



**UNIVERSITY OF NAIROBI**

**PURCHASE OF TAPES FOR TAGGING OF ASSETS**

**RESTRICTED TENDER NUMBER: UON/RT/79/2016-2017**

**DATE OF NOTICE: THURSDAY MAY 15, 2017**

**CLOSING DATE: THURSDAY MAY 22, 2017 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](mailto: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: THUIRSDAY MAY 15, 2017**

**RESTRICTED TENDER NO. UON/RT/78/2016-2017**

**RESTRICTED TENDER NAME: PURCHASE OF ADDITIONAL TAGGING TAPES**

*The University of Nairobi invites sealed bids from eligible Candidates for **Purchase of Additional Tagging Tapes.***

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 and Confidential Business Questionnaire form 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 restricted 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 **THURSDAY MAY 22, 2017 AT 10.00AM**

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

**SECTION V - SCHEDULE OF REQUIREMENTS AND PRICES**

<b>NO.</b>	<b>ITEM DESCRIPTION</b>	<b>Quantity</b>	<b>Unit Price KSHS.</b>	<b>Total Price KSHS.</b>
1	P- touch brother TZE -231 12mm laminated Black on White tape (8m long)	<b>1200Ribbons</b>		
	Total			

Authorized Official: \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **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:

**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</b>
Incorporation/Registration certificate		
Business permit		
Form of tender – Duly completed and signed		
Confidential questionnaire - Duly completed and signed		
Current Tax Compliance Certificates		

**B: TECHNICAL EVALUATION CRITERIA (Total Points 80)**

	<b>Criterion</b>	<b>Unit</b>	<b>Quantity</b>	<b>Scores</b>	<b>Marks Earned</b>
1.	P- touch brother TZE -231 12mm laminated Black on White tape (8m long)	Pieces	1200		
	<b>Total</b>				

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

**C: POST - QUALIFICATION**

	<b>Observations Made</b>	<b>Max Scores</b>	<b>Marks Earned</b>
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"><li>▪ Management</li><li>▪ Technical</li><li>▪ Supervisory</li><li>▪ Support</li></ul>	4	
4	Name and Qualification of Key Management & Technical Staff 1: 2: 3:	4	
5	Nature of Operations(relevant) indicated	2	
6	Size Of Business <ul style="list-style-type: none"><li>▪ Large</li><li>▪ Medium</li><li>▪ Small</li></ul>	3	
7	Customer Service Centre/After Sales Service	1	
8	Premises <ul style="list-style-type: none"><li>▪ Owned</li><li>▪ Leased</li></ul>	2	
<b>Total</b>		<b>20</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 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>	