

TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL

**PRE-QUALIFICATION FOR GENERAL CONTRACTORS;
ELECTRICAL & MECHANICAL CONTRACTORS**

SUBMISSION DATE: MONDAY 18TH JUNE, 2018 AT 2.00 PM

Please indicate the item applied for as follows:-

CATEGORY NO......

CATEGORY NAME:.....

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TENDER NOTICE

PRE-QUALIFICATION OF CONTRACTORS - 2018

The **Tassia Catholic Primary & Nursery School** invites applications from competent contractors for pre-qualification for works listed below for 2018. Interested eligible contractors are invited to apply for pre-qualification, indicating the code number and item description of works they wish to be considered for:

NO.	TENDER NO.	WORKS DESCRIPTION	Target Group
1.	TASSIA/15/1	General Building Contractors	Open
2.	TASSIA/15/2	General Electrical Contractors	Open
3.	TASSIA/15/3	Plumbing and Drainage Sub-Contractors	Open
4.	TASSIA/15/5	ICT Installation Contractors	Open

Pre-qualification documents in plain sealed envelopes clearly marked **“Pre-qualification of Contractors, 2018** indicating clearly the preferred **Code No.....** and **item Description.....** as indicated above and addressed to:-

The Headmistress,
Tassia Catholic Primary & Nursery School,
P.O. Box 21578-00100,
Nairobi.
Tel No.: 0723-539464
Email: info@tassiacatholicprimary.com

and placed in the Tender Box situated at the Reception, Tassia School Administration so as to be received on or before **Monday, 18th June, 2018** at **2.00pm.**

The prequalification documents will be opened on **19th June, 2018** at **2:00pm** at the School Hall in the presence of bidders or their representatives who choose to attend.

Sr. Betty Anthony
HEADMISTRESS

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI, VII & VIII of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for pre-qualification.
- 3) **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) The Prequalification Document is eligible for one Item Code which should be clearly written where indicated on the cover page.
- 6) Your prequalification documents should be submitted **properly bound, filled and page numbered**. **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** shall not be responsible for loss of documents not bound (*loose*).
- 7) Prequalified contractors SHALL be required to provide a bid bond of **Kshs.100,000.00** in a banker's cheque payable to **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL**

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** would like to invite interested candidates who must qualify by meeting the set criteria as provided by the **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** to perform the contract of works at **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL**

1.2 Pre-qualification Objective

The main objective is to obtain in the final analysis qualified and competent contractor(s) under various categories indicated in an open, transparent and credible process for the proposed Tuition Block, Multipurpose Hall and Library Block.

1.3 Invitation of Pre-Qualifications

Contractors registered with relevant statutory bodies under the Laws of Kenya in respective works are invited to submit their Pre-Qualification documents to the **HEADMISTRESS, TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** so that they may be pre-qualified for submission of quotations. Bids will be submitted in completed lots singly. The prospective contractors are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective contractors must have carried out successful works of similar size, complexity and above. Potential contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective Contractors.

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

1.7 Submission of Pre-qualification Documents

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

The Headmistress,
Tassia Catholic Primary & Nursery School,
P.O. Box 21578-00100,
Nairobi.
Tel No.: 0723-539464
Email: info@tassiacatholicprimary.com

Not later than Monday, 18th June, 2018, at 2.00 pm

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following address:-

The Headmistress,
Tassia Catholic Primary & Nursery School,
P.O. Box 21578-00100,
Nairobi.
Tel No.: 0723-539464
Email: info@tassiacatholicprimary.com

1.9 Additional Information

TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** after scoring a minimum of **70%** after the completion for the pre-qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The contractor shall pay VAT and all other taxes as required by the law.

2.2 Contract Price

The rates and prices set down by the Tenderers shall be full for the described works and inclusive of VAT and are also to include for profit and obligations which under the contract are to be borne by the Contractor.

2.3 Payments

All payments to the contractor(s) shall be as stipulated in the contract and **NO ADVANCE** payment will be made to any contractor.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII & VIII are to be completed by prospective contractors who wish to be pre-qualified for submission of tender for each specific tender.

- 3.1.1** The pre-qualification 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 indelible ink.

