



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

P.O BOX 972-60200 Meru-Kenya

Cell Phone: +254712524293,

Website: www.must.ac.ke Email: procurement@must.ac.ke Email: info@must.ac.ke

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES

MUST/..... /2019-2020/ 2020-2021

TENDERERS NAME.....

CATEGORY NO:.....

CATEGORY DESCRIPTION

IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

TABLE OF CONTENTS

SECTION A: INSTRUCTIONS FOR PREQUALIFICATION.....	1
SECTION B: TENDER NOTICE.....	3
SECTION C: EVALUATION CRITERIA.....	7
SECTION D: APPLICATION FORM	8
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY.....	11
SECTION G: FINANCIAL POSITION & TERMS OF TRADE	12
SECTION H: LITIGATION /ARBITRATION INCIDENCES	13
SECTION I: CLIENTS DETAILS.....	14
SECTION J: MANPOWER AND EXPERTISE OF STAFF	16
SECTION L: DECLARATION	17
SECTION E: CONFIDENTIAL BUSSINESS QUESTIONNAIRE.....	19
SECTION K: PAST PERFORMANCE.....	19
PREQUALIFICATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2019-2020 & 2020-2021.	

SECTION A: INVITATION FOR PREQUALIFICATION

1.1 Introduction

- i. Meru University of Science and Technology invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Completed bid documents must be received by **MUST** at the address below
- iii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the University. Suppliers who are not registered or failed to meet the prequalification criteria will not be allowed to participate in the RFQS/RFPS

- iv. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE VICE CHANCELLOR,
MERU UNIVERSITY OF SCIENCE & TECHNOLOGY
972-60200, MERU**

The envelope should indicate the **Prequalification Number applied for and category description** upon submission, and be dropped at the University Tender Box situated at Administration Block 2 at reception area of MUST main campus at Nchiru along Meru – Maua Rd so as to be received on or before **Wednesday 10th July 2019 at 10.30 local time.** Tenders submitted later than the indicated closing date and time shall automatically be disqualified.

Documents containing detailed instructions and requirements may be obtained from Meru University website www.must.ac.ke

NB//// Those who wish to be prequalified in more than one category will be required to download additional prequalification documents for each category.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the prequalification criteria

1.5 Prequalification Documents

The document includes questionnaire forms and instructions for the prospective suppliers'. In order to be considered for prequalification the prospective supplier must provide requested proof and all other all other information requested.

1.6 Enquiries that may arise from the Prequalification Document should be channeled to the Procurement office –MUST, through the given address

SECTION B:**TENDER NOTICE****MERU UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST)****INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR YEAR 2019-2021**

Meru University of Science & Technology invites applications from interested and competent firms for prequalification of suppliers for the under listed goods, services and works for the period 2019-2021.

CATEGORY A: SUPPLY OF GOODS				REMARKS
No	ITEM REFERENCE	ITEM DESCRIPTION	SPECIAL CONDITIONS (where applicable)	
		CATEGORY A		
1	MUST/001/2019-2021	Prequalification for supply and delivery of stationery		Reserved for AGPO
2	MUST/002/2019-2021	Prequalification for supply and delivery of tonners, cartridges and printing ink	Authorized dealers only	Open
3	MUST/003/2019-2021	Prequalification for supply and delivery of cleaning materials and detergents		Reserved for AGPO
4	MUST/004/2019-2021	Prequalification for provision of printing, branding and publishing services		Reserved for AGPO
5	MUST/005/2019-2021	Prequalification for provision of printing of Accountable documents	Security printers only	Open
6	MUST/006/2019-2021	Prequalification for supply of motor vehicles repair services, panel beating, spray painting, tyres, batteries		Open
7	MUST/007/2019-2021	Prequalification for provision of protective and safety wear e.g. overalls, dust coat ,safety boots, staff uniforms		Open
8	MUST/008/2019-2021	Prequalification for provision of promotion materials e.g. branded T-shirts, caps, umbrellas etc.		open
9	MUST/009/2019-2021	Prequalification for supply and delivery of newspapers		Open
10	MUST/010/2019-2021	Prequalification for repair, servicing and calibration of office equipment and machines	Licenses from relevant certifying /regulatory bodies	Open
11	MUST/011/2019-2021	Prequalification for supply and delivery of wood fuel charcoal and firewood		Open
12	MUST/012/2019-2021	Prequalification for supply and delivery of fresh and processed milk	Licenses from relevant certifying /regulatory bodies	Open
13	MUST/013/2019-2021	Prequalification for supply and delivery of general hardware materials, pipes and fittings	Licenses from relevant certifying /regulatory bodies where applicable	Open

