

THE MERU NATIONAL POLYTECHNIC



THE MERU NATIONAL
POLYTECHNIC

Technology for Innovation & Development

P.O. BOX 111-60200 MERU

Tel: 0742428095/ 0719347059

PQ. NO. MNP/PREQ/002/2018-2020

**PRE - QUALIFICATION FOR PROVISION OF ASSET
VALUATION AND TAGGING SERVICES FOR THE YEAR 2018-
2020**

JANUARY, 2019

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SECTION I - INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

22ND JANUARY 2019

The Polytechnic intends to Pre-qualify candidates for Provision of Asset Valuation and Tagging Services for the Year 2018-2020. Interested candidates shall obtain the Pre-Qualification document from the MNP Website, www.merunationalpolytechnic.ac.ke and the government tenders portal <http://tenders.go.ke>.

Applications for Pre-qualification must be submitted enclosed in plain sealed envelopes marked with the Pre-qualification Name and Reference Number and deposited in the tender box at **The Meru National Polytechnic** or to be addressed to **The Principal, The Meru National Polytechnic, P.O Box 111-60200 MERU** so as to be received **on or (before Tuesday, 5th February 2019 at 12:00 noon.**

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 qualified under this Pre-qualification process will be invited to tender.

Ian Mutwiri

Procurement Officer For:

Chief Principal

RE: PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF ASSET VALUATION AND TAGGING SERVICES

ISSUE OF TENDER DOCUMENT to prospective bidders

This form is to be completed by persons expressing interest on the above tender, this page is to be completed, scanned and a copy e-mailed to tenders@merunationalpolytechnic.ac.ke for recording and provision of any additional information in case of clarifications and/or addendum.

Firms that do not register their interest in this manner may not be sent the Tender addenda should any arise.

Name of Person: _____

Organization Name: _____

Address: _____

Tel No: _____

REQUIREMENTS FOR PRE-QUALIFICATION

a) Mandatory Requirements

Bidders must provide the following Information/documents

1. Letter of Application
2. The valuation firm should be a registered firm under the Valuers Pre-qualification Board (provide Certified proof of Pre-qualification);
3. Has been in the market for a period of not less than three (3) years;
4. At least have three (3) members of staff who are members of the Valuers Pre-qualification Board and have a good number of qualified and experienced personnel;
5. Certified Copy of Certificate of Registration / Incorporation;
6. Certified Copy of Tax Compliance Certificate;
7. Provide evidence from previous similar work experience (Attach Certified orders and contracts);
8. At least Three (3) Certified recommendation letters from previous clients for similar nature (Addressed to MNP)
9. Certified copy of Copies of Audited Accounts for the last two years (2016, 2017);
10. Company profile including Directors CV's;
11. Provide Location: Physical Address, Valid Postal Address and Telephone numbers both Landline and Mobile;
12. Provide valid e-mail address for online requests for quotation (when necessary).
13. Documents must be paginated/serialized and every page initialed by the applicant;
14. The document must be fully filled in all required spaces: and
15. Fully filled, stamped and signed Confidential Business Questionnaire (CBQ).

Applicants **MUST** attach copies of all the documents required. Bidders **MUST** meet all the mandatory requirements to qualify for Pre-qualification. Where certification is required **MUST** be done by **Commission of Oath or an advocate**.

MNP reserves the right to confirm the authenticity of all documents submitted by applicants. Any attempt by applicants to misrepresent themselves by submitting documents that are not genuine will amount to disqualification.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 General Instructions

- 2.1.1 You are requested to provide particulars for this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach it to this form.
- 2.1.2 The Polytechnic attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for pre-qualification.
- 2.1.3 The Polytechnic reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 2.1.4 All the information provided will be treated as confidential but will not be necessarily used as the only basis of registering or rejecting an applicant.
- 2.1.5 Copies of all relevant pre-qualification certificates, Tax Compliance Certificate, Licenses and other documents requested and other documents applicable to the line of business **MUST** be attached to the form.
- 2.1.6 Firms associated with employees of the Polytechnic are ineligible to apply for pre-qualification.
- 2.1.7 This form shall be typed or completed in legible **BLOCK LETTERS**.
- 2.1.8 Your Pre-qualification documents shall be submitted TAPE BOUND and properly page numbered. The Polytechnic shall not be responsible for Loss of documents not bound (loose).

