretary, University of Nairobi Tender Committee P.O Box 30197-00100, Nairobi, Kenya** so as to be received on or before. **MONDAY 23<sup>rd</sup> JUNE 2014 AT 10.30AM**

2.2.3. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## 2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

## 2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown at **section VI. Section 11 and 1V**. The declaration will be either pass or fail regarding the **mandatory requirements**. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 Litigation history. The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the

application.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following:-

(a) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if

(i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(b) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7. Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8. Updating Pre-qualification Information**

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding

### SECTION III. SCHEDULE OF REQUIREMENTS

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#### **COMMON FOODSTUFF ITEMS USED IN THE SWA KITCHENS FOR THE YEAR 2014/20145**

##### **DRY FOOD ITEMS**

NO	DESCRIPTION OF THE ITEM	BRAND	QUANTITY/ UNIT	Unit cost
1	Baking Powder (100 gms)		Pkt	
2	Baking Powder (1x4 Kgs)		Pkt	
3	Chilli sauce (1x5 Lts)		Lts	
4	Chilli Sauce Sachet (1 x2gx360g)		Carton	
5	Tomato Sauce (1x5 Lts)		Lts	
6	Tomato Sauce Sachet (1x2g x360g)		Carton	
7	Tea Leaves (Bag unenveloped) (10x100g)		Pkt	
8	Enveloped Tea Bags (10x100g)		Pkt	
9	Tea Leaves (20x500g)		Pkt	
10	Coffee (sachet) 20g		Pkt	
11	Coffee (250) Gms		Tin	
12	Coffee Sachets 2gx36 sachets		Box	
13	Coffee (12x450g)		Box	
14	Drinking Chocolate (1 x 12x450gms)		Carton	
15	Milo 75 g		Tin	
16	Milo 200g		Tin	
17	Milo 500g		Tin	
18	Drinking Chocolate 200g		Tin	
19	Drinking Chocolate 500g		Tin	
20	Tomato Paste (1x3.3Kg)		Tin	
21	Vinegar (1x12 Bts)		Carton	
22	Salt (500gx40 Pcs)		Bale	
23	White Sugar (50Kg)		Bag	

24	White Sugar (50kg)		Bag	
25	Sugar Sachet (1x6g Sachets)		Sachets	
26	Maize Meal (12x2Kg)		Bale	
	Maize Meal (12X2kg)		Bale	
	Maize meal (12X2kg)		Bale	
27	Wheat Flour (12x2kg)		Bale	
28	Wheat Flour (12X2kg)		Bale	
	Wheat flour (12 X2kg)			
29	Sorghum Flour		Kg	
30	Whole Maize Meal		Kg	
31	Instant Yeast		Gms	
32	Pishori Rice		Kg	
33	Pishori Rice		Kg	
34	Rice (50kg)		Bag	
35	Rice (50 Kg)		Bag	
36	Beans (selected) (90Kg)		Bag	
37	Beans (90kg)		Bag	
38	Beans (90kg)		Bag	
39	Black Njahi (1x90Kg)		Bag	
40	Dry Peas (Green) (90Kg)		Kg	
41	White peas (90kg)		Bag	
42	Dry maize (90kg)		Bag	
43	Green Grams (Ndengu) Polished (90 Kg)		Bag	
44	Nylon Green Grams (90kg)		Bag	
45	Olive Oil (3lts)		Lts	
46	Corn Oil 3lts		Lts	
47	Cooking Oil (5Lts)		Lts	
48	Cooking Oil (20Lts)		Lts	
49	Cooking fat (1x10kg)		Carton	
50	Cooking Fat (1x 10kg)		Carton	
51	Croma(1x10kg)		Carton	



