



# **MAASAI MARA UNIVERSITY**

## **REQUEST FOR PRE-QUALIFICATION**

**2017-2019**

**MMU/PQ/ /2017-2019: Supply & Delivery of .....**

.....

**The Vice Chancellor  
Maasai Mara University  
PO Box 861-20500 NAROK**

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## **SECTION A**

### **LETTER ON INVITATION**

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MAASAI MARA UNIVERSITY desires to engage the services of suitability qualified and experienced candidates under various assignments to be undertaken in the financial years 2017-2018 & 2018- 2019.

Consequently, The University invites you to submit your prequalification documents in accordance with the instructions to candidates.

The successful candidate will be selected under the selection procedure described in the prequalification document.

Please submit your sealed proposals, as detailed in this document, to:

The Vice Chancellor  
Maasai Mara University  
PO Box 861-20500  
NAROK

## MAASAI MARA UNIVERSITY PRE-QUALIFICATION TENDER NOTICE

**Maasai Mara University** is in the process of registering suppliers for the under listed goods, services and works for the period **1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2019**. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of items they wish to supply

<b>Category Number</b>	<b>Category Description</b>	<b>Eligibility</b>
MMU/PQ/1/2017-2019	Supply & delivery of general office stationery& rubber stamps	Special Group
MMU /PQ/2/2017-2019	Supply, delivery and installation of computer hardware & software, printers, tonners etc., data software.	Open
MMU /PQ/3/2017-2019	Supply & delivery of hardware materials, plumbing material ,paints and allied products	Open
MMU /PQ/4/2017-2019	Supply & delivery of building materials (building sand, hard core, ballast, quarry stones, murram etc.),	Open
MMU /PQ/5/2017-2019	Supply and delivery of timber and allied products	Open
MMU /PQ6/2017-2019	Supply & delivery of electrical items, fittings & electronics	Open
MMU /PQ/7/2017-2019	Supply & delivery of office & student's furniture e.g. Chairs, beds, tables etc.,	Open
MMU /PQ/8/2017-2019	Supply & delivery of office furnishings and fittings e.g. curtains, carpets, vertical blinders etc.	Open
MMU /PQ/9/2017-2019	Supply & delivery of students mattresses	Open
MMU /PQ/10/2017-2019	Supply & delivery of cleaning materials e.g. detergents ,brooms, mops etc.	Special Group
MMU /PQ/11/2017-2019	Supply & delivery of uniforms ,protective gear & other linen e.g. table clothes etc.	Special Group
MMU /PQ/12/2017-2019	Supply & delivery of petrol, diesel, oils, lubricants & cooking gas	Open
MMU /PQ/13/2017-2019	Supply & delivery of charcoal & firewood	Special Group
MMU /PQ/14/2017-2019	Supply & delivery of perishable foodstuff (fruits, vegetables, potatoes etc.)	Special Group
MMU /PQ/15/2017-2019	Supply & delivery of meat and allied products	Open
MMU /PQ/16/2017-2019	Supply & delivery of poultry and allied products	Special Group

MMU /PQ/17/2017-2019	Supply & delivery of fresh processed milk	Open
MMU /PQ/18/2017-2019	Supply & delivery of dry (non-perishable) foodstuff e.g. rice, maize flour, wheat flour ,sugar etc.	Special Group
MMU /PQ/19/2017-2019	Supply & delivery of cereals & grains (beans, Green grams, maize etc.)	Special Group
MMU /PQ/20/2017-2019	Supply & delivery of library books, journal & periodicals.	Open
MMU /PQ/21/2017-2019	Supply, Installation & Commissioning of structured cabling (IP) PABX, networking equipment.	Open
MMU /PQ/22/2017-2019	Supply & Delivery of Audio-Visual items e.g. LCD Projectors, PA systems Cameras etc.	Open
MMU /PQ/23/2017-2019	Supply, installation, testing & commissioning of security equipment e.g. CCTV cameras, walk through metal detectors, etc.	Open
MMU /PQ/24/2017-2019	Supply & delivery of human / Pharmaceutical drugs & dressings	Open
MMU /PQ/25/2017-2019	Supply & delivery of laboratory reagents, glassware & equipment's for the medical laboratory.	Open
MMU /PQ/26/2017-2019	Supply & delivery of laboratory reagents, glassware & equipment's for teaching Departments.	Open
MMU /PQ/27/2017-2019	Supply , delivery & installation of housekeeping , kitchen & laundry equipment (large & small)	Open
MMU /PQ/28/2017-2019	Supply & delivery of motor vehicle spare parts ,tyres , tubes & batteries	Open
MMU /PQ/29/2017-2019	Supply & delivery of games equipment ,sportswear & allied products	Open
MMU /PQ/30/2017-2019	Supply, Installation , testing & maintenance of water pumps, lawn mowers & allied items	Open
MMU /PQ/31/2017-2019	Supply & delivery of printed promotional materials, accountable documents & stationery e.g. envelopes, files etc.	Special Group
MMU /PQ/32/2017-2019	Supply & delivery of camping equipment's e.g. tents (all types & sizes) , binoculars etc.	Open
MMU /PQ/33/2017-2019	Supply, delivery, installation & service of Media Broadcast Equipment for both radio & television.	Open
MMU /PQ/34/2017-2019	Supply and servicing of Air conditioning units	Open
<b>PROVISION OF SERVICES</b>		
MMU /PQ/35/2017-2019	Provision of fumigation ,pest control and sanitary services	Open

