



KENYA EDUCATION MANAGEMENT INSTITUTE

P. O. BOX 62592-00200

NAIROBI

**PREQUALIFICATION OF SUPPLIERS / CONTRACTORS
FOR SUPPLY OF GOODS AND PROVISION OF SERVICES FOR
THE
FINANCIAL YEARS 2023/2024 – 2025/2026**

NAME OF THE FIRM:.....

CATEGORY NO APPLIED FOR.....

ITEM DESCRIPTION:.....

ISSUING DATE:26TH FEBRUARY 2024

CLOSING DATE: 22ND MARCH, 2024 AT 10.30AM

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**INVITATION TO PREQUALIFICATION
PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF
SERVICES TENDER NO: KEMI /PQ/2023- 2024
FRIDAY 26TH FEBRUARY, 2024**

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services for the Financial Year 2023/2024 – 2025/2026.

S/No	CATEGORY NO	ITEM DESCRIPTION	ELIGIBLE GROUP
1.	KEMI/PQ/1/2023-2024	Prequalification for Supply of General Office Stationery, all types of printing papers,cartrages and toners,	RESERVED
2.	KEMI/PQ/2/2023-2024	Prequalification for Supply of Computers, laptops, Printers, UPS and computer consumables and related accessories.	OPEN
3.	KEMI/PQ/3/2023-2024	Prequalification for Supply of Office furniture, Furnishings and fittings	OPEN
4.	KEMI/PQ/4/2023-2024	Prequalification for Supply of Electrical items and fittings	RESERVED
5.	KEMI/PQ/5/2023-2024	Prequalification for Supply of staff uniforms, protective gear, branded attire, linen, curtain materials and rails, curtain rods.	RESERVED
6.	KEMI/PQ/6/2023-2024	Prequalification for Supply of foods stuffs, mineral water , charcoal and firewood	RESERVED
7.	KEMI/PQ/7/2023-2024	Prequalification for Supply of cleaning and consumable materials	RESERVED
8.	KEMI/PQ/8/2023-2024	Prequalification for Supply of Motor Tyres, Tubes and batteries	RESERVED
9.	KEMI/PQ/9/2023-2024	Prequalification for Supply of fuels, lubricants and oils	OPEN
10.	KEMI/PQ/10/2023-2024	Prequalification for supply of local international newspapers, periodicals	OPEN
11.	KEMI/PQ/11/2023-2024	Prequalification for Supply of communication equipment e.g. PABX and telephony, Audio visual systems Etc.	OPEN
12.	KEMI/PQ/12/2023-2024	Prequalification for Provision of Fumigation and Pest control services	RESERVED
13.	KEMI/PQ/13/2023-2024	Prequalification for Provision of repair and maintenance services for motor vehicles (Approved Garages to attach certificate or letter of approval)	Dealers & Approved Garages
14.	KEMI/PQ/14/2023-2024	Prequalification for Provision of Travel and Air ticket services (IATA/ KATA registered firms only)	RESERVED
15.	KEMI/PQ/15/2023-2024	Prequalification for Repair and Maintenance of ICT Equipment e.g. printers, Printing press machine	RESERVED
16.	KEMI/PQ/16/2023-2024	Prequalification for design and printing of promotional materials, eg banners, give away merchandise	RESERVED
17.	KEMI/PQ/17/2023-2024	Prequalification for supply delivery ,installation ,configuration, Integration commissioning and maintenance of Enterprise Resource planning software(ERP)Software	OPEN

