



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)**

Telposta Towers (25<sup>th</sup> Floor)  
P.O. Box 15745-00100  
**NAIROBI, KENYA**

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**TENDER NO. CDACC/T/001/2018-2019**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/ CONTRACTORS  
FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR 2018/2019  
FINANCIAL YEAR**

**FIRM'S NAME:** .....

**CATEGORY NO. :** .....

**PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2018/2019**

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## TENDER NOTICE

### A. PREQUALIFICATION OF SUPPLIERS/ CONTRACTORS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2018/2019: TENDER NO. CDACC/T/001/2018-2019

**TVET Curriculum Development, Assessment and Certification Council (TVET CDACC)** is in the process of pre-qualifying Suppliers/Contractors for the supply/provision of various Goods, Works and Services for the financial year ending **30<sup>th</sup> June 2019**.

Interested and eligible Suppliers/Contractors specializing in the various categories of supply/provision of goods and services mentioned here below are invited to apply for pre-qualification:-

<b>A. SUPPLY OF GOODS</b>		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBLE GROUP
CDACC/PRE/01/2018-2019	Supply and delivery of general office stationery.	AGPO
CDACC/PRE/02/2018-2019	Supply and delivery of computers, laptops, printers and related accessories, Supply of audio-visual equipment, projectors, projector screens, white board and related items.	Open
CDACC/PRE/03/2018-2019	Supply and delivery of general office equipment, office furniture and fittings	Open
CDACC/PRE/04/2018-2019	Supply and delivery of newspapers, magazines, periodicals and publications.	AGPO
CDACC/PRE/05/2018-2019	Supply and delivery of calling cards e.g Safaricom, Airtel, Telkom and Yu scratch cards.	AGPO
CDACC/PRE/06/2018-2019	Supply and delivery of staff uniform, protective gear and clothing.	AGPO
CDACC/PRE/07/2018-2019	Supply and delivery of cleaning materials e.g soaps, detergents and disinfectants.	AGPO
CDACC/PRE/08/2018-2019	Supply and delivery of tyres, tubes and batteries.	Open
<b>B. PROVISION OF SERVICES</b>		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBLE GROUP
CDACC/PRE/09/2018-2019	Provision of printing services e.g brochures, folders, booklets and other promotional materials e.g shirts, caps etc	AGPO
CDACC/PRE/10/2018-2019	Provision of printing services – Cards/Certificates	AGPO
CDACC/PRE/11/2018-2019	Provision of printing services – Occupational Standards, Curriculum, Learning Materials etc	Open
CDACC/PRE/12/2018-2019	Provision of corporate branding, communication and marketing services	Open
CDACC/PRE/13/2018-2019	Provision of travel agency services, air-ticketing and travel arrangements – <b>IATA registered only</b>	Open
CDACC/PRE/14/2018-2019	Supply, delivery and installation of CCTV equipment and services	Open
CDACC/PRE/15/2018-2019	Provision of engraving and marking of Council Assets	AGPO
CDACC/PRE/16/2018-2019	Provision of Pest control Fumigation Services	AGPO
CDACC/PRE/17/2018-2019	Provision of Cleaning Services	Open
CDACC/PRE/18/2018-2019	Provision of Security Guard Services	Open
CDACC/PRE/19/2018-2019	Provision of insurance services for Council assets eg motor vehicles	Open

CDACC/PRE/20/2018-2019	Provision of Tracking service to Motor Vehicles.	Open
CDACC/PRE/21/2018-2019	Provision of insurance services medical covers	Open
CDACC/PRE/22/2018-2019	Provision of maintenance services for office equipment eg computers, printers, photocopiers	AGPO
CDACC/PRE/23/2018-2019	Provision of IT security solutions	AGPO
CDACC/PRE/24/2018-2019	Provision of Software designs and training services for Council's Database	AGPO
CDACC/PRE/25/2018-2019	Provision of repair and maintenance services for motor vehicles ( <b>Approved Garages to attach certificate or letter of approval</b> )	Dealers & Approved Garages
<b>C. CONSULTANCY SERVICES</b>		
<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	
CDACC/PRE/26/2018-2019	Provision of Consultancy services for Editing of TVET CDACC Documents	Open
CDACC/PRE/27/2018-2019	Provision of Consultancy services for Development of Competency Based Education Training (CBET) Curriculum	Open
CDACC/PRE/28/2018-2019	Provision of Consultancy services for Development of CBET Assessment tools	Open
CDACC/PRE/29/2018-2019	Provision of Consultancy services for Development of Occupational Standards	Open
CDACC/PRE/30/2018-2019	Provision of Consultancy services for Development of Learning materials	Open

The Pre-qualification/Registration of suppliers/contractor(s) documents detailing relevant terms and conditions may be obtained at **No cost from the Organization's website** [www.tvetcdacc.go.ke](http://www.tvetcdacc.go.ke)

Duly completed Pre-qualification/Registration documents in plain sealed envelopes clearly marked with the **Tender Number** and **Pre-qualification Category No.** should be mailed or deposited in the Tender Box provided on the 25<sup>th</sup> floor Telposta Towers, Uhuru Wing, addressed to:-

**The Chief Executive Officer,  
TVET Curriculum Development, Assessment and Certification Council (TVET CDACC)  
P. O. Box 15745-00100,  
Nairobi.**

so as to be received on or before **15<sup>th</sup> August, 2018 at 10:00am East African Time.** Applications/tenders will be opened immediately thereafter at the Board Room on the 25<sup>th</sup> floor Telposta Towers, Uhuru Wing, in the presence of candidates or their representatives who may wish to attend.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

The Organization reserves the right to accept or reject any application/tender in whole or in part without giving reason(s) for its decision.

