



**Centre for Mathematics, Science and Technology Education in Africa
CEMASTEА**

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Kenya

**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/2019 –
2019/2020 FINANCIAL YEARS**

REF: TENDER NO. CEM/RG/01/2018 – 2020

CATEGORY NO.

ITEM DESCRIPTION.....

Submission deadline 30th January 2019 at 11.00 a. m

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**REGISTRATION NOTICE TENDER REF. No. CEM/RG/01/2018 - 2020 TENDER NAME:
REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/19 – 2019/2020
FINANCIAL YEARS**

Cemastea invites applications from interested, eligible, and capable firms for prequalification/registration as suppliers, service providers and contractors for the under listed goods, services and works for the 2018/19 – 2019/2020 Financial Years.

PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
1. CEM/PW/01/2018-2020	PROVISION OF PLUMBING WORKS	OPEN
2. CEM/SW/02/2018-2020	PROVISION OF SMALL WORKS	OPEN
3. CEM/EW/03/2018-2020	PROVISION OF PLUMBING WORKS	OPEN
4. CEM/MV/04/2018-2020	PROVISION OF REPAIR AND MAINTENANCE OF MOTOR VEHICLES	OPEN
5. CEM/KL/05/2018-2020	PROVISION OF REPAIR AND MAINTENANCE OF KITCHEN AND LAUNDRY EQUIPMENTS	OPEN
6. CEM/CS/06/2018-2020	PROVISION OF GENERAL CONSULTANCY SERVICES (SPECIFY SPECIALITY)	OPEN
7. CEM/AT/07/2018-2020	PROVISION OF AIR TICKETING SERVICES	RESERVED FOR WOMEN & YOUTHS

NB: Current providers are required to reapply.

Registration documents with detailed information may be downloaded from the CEMASTEА website: www.cemastea.ac.ke

Completed Registration Documents in plain sealed envelopes clearly marked **“REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/19 – 2019/2020 FINANCIAL YEARS”**

Category No.....

Item Description.....

Should be addressed to:
The DIRECTOR
CEMASTEА
P.O. Box 24214 – 00502
Tel. +254-0706 722697
www.cemastea.ac.ke

and deposited in the tender box situated on Administration area, CEMASTEKA Karen, Off Bogani Road.so as to be received on/or before Wednesday **30.01.2019 at 11.00 a.m.** Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tenders will be opened immediately after the closing date and time in the presence of the tenderers or their representatives who choose to attend the opening in the Sugiyama Hall.

PREQUALIFICATION INSTRUCTIONS

1.1 Introduction

CEMASTEА would like to invite interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods and services to the Corporation.

1.2 Reserved and Open categories

Categories marked “Open” is accessible to all interested and competent suppliers.

1.3 Registration Objective

The main objective is to have a standby list of qualified suppliers for various categories to supply and deliver of assorted items and also provide services under relevant Tenders / Quotations/Proposals as and when required during the period ending 30th June, 2020 (2 years).

1.4 Invitation of registration.

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Director, CEMASTEА, Karen so as to be registered for submission of quotations/proposals/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers/contractors are required to provide mandatory documents and other information for registration.

1.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions / Corporations of similar size and complexity. Potential suppliers/ contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.6 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Submission of Registration Document

One original copy of the completed registration data and other requested information shall be submitted to reach:

Director

CEMASTE A

P.O Box 24214 – 00502

NAIROBI

Not later than 11.00 A.M. on 30.01.19

1.8 Questions arising from Documents

Questions that may arise from the Registration documents should be directed to the Supply Chain Office, Karen whose address is in part 1.7 above.

1.9 Additional Information

The Director reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by CEMASTE A after scoring a minimum of 75 % points after the completion of the registration process.

2 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is / are donor funded. (Where taxes are paid by the Government). The suppliers should also be i-tax compliant.

2.2 Customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase/service orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.0 PREQUALIFICATION DATA INSTRUCTIONS

3.1 Prequalification Data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of specific tender/RFQs.

3.1.1 The pre-qualification forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by the CEMASTE A in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of CEMASTE A they possess capability, experience, qualified personnel, availability and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/ services.

3.3 Essential Criteria for Prequalification

3.3.1 (a) Experience: Prospective bidders should have at least three years experience in the provision of services, and five years in the case of consultancy services and allied items. In case of potential supplier/contractor, should demonstrate competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance company.

(b) Prospective supplier requires special experience and capacity to organize supply and delivery of items, or services at short notice

(c) CEMASTE A reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

3.3.2 Personnel

The Supplier/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. C.Vs of key personnel or individual or group to execute the contract must be indicated in PQ-3.

3.3.3 Financial Condition

The supplier's financial position will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data filled/ provided in part II. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.4 Past Performance

Past performance will be given due consideration in registration of suppliers. Letter of reference from past clients should be included in part V.

3.4 Statement

Application must include a sworn statement in PQ-8 by the supplier ensuring accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time of registration exercise and the opening date which in the opinion of the client /corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, CEMASTEAM reserves the right to reject the tender from such a bidder even though he was initially registered. For providers operating outside Nairobi the applicant must show evidence of a fixed premise, must be registered in Kenya and operating from the region with the relevant business licenses.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/ Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all statutory obligations and have current Tax Compliance Certificate from Kenya Revenue Authority.

