



MINISTRY OF ENERGY

KENYA NUCLEAR ELECTRICITY BOARD (KNEB)

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS

**SUPPLY OF GOODS, SERVICES & WORKS FOR THE FINANCIAL YEARS
2017/2018**

TENDER NO. KNEB/...../...../2017/2018.

CATEGORY NO.....

CLOSING DATE:

CLOSING DATE: MONDAY 12TH JUNE, 2017 AT 10.30 A.M

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TENDER NOTICE**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS & SERVICES -
KNEB/PO/01/2017**

The Kenya Nuclear Electricity Board invites applications for Pre-qualification/Registration of Suppliers from interested eligible bidders for supply of one or more of the under-listed goods and services for the year 2017/2018.

CATEGORY A- SUPPLY OF GOODS		
NO	ITEM DESCRIPTION	ELIGIBILITY
KNEB/01/2017/2018	Supply of General Office stationery	YWPD
KNEB/02/2017/2018	Supply of Office Equipment	
KNEB/03/2017/2018	Supply of Office Furniture	
KNEB/04/2017/2018	Printing and Supply of Promotional / Branding Materials and Services	
KNEB/05/2017/2018	Supply and Maintenance of Fresh Office Flowers and Potted Plants	
KNEB/06/2017/2018	Supply of Fresh Milk	
KNEB/07/2017/2018	Provision of Cleaning Services.	
KNEB/08/2017/2018	Service and Maintenance of Window Cleaning (Craddle)	
KNEB/09/2017/2018	Supply of Computer hardware and Allied Accessories	
KNEB/10/2017/2018	Telecommunication, Equipment, Spares & Accessories	
KNEB/11/2017/2018	Library Books & Materials.	
KNEB/12/2017/2018	Bottled Mineral Water and other packaged Beverages	
KNEB/13/2017/2018	Supply of Software and Associated licenses (Windows, Microsoft Office, SPSS, Antivirus, DMS, Adobe, Pastel, Memory Soft, etc)	
KNEB/14/2017/2018	Supply of general office equipment,Furniture and fitting,chairs,cabinets,safes,partitioning	
CATEGORY B: PROVISION OF SERVICES		
KNEB/15/2017/2018	Installation of Alarm System and Access Control	OPEN
KNEB/16/2017/2018	Provision of Manned guarding services	
KNEB/17/2017/2018	Repair and Maintenance of Buildings, e.g. Plumbing,	

	Painting, Renovations, Electrical, Masonry.	OPEN
KNEB/18/2017/2018	Provision of filming & media coverage services	
KNEB/19/2017/2018	Supply and Maintenance of Firefighting Equipment.	
KNEB/20/2017/2018	Air Travel Agency Services	
KNEB/21/2017/2018	Provision of Asset Tag Services	
KNEB/22/2017/2018	Provision of Taxi and Car Hire Services	
KNEB/23/2017/2018	Repairs, Service and Maintenance of Motor Vehicles	
KNEB/24/2017/2018	Repair and Maintenance of Office Equipment e.g. Photocopiers, Faxes.	
KNEB/25/2017/2018	Repair and Maintenance of Computers, Servers and Computer Accessories, internet service connectivity	
KNEB/26/2017/2018	Maintenance of PABX Machine, & related Telecommunication equipment	
KNEB/27/2017/2018	Provision of Hotel, Conference and Accommodation services	
KNEB/28/2017/2018	Provision of Legal Services.	
KNEB/29/2017/2018	Provision of Motor Vehicle tracking Devices.	
KNEB/30/2017/2018	Fumigation and Pest Control Services.	
KNEB/31/2017/2018	Provision of Training and Capacity Building Services	
KNEB/32/2017/2018	Cash in Transit Services.	
KNEB/33/2017/2018	Provision of production of documentaries, TV and Radio infomercials	
KNEB/34/2017/2018	Provision of staff surveys e.g Work environment, employee satisfaction	
KNEB/35/2017/2018	Provision of Electrical Services, Electrical fittings & Accessories	

Interested bidders may view the above pre-qualification documents from the KNEB website (<http://www.nuclear.co.ke>) or at KNEB Procurement Office at KAWI House on 2nd Floor, Rd Cross Rd off Popo Road. Interested and eligible applicants are required to download the prequalification documents from the website free of charge or obtain them from the Procurement Office during normal working hours upon payment of a non-refundable fee of **Ksh.1,000/-** per set of documents payable in cash, at KNEB's Cash office.

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelope;

KNEB/001/2017-2018 FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2017-2018:

CATEGORY.....ITEM NO.....ITEM DESCRIPTION.....and addressed to:

TO: Ag.Chief Executive Officer

Kenya Nuclear Electricity Board

P.O. Box 26374-00100

NAIROBI

Should be deposited in the Tender Box situated at the KAWI House, 2nd Floor so as to be received on or before Monday **12th June, 2017 at 10:30 am**. Tenders will be opened immediately thereafter, at 10.30 am in the Board Room situated at the 4th Floor.

Canvassing will lead to automatic disqualification.

RICHARD C.BII

FOR: CHIEF EXECUTIVE OFFICER

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kenya Nuclear Electricity Board referred to as the Board would like to invite interested candidates who must qualify by meeting the set criteria as provided by the KNEB to perform the contract of supply and delivery or provision of goods and services to the Board.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Board as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Register of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-qualification documents to Executive Chairman Kenya Nuclear Electricity Board so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/Institutions similar size and complexity.