14	MUST/014/2019-2021	Prequalification for supply and delivery of building and construction material sand, ballast, building blocks and timber	Licenses from relevant certifying /regulatory bodies	Open
15	MUST/015/2019-2021	Prequalification for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and organic dry animal manures	Licenses from relevant certifying /regulatory bodies	Open
16	MUST/016/2019-2021	Contractors for small works; -partitioning, repairs/renovations& maintenance NCA class 1-7	Valid NCA certificate is mandatory for all applicants	Reserved for AGPO
		CATEGORY B		
17	MUST/017/2019-2021	Prequalification for supply and delivery of perishable foodstuffs (vegetables and fruits)		Open
18	MUST/018/2019-2021	Prequalification for supply and delivery of dry foodstuff - cereals		Reserved for AGPO
19	MUST/019/2019-2021	Prequalification for supply and delivery of perishable foodstuff-meat, meat products, poultry, fish and eggs, pork	Licenses from relevant certifying /regulatory bodies	Open
20	MUST/020/2019-2021	Prequalification for supply and delivery of dry food stuff groceries/shop/supermarket items		Open
21	MUST/021/2019-2021	Prequalification for provision of laundry and dry cleaning services		open
22	MUST/022/2019-2021	Prequalification for supply and delivery of petroleum fuel: petrol, diesel, lubricants and cooking gas.		Open
23	MUST/023/2019-2021	Prequalification for supply, installation, repair and maintenance of security alarm systems, CCTV and Biometric equipment	Valid certificate of accreditation from ICT Authority is mandatory	Open
24	MUST/024/2019-2021	Prequalification for provision of events managements e.g catering, tents, chairs, public address systems		open
25	MUST/025/2019-2021	Prequalification for supply and delivery of electrical and electronics materials, tools and equipment.	Licenses from relevant certifying /regulatory bodies	Open
26	MUST/026/2019-2021	Prequalification for supply and delivery of medical drugs, dressings, hospital laboratory reagents	Licenses from relevant certifying /regulatory bodies	OPEN
27	MUST/027/2019-2021	Prequalification for provision of medical retail dispensing services	Licenses from relevant certifying /regulatory bodies	OPEN
28	MUST/028/2019-2021	Prequalification for provision of landscaping and ground maintenance services		open
29	MUST/029/2019-2021	Prequalification for supply and delivery of photocopiers, printer, computers and computer accessories	Licenses from relevant certifying /regulatory bodies	Open

30	MUST/030/2019-2021	Prequalification for provision of consultancy services in ICT (including but not limited to ERP, & other Microsoft solutions) (must be a Microsoft partner)	Valid certificate of accreditation from ICT Authority is mandatory	Open
31	MUST/031/2019-2021	Prequalification for supply and delivery of ICT software's and antivirus	Valid certificate of accreditation from ICT Authority is mandatory	Open
32	MUST/032/2019-2021	Prequalification for provision of training in ICT	Registration with NITA is mandatory	Open
33	MUST/033/2019-2021	Prequalification for supply and delivery of office furniture and fittings		Open
34	MUST/034/2019-2021	Prequalification for supply and delivery of sportswear and games equipment		Open
35	MUST/035/2019-2021	Prequalification for supply and delivery of laboratory chemicals, equipment and glassware	Licenses from relevant certifying /regulatory bodies	Open
36	MUST/036/2019-2021	Prequalification for supply and delivery of cutlery, utensils and kitchen appliances		Reserved for AGPO
37	MUST/037/2019-2021	Prequalification for supply and delivery of library books, periodicals e-books and journals		Open
38	MUST/038/2019-2021	Prequalification for provision of legal services indicating areas of expertise	Licenses from relevant certifying /regulatory bodies	Open
39	MUST/039/2019-2021	Prequalification for provision of machines and equipment calibration services	Licenses from relevant certifying /regulatory bodies	Open
40	MUST/040/2019-2021	Prequalification for provision of construction consultancy consortium services (architects, quantity surveyors and services engineers)	Licenses from relevant certifying /regulatory bodies	Open
41	MUST/041/2019-2021	Prequalification for provision of all types of training e.g ISO, capacity building, baseline surveys, management training, customer satisfaction surveys, Human Resource Training etc	Licenses from relevant certifying /regulatory bodies	Open
42	MUST/042/2019-2021	Prequalification for sale to the University live farm animals and Biological assets e.g beef bulls, dairy cattle, rabbits, poultry etc	Licenses from relevant certifying /regulatory bodies	Open
43	MUST/043/2019-2021	Prequalification for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Open
44	MUST/044/2019-2021	Prequalification for provision of consultancy services on environment impact assessment and environment audit, energy audit	Licenses from relevant certifying /regulatory bodies	Open

