



UNIVERSITY OF NAIROBI

**PRINTING OF JOINING INSTRUCTION DOCUMENTS
FOR 1ST YEAR MODULE 1 STUDENTS**

RESTRICTED TENDER NUMBER: UON/Q/138/2016-2017

DATE OF NOTICE: TUESDAY JUNE 13, 2017

CLOSING DATE: TUESDAY JUNE 20, 2017 AT 10.30AM

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

SECTION –I INVITATION TO RESTRICTED TENDER

NOTICE DATE: TUESDAY JUNE 13, 2017

QUAOTATION NO: UON/Q/138/2016-2017

**TENDER NAME: PRINTING OF JOINING INSTRUCTION DOCUMENT FOR 1ST YEAR
MODULE 1 STUDENTS**

*The University of Nairobi invites sealed bids from eligible Candidates for **Printing of Joining Instruction Document 1st Year Module 1 Students***

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**
- f) **Proof of Similar Works with signed References**

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 **TUESDAY JUNE 20, 2017 AT 10.30AM**

MR. J.M.K. MOKAYA
PROCUREMENT MANAGER

SECTION VI - SPECIFICATIONS

PARTICULARS

NO	PRODUCT AND SERVICE SPECIFICATIONS	Unit Pack	Qty	Unit Cost	Total Cost	Origin/ Brand	Delivery Period
	Printing of Joining Instructions Document	Copies	6,500				
1.	Cover Page Colour Sky Blue						
2.	Size: Standard A4						
3.	Pages: 56						
	Page colours: J 1/1A & J1/4 – Green J1/2 -Pink J1/6A,J1/7A,J1/7B,J1/8- Yellow, Other pages should be white						
N/B	AS PER SAMPLE PROVIDED						
	TOTAL						

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

SITE VISIT FORM

RESTRICTED TENDER REF NO: UON/Q/138/2016-2017

QUATATION NO: PRINTING OF JOINING INSTRUCTION DOCUMENT FOR 1ST YEAR MODULE 1 STUDENTS

This is to confirm that

Visited _____ Procurement
Office

For the preparation of the Restricted Tender document for the above mentioned tender.

Signed: Name and signature:

Stamp:

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:

PRELIMINARY EVALUATION CRITERIA

A: MANDATORY REQUIREMENTS

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

Criterion	Particulars Provided	Scores YES /NO
Incorporation/Registration certificate	Evidence to be availed is the Certificate	
Business permit	Evidence to be availed is the Certificate	
Form of tender – Duly completed and signed	Evidence to be availed is duly completed and signed form	
Confidential questionnaire - Duly completed and signed	Evidence to be availed is duly completed and signed form	
Current Tax Compliance Certificates	Evidence to be availed is the Certificate	
Proof of Similar Works with signed References	Evidence to be availed is letters from the referees	

B: TECHNICAL EVALUATON CRITERIA (Total Points 80)

	Criterion	Total Marks	Marks Earned
1.	Years in Printing Business	10	
2.	Conformity to technical Specifications provided: Page colours: J1/1A & J14- green, J1/2- Pink J1/6A, J1/7A, J1/7B, J1/8 –Yellow other pages should be white. Please note that the specifications should conform to sample provided.	30	
3.	Evidence of having viewed the sample at Procurement office, Room 104	20	
3.	Evidence of having done similar jobs	10	
4.	Delivery Period	10	
	Totals	80	

C: POST - QUALIFICATION

	Observations Made	Max Scores	Marks Earned
1.	Confirmation of Business Name & Physical Address	2	
2.	Confirmation of originals of Attached Documents	2	
3.	Composition of Staff <ul style="list-style-type: none"> ▪ Management ▪ Technical ▪ Supervisory ▪ Support 	4	
4.	Name and Qualification of Key Management & Technical Staff 1: 2: 3:	3	
5.	Nature of Operations (relevant) indicated	5	
6.	Size of Business <ul style="list-style-type: none"> ▪ Large ▪ Medium ▪ Small 	2	
	Premises <ul style="list-style-type: none"> ▪ Owned ▪ Leased 	2	
Total		20	

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 Quotation		
TEC Decisions	Recommended or Not Recommended	