52	Margarine		1Kg	
53	Margarine		500g	
54	Cooking Oil (20lts)		Lts	
55	Cooking Oil (5lts)		Lts	
56	Cooking Oil (3lts)		Lts	
57	Soy Sauce Dark superior Mushroom 1x12Bots		Carton	
58	Ajinamoto		Kg	
59	Cardamons – Pure Ground		kG	
60	Match Box –(10Pcs)		Pkt	
61	Beef Cubes		51 gms	
62	Chicken Cubes		51 gms	
63	Cheddar Cheese		1 Kg	
64	Gram – Lentils (1x90Kg)		Bag	
65	Gravy Browning		Bottles	
66	White Pepper		Kgs	
67	Black Pepper		Kg	
68	Tumeric/ Haldi Powder		Kg	
69	Garlic Powder		Kg	
70	Pilau Masala		Kg	
71	Mixed Spices		Kg	
72	Curry Powder		Kg	
73	Bread (1.5Kg)		Pc	
74	Queen Cakes – (300gms)		Pc	
75	Cayenne Pepper		Kg	
76	Spanish Paprika		Kg	
77	Honey (specify brand)		500 gms	
78	Mustard - English (75gms)		Tin	
79	Mustard - French (75gms)		Tin	
80	Bicarbonate (50g)		Pkt	
81	Salad Cream (30gms)		Gms	
82	Salad Cream (200gms)		Gms	

83	Hoisin Sauce (40 gms)		Tin	
84	Vanilla essence		25 gms	
85	Tomato Soup		4 x 20 gms	
86	Red Capsicum 1Kg		Kg	
87	Yellow Capsicum 1Kg		Kg	
88	Aromat(original, cheese, chili)		Pkt	
89	Fresh Mushroom (500g)		Pkt	
90	Vegetable Soup 250g		Pkt	
91	Bay Leaf (1.5gms)		Pkt	
92	Beef Masala 100g(Chicken/Fish)		Pkt	
93	Aromat 200g(original, cheese, chili)		Pkt	
94	Bread Crumbs 500g		Pkt	
95	Jelly Crystals 250g		Pkt	
96	Assorted Biscuits (1x4kg)		Carton	
97	Worcester Sauce		600ML	
98	Worcester Sauce		700ML	
99	Brown Sugar		Kg	
100	Caster Sugar		Kg	
101	Butter Cubes		5Gms	
102	Cinnamon Whole		Kg	
103	Cinnamon Powdered		Kg	
104	Mayonnaise		915gms	
105	Mayonnaise		946gms	
106	Lemon Pepper		100gms	
107	Lemon Pepper		150gm	
108	Sultanas		500gms	
109	Capers		Kg	
110	Gherkins		Kg	
111	Strawberry		Kg	
112	Tomato Ketchup		Gms	
113	Cheese		Kg	

114	Whole coconut		Kg	
115	Coconut Milk		Kg	
116	Desiccated Coconut		Kg	
117	Mixed Fruits (Sultanas, Currants, mixed, Peel) 500gms		Pkts	
118	Cherries (red)		Kg	
119	Red Cherish		Kg	
200	Icing Sugar		Kg	
201	Tobasco sauce		Bott	
202	Bay leaves		gms	
203	Mint –Fresh		gm	
204	Mint –Bottle		gm	
205	Oregano		gm	
206	Cling Film( All sizes)		Roll	
207	Aluminum Foil(All sizes)		Roll	
208	Serviette		Carton	
209	Jam		All sizes	
300	Marmalade		All sizes	
301	1000 Island Dressing		Bott	
302	French Dressing		Bott	
303	Tomato Ketchup		Bott	
304	Oyster sauce		Bott	
305	Atta Flour (12x2 Kg)		Bale	
	<b>PERISHABLES</b>			
1	Water Melon		Kg	
2	Sweet Melon		Kg	
3	Pineapples		Kg	
4	Mangoes		Kg	
5	Oranges		Kg	
6	Pawpaw		Kg	
7	Pawpaw		Kg	

8	Avocado		Kg	
9	Banana (Ripe)		Pc	
10	Apples –Pink lady		Kg	
11	Apples –Green		Kg	
12	Apples –Red		Kg	
13	Grapes		Kg	
14	Yellow passion fruits		Kg	
15	Black passion		Kg	
16	Kampala Bananas		Kg	
17	Sweet bananas		Kg	
18	Pears		Kg	
19	Plums -Red		Kg	
20	Plums (Yellow/Green)		Kg	
21	Custard Apple		Kg	
22	Fruit Basket		Kg	
23	Shallots		Kg	
24	Cabbage		Kg	
25	Turnips		Kg	
26	Beetroots		Kg	
27	Red Cabbage		Kg	
28	Sukuma Wiki		Kg	
29	Green Maize (Big size)		Pcs	
30	Dhania		Bunch	
31	Green Pepper		Kg	
32	Spinach		Kg	
33	Carrots		Kg	
34	Lettuce		Kg	
35	Parsley		Bunch	
36	Kahurura		Bunch	
37	Cougettes		Kg	

