



KABETE NATIONAL POLYTECHNIC

P.O. BOX 29010 - 00625 NAIROBI. CELL: +254 713338683

principal@kabetenationalpolytechnic.ac.ke

FRAMEWORK CONTRACT AND REGISTRATION OF SUPPLIERS FOR THE
SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR THE
YEAR 2021/2022 AND 2022/2023.

COMPANY /FIRM.....

TENDER NO.....

DESCRIPTION OF GOODS/ WORKS OR SERVICES.....

CLOSING/OPENING DATE; Thursday 29th April, 2021 at 11.00 AM

Kabete National Polytechnic is a public TVET Institution established through Legal Notice No. 92 of 2016 under the TVET ACT 29 of 2013

The Polytechnic intends to pre-qualify and register suppliers as well as enter into Framework Agreement for service providers for the provision of Goods, Works and Services for the period beginning July 1st 2021 to June 30th, 2023 from eligible bidders. Interested and competent firms specializing in the provision of Goods, Works and Services mentioned below are invited to apply.

Those who had submitted their business profiles MUST apply afresh.

Registration of suppliers is to help the institution come up with a database of suppliers in each category where quotations shall be called from time to time as and when the need arises. Under framework Contract, the Institution shall make awards of indefinite-delivery contracts and multiple awards of indefinite-quantity contracts for procurements as and when need arises.

Each Tender/Registration document will be used to apply for One Category as indicated below. For applicants applying for more than One Category, they should apply using different Registration/Tender documents per category. Applying for multiple categories using one document is not allowed.

The items that are **RESERVED** tenders (Special Group) are for Youth, Women and Persons with Disability and must attach a copy of registration certificate from National Treasury. The Special Group is encouraged to competitively apply for open tenders as long as they meet the required qualifications. .

Complete tender documents may be obtained from the Procurement Office during normal working hours (8.00 am – 5.00 pm) Monday - Friday upon payment of the KShs. 1,000 (**NON REFUNDABLE**) in the Polytechnic's Cooperative Bank, Westlands Branch A/c no. **01129038542700** Branch and presentation of the payment slip to the Polytechnics Finance Office for receipting. The Tender documents can also be viewed or downloaded from the Polytechnic's website: www.kabetenationalpolytechnic.ac.ke free of charge.

Duly complete tender documents in plain sealed envelopes clearly marked "the title and the prequalification/ Tender/ Frame work contract Reference number" should be addressed to the undersigned and dropped into the TENDER BOX outside the Main Hall on or before **29th April 2021 at 11.00 am**. The bid documents will be opened immediately thereafter in the Polytechnic Main Hall **in the presence of bidders or their representatives who choose to attend**.

**THE PRINCIPAL,
KABETE NATIONAL POLYTECHNIC**

- a. Qualifications requirements include:
 - (a) Audited Statements of accounts for financial year 2018, 2019 and 2020
 - (b) Proof of similar contracts in scope and value
 - (c) Certificate(s) of incorporation
 - (d) Valid tax compliance certificate

INVITATION LETTER

13th April, 2021

TENDER REF. NO: **TENDER NO. KNP/FC/33/2021-2023**

TENDER NAME: FRAME WORK CONTRACT AND SUPPLIER REGISTRATIONS

- 1.1 KNP invites sealed applications from eligible and interested candidates for a two years framework Contract and supplier registration for the supply and delivery of Goods, works and services

This document includes a questionnaire to be completed and returned and be supported by the requisite documents from eligible and competent bidders. All statutory requirements are compulsory.

- 1.2 Detailed Framework documents may be obtained REFER TO PAGE 4 ABOVE for details.
1.3 Duly filled Framework contract documents in plain sealed envelopes, clearly marked:

FRAMEWORK CONTRACT/ SUPPLIER REGISTRATION DOCUMENT FOR TENDER FOR THE SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES ITEM DESCRIPTION; **TENDER NO.....**

And marking each "ORIGINAL" and "COPY" should be deposited into the Tender Box mounted outside the Main Hall of The Kabete National Polytechnic situated off Wayiaki Way behind Kabete Police Station or be addressed and posted to: **The Principal**

**Kabete National Polytechnic
P.O. Box 29010-00625
Nairobi**

ON or BEFORE, **Thursday 29th April, 2021 at 11.00 AM** internet time. Bids submitted later than this date and time shall be rejected and returned unopened.

Opening of the submitted Registration & framework Contract documents will take place immediately thereafter at The Kabete National Polytechnic Main Hall in the presence of bidders/their representatives who may wish to attend.

