



**PU/PRQ/18-20**

**PRE-QUALIFICATION OF SUPPLIERS FOR  
GOODS, WORKS AND SERVICES FOR THE  
FINANCIAL YEARS 2018/2019 & 2019/2020**

**CLOSING DATE: MONDAY 12<sup>TH</sup> FEBRUARY, 2018 AT 11:00 A.M.**

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## **INTRODUCTION**

### **PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2018/2019 & 2019/2020**

Pwani University invites prospective bidders to submit applications to be pre-qualified for the supply of various goods & services for the financial years 2018/19 & 2019/20. Enterprises owned by Youth, Women and Persons with disability are also invited to participate by downloading the pre-qualification document from the University's website and complying with the requirements.

All bidders are requested to view and download the pre-qualification document posted in the University's website ([www.pu.ac.ke](http://www.pu.ac.ke)) under information center.

Please note that the document will not be available from any of the University's administrative offices. Vendors who are not in the reserved group and were previously prequalified with the University must apply afresh.

Head of Procurement

**FOR: VICE CHANCELLOR**

## **SECTION I - INVITATION FOR PRE-QUALIFICATION (IFP)**

**Tender No. PU/PRQ/01/18-20**

**Tender Name: PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2018/2019 & 2019/2020**

1. **PWANI UNIVERSITY** intends to pre-qualify candidates for the supply of the following goods and services.

<b>CODE</b>	<b>CATEGORY NAME</b>
<b>GOODS</b>	
PU/PRQ/01/18-20	Supply & Delivery of Printed Accountable Stationery, Teaching Booklets & General Printing Services
PU/PRQ/02/18-20	Supply & Delivery of General Office Stationery, Computer Stationery and Consumables
PU/PRQ/03/18-20	Supply & Delivery of Library Books and Periodicals
PU/PRQ/04/18-20	Supply & Delivery of Office Furniture, Furnishings, Blinds, Partitioning and Related Fittings
PU/PRQ/05/18-20	Supply, Delivery, Installation, Commissioning & Maintenance of Telecommunication Equipment, PABX Systems, 2-Way Communication radios, Repeaters, lattice masts and related equipment
PU/PRQ/06/18-20	Design, Printing & delivery of Promotional, communication & Corporate branded material
PU/PRQ/07/18-20	Design & Security printing of Certificates
PU/PRQ/08/18-20	Supply, delivery, commissioning & maintenance of Copier printers, Machine spare parts and related consumables
PU/PRQ/09/18-20	Supply, delivery, commissioning, servicing & maintenance of Air Condition Equipment and Cold Room Equipment
PU/PRQ/10/18-20	Supply, Delivery, Installation & Commissioning of Solar Panels, Solar Lighting Units, Charge Controllers, Inverters, Solar Batteries and related solar accessories
PU/PRQ/11/18-20	Supply and Delivery of Hardware, Building Materials and Paints
PU/PRQ/12/18-20	Supply and Delivery of Basic Electrical material and Related Components
PU/PRQ/13/18-20	Supply, Delivery, Installation & Commissioning of Heavy Electrical Equipment, Generator Parts, Servicing and Related Components
PU/PRQ/14/18-20	Supply and Delivery of Protective Clothing, Equipment and Tailored Staff Clothing
PU/PRQ/15/18-20	Supply, delivery, Installation & Commissioning of Audio Visual, Electronic and Electrical Equipment
PU/PRQ/16/18-20	Supply, delivery, Installation & Commissioning of ICT Hardware and Related Equipment
PU/PRQ/17/18-20	Supply, delivery, Installation & Commissioning of ICT Related Software
PU/PRQ/18/18-20	Supply, delivery, Installation & Maintenance of Fire Fighting Equipment
PU/PRQ/19/18-20	Supply and delivery of Dry Food Stuffs and Assorted Beverage Products
PU/PRQ/20/18-20	Supply and delivery of Fresh Fruits and Vegetables
PU/PRQ/21/18-20	Supply and delivery of Fresh Meat, Fish and Related Products