2.1.9 Applicants will meet all costs associated with preparation and submission of their applications

2.1.10 It is MNP policy to require that Applicants to observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, MNP 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 an officer of the Purchaser/Employer in the Pre-qualification process; and

ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among candidates prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (MNP) of the benefits of free and open competition.

a) MNP will reject a candidate for Pre-qualification if it determines that a candidate has engaged in corrupt or fraudulent activities in competing for the contract in question;

b) MNP Will declare a candidate ineligible, for Pre-qualification if at any time it determines that candidate has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

c) MNP will have the right to examine financial records relating to the performance of such services to determine capability.

d) MNP will have the right to inspect the business premises of the candidate.

- e) MNP will declare a candidate ineligible for Pre-qualification if at any time it determines that candidate has no legal capacity to enter into a contract for the procurement.
- f) MNP will declare a candidate ineligible for Pre-qualification if at any time it determines that candidate is insolvent, in receivership, bankrupt or in the Process of being wound up and is not the subject of legal proceedings related to the foregoing.
- g) MNP will declare a candidate ineligible, for Pre-qualification if at any time MNP determines that candidate is related to an employee of the Polytechnic or a Member of the Council or Committee of the Polytechnic unless otherwise pre-declared to avoid conflict of interest.
- h) MNP Will declare a candidate ineligible for Pre-qualification if at any time, it determines that candidate has committed an offence relating to Procurement, has breached for procurement before by another public Company, has in procurement proceedings, given false information about its actions and has been blacklisted before by another public Entity.

2.1.11 Applicants **MUST** be aware of the provisions of Corrupt and Fraudulent Practices as spelt out in the Public Procurement and Assets Disposal Act 2015.

2.2 Scope of Pre-qualification

2.2.1 The Polytechnic intends to Register Suppliers for supply of goods, works and services as indicated in the Invitation for Pre-qualification Categories. It is expected that Pre-qualification of applications will be submitted to be received by the Polytechnic not later than **Tuesday, 5th February 2019 at 12.00 noon.**

2.2.1 Pre-qualification is open to eligible candidates as indicated in each Pre- qualification Numbers/Category under the Invitation for Pre-qualification.

2.3 Submission of Application

Applications for Registration must be submitted enclosed in plain sealed envelopes marked with the Registration Name and Reference Number and deposited in the tender box at **The Meru National Polytechnic** main reception or to be addressed to **The Principal, The Meru National Polytechnic, P.O Box 111-60200 MERU** so as to be received on or (before Tuesday, 5th February 2019 at 12 noon.

2.3.2 The name and mailing address of the applicant may be marked on the envelope.

2.3.3. All the information requested for Registration shall be provided in English language.

2.3.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification

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 On the Pre-qualification Requirements. 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.

2.4.2 Personnel capabilities. The applicant must demonstrate having suitably qualified personnel to carry out Supply and Delivery of goods, works and services applied for.

2.5 Updating Pre-qualification Information

2.5.1 Registered 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.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

LETTER OF APPLICATION

To: The Chief Principal,
The Meru National Polytechnic
P.O. BOX 111-60200
MERU.

Dear Sir,

We, the undersigned, offer to *PROVIDE ASSET VALUATION AND TAGGING SERVICES* in accordance with your Request for pre-qualification and hereby submit our application.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any application you receive.

We remain
Yours sincerely,

Authorized

Signature.....

..... Name and Title of

Signatory.....

... Name of

Applicant.....

.....

Address.....

.....

1. Indicate contacts of the following persons who may be contacted by MNP's authorized representatives 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

2. This application is made with the full understanding that:
 - (a) Bids by applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding.
 - (b) MNP reserves the right to:
 - Amend the scope and value of any contracts bid; 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 with reasons.

