CATEGORY NO: LU/GG06/2019-2020

SUPPLY AND DELIVERY OF MEAT AND ALLIED PRODUCTS

CLOSING DATE: 8TH AUGUST 2019
TIME: 12:00 NOON
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INVITATION TO APPLY FOR PREQUALIFICATION

DATE: 24th July 2019

TENDER REF. NO: LU/GG6/2019-2020

TENDER NAME: SUPPLY AND DELIVERY OF MEAT AND ALLIED PRODUCTS

1.1 Laikipia University invites sealed applications from eligible candidates for registration as pre-qualified Suppliers for goods and services for the period 1st October 2019 to 30th June 2020.

1.2 Interested eligible candidates may obtain further information from and inspect the application documents at Procurement Department, Laikipia University during normal working hours. Applicants must satisfy the conditions stated below and attach the documents as required
   a. Proper completion of tender/application documents.
      i. Applicant’s questionnaire
      ii. Confidential questionnaire
      iii. Sworn statement
      iv. List of reputable clients.
      v. Name of applicants contact person.
      ➢ Audited Accounts for the last three years
      ➢ Copy of current trade license
      ➢ Copy of PIN certificate, VAT Registration or Exemption letter from VAT Department.
      ➢ Certificate of Tax Compliance
      ➢ Physical, postal, email address, telephone number and location.

1.3 A complete set of application documents may be obtained by interested eligible candidates from the University Website www.laikipia.ac.ke

1.4 Duly filled pre-qualification documents in plain sealed envelopes, clearly marked with tender number, tender description and bearing no indication of the applicant should be deposited in the Tender Box provided at the Security Office at the main entrance, Laikipia University or be addressed and posted to:

The Vice Chancellor
Laikipia University
P.O. Box 1100 – 20300
NYAHURURU

So as to reach the University NOT LATER THAN Thursday, 8th August 2019 at 12 Noon.

1.5 Application documents will be opened immediately thereafter in the Boardroom in the presence of the candidates or their representatives who choose to attend

VICE CHANCELLOR
GENERAL INFORMATION

INTRODUCTION

1.0 ELIGIBLE APPLICANTS

1.1 This invitation for supplier registration application is open to all suppliers and manufacturers eligible as described in the application documents. Successful applicants shall later be asked to fill Request for Quotations (RFQ) for supply of goods and services as and when required during the financial year.

1.2 Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Asset Disposal Act (2015).

1.3 Applicants shall bear all costs associated with the submission of their applications and LU will in no case be liable for such costs, regardless of the conduct or outcome of the prequalification process.

1.4 The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if is accepted.

1.5 The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the university’s satisfaction.

   a) That in the case of an applicant offering goods which the applicant do not manufacture or otherwise produce, the applicant has been duly authorized by the goods’ manufacturer or producer to supply them.

   b) That the applicant has financial, technical and production capability necessary to perform the contract.

   c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the category applied for.

   d) That the applicant is willing to do business with LU and shall allow credit facilities and acceptable trade terms.

2.0 GOODS ELIGIBILITY AND CONFORMITY

2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.

2.2 The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.

2.3 The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings and data and shall consist of:-
a) Where applicable a detailed description of essential technical and performance characteristics of the goods.
b) A list giving full particulars including available sources and current prices of the spare part, special tools etc, necessary for the proper and continued functioning of the goods for a period of two (2) years following commencement of the use of the goods.

3.0 DEADLINE FOR SUBMISSION OF APPLICATION

3.1 Must be received by the University at the address, date and time specified on the invitation for prequalification.

3.2 The University may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the University and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

4.0 MODIFICATION AND WITHDRAWAL OF APPLICATION

4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the University prior to the deadline prescribed for submission of applications.

4.2 The applicant’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by cable, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.

4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

5.0 OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening
The University will open all the applications in the presence of applicant’s representatives who choose to attend in the designated place as per invitation to prequalification. Applicant’s representatives who choose to witness the opening shall sign a register evidencing their attendance.

5.2 The applicant’s names, modifications or withdrawals and other details the University considers appropriate will be announced at the opening.

5.3 The University will prepare minutes of the opening.

6.0 CLARIFICATION OF APPLICATION

6.1 To assist in the examination, evaluation and comparison of applications, the University may at its discretion ask the applicant for clarification of his/her
application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.

6.2 Any effort by the applicant to influence the university during evaluation, application comparison or acceptance decision making may result in rejection of the applicant’s application.

