



UNIVERSITY OF NAIROBI

**PROCUREMENT OF FOUR POINT PROBE FOR THE
DEPARTMENT OF PHYSICS**

RESTRICTED TENDER NUMBER: UON/RT/77/2016-2017

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

RESTRICTED TENDER NO: UON/RT/77/2016-2017

TENDER NAME: PROCUREMENT OF FOUR POINT PROBE FOR THE DEPARTMENT OF PHYSICS

The University of Nairobi invites sealed bids from eligible Candidates for Procurement of four point probe for the Department of Physics

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 Equipment 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.**

**PROCUREMENT MANAGER
UNIVERSITY OF NAIROBI**

<u>ITEM</u>	<u>FOUR POINT PROBE</u>
<u>QUANTITY</u>	<u>1 (ONE)</u>
<u>SPECIFICATIONS</u>	<ol style="list-style-type: none"> 1. Sheet resistance range $1 \times 10^{-3} \Omega/\square$ (milliohm per square) to $5 \times 10^8 \Omega/\square$. (megaohm per square) 2. PC control software which can be used for measurement logging. 3. Ability to display readouts in either Ohms per square, Ohms-cm or millivolts. 4. Measurement meter unit which has onboard non-volatile memory with capability to store up to 50 measurements. 5. Auto range button for setting optimum input current automatically. 6. Ability to determine if measurement is correct by use of forward and reverse buttons for taking repeat measurement 7. Date and time stamp feature

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 _____

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.

7.2 **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 Quotations 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 a valid business 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 a valid tax compliance Certificate		
Proof of Similar Equipment with signed References	Evidence to be availed is letters from the referees		
Responsive			
Non- Responsive			

B: TECHNICAL EVALUATION CRITERIA (Total Points 100)

	Criterion	Total Marks	Marks Earned
1.	Sheet resistance range $1 \times 10^{-3} \Omega/\square$ (milliohm per square) to $5 \times 10 \Omega/\square$ (megaohm per square)	20	
2.	PC control software which can be used for measurement logging.	10	
3.	Ability to display readouts in either Ohms per square, Ohms-cm or millivolts.	15	
4.	Measurement meter unit which has onboard non-volatile memory with capability to store up to 50 measurements	10	
5.	Auto range button for setting optimum input current	10	

	automatically.		
6.	Ability to determine if measurement is correct by use of forward and reverse buttons for taking repeat measurement	10	
7.	Date and time stamp feature	10	
	Totals	85	

NB: Award full mark for meeting all the requirements per each parameter, if not award nil

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 	3	
4	Name and Qualification of Key Management & Technical Staff 1: 2: 3:	3	
5	Nature of Operations(relevant) indicated	2	
6	Size Of Business <ul style="list-style-type: none"> ▪ Large ▪ Medium ▪ Small 	2	
7	Customer Service Centre/After Sales Service		
	Premises <ul style="list-style-type: none"> ▪ Owned ▪ Leased 	1	
Total		15	

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	