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Distribution of pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach;

**AG. CHIEF EXECUTIVE OFFICER
KENYA NUCLEAR ELECTRICITY BOARD
NAIROBI**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Executive Chairman, Kenya Nuclear Electricity Board whose address is given in par 1.7

1.9 Additional Information

The KNEB reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by KNEB after scoring more than 70% points after completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

Custom Clearance

The Contractor shall be responsible for custom clearance of their imported goods and materials.

Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Executive Chairman or Tender Committee. Prices quoted should be inclusive of all delivery charges.

Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

All the documents that form part of the proposal must be written in English and in indelible ink.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by KNEB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of KNEB they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize Supply and delivery of items, or service at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 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.

3.3.4 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. Data to be

filled/provided on form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the Board reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/incorporation/Memorandum and Articles of association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Pre-qualification Criteria

1		PRELINARY	TO FULL COMPLY
	a)	Copy of registration/incorporation certificates	Mandatory
	b)	Copy of VAT registration certificate	Mandatory
	c)	Copy of Tax compliance certificate	Mandatory
	d)	Copy of KRA PIN	Mandatory
	e)	Copy trade license	Mandatory
2.		FORM PQ 1 PREQUALIFICATION	
	a)	Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (for all civil/works contractors).	

	b)	attach evidence of having taken all the Insurance covers (Transport Hire firms must)	
3		FORM PQ2- REGISTRATION APPLICATION	
	a)	Name of the Company/firm/supplier	5 Marks
	b)	E-mail address	5 Marks
	c)	Postal address	5 Marks
	d)	Mobile No./telephone	5 Marks
4.		FORM PQ3-SUPERVISORY PERSONNEL (must be filled accordingly)	15 Marks
5		FORM PQ4 – FINANCIAL POSITION & TERMS OF TRADE	
	a)	Audited & certified financial statements(Special groups exempted)	8 Marks
	b)	At least 2 reference from the applicant’s bankers regarding suppliers credit position	5 Marks
	c)	Credit period (not less than 30 days)	2 Marks
6.		FORM PQ5 – CONFIDENTIAL BUSINESS QUESTIONNAIRE (must be filled accordingly)	15 Marks
7.		FORM PQ6 – PAST EXPERIENCE	
	a)	At least 5 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed)	20 Marks
	b)	signed contracts/LPOs/LSOs (prove of a. above)	3 Marks
	c)	Acceptance certificates/completion certificates (prove of a. above)	3 Marks
	d)	Attach at least 3 recommendation letters each from a different client	3 Marks
8.		FORM PQ7 – LITIGATION HISTORY (must be filled accordingly)	3 Marks
9.		FORM PQ8 – SWORN STATEMENT (must be filled accordingly)	3 Marks
10		TOTAL MARKS	100

FORM PQ-1 PRE-QUALIFICATION

All firms must provide:-

1. Copies of Certificate Of registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Current Trade license.
6. Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities **(for all civil/works contractors)**.
7. Letter of recommendation from previous organizations served.
8. A profile of the owners or shareholders.
9. Air Travel firms must be registered with IATA and any other relevant bodies.
10. Practicing Certificate for all professionals.
11. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
12. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
13. E-mail Contacts – a valid and active e-mail address.
14. A copy of Tender fee receipt must be attached.

FORM PQ-2 PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply

(Name of Company/Firm-Compulsory) for registration as supplier (s) of

(Item Description).....

(Category)

E-mail address.....

(Compulsory)

Post Office Address

(Compulsory)

Town

Street

Name of building

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....

(Compulsory)

Full Name of applicant

(Compulsory)

Other branches Location

ORGANIZATION & BUSINESS INFORMATION

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present Management since

Net worth equivalent Kshs

Bank reference and address

Bonding company reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

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

Competitors

Indicate terms of trade/sale

Note – *Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified*

PQ-3 SUPERVISORY PERSONNEL

Name Age

.....

Academic Qualification

University

Post Graduate

Diploma

High School

Professional Qualification

(Attach copies of certificates if any)

Length of service with contractor or supplier position held

(Attach copies of certificates of key personnel in the organization and professional)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach copies of firm’s two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(compulsory)**

(2) Attach letters of reference from the bankers regarding supplier’s credit position.

(Compulsory)

(3) State Credit period (minimum proposed is 30 days).....

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall automatically be disqualified)

Note – *Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.*

FORM PQ-5 5 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 applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>
	<p>Part 2 (b) Partnership</p>

Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
1.
1
2
3

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

– Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date Seal/Signature of Candidate

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)

1.

- 1) Name of clients (Organization)
- 2) Address of client (Organization)
- 3) Name of contact person at the client (Organization)
- 4) Telephone No. of client
- 5) Value of contract
- 6) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs ii. acceptance certificates/completion certificates**
(Compulsory)

2.

- 7) Name of clients (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization) 10)
- Telephone No. of client 11)
- Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs ii. Acceptance certificates/completion certificates**
(Compulsory)

3.

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client

17) Value of contract

18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
 - ii. Acceptance certificates/completion certificates**
- (Compulsory)***

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client ***(compulsory)***

FORM PQ-7

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 AND CAUSE OF LITIGATION AND MATTER DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM PQ-8

SWORN STATEMENT

Having studied the pre-qualification information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No... **Supply/Provision of**
.....

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

NOTE:

- 1. Kindly note that evaluation will be based on the above mentioned requirements. Firms that attain a pass mark of 70 shall be registered in the list of suppliers.
- 2. The mandatory requirements must be met in order to qualify for the technical evaluation