1. We confirm that if we bid, that bid, as well as any resulting contract, will be signed so as to legally bind all partners, jointly and severally.
2. 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 Individual)	For and on behalf of (name of Individual)

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS

1. NAME OF FIRST CLIENT

Name of Client

(organization).....

..... Address of Client

(Organization).....

. Name of Contact Person at the client

(organization)..... Telephone No. of

Client.....

..... Value of

Contract.....

..... Duration of Contract to

date).....

(Attach documental evidence of existence of contract)

2. NAME OF 2ND CLIENT (ORGANIZATION)

Name of Client

(organization).....

... Address of Client

(Organization).....

Name of Contact Person at the client

(organization)..... Telephone No. of

Client.....

..... Value of

Contract.....

..... Duration of Contract to

date).....

(Attach documental evidence of existence of contract)

3. NAME OF 3RD CLIENT (ORGANIZATION)

Name of Client

(organization).....

..... Address of Client

(Organization).....

. Name of Contact Person at the client

(organization)..... Telephone No. of

Client.....

..... Value of

Contract.....

..... Duration of Contract to

date).....

(Attach documental evidence of existence of contract)

LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or Arbitration resulting from contracts executed in the last five years or currently under Execution

Year	Award For or Against	Name of Client of litigation & Matters under Dispute	Disputed Amount

SECTION VI - STANDARD FORMS

Notes on completion of Standard Forms

Application Form 1 - **General information**

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format.

Application Form 2 - **General Experience Record**

This form is to be completed by all applicants. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.

Application Form 3 - **Personnel Capabilities**

This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm:	
2.	Head office address:	
3.	Telephone:	Contact:
4.	Fax:	E-mail:
5.	Place of incorporation/pre-qualification:	Year of incorporation/pre-qualification:

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant:

Annual turnover data (Security Printing only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

Provide letters of reference from at least five firms that you have worked for the last two years.

APPLICATION FORM (3)

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:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

PART 1

Business Name

.....

..... Location of business premises

..... Plot No.

..... Road/Street

..... Postal Address

..... Tel. No.

..... E-mail Address.

..... Fax No PIN No.

..... MNP Pre-qualification Code No. No. of Staff

Registered

.....

Pre-qualification Certificate No. (Please attach a

copy). Current Trade License No. VAT No.

..... Nature of business

.....

..... Volume (maximum value) of business which you can handle

at any one

time.....

..... Name of your bankers:

.....

Branch (Please attach a letter from
your banker to the effect). Account

No:..... **Payments will**

be done through Electronic Funds Transfer (EFT)

Do you have subsidiary companies? If yes,

Name

.....

..... Percentage shares:

.....

.....

PART II A: Sole Proprietor

Full Name

..... Age.....

..... Nationality

.....

..... Country of Origin

.....

..... Citizen

Details.....

..... **PART II B: Partnership**

Give details of partners as follows:

<u>NO.</u>	<u>NAME</u>	<u>NATIONALITY</u>	<u>SHARES</u>
1.
...
2.
...
3.
...
4.
...

DETAILS OF DIRECTORS

<u>NO.</u>	<u>NAME</u>	<u>NATIONALITY</u>	<u>AGE</u>	<u>GENDER</u>	<u>SHARES</u>
1.
2.
3.
4.

Name Date Signature
.....

Rubber Stamp..... Date
.....
.....

Tick (✓) where appropriate

WOMEN	
YOUTH	
PWD	
MAINSTREAM	

NOTE:

1. The Polytechnic shall disqualify a candidate who submits a document containing false information for purposes of qualification; such a candidate shall be blacklisted from the Polytechnics list of suppliers.
2. The Polytechnic may disqualify a candidate if it finds at any time that the information submitted concerning the qualifications of the candidate was materially inaccurate or materially incomplete.

3. All incomplete questionnaires shall be disqualified.
4. All spaces must be filled.