Head, Supply Chain Management  
**FOR: CHIEF EXECUTIVE OFFICER**

## **1.0 PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

**TVET Curriculum Development, Assessment and Certification Council (TVET CDACC)** would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery of goods and provision of services to the government.

### **1.2 Project Object**

The main objective of this part is to pre-qualify for supply and delivery of assorted items and also provide services under relevant tender categories in TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) as and when required during the financial period ending **30<sup>th</sup> June, 2019**.

### **1.3 Invitation of Pre-Qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Chief Executive Officer, TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The Client requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar item(s)/services to Government institutions of 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 To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

### **1.7 Distribution of Pre-qualification Documents**

**Completed pre-qualification data and other requested information shall be submitted so as to reach:-**

**The Chief Executive Officer,  
TVET CDACC  
P.O. Box 15745 -00100  
NAIROBI.**

**Telephone No: 254-020-2217210  
Not later than 10:00am (Local time) on 15<sup>th</sup> August, 2018**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to, The Chief Executive Officer, attention to the Head, Supply Chain Management Services, whose address is given in paragraph 1.7 above.

## **1.9 Additional Information**

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

## **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring more than **70 points**, soon after the completion of the pre-qualification process.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on imported materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### **2.2 customs clearance**

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

### **2.3 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 and on the authority of the client's accounting officer or tender.

### **2.4 payments**

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

## **3.0 PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 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 application for the specific category.

**3.1.1** 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 ink.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) 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.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of TVET Curriculum Development Assessment and Certification Council (TVET CDACC) 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.

### **3.3 Essential Criteria for Pre-qualification**

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

(b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

The names and pertinent information and CVs 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 Candidate's financial status will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's/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**

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

### 3.5 Withdrawal of Prequalification

Should a condition arise between the time the 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 Government reserves the right to reject the tender from such a bidder even though he was 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.

**Mandatory** - Copy of current business license and Registration (by registrar of companies) in fields applied for

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

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Confidential Business Questionnaire	PQ-5	20
6. Past Experience (not required for AGPO firms)	PQ-6	10
7. Sworn Statement	PQ-8	10
<b>TOTAL</b>		<b>100</b>

3.8 The qualification shall be 70 points and above.



## **FORM PQ-1 REGISTRATION DOCUMENTS**

All firms **MUST** provide:-

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of Certificate from the relevant Regulatory Body

# FORM PQ-2

All firms **MUST** fill and stamp the following form;

## PRE-QUALIFICATION DATA

1. Types of Businesses.....  
Legal name of firm.....  
Post office address.....  
Street and Address.....  
City.....  
Country .....
2. Organization & Business Information.....  
General Manager.....  
Directors.....  
Others.....  
Partnership (if applicable).....  
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

# FORM PQ-3

## SUPERVISORY PERSONNEL

All firms **MUST** give the following details;

Name of director/manager .....  
Academic qualification.....  
Professional qualification.....  
Length of service with contractor or supplier position held .....  
.....  
.....

### Construction/or service experience

- a) Name of project.....
- b) Character and nature of project.....
- c) Contract value.....
- d) Location of project.....
- e) Period of project.....
- f) Title and responsibility in project.....  
.....
- g) Other.....

### Proposed Technical Personnel

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....
- (g) .....

Proposed position in this project if contract is awarded.....  
.....

**FORM PQ-4**

**FINANCIAL POSITION**

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

# FORM PQ-5

All bidders **MUST** complete and stamp the confidential business questionnaire;

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) Or 2 (c) whichever applies in 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.....  
Plot No.....Street/Road.....  
Postal Address.....Tel No.....  
Nature of Business.....  
Current Trade Licence No.....Expiry date.....  
Maximum value of business which you handle at any one time K£.....  
Name of your bankers.....Branch.....  
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

### Part 2 (a) – Sole Partnerships:

Your name in full.....Age.....  
Nationality.....Country of origin.....  
Citizenship details.....

### Part 2 (b) – Partnership:

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

### Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

**Give details of all directors as follows:-**

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Signature .....Date& Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

**FORM PQ-6: PAST EXPERIENCE**

**(This section is mandatory only to non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)**

**LIST NAMES OF AT LEAST FIVE (5) CLIENTS  
(Give the contacts of the organization).**

**FORM PQ-7: LITIGATION HISTORY**

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Please indicate if no litigation history to qualify in this section.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)



**FORM PQ-8: SWORN STATEMENT**

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

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotation as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

**FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS**

**Physical &Postal Address**

Box No.....  
Building.....  
Road /Street .....  
Date:.....

To: The Chief Executive Officer

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

**NAIROBI**

Dear Sir,

**ELECTRONIC FUNDS TRANSFER DETAILS**

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier : .....  
Bank and branch : .....  
Bank and Branch Code : .....  
Bank Account Number : .....  
Pin Number (Tax) : .....  
VAT Number (Tax) : .....  
Valid Email Address of Supplier : .....  
Contact Person.....  
Company Registration No.....

The following certificates are hereby attached:-

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:.....

Signature:.....

Name of Company Secretary

Name of Director:.....

ID/No.....

ID/No.....

Affix Company Seal Here