MMU /PQ/36/2017-2019	Provision of garbage collection services	Special Group
MMU /PQ/37/2017-2019	Repair & maintenance of motor vehicles (panel beating, spray painting etc.	Open
MMU /PQ/38/2017-2019	Repair & maintenance of cold room and kitchen equipment's	Open
MMU /PQ/39/2017-2019	Repair & maintenance of generators	Open
MMU /PQ/40/2017-2019	Supply, delivery, installation & maintenance of firefighting equipment's	Open
MMU /PQ/41/2017-2019	Provision of graphic design, corporate branding, signage works, asset tagging and bar coding services.	Special Group
MMU /PQ/42/2017-2019	Provision of repairs & servicing of office equipment's e.g. photocopiers, printers, LCD screens & projectors etc.	Open
MMU /PQ/43/2017-2019	Provision of air ticketing & travel arrangements	Open
MMU /PQ/44/2017-2019	Provision of hire services for tents ,chairs, PA system, decoration etc. for events	Special Group
MMU /PQ/45/2017-2019	Provision of courier services	Open
MMU /PQ/46/2017-2019	Provision of insurance services	Open
MMU /PQ/47/2017-2019	Provision of human resource training, development services, ,consultancy services & capacity building	Open
MMU /PQ/48/2017-2019	Provision of consultancy services on environmental impact assessment & environmental audit	Open
MMU /PQ/49/2017-2019	Provision of property valuation services	Open
MMU /PQ/50/2017-2019	Provision of legal services	
MMU /PQ/51/2017-2019	Provision of land survey services	Open
MMU /PQ/52/2017-2019	Provision of consultancy services in waste management disposal	Open
MMU /PQ/53/2017-2019	Provision of minor works services; buildings, electrical, mechanical, civil, tile works, repainting. Landscaping, repairs and maintenance (registered building & civil contractors NCA 5 and below	Open
MMU /PQ/54/2017-2019	Provision of fabrication and welding services.	Open
MMU /PQ/55/2017-2019	Provision of office design and partitioning services	Open
MMU /PQ/56/2017-2019	Provision of building consultancy services (Architectural, Structural, Quantity Surveying, Landscaping, Electrical and Mechanical Works)	Open
MMU /PQ/57/2017-2019	Provision of energy audit services	Open
MMU /PQ/58/2017-2019	Provision of interior design services.	Open

Pre-qualification documents may be inspected and obtained from the procurement office situated at the main campus in Narok town during official working hours from 8.00 am - 5.00 pm local time from Monday to Friday except during lunch time, weekends and, public holidays. The documents can also be downloaded from the University website [www.mmarau.ac.ke](http://www.mmarau.ac.ke) at no cost

The Special groups are women, youth (from 18-35 years) and persons living with disabilities, they **MUST** show proof of registration by providing certificate of registration.

Completed pre-qualification documents enclosed in plain sealed envelopes clearly marked with ‘**Category No. and Category Description**’ as described in the Tender Notice should be addressed to:

**Vice Chancellor  
Maasai Mara University  
P.O Box 861 – 20500,  
NAROK**

**and**, be placed in the **Tender Box** situated at the entrance to the Senate Boardroom or sent by post / courier so as to reach the above address on or before **Tuesday 11<sup>th</sup> April 2017 at 11.00 AM**

Opening of the pre-qualification documents will be done publicly soon after closing time in the Main Hall in the presence of the bidders or their representatives who choose to attend.