Kabete National Polytechnic reserves the right to accept or reject any tendering whole or part and does not bind itself to accept the lowest or any offer

The Principal

Kabete National Polytechnic

GENERAL INFORMATION:

INTRODUCTION

1. Eligible applicant

1.1 This invitation for supplier registration application is open to all suppliers and manufacturers eligible as described in the application documents.

1.2 Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).

1.3 Applicants shall bear all costs associated with the submission of their applications and Kabete National Polytechnic will in no case be liable for such costs, regardless of the conduct or outcome of the process.

1.4 The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if it is accepted.

1.5 The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the Institution's satisfaction.

a) That in the case of an applicant offering goods which the applicant do not manufacture or otherwise produce, the applicant has been duly authorized by the goods' manufacturer or producer to supply them.

b) That the applicant has financial, technical and production capability necessary to perform the contract.

c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the category applied for.

d) That the applicant is willing to do business with The Kabete National Polytechnic and shall allow credit facilities and acceptable trade terms.

2. GOODS ELIGIBILITY AND CONFORMITY

2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.

2.2 The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.

3.SUBMISSION OF APPLICATION

3.1 Validity of Tenders

3.1.1 Tenders shall remain valid for 150 days from the date when the tender is opened. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

3.1.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

3.2 Format and Signing of Tender

3.2.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall govern.

3.2.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for an amended printed literature, shall be initialed by the person or persons signing the tender.

3.2.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

3.3 Sealing and Marking of Tenders

3.3.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL**" and "**COPY.**" The envelopes shall then be sealed in an outer envelope.

3.3.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE 29th APRIL, 2021 at 11.00 AM".

3.3.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

- 3.3.4 If the outer envelope is not sealed and marked as required by paragraph 3.3.2 the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.
- 3.4 Applications must be received by the Institution at the address, date and time specified on the invitation for.
- 3.5 The Institution may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Institution and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

4. MODIFICATION AND WITHDRAWAL OF APPLICATION

- 4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Institution prior to the deadline prescribed for submission of applications.
- 4.2 The applicant's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by cable, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.
- 4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

5. OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening

The Institution will open all the applications in the presence of applicant's representatives who choose to attend in the designated place as per invitation to . Applicant's representatives who choose to witness the opening shall sign a register evidencing their attendance.

5.2 The applicant's names, modifications or withdrawals and other details the Institution considers appropriate will be announced at the opening.

5.3 The Institution will prepare minutes of the opening.

6. CLARIFICATION OF APPLICATION

6.1 To assist in the examination, evaluation and comparison of applications, the Institution may at its discretion ask the applicant for clarification of his/her application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.

6.2 Any effort by the applicant to influence the Institution during evaluation, application comparison or acceptance decision making may result in rejection of the applicant's application.

CLARIFICATION OF APPLICATION ON CONTENTS OF BIDDING DOCUMENTS

For Clarification of bid purposes only, the Client's address is: Attention:

The Principal – Kabete National Polytechnic,

Address: P.O. Box 29010-00625 Nairobi

Telephone: +254-0713338683

Electronic mail address: procurement.kabetenp@gmail.com

7. EXAMINATION FOR ACCEPTANCE

7.1 Prior to the detailed evaluation, the Institution will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The Institution's determination of applicants' responsiveness will be based on the content of the application without re-course to extrinsic evidence.

7.2 If an application is not substantially responsive, it will be rejected by the Institution and may not subsequently be made responsive by applicant through correcting the non-conformity.

8. EVALUATION AND COMPARISON OF APPLICATIONS

8.1 The Institution will only evaluate and compare applications that have been determined to be substantially responsive.

9 **SPECIAL CONDITIONS OF CONTRACT**

9.1 Special conditions of contract as relates to the GCC

| |
|--|
| SPECIAL CONDITIONS OF CONTRACT |
| Delivery of services if awarded the contract The tenderers shall make delivery to Kabete National Polytechnic. Services must be accompanied by Job cards(s) and Invoices. The Local Purchase Order number must be indicated. |

10. **CORRUPT FRAUDULENT PRACTICES**

10.1 The Institution requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the Institution:-

- a) Defines for the purpose of this provision, the terms set forth below as follows:-
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a Institution official in the procurement process or in contract execution including acceptance of this application.
 - ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Institution and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial non-competitive levels and to deprive the Institution of the benefit of free and open competition.

- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question’.

- c) Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any Institution contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.