3.2 Qualification

- 3.2.1** It is understood and agreed that the pre-qualification data on prospective Tenderers is to be used by **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** in determining, according to its sole judgment and discretion, the qualifications of prospective tenderers to perform in respect to each tender item/category as described by the Client.
- 3.2.2** Prospective Tenderers will not be considered qualified unless in the judgment of **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** they possess capability, experience, qualified personnel, available and suitable equipment and net current asset or working capital sufficient to satisfactorily execute the contract for the works.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 5 years experience in the construction of buildings and should show competence, willingness and capacity to service the contract. The successful contractor shall be required to guarantee its performance from a reputable financial institution.

(b) Prospective contractors will require special experience and capability to organize works on a restricted site and shall ensure that all other activities of the church go on during construction period unhindered.

(c) TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL reserves to request for additional qualification information at the tender/quotation stage to suit particular unique site conditions.

3.3.2 Personnel

The contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part V.

3.3.3 Financial Condition

The contractor's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding contractor's credit position. Potential contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted contracts and now in progress. Data to be filled/provided on Part III. However, potential Tenderers should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying contractors. Letters of reference from past customers should be included in part VI.

3.4 Statement

Application must include a sworn statement on part VIII by the contractors ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and

qualification of the contractor or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** reserves the right to reject the tender from such a Tenderer even though they have been initially pre-qualified.

- 3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.
- 3.7** The firm must show that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority.

4.0 PRE-QUALIFICATION EVALUATION CRITERIA

A: MANDATORY REQUIREMENTS

	Requirements	Score
1.	Certified copy of Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate	Mandatory
3.	Certified copy of NCA Certificate – 1, 2 &3	Mandatory
4.	List of plant and machinery	Mandatory
5.	Single Business Permit from CCN/County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities	Mandatory
6.	Evidence of physical registered office – attach utility bill e.g. Electricity/water bill etc or tenancy agreements.	Mandatory
7.	Evidence of purchase of the prequalification document i.e. official receipt of Tassia Catholic Primary & Nursery School .	Mandatory

B: TECHNICAL EVALUATION

	Requirements (Submit evidence)	PART No.	Score (%)
1.	Registration Documentations	I	20
2.	Contractor Pre-Qualification Data	II	5
3.	Financial Position & Investments	III	20
4.	Space, Machinery & Quality Assurance	IV	20
5.	Manpower/Key Personnel	V	10
6.	Past performance and experience	VI	20
7.	Business probity and litigation history	VII	5
	Total		100

Note:

1. The minimum score to qualify for pre-qualification shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION**All firms must provide copies of the following:-**

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Valid Tax Compliance Certificate from Kenya Revenue Authority.
3. Copy of current Single Business permit from CCN/County/Municipal Council or exemption where applicable.
4. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies e.g. Ministry of Public Works, NCA, ERC, CA, etc.
5. Current letter of recommendation from previous organizations served (*provide at least four where applicable*).
6. CVs for Senior Staff of the company
7. Evidence of physical registered office where applicable – attach utility bill e.g. Electricity/water bill etc or tenancy agreements.

PART II CONTRACTOR'S PRE-QUALIFICATION DATA

1. BUSINESS NAME

Pin No. _____ VAT Reg. No. _____

(Attach copy of registration certificate)

A. Address

P.O. Box _____ Postal Code _____ City/Town _____

Telephone Nos _____

Mobil Nos _____

Fax Nos _____

Email Address _____

Website address *(if any)* _____

B. Physical Address

Business Location _____

Name of building _____ Plot No. _____

Road/Street Name _____

Floor No. _____ Room No. _____

2. COMPANY DETAILS

A. Sole Proprietor

Your name in full _____ Age _____

Nationality _____ Country of origin _____

*Citizenship details _____

B. Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
-----	-----	-----	-----
-----	-----	-----	-----

C. Registered Company

Private or Public_____

State the nominal and issued capital of Company-

Nominal Kshs. _____

Issued Kshs. _____

Given details of all directors as follows:

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

**if Kenyan Citizen, indicate under *Citizenship Details* whether by Birth, Naturalization or Registration.*

D. Registration with Registrar of Companies

1) Date of Registration_____Registration No._____

(Attach copy/copies of registration certificate)

2) Registration with National Construction Authority

Date of Registration_____Registration No._____

Present Category _____

(Attach copy/copies of current registration certificate)

3) Registration with any other bodies/authority relevant to your line of business e.g. NCA, ERC, CA etc.