PU/PRQ/22/18-20	Supply and delivery of Fresh Bread
PU/PRQ/23/18-20	Supply and delivery of Animal Feeds
PU/PRQ/24/18-20	Supply and delivery of Agroveter Products
PU/PRQ/25/18-20	Supply and delivery of Medical Drugs
PU/PRQ/26/18-20	Supply and delivery of Newspapers
PU/PRQ/27/18-20	Supply, Delivery, Installation & Commissioning of Laboratory and Nursing Equipment, Tools and Apparatus
PU/PRQ/28/18-20	Supply and Delivery of Laboratory Chemicals and Reagents
PU/PRQ/29/18-20	Supply and Delivery of Cleaning Materials, Toiletries and Detergents
PU/PRQ/30/18-20	Supply and Delivery of Stainless Steel Catering Equipment & related Kitchen wares
PU/PRQ/31/18-20	Supply, Delivery, Installation, commissioning and Maintenance of CCTV Equipment and Security Related Devices
PU/PRQ/32/18-20	Supply and Delivery of Spare parts, Batteries, Tyres and all related accessories for Motor Vehicles, Tractors and Motorcycles
<b>SERVICES</b>	
PU/PRQ/33/18-20	Provision of Casual Labour Services
PU/PRQ/34/18-20	Provision of Security Services
PU/PRQ/35/18-20	Provision of Courier Services
PU/PRQ/36/18-20	Provision of Sanitary and Fumigation Services
PU/PRQ/37/18-20	Provision of Air Ticketing Services (IATA Registered)
PU/PRQ/38/18-20	Provision of Outdoor Event Services
PU/PRQ/39/18-20	Provision of Servicing and Repairs to Motor Vehicle, Tractors and Motorcycles
PU/PRQ/40/18-20	Provision of Internet Connectivity Services
PU/PRQ/41/18-20	Provision of Website and Domain Hosting Services
PU/PRQ/42/18-20	Provision of Public Relation Services
PU/PRQ/43/18-20	Provision of Legal Services
PU/PRQ/44/18-20	Provision of Insurance Services for Motor Vehicles & Motor Cycles
PU/PRQ/45/18-20	Provision of Insurance Services for Buildings and Equipment
PU/PRQ/46/18-20	Provision of Insurance Services for Life, GPA, WIBA & Public Liability
PU/PRQ/47/18-20	Provision of Comprehensive Medical Insurance Services
PU/PRQ/48/18-20	Provision of Hotel & Catering Services, Conference and Accommodation facilities within Coast Region
<b>WORKS</b>	
PU/PRQ/50/18-20	Provision of minor work repairs of Buildings & Roads

2. Pre-qualification is open to the General Public, Youth, Women and Persons with Disability.

3. Eligible candidates may obtain the prequalification document by downloading the document from the Pwani University website [www.pu.ac.ke](http://www.pu.ac.ke) free of charge.

4. Applications for prequalification must be submitted **“Separately for each category”** enclosed in plain sealed envelopes marked **Prequalification of Suppliers for the FY 2018/2019 & 2019/2020 with the category name and reference number** and deposited in the tender box situated at **Pwani University–Old Administration Block** or to be addressed to **Pwani University P.O. Box 195-80100 Kilifi** so as to be received on or before **Monday 12th February, 2018 at 11.00 am.**

**For VICE CHANCELLOR  
PWANI UNIVERSITY**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

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## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1 **Pwani University** hereinafter referred to as the procuring entity intends to prequalify contractors for the following **Goods, Services and Small works for the FY 2018-/2019 & 2019/2020**. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **Monday 12th February, 2018 at 11.00 am**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3 General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2 Submission of Application**

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the tender box at **Pwani University Kilifi–Old Administration Block** or be addressed to **Pwani University P.O. Box 195-80108, Kilifi** so as to be received on or before **Monday 12th February, 2018 at 11.00 am**. The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **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 below. 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. Pwani University reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information).
- 2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
- 2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal
- 2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of THREE (3) months, estimated at Kshs. ONE (1) million , net of the applicants commitments for other contracts.
- 2.4.7 The audited Accounts (22) for the last THREE (3) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last



five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

### **2.5.1 Joint ventures must comply with the following:-**

- (a) Following are the minimum qualification requirements.
  - (i) The lead partner shall meet not less than (not less than (70 %) of all the qualifying criteria in paragraph's 2.4.3 and 2.4.6 above (24)
  - (ii) The other partners shall meet individually not less than (50 %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above
  - (iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.
- (b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- (c ) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

### **2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity**

## **2.6 Public Sector companies**

### **2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.**

## **2.7. Conflict of Interest**

### **2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents**

for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8. Updating Pre-qualification Information**

- 2.8.1 Pre qualified 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.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

### **Notes on the appendix to instructions to Candidates**

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre-qualification is included.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

### **Note**

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

**EVALUATION CRITERIA 1 – FOR YAGPO REGISTERED TARGET GROUPS  
(YOUTH, WOMEN AND PWD ONLY)**

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A2	Certificate of registration of Youth, Women and PWD owned enterprises issued by the National Treasury (Attach copy)	YES/NO
A3	Current/Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	YES/NO
A4	Current/Valid Business Permit/License (Attach copy)	YES/NO