18.	KEMI/PQ/18/2023-2024	Prequalification for Provision of Insurance Services	OPEN
19.	KEMI/PQ/19/2023-2024	Prequalification for Provision of fixed asset valuation services	OPEN
20.	KEMI/PQ/20/2023-2024	Provision of fixed assets Tagging services	OPEN
21.	KEMI/PQ/21/2023-2024	Prequalification for Servicing of Fire Fighting Equipment	RESERVED
22.	KEMI/PQ/22/2023-2024	Prequalification for Provision of Garbage Collection Services	OPEN
23.	KEMI/PQ/23/2023-2024	Prequalification for provision of sanitation services(sanitary bins)	OPEN
24.	KEMI/PQ/24/2023-2024	Prequalification for Repair and servicing of generator	OPEN
25.	KEMI/PQ/25/2023-2024	Prequalification for Provision of public address system, hire of chairs and tents ,mobile toilets	OPEN
26.	KEMI/PQ/26/2023-2024	Prequalification for Servicing and Cleaning of borehole ,pump sets ,motors and cables	OPEN
27.	KEMI/PQ/27/2023-2024	provision of repair, servicing and Maintenance of Kitchen and Laundry Equipments and related Machines	OPEN
28.	KEMI/PQ/28/2023-2024	Prequalification for Repair and Maintenance of CCTV and Access Control Equipment	OPEN
29.	KEMI/PQ/29/2023-2024	Prequalification for Provision of Consultancy Services(general)(Firms and Individuals) Must indicate specialized area of consultancy	OPEN
30.	KEMI/PQ/30/2023-2024	Prequalification for Provision of consultancy services on customer/employee satisfaction survey	OPEN
31.	KEMI/PQ/31/2023-2024	Prequalification for Provision of consultancy services on ISO 9001:2015 quality management system services	OPEN
32.	KEMI/PQ/32/2023-2024	Prequalification for Provision of Enterprise Risk Management Consultancy Services	OPEN
33.	KEMI/PQ/33/2023-2024	Pre-qualification of Contractors for Provision of Building, Partitioning, Demolition, Painting, Repair and Maintenance Works (Registered by Ministry of Public Works)	OPEN
34.	KEMI/PQ/34/2023-2024	Pre-Qualification of contractors for provision of Minor Plumbing, Drainage and Sewerage Services	OPEN
35.	KEMI/PQ/35/2023-2024	Pre-Qualification of contractors for provision of Electrical Works	OPEN
36.	KEMI/PQ/36/2023-2024	Prequalification for provision of Gardening and Landscaping Services	OPEN
37.	KEMI/PQ/37/2023-2024	Prequalification for Provision of conference and accommodation facilities	OPEN

NOTE: CURRENT SUPPLIERS MUST RE-APPLY FOR CONSIDERATION

A complete set of the Tender Documents may be downloaded by interested and eligible candidates Free of Charge from the KEMI Website www.kemi.ac.ke and or on the Public Procurement Information Portal <https://tenders.go.ke>.

Completed Tender Documents, “Original” enclosed in plain sealed envelope, marked with the Tender Number shall be addressed to: -

**CHIEF EXECUTIVE OFFICER
KENYA EDUCATION MANAGEMENT INSTITUTE
Highridge/Parklands
6th Avenue Mtama Road
P.O BOX 62592-00200 Nairobi**

and be deposited in the tender box provided at KEMI outside KEMI Procurement office , Nairobi, so as to be received on or before **FRIDAY 22ND MARCH, 2024 AT 10.30 A.M.**

All Bid Documents must be serialized / paginated.

HEAD, SUPPLY CHAIN MANAGEMENT
FOR: KENYA EDUCATION MANAGEMEN INSTITUTE

SECTION B. INSTRUCTIONS FOR PREQUALIFICATION/ REGISTRATION

1.1 INTRODUCTION

The Kenya Education Management Institute (KEMI) is the Capacity Building Agency of The Ministry of Education mandated under Legal Notice No 19/2010 of the Education Act to undertake Management Training Research and Consultancy.

The Institute intends to register suppliers for different categories. Suppliers registered with registrar of companies under the law of Kenya are invited to submit their registration documents to the Chief Executive Officer so that they may be short listed. Please read through the document carefully and provide the requested information together with all supporting documents

Vision

A leading institution in management development for education managers.

Mission

To provide training, conduct research and undertake consultancy services that promote capacity development of education managers.

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not prequalified or fail to meet the registration criteria will not be allowed to participate in the Tenders for the said categories.

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

CHIEF EXECUTIVE OFFICER

KENYA EDUCATION MANAGENT INSTITUTE

P.O. BOX 62592- 00200,

NAIROBI.

1.3 The envelope should be marked with the “Tender prequalification Number, Category Number applied for and the category description” upon submission, and must be deposited in the tender box provided at KEMI outside KEMI Procurement office , Nairobi, so as to be received on or before **FRIDAY 22ND MARCH 2024 AT 10.30 A.M.**

1.4 Experience

Prospective suppliers and contractors must have successfully provided the said services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Prequalification/Registration Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for prequalification/registration, prospective supplier must provide requested proof and all other information requested.