45	MUST/045/2019-2021	Prequalification for provision on hire bases for earth moving equipment and machinery e.g. graders, excavators, back hoe, tippers, timber milling machines, power saw etc.	Licenses from relevant certifying /regulatory bodies	Open
46	MUST/046/2019-2021	Prequalification for provision of asset and inventory valuation services	Licenses from relevant certifying /regulatory bodies	Open
47	MUST/047/2019-2021	Prequalification for supply and delivery of Graduation Attire and labelling (Gowns, Hoods and Caps)		open
48	MUST/048/2019-2021	Prequalification for video coverage and photography services		Open
49	MUST/049/2019-2021	Prequalification for servicing and refilling of firefighting equipment	Licenses from relevant certifying bodies	open

Mandatory Requirements for Pre-qualification

A. Companies and businesses NOT registered under AGPO

**Document submitted should be well serialized and bound.
LOOSE PAPERS WILL NOT BE CONSIDERED.**

- 1) Copies of certificate of incorporation or registration of business/consultancy issued by the Registrar of business names, Kenya
- 2) Copies of pin certificate of firm/company/individual issued by KRA
- 3) Copy of valid KRA Tax compliance certificate valid as at the time of tender opening
- 4) Membership certification from regulatory & professional bodies (where applicable) as indicated in the categories
- 5) Company profile indicating company line of business, experience and volume of business handled in the last three (3) years
- 6) Audited financial statement for the last one year **OR** six months' bank statements for the company/ business/ individual.
- 7) Letters of recommendations from at least three (3) major clients where the company/ business has worked for the last three years (2015-2018). The letters of recommendations should be in the letter head of the organization and should include the contact details of that organization.

B. Companies and Businesses registered under AGPO

For youth, women, or persons with disabilities who wish to be pre-qualified in any category, kindly submit the following documents;

Document submitted should be well serialized and bound. LOOSE PAPERS WILL NOT BE CONSIDERED

1. Copies of certificate of incorporation or registration of business/consultancy issued by the Registrar of companies/business names, Kenya
2. Copies of pin certificate of firm/company/individual issued by KRA
3. Brief Company profile indicating a specific business line.
4. Valid Certificate from AGPO. Expired certificates will not be considered
5. Copy of valid KRA tax compliance/tax Exemption certificate valid as at the time of tender opening
6. Membership certification from regulatory & professional bodies (where applicable) as indicated in the categories
7. Reference letter from the company bankers showing financial standing of the firm

Documents containing detailed instructions and requirements may be obtained from Meru University of Science & Technology website www.must.ac.ke.

Applicants who download the tender documents shall email their names, contact details and item reference numbers to procurement@must.ac.ke

Those who wish to be registered in more than one category will be required to download additional prequalification documents for each category.

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

THE VICE CHANCELLOR
MERU UNIVERSITY OF SCIENCE & TECHNOLOGY
P.O BOX 972-60200
Meru

NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.