11. STANDARD FORMS

These Forms shall include:

- a) Form A – Documents
- b) Form B – Submission
- c) Form C - Confidential Business Questionnaire
- c) Form D - Financial Position.
- d) Form E -Format of Curriculum Vitae (CV) for Proposed Staff (One Technical Staff.)
- e) Form F – Firm’s References (to be filled by Three Referees, three forms are attached)
- g) Form G - Credit Facility Declaration
- h) Form H – Schedule of Requirements

SECTION IV – EVALUATION CRITERIA

All applicants for Framework contract/ Supplier Registration are requested to submit the below listed requirements without which they shall be disqualified (which shall be used during Preliminary Examination to determine responsiveness):-

The following Evaluation criteria will be used: -

FORM A: FRAMEWORK CONTRACT DOCUMENTS (ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)

All firms must provide:-

| No. | Item | Tick Where Provided |
|------------|--|----------------------------|
| 1. | Form of Tender (Dully filled, signed and stamped) | |
| 2. | Valid Tax Compliance Certificate/Tax Exemption Certificate (attach copy) | |
| 3. | KRA PIN Certificate | |
| 4. | Certificate of registration/ incorporation (Attach copy) | |
| 5. | Dully completed, signed declaration not to engage in corruption | |
| 6. | All pages must be serialized | |
| 7. | Form of power of attorney; properly filled stamped and Signed- for Joint Ventures | |
| 8. | Current business Permit | |
| 9. | Full standard tender Document | |
| 10. | Duly Completed Confidential Business Questionnaire | |
| 11. | CR 12 not more than 12 months old | |
| 12. | Certified ID Copies of Directors | |
| 13. | Wiba certification for staff | |
| 14. | Authenticated Financial Statements to demonstrate current soundness of the applicant's financial position and its prospective long term profitability and capacity | |
| 15. | Audited Financial Statements for the last Three (3) years (2017, 2018 &2019) | |
| 16. | Bid security of kshs 240,000.00 | |
| 17. | Evidence of training of the guards - attach Training certificates | |
| 18. | Detailed company Profile | |
| 19. | Must provide evidence for ownership of security gadgets - communication, screening of people and vehicles. | |
| 20. | CAK License | |
| 21. | P.S.I.A or K.S.I.A Certificate | |
| 22. | Contractual Liability for Third Party Insurance | |

NOTE: Expired Documents are deemed NOT-ATTACHED

Stage 2: Technical Evaluation

| No. | Requirements | YES/ NO | REMARKS |
|------------|---|----------------|----------------|
| 1. | Letters of recommendation from your three current corporate clients | | |
| 2. | Professional certification where applicable with their CV | | |

NB. ONLY Technically responsive bidders qualify for financial evaluation

Stage 3: Financial Evaluation

| | FINANCIAL EVALUATION |
|----------|---|
| 1 | Priced Schedule of requirements comparison and arithmetic checks |

- 4. Award criteria; lowest evaluated bidder.**
- 5. Post qualification Criteria – Conduct Due diligence**

FORM B: /FRAMEWORK CONTRACT/ REGISTRATION SUBMISSION

Date:

To:

[name and address of procuring entity]

Gentlemen and/or Ladies:

We, the undersigned, submit our form for _____

_____ in accordance with

(Title of bid)

Requested for _____

(Tender No)

Dated _____ and our Proposal. We are hereby submitting our

Prequalified documents which include the following attachments;

Our Price list as submitted by as shall be binding upon us up to expiration of validity period specified in the instruction to candidate. We undertake that if our application is acceptable we will deliver goods/services in accordance with the delivery schedule as required or official order signed by authorized officer(s) of the Institution.

FORM C: CONFIDENTIAL BUSINESS QUESTIONNAIRE -

You are requested to give the particulars indicated:

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

PART 1 – GENERAL

- a) Business Name
- b) Location of business premises County//Town
- c) Street / Road.....
- d) Building.....
- e) Plot Number
- f) Postal Address Telephone No.
- g) Email Address.....
- h) Nature of Business And Specialization.....
- i) Current Single business permit/Trade License
No. Expiring Date..... (Attach copy)
- j) Certificate of Incorporation..... (Attach copy)
- k) Current Tax Compliance Certificate/ or Exemption letter from VAT Dep't
No..... Expiring Date(Attach copy)
- l) Maximum Value of Business which you can handle at any one time Kshs.....
- m) Name of your Bankers Branch
- n) Your trade terms (including mode of payment, credit allowed and discount)
.....
- o) Banker Certificate on the applicants liquidity, suitability and credit limitation

.....
p) Name and Telephone of contact person

.....
q) Any other

.....
PART 2 (A) – SOLE PROPRIETORS

Your name in full Age

a) Nationality Country of Origin

Citizenship details

PART 2 (B) – PARTNERSHIP

Give details of partners as follows:-

| NAME | NATIONALITY | SHARES |
|---------|-------------|--------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

PART 2(C) REGISTERED COMPANY

a) Private or Public State the nominal and

Issued capital of the company:-

Nominal Kshs.