**4. Pre-qualification evaluation criteria
(a)Mandatory requirements**

	Requirements	Score
1	Certified copy of Certificate of Registration/Incorporation	Mandatory
2	Certified copy of Valid Tax Compliance Certificate	Mandatory
3	Copy of business permit from relevant county authority	Mandatory
4	Provide evidence of insurance for the workers	Mandatory
5	Firms seeking registration in electrical works must have : Technical staff with Diploma in electrical engineering, attach copies of certificates	Mandatory
6	Firms seeking registration in Plumbing works must have: Technical staff must have Craft III certificate, Attach copies	Mandatory
7	Firms seeking registration in Plumbing works must have: Diploma in building/ civil engineering/ Building technician III	Mandatory
8	Firms seeking registration n in repair and maintenance of motor vehicles must have insurance for their premises	Mandatory

9	Firms seeking registration in all construction related works (Plumbing, small works, Electrical works) must be registered by NCA in the relevant category	Mandatory
10	For firms seeking prequalification in Repair and maintenance of motor vehicles, must have: Certificate/ Diploma in motor vehicle mechanics	Mandatory
11	certificate/letter of exemption for professional services	Mandatory
12	Evidence of physical registered office-Attach a utility bill e. g electricity/water bill etc or tenancy agreement.	Mandatory
13	For firms seeking prequalification under the Air ticketing services category, <ul style="list-style-type: none"> • Registration with relevant bodies, IATA, KATA or KATO • Company profile that includes organization structure and staffing. • Proof of 	Mandatory
14	Proof of existing businesses e.g, recommendation letters, fully signed LSO, fully signed contract copies	
15	Certified bank statements for the last one year	Mandatory

	(b) Technical Evaluation		
	Required Information	Form Type	Points Score
	1. Registration Document	PQ-1	30
	2. Pre-qualification Data	PQ-2	10
	3. Supervisory Personnel	PQ-3	10
	4. Financial Position	PQ-4	20
	5. Confidential report	PQ-5	5
	6. Past experience	PQ-6	20
	7. Litigation History	PQ-7	2.5
	8. Sworn statement	PQ-8	2.5
		TOTAL	100
N.B	1. The minimum score to be registered shall be 75 points. Applicants who will not meet this minimum score shall not be registered.		
	2. Provision of information under PQ-2, PQ5, PQ7, and PQ8 shall be sufficient for Registration in this category		

Form PQ 1 – PREQUALIFICATION DOCUMENTS (Mandatory)

All firms should provide copies of the following: -

1. Copies of certificate of Registration/Partnership deed/business registration
2. Copy of VAT Registration Certificate
3. Tax Compliance certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of PIN certificate of Firm/ Company/ Individual
5. Copy of current trade license.
6. Copies of relevant and current registration certificates/permits/licenses specific to your line of business from applicable bodies' e. g Ministry of public works, IATA, CCK, AAK, MISK, BORAQs/NCA 7 and above (for construction firms) etc.
7. Current letters of recommendation from previous organizations served where applicable
8. Copies of current practicing certificate for all professionals where applicable from relevant applicable bodies.
9. Where registration of service is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies/Authorities 9. CVs of senior staff for consultancy services
10. Must have fixed Business premises with contact person and telephone Number (attach utility bill or tenancy agreement)

(30 points)

FORM PQ-2

- SUPPLIER PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Wehereby apply for registration as supplier(s)
(Name of Company/Firm)

of.....
(Item Description)

.....
(Category No.)

P.O. Box..... Code.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Telephone Nos.....

Email address.....

Full Name of applicant.....

Other Branches location.....

2. Organization & Business Information

Management Personnel

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Name of partners

3. Business founded or incorporated.....

4. Under present management since.....

5. Net Worth equivalent Kshs.

6. Bank reference and Address.....

.....

7. Bonding Company reference and Address.....

8. Enclose Copy of organization chart of the firm indicating the main fields of activities.....
....

.....

9. State any technological innovations or specific attributes which distinguish you from other competitors.....

.....

.....

10. Indicate terms of trade /sale.....

(10 points)

PQ-3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

.....

Professional Qualification.....

.....

Length of service with Contractor or supplier and position

.....

(Attach copies of certificates of key personnel in the Organization)

(10 points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statement giving summary of assets and current liabilities/ or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 points)

PQ4-CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part I and either part 2 (a), 2 (b) or 2 (c) whichever applies 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. Postal Address..... Nature of Business..... Current Trade Licence No. Maximum value of business which you can handle at any one time : Kshs..... Name of your bankers.....
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Part 2 sole proprietor	Your Name in full Nationality..... Citizenship details.....
Part 2 (b) Partnership	Given details of partners as follows: I. II. III. IV. V.
Part 2 (c) – Registered Company Private or public State the nominal and issued capital of company- Nominal Kshs..... Issued	Given details of all directors as follows:- I. II. III. IV. V.

	Date.....
	Signature of Candidate.....

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

FORM PQ-6 - PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

- (i) Name of client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the client (Organization).....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

2. Name of 2nd Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the client (Organization).....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

3. Name of 3rd Client (Organization)

- (i) Name of Client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the client (Organization).....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

4. Others

(Please note that documentary evidence could be in form of L.P.O’s, L.S.O’s, Copies of payment vouchers e.t.c).

NB: Kenya Forest Service may verify to corroborate the above information

(10 points)

FORM PQ-7

- LITIGATION HISTORY

Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 points)

Having studied the pre-qualification information for the above subject we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- c. We enclose all the required documents and information required for the pre-qualified evaluation.
- d. We have not been debarred from participating in prequalification proceedings

Date.....

Applicants Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal.)