38	Lemons		Kg	
39	Capsicum		Kg	
40	Garlic		Kg	
41	Ginger		Kg	
42	Tomatoes		Kg	
43	Matoke		Kg	
44	Managu		Kg	
45	Turnips		Kg	
46	Celery		Kg	
47	Kunde		Kg	
48	French Beans		Kg	
49	Egg Plant		Kg	
50	Green chilies		Kg	
51	Leeks		Kg	
52	Terere		Kg	
53	Nduma		Kg	
54	Selected White Potatoes –Chips		Kg	
55	Selected White Potatoes- other		Kg	
56	Cucumber		Kg	
57	Cauliflower		Kg	
58	Ground nuts		Kg	
59	Red Onions		Kg	
60	White onions		Kg	
61	Spring Onions		Kg	
62	Baby Onions		Kg	
63	French Beans		Kg	
64	Mushroom (500gms) /Button		Pkt	
65	Strawberry (40gms)		Pkt	
66	Fresh green peas		Kg	
67	Pumpkin		Kg	

68	Pumpkin Leaves		Kg	
69	Broccoli		Kg	
70	Tangerine		Kg	
	<b>MEAT PRODUCTS</b>			
1	Boneless beef		Kg	
2	Minced Beef		Kg	
3	Ox-liver		Kg	
4	Matumbo		Kg	
5	Topside		Kg	
6	Rump steak		Kg	
7	Sirloin Steak		Kg	
8	Silverside Steak		Kg	
9	T-Bone Steak		Kg	
10	Fillet Steak (Trimmed/ Untrimmed)		Kg	
11	Meat on Bone		Kg	
12	Ossobucco		Kg	
13	Boneless cubes Beef		Kg	
14	Ox Kidney		Kg	
15	Corned Beef		Kg	
16	Soup Beef Bones		Kg	
17	Lamb Cubes on Bone		Kg	
18	Lamb Chops		Kg	
19	Mutton		Kg	
20	Oxtail		Kg	
21	Pork chops		Kg	
22	Pork Spareribs		Kg	
23	Spare Ribs		Kg	
24	Leg of Lamb		Kg	
25	Leg of Lamb		Kg	
26	Goat Meat		Kg	
27	Goat Meat (whole)		No.	

28	Doper Meat		Kg	
29	Ham		Kg	
30	Sausages(Chicken/ Beef/Pork/Spicy/ Economy)		Kg	
31	Hot Dog		Kg	
32	Chipolatas		Kg	
33	Bacons (All types)		kg	
34	Brawn(Beef/Pork)		gm	
35	Polony		gm	
36	Salami		gm	
37	Smokies		Kg	
38	Sliced sandwich beef		gm	
39	Vienna Sausages(Extra Long)		kg	
	<b>FISH &amp; CHICKEN PRODUCTS</b>			
1	Fresh Tilapia Whole Fish – Big size		Pcs	
2	Fresh Tilapia Plate size		Pcs	
3	Fresh Tilapia Medium size		Pcs	
4	Fresh Tilapia small size		Pcs	
5	Nile Perch		kg	
6	Tilapia Fillet		Kg	
7	Chicken (maximum weight 1.5kg) Capons		Kg	
8	Clean Eggs (30 eggs)		Tray	
9	Clean Eggs (24 eggs)		Tray	
10	Gizzards		Kg	
11	Chicken Thighs		Kg	
12	Chicken Wings		Kg	
13	Chicken (Boneless)		Kg	
14	Chicken Liver		Kg	
15	Chicken Breast		Kg	
	<b>MILK &amp; MILK PRODUCTS</b>			
1	Cheese		½ Kg	
2	Butter - Salted		200 gms	

