



**RIFT VALLEY INSTITUTE OF SCIENCE AND
TECHNOLOGY**

P.O. BOX 7182 – 20100

NAKURU

Tel: +254 720 668 238

**PROVISION OF FIRE EXTINGUISHER AND
MAINTAINANCE**

TENDER NO: RVIST/BOG/10/2023/2025

TENDER

CLOSING DATE: 29, JUNE 2023

TIME: 10.00AM

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INVITATION TO TENDER

TENDER NAME: - PROVISION OF FIRE EXTINGUISHERS MAINTAINANCE SERVICE

Rift Valley Institute of Science and Technology invites applications for
TENDER of SUPPLIERS FOR PROVISION OF FIRE
EXTINGUISHERS MAINTAINANCE SERVICE

Interested eligible candidates may obtain further information and inspect the tender 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.

Duly Completed Tender 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 29, JUNE 2023 at 10.00am

TENDER 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 FIRE EXTINGUISHERS MAINTAINANCE SERVICE

1.2 Tender Objective

The main objective is to provide fire extinguisher services

1.3 Invitation of Tender

Eligible suppliers are invited to deposit their Tender Documents in the tender box located at the administration block, so as to be pre-qualified for submission of tender document for PROVISION OF FIRE EXTINGUISHERS MAINTAINANCE SERVICE

1.4 Tender 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 Tender Documents

Two copies of the completed tender 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 29, JUNE 2023 at 10.00am.

1.7 Questions Arising from Documents

Questions that may arise from the tender 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. TENDER DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 is to be completed by prospective suppliers who wish to be pre-qualified for PROVISION OF FIRE EXTINGUISHERS MAINTAINANCE SERVICE

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 tender 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

Required Information	Form Type
1. Registration Documentation	PQ-1
2. Tender Data	PQ-2
3. Confidential Report	PQ-3
4. Sworn statement	PQ-4

Table 1: Tender 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.	Tender 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 Tender for PROVISION OF FIRE EXTINGUISHERS MAINTAINANCE SERVICE 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 TENDER 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. Under present 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.....

C.	PORTABLE FIRE EXTINGUISHERS			UNIT PRICE	REMARKS
1.	9L H ₂ O fire extinguishers	No.	54		
2.	5Kg CO ₂ fire extinguishers	No.	59		
3.	2Kg CO ₂ fire extinguishers	No.	13		
4.	9L foam fire extinguishers	No.	11		
5.	9Kg dry powder fire extinguisher	No.	19		

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 AddressTel. 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 tender 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 tender evaluation.

e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date.....

Applicants Name.....

Represented by

.....

Signature.....

.....

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

QUALITY POLICY STATEMENT

RVIST is committed to providing quality Technical Training and research that meet 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 suitability

PRINCIPAL

JUNE 2023