Date of Registration_____Registration No. _____

Present Category _____

(Attach copy/copies of current registration certificate)

3. TRADE LICENCES

Single Business Permit held – City Council of Nairobi/County/Municipality Councils

1) Licence No. _____ Expiry Date . _____

Licence for _____

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Commission etc

1) Licence No. _____ Expiry Date . _____

2) Licence No. _____ Expiry Date . _____

3) Licence No. _____ Expiry Date . _____

(Attach copy/copies of registration certificate)

4. NATURE OF WORKS

A. State your area of specialization specific to item code, item description applied for:-

1) _____

2) _____

3) _____

4) _____

PART III: FINANCIAL POSITION/INVESTMENT

A. Company's Capital

1. Authorised Shares Kshs. _____

2. Issued Shares Kshs. _____

B. Partnership & Sole Proprietorship

Total investment: Kshs. _____

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.

C. Maximum value of business which you can handle at any time _____

D. State terms of payment in preference order

i) _____

ii) _____

iii) _____

PART IV: SPACE, MACHINERY AND QUALITY ASSURANCE

A. Space

1) Factory _____ Sq.ft Owned or rented _____

2) Godown _____ Sq.ft Owned or rented _____

3) Office _____ Sq.ft Owned or rented _____

B. Machinery

1) Your own or lease _____

2) Approximate value Kshs. _____
(Provide and attach a list of key plant/equipment for the execution of the works)

3) State extent to which you would have to sub-contract work _____

4) Are you certified by any Quality Assurance Body? If so, give the standard and name

(Attach copies of the accreditation)

PART V: MANPOWER & KEY PERSONNEL

a) Name of Chief Executive Officer/Principal Officer_____

b) How many staff does your organization have? _____

c) Indicate the number in each category:

(i) Technical (Permanent _____Temporary_____)

(ii) Semi Skilled (Permanent _____Temporary_____)

- Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the works that you are applying for as required by

TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL

- Attach CV's of key professional/technical personnel in the following format.

Name_____

Age_____

Academic Qualification_____

Undergraduate _____

Postgraduate _____

Diploma_____

High School_____

Professional Qualification _____

(Attach Certificates if any)

Length of service with the firm _____

Position held_____

PART VI: PAST PERFORMANCE & EXPERIENCE

- a) Please provide at least four (4) major projects you have undertaken relevant to the job your are tendering for performed over the last three (3) years.

1. Name of 1st Client (Organization)

- i) Name of 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*) _____
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (Organization)

- i) Name of 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*) _____
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (Organization)

- i) Name of 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*) _____
(Attach documental evidence of existence of contract)

4. Name of 4th Client (Organization)

- i) Name of 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*) _____
(*Attach documental evidence of existence of contract*)

b) Trade References

Attach at least four (4) current letters of recommendation from reputable organizations or Clients that you have worked for, for the last three years.

c) Name and address of your Bankers

d) Have you ever had an order/contract issued and cancelled in whole or part by any Client? Yes/No_____

If yes give reasons for cancellation _____

e) Do you have any objection in **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL**

obtaining a confidential financial report from your bankers? _____

PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential contractor for **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL**

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2.	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of <u>Kshs.500,000/=</u>	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5.	Has your company ever been involved in litigation/arbitration with clients/consultants?	

PART VIII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (*and any supporting documentation*) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future works with **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL**

Having studied the pre-qualification information for the above provisions of goods, works or services applied for I hereby state:-

1. The information and answers furnished in this pre-qualification questionnaire form (*and any supporting documentation*) are correct to the best of our knowledge and I understand that any misrepresentation will render my

organization ineligible to participate in any future works at **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL.**

2. 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 on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with **TASSIA CATHOLIC PRIMARY & NURSERY SCHOOL** or its consultants.
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

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