Enquiries that may arise from the prequalification/registration document should be channeled to the Procurement office-KEMI, through the above address.

1.6 Invitation

Bidders who fulfil the requirements in the set criteria will be put in the list of prequalification suppliers for the period **2023/24-2024/26 financial years** and will be invited to quote for the said categories.

1.7 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

SECTION C. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for goods to be supplied.

2.2 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

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 D. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 PRE-QUALIFICATION DATA FORMS

The attached Pre-Qualification Data Forms PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of application for the specific tender.

3.1.1 The Pre-Qualification Data 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.

SECTION E. PREQUALIFICATION/REGISTRATION CRITERIA

	Requirements	Score	Confirmation of Requisite Documents (For official use only to be filled by KEMI Staff)
1.	Attach a copy of valid Certificate of business incorporation/registration	Mandatory	
2.	Attach copy of valid tax compliance certificate	Mandatory	
3.	Attach a copy of valid PIN certificate	Mandatory	
4.	Attach copy of valid Business Permit/License	Mandatory	
5.	Attach CR 12	Mandatory	
6.	National IDs/ Passports for all directors, partners and sole proprietor.	Mandatory	
7.	Past Experience & Performance: Evidence or proof of undertaking similar assignments in other organizations in the Public Sector; attach two (2) Contracts or LPO's or LSO for the said similar assignments carried out in other organizations as evidence or proof. (This requirement is mandatory only to Non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)	Mandatory	
8.	For Category number: KEMI/PQ/33/2023-2024 (Pre-Qualification of Contractors for Provision of Building,	Mandatory	

	Partitioning, Demolition, Painting, Repair and Maintenance Works); attach the following: 1. Valid Proof of registration with National Construction Authority (NCA) under category of Builders Works in NCA 7 and above: 2. Current NCA License		
9.	KEMI/PQ/34/2023-2024 (Pre-Qualification of contractors for provision of Minor Plumbing, Drainage and Sewerage Services); attach the following: 1. Valid Proof of registration with National Construction Authority (NCA) under category of Mechanical Works in NCA and above: 2. Valid NCA License	Mandatory	
10.	KEMI/PQ/35/2023-2024 (Pre-Qualification of Contractors for provision of Electrical Works); attach the following: 1. Valid Proof of registration with National Construction Authority (NCA) under category of Electrical Works in NCA 7 and above: 2. Valid NCA License 3. attach EPRA Certificate	Mandatory	
11.	Demonstration of financial capability in carrying out the required assignment by attaching copies of the firm's audited accounts for the last two year (2021 and 2022) (This section is mandatory only to Non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)	Mandatory	
12.	Bidders are required to serialize the tender document in a format of 01up to the last page.	Mandatory	
13.	Document to be well bound not stapled	Mandatory	
14.	Attach Valid AGPO Certificate (This requirement is mandatory only to AGPO bidders)	Mandatory	
15.	Completing the following Pre-Qualification Data Forms as prescribed in Section F: PQ-1,PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ- 8	Mandatory	

(N/B - For official use only – KEMI Staff): Documents Checked By:

Name: Signature:

SECTION F. FORM PQ-1: APPLICATION FORM

PREQUALIFICATION/REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name)hereby apply for

Prequalification as a supplier

For.....

(Category no.)

Postal Address

.Telephone Number (fixed line)

E-mail Address

Mobile.....

Fax... ..

Town Street

Building Floor..... Room/office.....

Other Branches/locations

.....

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

SECTION G.FORM PQ-2: PRE-QUALIFICATION DATA

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
- Telephone No.....
- Person to contact.....
- Title.....
- 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.....

SECTION H.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)

Proposed position in this project if contract is awarded

.....

SECTION I. FORM PQ-4: FINANCIAL POSITION

All bidders MUST attach bank reference letters from the bank/s where they maintain an Account

SECTION J.FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 License No..... Expiry date.....

Maximum value of business which you handle at any one time KES.....

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.

Signature Date & Stamp of Tenderer..... If

Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or

Registration

SECTION K. 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 Two (2) Clients (Give the contacts of the organization).

1. Organization Name

Address

Tel. No

Contact Person

Position in the Organization

E –Mail Address.....

2. Organization Name

Address

Tel. No

Contact Person

Position in the Organization

E –Mail Address.....

SECTION M. 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/registration evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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