Issued Kshs.

b) Details of Directors:

NAME NATIONALITY SHARES

1.
2.
3.
4.

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

FORM D: FINANCIAL POSITION

Attach a copy of firm’s latest three years certified audited financial statements, three months bank statement, giving summary of assets and liabilities, income and expenditure, cash flow statement.

FORM E: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF -

(Qualifications and experience of ONE TECHNICAL STAFF proposed for administration and execution of the contract, both on and off site)

Proposed Position: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education: _____

_ [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment

Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Full name of staff member: _____

[Signature of staff member]: _____

Contact (Mobile) number: _____

Date: _____

Full name of authorized representative: _____

[Signature of authorized representative of the firm]: _____

Contact (Mobile) number: _____

Date: _____

FORM F: FIRM'S REFERENCES – REFEREE THREE 3

Relevant Services carried out in the last three Years that Best Illustrate Qualifications. Relevant projects done with Public Institution for the last three years would be an added advantage. Minimum required referees are three (3).

(MUST ATTACH EVIDENCE e.g LOCAL PURCHASE ORDER, AWARD LETTER)

1. i) Name of 1st client (Organization).....
Address of Client (Organization).....

ii) Name of contact person at the client (Organization).....
Telephone No. of Client.....

iii) Value of contract.....
Duration of contract (date).....

2. (i) Name of 2nd client (Organization).....

(ii) Address of client (Organization).....

(iii) Name of contact person at the client (Organization).....

(iv) Telephone No. of Client.....

(v) Value of contract.....

(vi) Duration of contract (Date).....

3.i) Name of 3rd Client (Organization).....

ii) Address of Client (Organization).....
Telephone No. of Client.....

iii) Name of contact person at the client (Organization).....

iv) Value of contract.....

v) Duration of contract (Date).....

FORM G: CREDIT FACILITY DECLARATION FORM-

Will you offer credit to the Institution if awarded the tender?

(Please tick (✓) appropriately)

.....
YES NO

If yes please indicate number of credit days.....

DECLARATION

Having studied the Framework Agreement information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name

For and on behalf of.....

Position.....

Sign..... Stamp.....

TENDER-SECURING DECLARATION FORM

[The Bidder shall complete this Form in accordance with the instructions indicated] Date: [insert date (as day, month and year) of Tender Submission] Tender No.: [insert number of tendering process] To: [insert complete name of Purchaser] I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –
 - (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.

3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of: (a) our receipt of a copy of your notification of the name of the successful Tenderer; or (b) thirty days after the expiration of our Tender.

4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.
Signed:..... Capacity /
title (director or partner or sole proprietor, etc.) Name:
..... Duly authorized
to sign the bid for and on behalf of: [insert complete name of Tenderer] Dated on
..... day of, [Insert date of signing] Seal or stamp

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of
..... in the Republic of do hereby make a statement
as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in respect of
Tender No. for(insert tender title/description) for
.....(insert name of the Procuring entity) and duly authorized and competent to
make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member of
the Board, Management, Staff and/or employees and/or agents of
.....(insert name of the Procuring entity) which is the procuring
entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents
of.....(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with
other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and
belief.

.....
(Title)

(Signature)

(Date)

Bidder's Official Stamp

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

(Signature)

(Date)

Bidder Official Stamp

DESCRIPTION OF SERVICES

SECURITY SERVICES FOR:

| NO. | DESCRIPTION | No. | Unit Price | Total Price |
|------------|---|------------|-------------------|--------------------|
| 1. | 1day guard per 12hrs shift per month | 1 | | |
| 2. | One night guard per 12hrs shift per month | 1 | | |
| 3. | One dog and handler per 12hrs shift per month | 1 | | |
| 4. | Alarm backup services (transmitter) | 1 | | |

ALL PRICES SHOULD BE INCLUSIVE OF 16% VAT.

Note: In case of discrepancy between unit price and total, the unit price shall prevail

N/B: Kindly note that those who are responsive in the Mandatory and technical evaluation shall be considered for the financial evaluation where the lowest bidder overall will be considered for the award (Applicable only to Framework Contract tenders)