



**UNIVERSITY OF NAIROBI**

**PROPOSED NEW OFFICE PARTITIONS KISUMU  
CAMPUS COMPLEX**

**RESTRICTED TENDER NUMBER: UON/RT/83/2016-2017**

**DATE OF NOTICE: FRIDAY JUNE 16, 2017**

**CLOSING DATE: FRIDAY JUNE 23, 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](mailto:manager-procurement@uonbi.ac.ke)

**Public Procurement and Asset Disposal Act 2015**

**SECTION –I INVITATION TO RESTRICTED TENDER**

**NOTICE DATE: FRIDAY JUNE 16, 2017**

**QUAOTATION NO: UON/RT/83/2016-2017**

**TENDER NAME: PROPOSED NEW OFFICE PARTITIONS AT KISUMU CAMPUS COMPLEX**

*The University of Nairobi invites sealed bids from eligible Candidates for **Purchase of Office Furniture for School of Law – Kisumu Campus***

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 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 **KISUMU Campus, Reception Area, Ground Floor** so as to be received on or before **FRIDAY JUNE 23, 2017 AT 10.30AM**

**MR. J.M.K. MOKAYA**  
**PROCUREMENT MANAGER**

**SECTION VI - SPECIFICATIONS**

**PARTICULARS**

**PROPOSED NEW PARTITIONS TO KISUMU COMPLEX**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	<p style="text-align: center;"><b><u>DEMOLITION WORKS</u></b></p> <p>Carefully remove 5No. Single leaf aluminium composite doors size 900 x 3075mm high and store safely on site for re-use.</p>	ITEM			
B	<p>Carefully remove powder coated aluminium frame and MDF board / glazed panel partitions and screens : panels comprising 45x45x1.3mm aluminium bottom and top rail, sides, divisions and horizontal rails, aluminium glazing beads and neoprene gaskets; 6mm thick clear sheet glass with pattern film; 8mm MDF board : fixed to blockwork or concrete (Approximately 23M long).</p>	ITEM			
	<b>CARRIED TO COLLECTION</b>				

C	<p><b><u>NEW WORKS</u></b></p> <p>Powder coated aluminium frame and MDF board / glazed panel partitions and screens to be obtained from an approved manufacturer : colour to Architects approval : panels comprising 45x45x1.3mm aluminium bottom and top rail; 45x45x1.3mm aluminium sides; 45x45x1.3mm divisions and horizontal rails; doors and ironmongery supply and fix (measured separately) : aluminium glazing beads and neoprene gaskets : 6mm thick clear sheets glass with pattern film to approval to fixed panel unless otherwise specified : louvred in 50mm wide x 2mm thick aluminium plate horizontal louvres at approximately 30mm centres : 8mm MDF board with automotive spray paint both sides : fixed to blockwork or concrete (to detail) - Composite unit (overall) size 16600mm long x 3050mm high : comprising 4No. horizontal and 15No. vertical frames : 975mm high glazed light full length top panels and 900mm high glazed full length middle panels in 6mm clear sheet glass: including 4No. size 900x975mm high aluminium louvred panels : 10No. panel door (overall) size 900x3075mm high(m.s)</p>	No.	3		
	<b>CARRIED FORWARD</b>				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>BROUGHT FORWARD</b>				
	<b><u>New Works 'ctd</u></b>				
A	Single leaf composite (overall) size 900x3075mm high, comprising : 50x150mm frame all round : 2No. Middle rails : middle and bottom panels infilled with glass : 1No. Size 800x925mm high aluminium louvred top panel : complete with 100mm brass butt hinges , 3 lever mortice lock, handles and Escutcheon, 2No. brass barrel bolts to details	No.	10		
	<b>CARRIED TO COLLECTION</b>				
	<b><u>Collection</u></b>				
	<b>Demolition Works</b>				
	<b>New Works</b>				
	<b>TOTAL SUM</b>				
	Allow a sum of Kshs. 100,000 for Preliminaries				
	Allow a sum of Kshs. 200,000 for Contingencies				
	<b>GRAND TOTAL</b>				

**Supplier's Declaration:**

I.....of P.O Box .....declare  
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

<b>Part 1 – General:</b>			
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 .....			
<b>Part 2 (a) – Sole Proprietor</b>			
Your name in full ..... Age .....Nationality ..... Country of origin .....Citizenship details .....			
<b>Part 2 (b) Partnership</b>			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
<b>Part 2 (c) – Registered Company</b>			
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.

<b>Criterion</b>	<b>Particulars Provided</b>	<b>Scores YES /NO</b>
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 valid Certificate	
Proof of Similar Works with References	Evidence to be availed is references	

**B: TECHNICAL EVALUATON CRITERIA (Total Points 100)**

	<b>Criterion</b>	<b>Total Marks</b>	<b>Marks Earned</b>
1.	Years in Business of similar nature	10	
2.	Conformity to technical Specifications provided in the Restricted tender document	70	
3.	Evidence of having done similar jobs	10	
4.	Delivery Period	10	
	<b>Totals</b>	<b>100</b>	

## TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

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

<b>Major Area of Concern</b>	<b>Indicators from the evaluation exercise</b>	<b>Aggregated Scores</b>
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		
<b>TEC Decisions</b>	<b>Recommended or Not Recommended</b>	