## **SECTION B**

### **INSTRUCTIONS TO CANDIDATES**

#### **1 Introduction**

MAASAI MARA UNIVERSITY will select candidates among those that submit document, in accordance with the method of selection detailed under this section.

The candidates are invited to submit documents required for assignment applied for. In this Selection **procedure, the firm that attains the pass marks of 60 points out of 100 points specified in the criteria will be considered for prequalification.**

Pre-qualified candidates will be asked to give quotations for items required during the Financial year on "as **and when need arises**" basis

#### **Clarifications**

Clarifications on this Prequalification document may be requested before the submission date specified below.

The address for requesting clarifications is:

#### **Procurement officer**

**Maasai Mara University PO Box 861-20500 Narok**

**Tel: 0205131400**

Prequalification documents should be submitted in the following language (**English**

Prices must remain valid for **120** days after the submission date

Candidates must submit an original and **one** additional copy of each proposal: The prequalification submission address is:

**Maasai Mara University PO Box 861-20500 Narok**

Information on the outer envelope should also include:



**“PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2019”**

**DESCRIPTION:**

**MMU/PQ/ /2017-2019**

The Prequalification submission must be done not later than the date specified in the prequalification advertisement. The number of points to be given under each of the evaluation criteria is:

Supplier availability	20 Points
Supplier relevance & experience	30 Points
Supplier capability	25 Points
Legality of supplier business	25 Points

**Total points: 100 Points**

**Pass mark 60 Points**

**(The firm that attains the pass mark of 60 points out of 100 points will be considered for prequalification)**

## **SECTION B 11: CRITERIA FOR EVALUATION OF ALL SUPPLIERS**

The MAASAI MARA UNIVERSITY evaluation committee, as a whole, and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system as specified in this criteria.

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the Selection procedure described below is applied.

### **BII.1 PRELIMINARY EVALUATION CRITERIA**

**Firms that are not found to be responsive to the terms of reference will be eliminated at this stage.**

**The grounds for elimination of applicants at preliminary stage are listed below.**

1. Failure to submit the tender in the required format and failure to submit all the required documents.
2. Failure to authorize the tender through signing and officially stamping the Prequalification submission form by the person authorized to do so.
3. Failure to submit the number of copies required for submission of tender.
4. Failure to submit fully authorized and duly signed C.Vs of staff.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on items/goods or services which you don't deal in, not ever supplied /rendered.
7. If the firm is in a black list or debarment list from participating in Public Procurement.
8. If the firm has not renewed legal and statutory documents that are due for renewal at the time the tender is being submitted.
9. If the applicant is proved to have cheated in the documents that are submitted.

## **B II.2 EVALUATION CRITERIA (SELECTION PROCEDURE)**

**Candidates are requested to read this section carefully before filling in any information.**

### **B II.2.1 SUPPLIER AVAILABILITY 20 Points**

Name	(2 points)
Physical Address	(2 points)
Town/city	(2 points)
Street:	(2 points)
Floor	(2 points)
Door No.	(1 point)
Other Land Mark	(1 point)
Drawing/Map etc	(1 point)
Telephone Address	(1 point)
Fax No.	(2 points)
Email address	(2 points)
Website address	(1point)
Postal Address	(1 point)

**B II .2.2: SUPPLIER RELEVANCE & EXPERIENCE****30 Points**

Nature of Business related to the tender applied for

- ❖ Registration as a dealer/agent/core business
- ❖ Manufacturer/processor/maker

Usual Business transacted for the last 5 years

- ❖ Any one related worth Ksh. 500,000.00 or more (At least 5 assignments) **( 5 points)**
- ❖ Relevant Government or State Corporations tenders awarded for the last 5 years. **( 5 points)**
- ❖ Authentic recommendation by any two clients served in the last 1 year.

Rating

Excellent	<b>(5 points)</b>
Very Good	<b>(4 points)</b>
Good	<b>(3 points)</b>
Fair	<b>(2points)</b>
Poor	<b>(1point)</b>
Nil	<b>(0 point)</b>

**BII.2.3 SUPPLIER CAPABILITY****25 Points**

<input type="checkbox"/> TECHNICAL CAPABILITY	Competence & experience of key professional staff <b>( 5 points)</b>
<input type="checkbox"/> FINANCIAL CAPABILITY	Audited reports for the last 5 years <b>( 5 points)</b>

 TERMS OF CREDIT (TICK ONE)

CASH/CREDIT (TICK ONE)