## EVALUATION CRITERIA II – GENERAL PUBLIC

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A2	Current/Valid Tax Compliance Certificate (Attach copy)	YES/NO
A3	Current/Valid Business Permit/License (Attach copy)	YES/NO
<b>B.</b>	<b>GENERAL REQUIREMENTS</b>	
B1.	Audited Financial statements for the last 3 years	6
B2.	Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
B3.	Business Address - Postal Address (2) - Telephone Number (2) - Email Address (2)	6
B4.	Indicate having undertaken similar assignment with at least 3 firms ( <b>Attach Proof</b> )	20
B5.	Business Referees ( <b>At least two</b> )	10
B6.	Maximum Volume of Business handled in the (last two years) - 2 Million and above (14) - 1.5 – 2 Million (12) - 1 – 1.5 Million (8) - 0.5 – 1 Million (6)	14
B8.	Indicate Credit Period willing to offer - 90 Days (10) - 60 Days (8) - 30 Days (6) - Less than 30 days (4)	10
B9	Give company structure indicating clearly the rank and qualifications of the key personnel to be handling the service	8
B10	Other certificates e.g. KEBS, NCA, registration with MOPW, Professional bodies certification (IATA registration a must for Air Travel Agent)	10
B11	Document Conformity/presented in a required format (Document should be well bound)	6
	<b>TOTAL</b>	<b>100</b>

**NB: General Public Candidates must meet all the mandatory requirements to qualify for technical evaluation. Candidates who score 60% and above shall be considered for pre-qualification. Candidates who score below 60% will be eliminated and will not be considered for pre-qualification.**

### **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 or partner responsible for a joint venture 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.

### SECTION III - LETTER OF APPLICATION

Date .....

To .....  
.....  
(name and address of the procuring entity)

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 pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following category under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place 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*).

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.

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

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

- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification 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 prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification 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
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
  2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
    - (a) signed so as to legally bind all partners, jointly and severally; and
    - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.



3. 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 Partner)	For and on behalf of (name of partner)

## **SECTION IV - STANDARD FORMS**

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3A	Details of contracts of similar nature and complexity	
4.	Summary sheet current contract commitments/works in progress	
5.	Personnel capabilities	
5A	Candidate summary	
6.	Equipment capability	
7.	Financial capability	
8.	Litigation History	
9.	Request for Review	

## **SECTION IV - STANDARD FORMS**

### **Notes on completion of Standard Forms**

- |                     |   |  |
|---------------------|---|--|
| Application Form 1  | - | General information<br>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. Where there is a joint venture, each partners shall complete the form  |
| Application Form 2  | - | General Experience Record<br>This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.   |
| Application Form 2A | - | Joint Venture Summary<br>This form is to be completed by joint venture applicants only.  |
| Application Form 3  | - | Particular Experience Record<br>This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.   |
| Application Form 3A | - | Details of Contracts of similar nature and complexity<br>This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture   |
| Application Form 4  | - | Summary sheet. Contract commitments/work in progress<br>This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued. |
| Application Form 5  | - | Personnel Capabilities<br>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 5A - Candidate Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
  
- Application Form 6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
  
- Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
  
- Application Form 8 - Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
  
- Form RB1 - Request for Review  
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

**APPLICATION FORM (1)****GENERAL INFORMATION**

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

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

## APPLICATION FORM (2)

### GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture
---

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

**APPLICATION FORM (2A)****JOINT VENTURE SUMMARY**

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

**APPLICATION FORM (3)**

**PARTICULAR EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---



# APPLICATION FORM (3A)

## DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture
---

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract      * Management contract      * Subcontract      * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) <div style="display: flex; justify-content: space-between;"> <span>- years</span> <span>- months</span> </div>	
10	Specified requirements	

**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

## APPLICATION FORM (5)

### 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

**APPLICATION FORM (5A)****CANDIDATE SUMMARY**

Name of Applicant
-------------------

Position		Candidate * Prime                      * Alternate
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
Telephone		Contact (manager/personnel officer)
Fax		E mail
Job title of candidate		Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order.  
Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

**APPLICATION FORM (6)****EQUIPMENT CAPABILITIES**

Name of Applicant
-------------------

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments .....	
Source	7. Indicate source of the equipment	
	* Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name
	9. Address of owner .....
	Telephone                      Contact name and title
	Fax                                  Email
Agreements	Details or rental/lease/manufacture agreements specific to the project ..... .....

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## APPLICATION FORM (7)

### FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture
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Banker	Name of banker
	Address of banker
	<div style="display: flex; justify-content: space-between;"> <span>Telephone</span> <span>Contact name and title</span> </div>
	<div style="display: flex; justify-content: space-between;"> <span>Fax</span> <span>E mail</span> </div>

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

## APPLICATION FORM (8)

## LITIGATION HISTORY

Name of Applicant or partner of a joint venture

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.

[illegible]

5. Profits before taxes				
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6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	



## LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(*FULL PARTICULARS*) \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

## REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on .....  
day of .....20.....

**SIGNED**  
**Board Secretary**