



# RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY

## PRE-QUALIFICATION DOCUMENT

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**TENDER NAME: – PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES.**

**TENDER NO: RVIST/BOG/16/2018/2019**

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**CLOSING DATE: 27<sup>TH</sup> JUNE 2018**

**CLOSING TIME: 10:00 A.M**



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## INVITATION FOR PRE-QUALIFICATION (IFQ)

**TENDER NAME: - PRE-QUALIFICATION FOR PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES**

**Rift Valley Institute of Science and Technology** invites applications for  
Prequalification of suppliers for PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES

A complete set of tender documents may be downloaded free of charge by interested candidates from **RVIST** website: [www.rvist.ac.ke](http://www.rvist.ac.ke) or collected from Procurement office during normal working hours from 8:00am to 5:00Pm daily upon payment of a non - refundable fee of **Ksh. 1,000.00** (One thousand shillings only). Payment can be made through **PAYBILL No 557642** or **A/C No.01129087643400** (Co-operative Bank of Kenya)

Interested eligible candidates may obtain further information and inspect the pre-qualification documents from the Procurement Office at **Rift Valley Institute of Science and Technology** during Official Working Hours or download from RVIST website [www.rvist.ac.ke](http://www.rvist.ac.ke).

Duly Completed Pre-Qualification documents in plain sealed envelope clearly marked with the Tender No. and Tender name **BUT** without disclosing the name of the applicant, should be deposited in the **tender box situated at the Administration Block, Rift Valley Institute of Science and Technology** or be addressed to: -

**The Principal,  
Rift Valley Institute of Science and Technology,  
P.O. Box 7182 - 20100  
NAKURU**

**to be received on or before 27<sup>th</sup> June 2018 at 10.00am**



## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Rift Valley Institute of Science and Technology invites eligible interested candidates who must meet the set criteria as provided by the procuring entity to perform the contracts **PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES**

### **1.2 Pre-qualification Objective**

The main objective is to provide electrical repairs.

### **1.3 Invitation of Pre-qualification**

Eligible suppliers are invited to deposit their **Pre-Qualification Documents** in the tender box located at the administration block, so as to be pre-qualified for submission of pre-qualification document for **PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES**

### **1.4 Pre-qualification Document**

This document includes questionnaire forms and documents which are to be duly filled, stamped/embossed and signed by the candidates or their authorized representative of the prospective suppliers.

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

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

Two copies of the completed pre-qualification data and other requested information shall be submitted to reach: -



**The Principal,  
Rift Valley Institute of Science and Technology,  
P.O. Box 7182 - 20100  
NAKURU**

Not later than **27th June 2018 at 10.00am.**

**1.7 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Principal, Rift Valley Institute of Science and Technology.

**1.8 Additional Information**

The Principal, Rift Valley Institute of Science and Technology reserves the right to request submission of additional information from prospective suppliers.

**2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES 2.1 Contract Price**

The contract shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee.

**3. PRE-QUALIFICATION DATA INSTRUCTIONS**

**3.1 Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 are to be completed by prospective suppliers who wish to be pre-qualified for **PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES**

3.1.1 The pre-qualified applications 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.



## 3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers is to be used by Rift Valley Institute of Science and Technology in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

## 4.0 Prequalification Criteria

<b>Required Information</b>	<b>Form Type</b>
1. Registration Documentation	PQ-1
2. Pre-qualification Data	PQ-2
3. Confidential Report	PQ-3
4. Sworn statement	PQ-4



Table 1: Pre- Qualification Checklist for Completeness and Responsiveness

S/No.	Completeness and Responsiveness Criteria	Requirement
1.	Certificate of registration	Copy of certificate
2.	Copy of VAT and PIN certificate from KRA	Copy of certificate
3.	KRA tax compliance certificate	- Current -Valid
4	Bidders under reserved category should be registered with relevant body	Evidence
5	Reference list of organizations served	Evidence
6	Current single business permit	-Valid
7.	Pre –qualification document	Bid document to be complete, properly filled and signed.
8.	Detailed company profile	-Valid -Copy of certificate Certified by Commissioner for Oaths.
9	Qualified Personnel	Attach academic qualifications
10	Working experience	Attach evidence of past performance



## **FORM PQ-1 STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

All firms submitting their applications for Pre-Qualification for PROVISION OF MAINTAINANCE SERVICE FOR PHOTOCOPYING AND PRINTING MACHINES **MUST** furnish the Procuring Entity with the copies of the following documents:-

- a) Certificate of registration
- b) Copy of VAT and PIN certificate from KRA
- c) KRA current tax compliance certificate
- d) Current single business permit
- e) Detailed company profile
- f) Three letters of recommendation from your current corporate clients
- g) Copy of original RVIST payment receipt for bought tender documents
- h) Reference list of organizations served
- i) Bidders under reserved category must have relevant registration certificates
- j) Bidders applying for tenders in insurance services must attach current certificate from the Insurance Regulation Authority (IRA).





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

Official Receipt No.....

Date.....

**REGISTRATION OF SUPPLIERS APPLICATION FORM 1.**

**Particulars of the Applicant: -**

I/We ..... Hereby apply  
(Name of the Company/Firm) for registration as Contractor(s)  
of .....

Postal Address .....Fax No.....

Tel.....Email Address.....

Town .....Street .....Name of Building

.....Room/Office No..... Floor No.....

Full Name of Applicant.....

Other Branches location.....

**2. Organization & Business Information**

Management Personnel.....

President (chief executive).....

Secretary.....

General Manager.....



Any other.....  
Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation.....
4. Underpresent management since.....
5. Net worth equivalent Ksh.....
6. Bank reference and address.....
7. Bonding company reference and address.....
8. Enclose copy of organizational chart of the firm indicating the main fields of activities .....
9. State any technological innovations or specific attributes which distinguish you from your competitors.....  
.....
10. Indicate terms of trade/sale.....

**FORM PQ -3 REPUBLIC OF KENYA CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part I and either Part 2(a), 2(b) or 2c) Whichever applies to your type of business?

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

Part One General: -

Business Name.....

Location of business premises.....

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

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

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time:KSH.....



Name of your bankers.....Branch ..... Is your agent of Kenya national Trading Corporation?

YES/NO.....

Part 2(a) \_\_\_Sole proprietor:

Your name in full.....Age.....

Nationality..... Country of origin.....

Give details of partners as follows: -

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

Part 2(c) \_\_\_Registered Company: -

Private or public.....

State the nominal and issued capital of the company\_\_\_\_\_

Nominal KSH.....

Issued

KSH.....



Give details of all directors as follows:

1. ....
2. ....
3. ....
4. ....
5. ....

Date.....Signature of

Tendered.....

If the citizen, indicate under” Citizenship Details” whether by Birth, Naturalization or Registration



**FORM PQ- 4- SWORN STATEMENT**

Having studied the pre-qualification information for the above tender we/ I 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 when invited/requested to do so.
- c. When the call for quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify RVIST and acknowledge your right to review the pre- qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date.....

Applicants Name.....

Representedby

.....

Signature.....

.....

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



## QUALITY POLICY STATEMENT

RVIST is committed to providing high quality technical training and research that meets dynamic industrial needs for self-reliance and development.

In pursuit of this commitment the institute shall comply with applicable requirements and continually improve its effectiveness by implementing and maintaining a quality management system based on **ISO 9001:2015**.

The institute shall review this policy and established quality objectives on an annual basis for continuing relevance and



**PRINCIPAL**

**28<sup>TH</sup> MAY 2018**