**(1point)**

30 Days	<b>(2 points)</b>
60 Days	<b>(3 points)</b>
90 Days	<b>(4 points)</b>
Over 90 Days	<b>(5points)</b>

**B II.2.4 LEGALITY OF SUPPLIER BUSINESS**

**25 Points**

1. Mandatory registrations
2. Regulatory registrations

- a) Renewed Certificates, Registrations & Licenses **(5points)**
- b) Letters of Introduction from clients & testimonials **(5points)**
- c) Copy of PIN Card **(5points)**
- d) VAT Registration/Exemption **(5points)**
- e) Certificate of Tax compliance **(5points)**

**B III. SUPPLIER PERFORMANCE PROFILES**

**BIII.1 RATING OF TWO CLIENTS SERVED IN THE LAST ONE YEAR**

**(To be filled by the client)**

CLIENT No.	Name and full address of client	Category of goods or services rendered	Value in Kshs	Rating of the Supplier's services <b>(please tick)</b>
1				Excellent Very good Good Fair Poor

NAME OF OFFICER RECOMMENDING ON BEHALF OF THE CLIENT	
DESIGNATION	
SIGNATURE	
OFFICIAL STAMP AND DATE	

CLIENT No.	Name and full address of client	Category of goods or services rendered	Value in Kshs	Rating of the Supplier's services ( <b>please tick</b> )
2				Excellent  Very good  Good  Fair  Poor

NAME OF OFFICER RECOMMENDING ON BEHALF OF THE CLIENT	
DESIGNATION	
SIGNATURE	
OFFICIAL STAMP AND DATE	

**B III SUPPLIER LITIGATION HISTORY**

Case No.	Name of Respondent	Name of Applicant	Arbitrator	Outcome	Remarks
1					
2					
3					

NB: You may attach additional sheet using the above format.

**B. IV PREQUALIFICATION STANDARD FORMS**

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These forms shall include

- a) Prequalification submission form
- b) Format for submission of Supplier’s references at least 3 No. last 5 years.
- c) Format of curriculum vitae (CV) for staff to be involved in the tender.

**B. IV.1 PREQUALIFICATION SUBMISION FORM**

Date \_\_\_\_\_

To: \_\_\_\_\_

[Name and address of client] Ladies/Gentlemen:

We, the undersigned, submit our prequalification form for \_\_\_\_\_

I n accordance with

\_\_\_\_\_ [Title of prequalification]

Request for Prequalification No.....

[Tender Number]

Dated \_\_\_\_\_ and our proposal. We are hereby submitting our Prequalification documents, which includes the following attachments:

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



Our Price list as submitted by us shall be binding upon us up to expiration of the validity period specified in the instructions to Candidates.

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

We remain,

Yours sincerely,

\_\_\_\_\_ [ Authorized Signature]

\_\_\_\_\_ [ Name and Title of Signature]

\_\_\_\_\_ [ Name of Applicant]

\_\_\_\_\_ [ Address]

**B.IV.2          FORMAT FOR SUBMISSION OF CANDIDATES’S REFERENCES**

**Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualification**

Using the format below, provide information on each assignment for which you either individually as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country	
Name of Client	

Address
Start Date (Month/Year): Completion Date Approx. Value Of Services (Kshs) (Month/Year):
Narrative Description of assignment
Description of Actual services Provided

Supplier's Name: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

**B. IV.3 FORMAT OF CURRICULUM VIATE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT**

**Proposed Position:**

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**Name of Staff:**

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**Profession:**

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**Date of Birth:**

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**Years with firm:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

[Give an outline of staff member's experience and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

**EDUCATION:**

[Summarize college/University and other specialized education of staff member, giving names of schools, dates attended and degree (obtained)]

---

**EMPLOYMENT RECORD:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments]

**CERTIFICATION:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience \_\_\_\_\_ Date \_\_\_\_\_  
[Signature of staff member)

\_\_\_\_\_ Date; \_\_\_\_\_

[Signature of authorized representative of the supplier]  
Full name, address and contact numbers of staff Member

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Full name, address and contact numbers of authorized representative:

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**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or whichever applies 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; Country/Town.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....

Nature of Business.....

Current Trade Licenses No.....Expiring date.....

Maximum value of business which you can handle at any time: K pound.....

Nature 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:

	<b>Name in full</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1	.....			
2	.....			
3	.....			

I certify that the information above is correct. Full name and designation of authorized signatory.

.....

Date.....Signed.....