3	Butter - Unsalted		200 gms	
4	Sour Cream		50 gms	
5	Whipped cream		Kg	
6	Ice Cream		Lts	
7	Milk (Pasteurized)		pkts	
8	Yoghurt (Vanilla, natural, strawberry)			
	<b>CEREALS</b>			
1	Weetabix		900gm	
2	Cornflakes		Kg	
3	Oatmeal		500gm	
4	Rice Crispies		Gms	
5	Crisps (potato, Bananas, Cassava)		Gms	
6	Cashew nuts		Gms	
7	Chevda		Gms	
8	Groundnuts (All)		Kg	
9	Wimbi Flour		Kg	
	<b>SWEETS</b>			
1	Sweets (Éclairs, Mint etc)		Pkt	
2	Black Forest Cake		Kg	
3	Swiss Roll		Kg	
4	Madeira Cake		Kg	
5	Marble Cake		Kg	
6	Croissant		Kg	
7	Bread Rolls		Kg	
8	Queen Cakes		pkt	
9	Sausages Rolls		pc	
10	Meat Pie		pc	
11	Spring Rolls		pc	
12	Chicken Pie		pc	
13	Samosa		pc	
14	Long Rolls		Pc	



15	Buns (Burger)		Pc	
	<b>WINES/SPIRIT/BEERS</b>			
1	Amarula		750ml	
2	Dry White Wine (750ml)		Bottle	
3	White Wine ( Sweet)		5lts	
4	Dry Red Wine		5lts	
5	Red Wine(Sweet)		750ml	
6	Black Tower		750ml	
7	St. Emilio		750ml	
8	Whisky(Red/Black label)		750ml	
9	Brandy		750ml	
10	Dry Gin		750ml	
11	Vodka		250ml	
12	Kingfisher		250ml	
13	Redds		Can	
14	Smirnoff Ice		300ml	
15	Cinzano( Dry/Sweet0		750ml	
16	Brandy		Bottle	
17	Overmeer Red		5lts	
18	Overmeer White		5lts	
19	Tusker Larger		Bottle	
20	Pilsner Larger		Bottle	
21	Guinness Light		Bottle	
22	Viceroy Brandy		Bottle	
23	White Cap		Bottle	
24	Martini		750ml	
25	Cask wines		5lts	
26	Others - specify			
	<b>FRESH JUICES</b>			
1	Fresh Mango Juice		5 lts	
2	Fresh Pineapple Juice		5 lts	

3	Fresh Fruit Punch		5 lts	
4	Fresh Tree Tomato Juice		5 lts	
5	Fresh Carrot Juice		5 lts	
6	Fresh Pineapple & Carrot		5 lts	
7	Fresh Passion Juice		5 lts	
8	Fresh Orange juice		5 lts	
	(For 5lts Juice no 1-8 No additives and a sample shall be availed for testing)			
1	Fresh Passion Juice		200ML	
2	Fresh Mango Juice		200ML	
3	Fresh Pineapple Juice		200ML	
4	Fresh Fruit Punch		200ML	
5	Fresh Tree Tomato Juice		200ML	
6	Fresh Carrot Juice		200ML	
7	Fresh Orange juice		200ML	

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

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### **Notes on the appendix to instructions to Candidates**

1. The appendix to candidates is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre qualification is included.

### **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

**Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

#### SECTION IV - LETTER OF APPLICATION

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Date .....

To PROCUREMENT MANAGER/SECRETARY,  
UNIVERSITY OF NAIROBI TENDER COMMITTEE,  
P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,  
TEL: (020) – 318262 FAX: (020) – 2245566  
E-MAIL: [manager-procurement@uonbi.ac](mailto:manager-procurement@uonbi.ac).

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining
- (a) the Applicant’s legal status
  - (b) the principal place of business and
  - (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
3. You’re Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. You're Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification process, and reject all applications
  - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
7. We confirm that if we bid, that bid, as well as any resulting contract, will be:

(a) signed so as to legally bind all partners, jointly and severally; and

(b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

### Notes on completion of Standard Forms

Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form

Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate Sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, Certificates or publicity materials with their applications.

