



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

TENDER NO MUST /41/2015-2016 PREQUALIFICATION FOR SUPPLY
AND DELIVERY OF LIBRARY MANAGEMENT SYSTEMS AND AUDIO
VISUAL EQUIPMENT AND OTHER BOOKS SECURITY SYSTEM

MAY, 2015

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2. INVITATION FOR PREQUALIFICATION OF TENDER

DATE _____

TENDER NO MUST /41/2015-2016 PREQUALIFICATION FOR SUPPLY AND DELIVERY OF LIBRARY MANAGEMENT SYSTEMS AND AUDIO VISUAL EQUIPMENTS AND OTHER BOOKS SECURITY SYSTEM

Dear Sir/Madam,

The MUST invites sealed bids from eligible candidates for Prequalification for the supply/provision and delivery of the above mentioned.

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at *MUST, Procurement Department Meru University, Main Campus at Nchiru along Meru – Maua Road* during normal working hours.
- 1.2 The bidder may download the prequalification document from the University website: www.must.ac.ke or IFMIS portal (<https://supplier.treasury.go.ke>) for free of charge.
- 1.3 Completed prequalification documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box provided at the entrance of Administration Block or be addressed to

The Vice Chancellor
MUST
P.O. Box 972-60200
Meru
- 1.4 So as to be received on or before **3rd July 2015 at 10.00 A.M.**
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Meru University.

Procurement Officer
FOR: Vice Chancellor
Meru University of Science and Technology

2. INSTRUCTIONS TO TENDERERS AND MANDATORY REQUIREMENTS

The University intends to prequalify Consultants for the year 2015-2016 financial years. In this regard, the University requires a consultant or a consortium of consultants in Architectural, Landscaping, Quantity Surveying, Civil and Structural Engineering, Mechanical and Electrical Engineering, Environmental impact assessment and Structural cabling for design, Pre-contract documentation and implementation of the University projects in the specified period.

Eligible potential firms are invited to express their interest for the above mentioned services. Prospective consultants (or consortium of consultants) who wish to be considered must meet the following criteria and must submit copies of the appropriate qualification documents as follows;

- (i) Company Profiles (or profile of individual consultants in case of a consortium) to include the company background, membership of relevant professional/statutory bodies, physical location and contact person.
- (ii) Details of company personnel including their CV's of Lead consultant and all the other consultants in the fields indicated above.
- (iii) Demonstration of having provided services of similar nature before for at least five projects.
- (iv) Attach a certified copy of registration/ incorporation certificate.
- (v) Attach a valid Tax compliance certificate and Business Permit.
- (vi) Attach certified audited accounts for the last two years.
- (vii) Must submit an agreement of the formation of the consortium where if it's a consortium and not individual consultant.
- (viii) Proof of registration with relevant professional and statutory bodies.

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

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> Your name in full Age Nationality Country of origin <ul style="list-style-type: none"> • Citizenship details • 																								
	<p style="text-align: center;">Part 2 (b) Partnership</p> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>3.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>4.</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares					1.				2.				3.				4.		
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	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																								
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3.																						
4.																						
Date	Signature of Candidate																								
Name of business contact person.....Tel.....																									

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration