



UNIVERSITY OF NAIROBI

SUPPLY AND FIXING OF CARPETS, CURTAINS AND SHEERS FOR ODeL CAMPUS

RESTRICTED TENDER NUMBER: UON/RT/76B/2016-2017

DATE OF NOTICE: THURSDAY APRIL 13, 2017

CLOSING DATE: THURSDAY APRIL 20, 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

Public Procurement and Asset Disposal Act 2015

(Public Procurement and Disposal Regulations 2006)

SECTION –I INVITATION TO RESTRICTED TENDER

NOTICE DATE: THURSDAY APRIL 13, 2017

RESTRICTED TENDER NO: UON/RT/76B /2016-2017

TENDER NAME: SUPPLY AND FIXING OF CARPETS, CURTAINS AND SHEERS FOR ODeL CAMPUS

1. *The University of Nairobi invites sealed bids from eligible Candidates for **Supply and Installation of Carpets, Curtains and Sheers for ODeL campus***
2. 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.
3. **MANDATORY REQUIREMENTS.**

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

- a) **Form of Tender duly completed and signed**
- b) **Confidential Questionnaire duly completed and signed**
- c) **Tax Compliance Certificate**
- d) **Name of at least 3 Clients Supplied with Similar items**

Please note that non- submission of any of the mandatory requirements documents leads to automatic disqualification.

4. 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 **THURSDAY APRIL 20, 2017 AT 10.00AM**

MR. J.M.K. MOKAYA
PROCUREMENT MANAGER

SECTION V - SCHEDULE OF REQUIREMENTS AND PRICES

NO.	ITEM DESCRIPTION	Unit	Qty	UNIT PRICE KSHS	TOTAL PRICE KSHS.	DELIVERY PERIOD
1.						
2.						
3.						

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

SUPPLY AND FIXING OF CARPETS, CURTAINS AND SHEERS FOR ODeL CAMPUS

Item	Description	Unit	Qty	Unit cost	Total cost	Brand /Country of Origin	Delivery Period
A	Director's office						
B	Deputy Director's office						
C	Secretaries Offices						
D	Registrar's Office						
E	Principal Instructional Designer(Programme Delivery & Learner Support)						
F	Principal Instructional Designer(Courseware Development, Evaluation & Research)						
F	Administrators and Coordinators Offices						
G	Reception						
H	Boardroom						
I	Carpet to be fixed in (Director and Deputy Director's Office)						
J	Fitting Accessories						
	Total						

NB:

1. Bidders shall confirm the windows measurements before quoting.
2. All fitting accessories should be included
3. Curtains shall be delivered as per the sample provided
4. Carpet (supply and fix in the two offices with all accessories included)

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
Form of Tender – Duly completed and signed	Evidence to be availed is duly filled and signed form	
Confidential questionnaire - Duly completed and signed	Evidence to be availed is duly filled and signed form	
Tax Compliance Certificate	Evidence to be availed is the certificate	
Name of at least 3 Clients Supplied with Similar items	Evidence to be availed is the name of clients	

B: TECHNICAL EVALUATION CRITERIA (Total Points 100)

	Criterion	Total Marks	Marks Earned
1.	Evidence that bidders have confirmed the measurements before quoting.	10	
2.	Responsiveness of the bidders to the specifications provided.	10	
3.	Evidence that all fitting accessories are included	10	
4.	Conformance of curtains as per the sample provided: Colour and Texture	20	
5.	Conformance of carpet (supply and fix in the two offices) as per the sample provided. Colour and texture	20	
7.	Physical Location of the Business Premises	10	
8.	Delivery Period Indicated	10	
		100	

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	