7.0 EXAMINATION FOR ACCEPTANCE

7.1 Prior to the detailed evaluation, the university will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The University’s determination of applicants’ responsiveness will be based on the content of the application without recourse to extrinsic evidence.

7.2 If an application is not substantially responsive, it will be rejected by the University and may not subsequently be made responsive by applicant through correcting the non conformity.

8.0 EVALUATION AND COMPARISON OF APPLICATIONS

8.1 The University will only evaluate and compare applications that have been determined to be substantially responsive.

8.2 The University’s evaluation of an application will also take into account the eligibility of the applicant and the evaluation criteria as attached.

9.0 CORRUPT FRAUDULENT PRACTICES

9.1 The University requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the university:

  a) Defines for the purpose of this provision, the terms set forth below as follows:
     i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a university official in the procurement process or in contract execution including acceptance of this application.
     ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the University and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial non competitive levels and to deprive the University of the benefit of free and open competition.
  b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question’.
  c) Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any University contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.
APPLICATION FOR REGISTRATION AS LAIKIPIA UNIVERSITY SUPPLIERS FOR GOODS AND SERVICES

Form of application

Reference Category Number ..........................................................

To: The Vice Chancellor
    Laikipia University
    P.O. Box 1100 - 20300
    NYAHURURU

Dear Sir,

1. Having examined the application documents the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to LU, Nyahururu (Category) …………………………………………………………………………… in conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.

2. We undertake that if our application is acceptable we will deliver goods/services in accordance with the delivery schedule as requirement or official an order signed by authorized officer(s) of the University.

3. We understand:-
   a) That this is not a tender or quotation but an application for consideration to be registered as LU suppliers for goods/services included or related to this category during the period of 1st October 2019 to 30th June 2020.
   b) That you are not bound to accept this application or any that you may receive.

Sign ......................................................... In the presence of .................................

Duly authorized to sign for and on behalf of ..........................................................
APPLICANT QUESTIONNAIRE

Please fill in block letters

1. Full names of applicant ............................................................................................................

2. Full address of applicant to which correspondence is to be sent

..................................................................................................................................................

3. Physical location of the Supplier
   Building......................................................................................................................................
   Street........................................................................................................................................
   Town.........................................................................................................................................

4. Telephone number(s) of applicant ........................................................................................

5. Fax and E-mail address of applicant ....................................................................................

6. Name of applicant’s representative to be contacted on matters of execution during the contract

..................................................................................................................................................

..................................................................................................................................................

7. Details of applicant’s nominated agent (if any) to receive tender/quotation notices. This is essential if the applicant does not sell directly to consumers (Address, Telephone Number, Fax, E-mail Address etc.)

..................................................................................................................................................

..................................................................................................................................................

..................................................................................................................................................
CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated:

You are advised that it is a serious offence to give false information on this form

PART 1 – GENERAL

a) Business Name ………………………………………………………………………

b) Location of business premises County//Town ………………………………………

c) Street / Road…………………………………………………………………………

d) Building………………………………………………………………………………

e) Plot Number …………………………………………………………………………

f) Postal Address ………………………… Telephone No. ………………………

g) Nature of Business ………………… And Specialization……………………

h) Current Trade License No. …………………………………………………(attach copy)

i) Pin number ………………………………………………………………………(attach copy)

j) V A T Certificate Number …………………………………………………(attach copy)

k) Maximum Value of Business which you can handle at any one time Kshs………

l) Name of your Bankers ……………………………………. Branch …………..

m) Your trade terms (including mode of payment, credit allowed and discount)

…………………………………………………………………………………………

n) Bankers Certificate on the applicants liquidity, suitability and credit limitation

…………………………………………………………………………………………

o) Name and Telephone of contact person

…………………………………………………………………………………………

p) Any other …………………………………………………………………………..

…………………………………………………………………………………………
PART 2 (A) – SOLE PROPRIETORS

a) Your name in full ………………………………………… Age …………………

b) Nationality ……………………………………… Country of Origin ………………

   Citizenship details ……………………………………………………………

PART 2 (B) – PARTNERSHIP

Give details of partners as follows:-

<table>
<thead>
<tr>
<th>NAME</th>
<th>NATIONALITY</th>
<th>SHARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</table>

PART 2(C) REGISTERED COMPANY

a) **Private or Public** ………………………………………. State the nominal and
   Issued capital of the company:-
   
   Nominal Kshs ………………………………………
   
   Issued Kshs ………………………………………

b) **Details of Directors:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>NATIONALITY</th>
<th>SHARES</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</tbody>
</table>

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration
SWORN STATEMENT

The undersigned having studied the invitation for registration as a supplier hereby state that:

a) The information furnished in our application is accurate to the best of our knowledge.

b) That in the event of being registered, we acknowledge that this will give us the right to participate in the submission of a tender on the basis of provisions in the tender document to follow.

c) When the call for tenders is issued and the legal, technical or financial condition or the contractual capacity of the firm changes we commit ourselves to inform you and acknowledge your sole right to review the registration mode.

d) We enclose all the required documents and information required for the registration evaluation.

