



KENYA COAST NATIONAL POLYTECHNIC

PREQUALIFICATION DOCUMENT

FOR

**PROCUREMENT OF SERVICES
FINANCIAL YEAR 2018/2019**

**TENDER NAME: PROVISION OF CLEANING AND
GARDENING SERVICES**

TENDER REF NO: KCNP/P/032B/2018/2019

CLOSING DATE: 2ND OCTOBER 2018

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INTRODUCTION

- 1.1 This standard procurement prequalification document has been prepared for use by the procuring entities in Kenya and is intended for use in prequalifying candidates/Firms wishing to tender for various goods and services where the procuring entity determines it is necessary for procurement to be made through a prequalification process. It may also be used by a procuring entity for the purpose of registration of candidates.
- 1.2 The standard document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.

SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

Tender No. (KCNP/P/032B/2018/2019)

Tender Name: PREQUALIFICATION FOR PROVISION OF CLEANING AND GARDENING SERVICES

1. The **Kenya Coast National Polytechnic** hereinafter referred as “Procuring entity” intends to prequalify candidates for the provision of **CLEANING AND GARDENING SERVICES**
2. Prequalification is open to all registered firms in Kenya. Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Chief Principal, Kenya Coast National Polytechnic. PO BOX 81220,MOMBASA
3. Eligible candidates may obtain the prequalification document from the procurement office at Kenya Coast National Polytechnic during normal working hours upon payment of a non-refundable fee of kshs.1000 via mpesa pay bill number **859302** or bankers cheque payable to **KCB bank ACC-1106525027** .A minimum requirement for qualification is to have successfully carried out the work in a similar capacity
4. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at the procurement offices at Kenya Coast National Polytechnic to be addressed to the **CHIEF PRINCIPAL,KENYA COAST NATIONAL POLYTECHNIC ,PO BOX 81220 MOMBASA** so as to be received on or before 2ND OCTOBER 2018.AT 10.00AM
5. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

**PROCUREMENT DEPARTMENT
FOR CHIEF PRINCIPAL**

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 The KENYA COAST NATIONAL POLYTECHNIC hereinafter referred to as the procuring entity intends to prequalify suppliers for CLEANING AND GARDENING SERVICES. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than 2ND OCTOBER 2018 AT 10.00AM
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at PROCUREMENT OFFICES, KENYA COAST NATIONAL POLYTECHNIC or be addressed to CHIEF PRINCIPAL, KENYA COAST NATIONAL POLYTECHNIC, PO BOX 81220, MOMBASA so as to be received on or before 2ND OCTOBER 2018 AT 10.00AM The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below in the appendix. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such sub contractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Joint Venture

- 2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The lead partner shall meet not less than (not less than (40 %)) of all the qualifying criteria in paras's 2.4.3 above

(ii) The other partners shall meet individually not less than (20 %) of all the qualifying criteria given in para. 2.4.3 above

(iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

- 2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the services or contracts, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.8. Updating Pre-qualification Information

- 2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

2.4 ESSENTIAL QUALIFICATION CRITERIA

All firms must provide:-

1. Copies of Certificate of registration
2. Copy of VAT Registration Certificate.
3. Tax compliance certificate from Kenya Revenue Authority (failure to produce this certificate to approve 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. Copy of Income Tax returns.(OPTIONAL)

In addition to the above mandatory requirements, the following shall apply in the qualification of potential bidders

(a) Experience: Prospective Suppliers shall have at least 3 years experience in the supply of goods and services they intend to be prequalified. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(b) Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

(c) Past performance

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. However, potential bidders should provide evidence of financial capability to execute the contract. Letters of reference from past customers should be included in form 3 below where applicable.

(d) Sworn in statement

Application must include a sworn in statement Form by the Tenderer ensuring the accuracy of the information given.

(d) Withdrawal of prequalification

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government 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, the procuring entity reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

- (e) 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

SECTION III- LETTER OF APPLICATION

(Preferably prepared on the applicant’s letterhead and in the following format. Indicate NOT APPLICABLE if any clause of this letter does not apply to the applicant)

Date

To:

KENYA COAST NATIONAL POLYTECHNIC
PO BOX 81220-80100
MOMBASA

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining
(a) the Applicant’s legal status
(b) the principal place of business and
(c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

3. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
 2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and

(b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

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APPLICATION FORM (1)

GENERAL INFORMATION

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
Item Description

.....
(Category No.)

1. Post Office Address.....

Town.....

..... Street

Name of building

Room/office No..... Floor No.....

Telephone Nos..... Email.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Director (Chief Executive).....

Secretary

General Manager

Treasurer

Other

.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....

4. Under present management since

5. Net worth equivalent Kshs.

6. Bank reference and address.....

7. Company Profile (ENCLOSE).....

8. Enclose copy of the organization chart of the firm indicating the main fields of Activities

.....

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

10. Indicate terms of trade/sale

(a) Cash on delivery

(b) Credit period yes/no. Delete as appropriate, if yes indicate number of days

.....

(c) Upfront payment/down payment yes/no. Delete as appropriate if yes state percentage.

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS FOR THE RELEVANT CATEGORY (*names of the applicant's clients in the last two years*)

1. 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 documental 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 documental evidence)

3. Name or 3rd Client (Organization)
 - i) Name of client (Organization)
.....
 - ii) Address of Client (Organization)
.....
 - iii) Telephone of Client
.....

- iv) Name of contact person at the client (Organization)
- v) Value of contract
- vi) Duration of contract (date)
(Attach documental evidence)

4. Others

.....

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

APPLICATION FORM (3)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

FIRM/ORGANISATION	YEAR	CONTRACT VALUE

APPLICATION FORM (4)

**SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (7)

FINANCIAL CAPABILITY

- (1) Attach a copy of firm's two recent certified financial statements 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.
- (3) Attach bank statement of the firm for the last two years.

Name of Applicant or partner of a joint venture

Banker	Name of banker <hr style="border: 0.5px solid black;"/> Address of banker Telephone Contact name and title <hr style="border: 0.5px solid black;"/> Fax E mail
--------	---

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20.....

REQUEST FOR REVIEW

I/We.....the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

**SIGNED
Board Secretary**