SECTION D: APPLICATION FORM

Official Receipt No. (if purchased)..... (Attach copy)

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

I/we (firm name)

.....hereby apply for
 prequalification as a supplier for..... (Category code
 no)..... Postal
 address.....
 Telephone Number (fixed
 line).....mobile.....
 E-mail
 Address.....Fax.....
 Town.....street.....
 Building.....Floor.....Room/office.....
 Other
 Branches/location.....

 Full name of authorized signatory.....
 Designation.....
 Official Rubber stamp and signature.....

Kindly fill the table below with Company directors

s/no	Name	Gender	Age	Youth	Women	PWD	AGPO CERT.NO

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1s: General information

Business Name	
Physical location of business Premises (Note that a visit to your office may be conducted, Information provided as	Town..... Street..... Building Name..... Floor.....

part of the evaluation)	
Business operations	Year established..... Duration of business operations.....
Principal contact person	Name..... Position.....
Postal Address	P.O BOXCode.....
Nature of business	
Maximum value of business which you can handle at any one time	Ksh.....
Name of your bankers	Branch.....

Part 2(a)-sole proprietor

Your name in full
Age
Nationality
Country of origin
Citizenship details

Part 2 (b)-partnership

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c)-Registered Company

Private or Public																									
State the nominal and issued capital of the company	Nominal ksh..... Issued ksh.....																									
Give details of all directors	<table border="0"> <thead> <tr> <th>Name</th> <th>nationality</th> <th>citizenship</th> <th>details</th> <th>share</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	nationality	citizenship	details	share
Name	nationality	citizenship	details	share																						
.....																						
.....																						
.....																						
.....																						

DateName of tenderer

.....Signature.....

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS/CAPABILITY TO DELIVER GOODS, WORKS OR SERVICES

1. Certificate of Prequalification /Incorporation..... (Attach copy)
2. Valid Trade License..... (Attach copy)
3. State VAT Prequalification NO..... (Attach copy)
4. PIN NO..... (Attach copy)
5. Attach Proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax Compliance Certificate)

6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable law

.....

State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....

.....

If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... (Attach documentary evidence of certification)

7. Other important certifications e.g KEBS, prequalification with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.) Please attach proof

8. What is average response to delivery of goods/services after issuance of LPO?

.....

9. What is the maximum of business which you can handle at any one time?

Kshs.....

10. What is your average response time to request for quotation/proposal?

.....

SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART I

TERMS OF TRADE (PAYMENT TERMS)

MUST would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this: **Acceptable/Not Acceptable**

Name.....

Signature.....

SECTION H: LITIGATION /ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.

State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER 15 OF THE LAWS OF KENYA AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT,
NO. 33 2015.

I,.....of P.O. Box.....being a
Resident of in the Republic of Kenya do hereby make oath and
state as follows: -

1) THAT I am the.....; (Chief
Executive/Managing Director/Principal Officer /Director)

..... of
 (Name of the Business) which is a
 Candidate in respect of Tender Number to
 supply goods, render services and/or carry out works for Meru University of Science
 & Technology and duly authorized and competent to make this
 Affidavit.

- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Meru University of Science & Technology, which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Meru University of Science & Technology.
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said }
 }
 day of 20..... } on this
 _____ }

DEPONENT }

Before me }
 Commissioner for Oaths

SECTION I: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

E-mail Address.....

2. Organization Name.....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

E-mail address.....

3. Organization Name.....

Address.....

Tel No.....

Contact person.....

Position in the organization.....

E-Mail Address.....

4. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

E-Mail Address.....

5. Organization

Name.....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

E-mail Address.....

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three key personnel proposed for administration and execution of contract .Attach (Curriculum Vitae CV's).The CVs should be duly signed by the proposed personnel.

position	Name	Qualifications	Experience in proposed position

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods /services to Meru University of Science & Technology?

If yes, give details

.....
.....

Indicate three of the latest orders with MUST

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

Do you have any pending orders with MUST? If so give details

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

Have you ever failed to honour MUST Local Purchase Order? If so give details

.....

Has your contract ever been terminated by Meru university of Science and Technology?

YES.....NO..... If yes, attach details.

SECTION L: DECLARATION

I/We declare that i/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped.....

Name.....

Position in the Company.....

Date.....