Application Form 3 - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

Application Form 4 - Litigation History

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture



## **PQ FORM (1)**

### **General Information**

1. Type of Business.....  
Legal name of firm.....  
Post offices Address.....Street.....City.....  
Country .....  
Telephone No. ....  
E-mail address.....  
Person to contact.....  
Title.....
2. Organization & Business information.....  
General Manager.....  
Directors.....  
Others.....  
Partnership (if applicable).....  
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....
7. Bank Account .....

### **FORM PQ 2: PAST EXPERIENCE**

REFERENCES FROM AT LEAST THREE (3) CLIENTS IN THE LAST THREE YEARS

### **FORM PQ - 3**

#### **FINANCIAL POSITION**

Audited Financial Statements, The audited financial statements for the last 3 years

## PQ-4

### CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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..... Expiry date.....

Maximum value of business which you handle at any one time K£.....

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

#### Part 2 (a) Sole proprietorship

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

Nationality ..... Country of Origin .....

Citizenship details .....

#### Part (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
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1.	.....	.....	
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2	.....	.....	
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3.	.....	.....	
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4.	.....	.....	
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5.	.....	.....	
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Part 2 (c) - Registered Company

#### Private or Public

State the nominal and issued capital of the company

Nominal K£.....

Issued K£ .....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
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1.	.....	.....	
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2	.....	.....	
---	-------	-------	--

3.	.....	.....	
----	-------	-------	--

4.	.....	.....	
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Date ..... Signature & Stamp of Tenderer

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization of Regis

## PQ FORM 5 LITIGATION HISTORY

Name of Applicant or partner of a joint venture
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Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (Current value Kshs.)

## **DECLARATION FORM**

Date \_\_\_\_\_

**To:**

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal -----  
-----address) declare the following:-

That I/ We have not been debarred from participating in public  
procurement by anybody, institution or person.

- a) That I/ We have not been involved in and will not be involved in corrupt and  
fraudulent practices regarding public procurement anywhere.
- b) That I/We or any director of the firm or company is not a person within the  
meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to  
Bidders.

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorised person signing the Tender

\_\_\_\_\_  
Name and Capacity of duly authorised person signing the Tender

\_\_\_\_\_  
Stamp or Seal of Tenderer

## SECTION VI. EVALUATION CRITERIA

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The University of Nairobi will consider four major categories of criteria for evaluating applications for prequalification

SUMMARY OF EVALUATION	REMARKS / SCORE
Mandatory Requirements	
Capability assessment	
Financial Capability	
Operational assessment by site visit	
<b>TOTAL SCORE</b>	

### A: MANDATORY REQUIREMENTS

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

Criterion	Particulars Provided	YES	NO
Sealed original and copy of the tender in separate envelopes duly marked on the envelopes as <b>“ORIGINAL”</b> and <b>“COPY.”</b> The envelopes shall then be sealed in an outer envelope			
Incorporation/Registration certificate			
Confidential Business questionnaire –Duly completed and signed			
Business Permit from local Authorities			
Current Tax Compliance Certificates PIN VAT			
Audited Accounts for the last 3 Years			
Name of at least 3 Clients Supplied with Similar Goods			

**B: CAPABILITY ASSESMENT (50 MARKS)**

Criterion	Particulars Provided	Scores
Years In Business		
Core Business		
Conformity to Specifications Same Alternative		
Relevant Experience With Other Public Organizations Universities Others		
Maximum Value Of Business		
Letter Of Recommendation From at least 3 Clients		
Delivery /Implementation Schedule		

**C: FINANCIAL CAPABILITY ASSESSMENT (30 Marks)**

As deduced from the audited accounts

**D: OPERATIONAL ASSESMENT BY SITE VISIT (20 MARKS)**

Criterion	Observations Made	Scores
Confirmation of Business Name & Physical Address		
Confirmation Of Originals Of Attached Documents		
Nature of Operation		
Size of Business Large Medium Small		
Premises Owned Leased		

## 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		
<b>TEC Decisions</b>	<b>Recommended or Not Recommended</b>	