Date: ……………………………………………………………………………………………

Applicant’s Name ……………………………………………………………………………………

Represented by: …………………………………………………………………………………
(Capacity)

Signature: ………………………………………………………………………………………

Witness Name…………………………..Signature……………………………………

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

NAMES OF THE APPLICANTS THREE REPUTABLE CLIENTS IN THE LAST THREE YEARS *(Attach evidence)*

1. Name of 1st Client (Organization)
   i. Name of Client (Organization) .................................................................
   ii. Address of client ..................................................................................
   iii. Telephone No. of client ...........................................................................
   iv. Name of contact person at the client (organization)..............................
   v. Duration of contract ..............................................................................
   vi. Name of officer recommending on behalf of the client...........................
   vii. Designation of the officer recommending...........................................
   viii. Signature of the officer recommending...............................................  
   ix. Official Stamp and date of the Client (Organization).............................

2. Name of 2nd Client (Organization)
   i. Name of Client (Organization) .................................................................
   ii. Address of the client ................................................................................
   iii. Telephone No. of client ...........................................................................
   iv. Name of contact person at the client (organization)..............................
   v. Duration of contract ..............................................................................
   vi. Name of officer recommending on behalf of the client...........................
   vii. Designation of the officer recommending...........................................
   viii. Signature of the officer recommending...............................................  
   ix. Official Stamp and date of the Client (Organization).............................

3. Name of 3rd Client (Organization)
   i. Name of Client (Organization) .................................................................
   ii. Address of the client ................................................................................
   iii. Telephone No. of client ...........................................................................
   iv. Name of contact person at the client (organization)..............................
   v. Duration of contract ..............................................................................
   vi. Name of officer recommending on behalf of the client...........................
   vii. Designation of the officer recommending...........................................
   viii. Signature of the officer recommending...............................................  
   ix. Official Stamp and date of the Client (Organization).............................
TECHNICAL EVALUATION FORM
PREQUALIFICATION
The tenderer is expected to complete Part 1 and 3 of this form

Part 1: General Information

Tenderers Name: ……………………………………………………………………………
Postal Address: ……………………………………………………………………………
Telephone (Office): …………………………………Mobile……………………………
Physical Address: …………………………………………………………………………..

Part 2: Evaluation Stages

Stage 1: Mandatory Requirements
Applicants must qualify in all the below for them to proceed to the Evaluation Stage 2

a. Proper completion of tender/application documents. (Signed and stamped)
   i. Applicant questionnaire
   ii. Confidential questionnaire
   iii. Sworn statement
   iv. List of reputable clients.
   v. Name of applicants contact person.
b. Audited Accounts for the last three years
c. Copy of current trade license
d. Copy of PIN card
e. Copy of current VAT Registration or Exemption letter from VAT Department.
f. Certificate of Tax Compliance
g. Physical, postal, email address, telephone number and location.

Stage 2: Other Requirements
(The Technical Evaluation Team will visit the physical premises of the tenderer to verify and award points accordingly based on the following requirements)

Business Premises

<table>
<thead>
<tr>
<th>Yes</th>
<th>NO</th>
</tr>
</thead>
</table>

If the bidder does not have a business premise then he/she is automatically disqualified. If the bidder has a business premise then he/she can proceed to the 2nd stage of the evaluation

TECHNICAL QUALIFICATION SCORE SHEET

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Max. points</th>
<th>Points Awarded</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Communication Telephone Fax Email</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Accessibility of the business</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Training and experience of the</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 3: Declaration (For the Tenderer only)
The tenderer is expected to indicate whether he/she will/will not accept to be evaluated on the above criteria.

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below):

No: [ ] Yes: [ ]

Official Stamp …………………………………………Sign………………………….

For Official Use Only
(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

Total marks scored ………………………………………………………………………

Accept the Firm [ ] Reject the Firm [ ]

Sign………………………………………………… Date…………………………

NOTE: Applicants may provide a price list or brochure or catalogue of items stocked