



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

TENDER NO MUST /42/2015-2016 PREQUALIFICATION FOR PROVISION  
OF CONSTRUCTION CONSULTANCY CONSORTIUM SERVICES  
(ARCHITECTS, QUANTITY SURVEYORS AND ENGINEERS)

MAY, 2015

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## **2. INVITATION FOR PREQUALIFICATION OF TENDER**

DATE \_\_\_\_\_

### **TENDER NO MUST /42/2015-2016 PREQUALIFICATION FOR PROVISION OF CONSTRUCTION CONSULTANCY CONSORTIUM SERVICES (ARCHITECTS, QUANTITY SURVEYORS AND ENGINEERS)**

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](http://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 **3<sup>rd</sup> 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> <p>Your name in full ..... Age          .....          Nationality ..... Country of origin          .....  <ul style="list-style-type: none"> <li>• Citizenship details              .....</li> <li>• .....</li> </ul> </p>																				
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares					1. ....				2. ....				3. ....		
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	4. ....																								
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-  Nominal Kshs. ....  Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <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>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	.....	.....	.....	2.	.....	.....	.....	3.	.....	.....	.....	4.	.....	.....	.....
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3.	.....	.....	.....																						
4.	.....	.....	.....																						
Date .....	Signature of Candidate .....																								
<p><b>Name of business contact person</b>.....Tel.....</p>																									

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