



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

Absa Towers (10th Floor)
P.O. Box 15745-00100
NAIROBI, KENYA

Loita Street
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TENDER NO. CDACC/T/001/2023-2024

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEARS 2023/2024 – 2024/2025

FIRM'S NAME:

CATEGORY NO. :

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR 203/2024 and 2024/2025

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SECTION I - INVITATION FOR REGISTRATION

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC) INVITATION FOR REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023/2024 and 2024/2025: TENDER NO. CDACC/T/001/2023-2024

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) is a body corporate established under the Technical and Vocational Education and Training Act No. 29 of 2013, Article 44 (1) to undertake design and development of Curricula for training institutions, examination, assessment and competence certification. It intends to enhance the list of registered suppliers by pre-qualifying and registering Suppliers and service providers for the provision of Goods, Works and Services for the financial years 2023/2024 and 2024/2025.

Interested and competent firms specializing in the provision of goods and services in the categories mentioned here below are invited to apply for pre-qualification/registration.

A. SUPPLY OF GOODS			
S/No	PRE- QUALIFICATION CATEGORY NO.	ITEM DESCRIPTION	ELIGIBLE GROUP
1	CDACC/PRE/01/2023-2025	Supply and delivery of general stationery items.	AGPO
2	CDACC/PRE/02/2023-2025	Supply and delivery of desktop computers, laptops, printers (Medium and Heavy Duty) and related accessories, servers and related accessories, Supply of audio-visual equipment, projectors, projector screens, white board and related items.	Open
3	CDACC/PRE/03/2023-2025	Supply and delivery of general office equipment, office furniture and fittings	Open
4	CDACC/PRE/04/2023-2025	Supply and delivery of newspapers, magazines, periodicals and publications.	AGPO
5	CDACC/PRE/05/2023-2025	Supply and delivery of calling cards e.g. Safaricom, Airtel and Telkom scratch cards.	AGPO
6	CDACC/PRE/06/2023-2025	Supply and delivery of staff uniform, protective gear and clothing.	AGPO
7	CDACC/PRE/07/2023-2025	Supply and delivery of cleaning materials e.g soaps, detergents and disinfectants.	AGPO
8	CDACC/PRE/08/2023-2025	Supply and delivery of tyres, tubes and batteries.	Open
9	CDACC/PRE/09/2023-2025	Supply of Secure paper (with several security features) – Transcript/Certificates	Open
B. PROVISION OF SERVICES			
	CATEGORY NO.	ITEM DESCRIPTION	
10	CDACC/PRE/10/2023-2025	Provision of printing services e.g brochures, folders, booklets and other promotional materials e.g shirts, caps etc	AGPO
11	CDACC/PRE/11/2023-2025	Provision of printing services – Occupational Standards, Curriculum, Learning Materials etc	Open
12	CDACC/PRE/12/2023-2025	Provision of Printing Services (Printing of Transcripts and Certificates)	Open

13	CDACC/PRE/13/2023-2025	Provision of corporate branding, communication and marketing services	Open
14	CDACC/PRE/14/2023-2025	Provision of travel agency services, air-ticketing and travel arrangements – IATA registered only	Open
15	CDACC/PRE/15/2023-2025	Provision of engraving and marking of Council Assets	AGPO
16	CDACC/PRE/16/2023-2025	Provision of Pest control Fumigation Services	AGPO
17	CDACC/PRE/17/2023-2025	Provision of Cleaning Services	Open
18	CDACC/PRE/18/2023-2025	Provision of Security Guard Services	Open
19	CDACC/PRE/19/2023-2025	Provision of insurance services for Council assets eg motor vehicles	Open
20	CDACC/PRE/20/2023-2025	Provision of Tracking service to Motor Vehicles.	Open
21	CDACC/PRE/21/2023-2025	Provision of insurance services medical covers/WIBA	Open
22	CDACC/PRE/22/2023-2025	Provision of maintenance services for office equipment eg computers, printers, photocopiers	AGPO
23	CDACC/PRE/23/2023-2025	Provision of maintenance services for office furniture and fittings.	AGPO
24	CDACC/PRE/24/2023-2025	Provision of Legal services	Open
25	CDACC/PRE/25/2023-2025	Provision of Development of ICT Systems, Software Designs and Security related solutions	Open
26	CDACC/PRE/26/2023-2025	Provision of repair and maintenance services for motor vehicles (Approved Garages to attach certificate or letter of approval)	Dealers & Approved Garages
C. CONSULTANCY SERVICES			
	CATEGORY NO.	ITEM DESCRIPTION	
27	CDACC/PRE/27/2023-2025	Provision of Consultancy services for Editing of TVET CDACC Documents	Open
28	CDACC/PRE/28/2023-2025	Provision of Consultancy services for Development of Learning Guides/Materials	Open
29	CDACC/PRE/29/2023-2025	Provision of Consultancy services for Development of Digital Content	Open
30	CDACC/PRE/30/2023-2025	Provision of Professional services for Development of Assessment Tools – (Registered Trainers)	Registered and Accredited trainers

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

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 10th floor Absa Towers, Loita Street, 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 **15th August, 2023 at 10:00am East African Time.** Applications/tenders will be opened immediately thereafter at the Board Room on the 10th floor Absa Towers, Loita Street, 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

SECTION II - INSTRUCTIONS TO CANDIDATES

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 **30th June, 2025**.

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: 254-777172002
Not later than 10:00am (Local time) on 15th August, 2023**

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) may be made available only to those bidders whose qualifications are accepted by Government after scoring more than **75 points**, soon after the completion of the pre-qualification process depending on the organization's needs from time to time.

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.

SECTION III - 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 Qualification 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
TOTAL		100

3.8 The qualification shall be 75 points and above.

SECTION IV - LETTER OF APPLICATION FORM

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 by on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers 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.

MANDATORY REGISTRATION DOCUMENTS

All firms **MUST** provide:-

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

SECTION III - LETTER OF APPLICATION

Date

To:

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

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 registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Prequalification category No. and description)

S/NO	PREQUALIFICATION CATEGORY	ITEM/SERVICE DESCRIPTION

2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant’s legal status- Valid KRA Tax Compliance Certificate.
 - (b) the principal place of business (Business permit) and
 - (c) the certification 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).
 - (d) details of the ownership of the firm (Attach CR 12)
 - (e) valid YAGPO Certificate for reservation groups.
 - (f) bank account details.
 - (g) official contacts (Email address, Telephone Number, Postal Address etc.)
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 yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

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

Contact Information Enquiries	
Name of Contact Person:	Telephone 1
Email Address:	Telephone 2

5. This application is made with the full understanding that:

(a) bids by registered applicants will be subject to verification of all information submitted for Registration 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 registered bidders who meet the revised requirements; and
- reject or accept any application, cancel the Registration 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.

6. 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)

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:-

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

SignatureDate& 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/quotations 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