



# **BUKURA AGRICULTURAL COLLEGE**

**TENDER NO. BAC/TC/29/2021-2022**

**FOR**

**PROVISION OF COURIER SERVICES FOR  
THE PERIOD ENDING 30TH JUNE 2022**

**CLOSING DATE: 13<sup>TH</sup> MAY 2021**

P.O. BOX 23- 50105  
TEL: +254 020 3505479/2349265  
BUKURA,  
E-mail: [principal@bukuracollege.ac.ke](mailto:principal@bukuracollege.ac.ke)  
Website: [www.bukuracollege.ac.ke](http://www.bukuracollege.ac.ke)

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## **SECTION A**

### **INVITATION TO TENDER**

BUKURA AGRICULTURAL COLLEGE desires to engage the services of suitably qualified and experienced candidates under various assignments to be undertaken in the financial year 2021-2022.

Consequently, The College invites you to submit your prequalification documents in accordance with the instructions to candidates. The successful candidates will be selected under the selection procedure described in the prequalification documents.

Information on the outer envelope should also include:

**“PREQUALIFICATION OF SUPPLIERS FOR 2021/2022 FINANCIAL YEAR”  
DESCRIPTION:**

**TENDER NO: BAC/TC/29/2021-2022**

Please submit an original copy of sealed proposals, as detailed in this document, to:

**Principal/CEO**

**Bukura Agricultural College**

**P.O. Box 23-50105,**

**BUKURA.**

**DATED: 26<sup>TH</sup> APRIL 2021.**

## **SECTION B**

### **INSTRUCTIONS TO CANDIDATES**

#### **I. Introduction**

BUKURA AGRICULTURAL COLLEGE will select candidates among those that submit documents, in accordance with the method of selection detailed under this section.

The candidates are invited to submit documents required for assignment applied for.

- In this Selection **procedure, the firm that attains the marks specified in the criteria and is responsive will be considered for award.**
- Pre-qualified candidates will be asked to give quotations for items required during the Financial year on **"as and when need arises"** basis.

The documents should be submitted in the following language(s): **English**

#### **SPECIAL CONDITIONS**

- The tenderer is required to check the number of pages in the document and should he/she find any missing, duplicate or indistinct, he/she should inform the Head, Supply Chain Management Unit,, Bukura Agricultural College immediately on tel: or in writing.
- Should the tenderer be in doubt about the precise meaning of any item or figure, for any reason, whatsoever, he should inform the Head, Supply Chain Management Unit in order that the correct meaning may be decided before the date of submission.
- No liability will be admitted nor claim allowed in respect of errors in the tender due to mistakes in the specifications which should have been rectified in the manner described.

#### **Clarifications**

Clarifications on this Prequalification document may be requested before the submission date specified below.

The address for requesting clarifications is:

BUKURA AGRICULTURAL COLLEGE,  
P O BOX 23- 50105,  
BUKURA

The Prequalification submission must be done no later than the date specified in the prequalification advertisement. The number of points to be given under each of the evaluation criteria are:

Supplier availability	9 Points
Supplier relevance & experience	15 Points
Supplier capability	20 Points
Legality of supplier business	56 Points

**Total points: 100 Points**

**(The firm that is found to be the most responsive will be considered for award)**

## **II: CRITERIA FOR EVALUATION OF ALL SUPPLIERS**

The BUKURA AGRICULTURAL COLLEGE Evaluation committee, as a whole, and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and point system as specified in this criterion.

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the Selection procedure described below is applied.

## **III. PRELIMINARY EVALUATION CRITERIA**

**Firms that are not found to be responsive will be eliminated at this stage.**

**The grounds for elimination of applicants at preliminary stage are listed below.**

1. Failure to submit the tender in the required format and failure to submit all the required documents.
2. Failure to authorize the tender through signing and officially stamping the Prequalification submission form by the person authorized to do so.
3. Failure to submit the number of copies required for submission of tender.
4. Failure to submit fully authorized and duly signed C.Vs of staff.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on goods, works or services which you don't deal in, not ever supplied /rendered.
7. If the firm is in a debarment list from participating in Public Procurement.
8. If the firm has not renewed legal and statutory documents that are due for renewal at the time the tender is being submitted.
9. If the applicant is proved to have cheated in the documents that are submitted.

#### **IV. EVALUATION CRITERIA (SELECTION PROCEDURE)**

**Candidates are requested to read this section carefully before filling in any information.**

##### **A) SUPPLIER AVAILABILITY**

**9 Points**

Name	(1 point)
Physical Address	(1 point)
Town/city	(1 point)
Street:	(1 point)
Other Land Mark	(1 point)
Telephone Address	(1 point)
Email address	(1 point)
Website address	(1 point)
Postal Address	(1 point)

##### **B) SUPPLIER RELEVANCE & EXPERIENCE**

**15 Points**

Nature of Business related to the tender applied for

- Registration as a dealer/agent/core business (5 points)
- Business transacted for the last 3 years (5 points)
- Relevant Government or State Corporations tenders awarded. (5 Points)

##### **(C) SUPPLIER CAPABILITY**

**20 Points**

• TECHNICAL CAPABILITY	Competence & experience of key staff (5 points)
• FINANCIAL CAPABILITY	Audited reports for the last 2 years (10 points)

- CASH/ CREDIT (TICK ONE) (1 Point)
- 30 Days (2 Points)
- 60 Days (3 Points)
- 90 Days (4 Points)
- Over 90 Days (5 Points)

##### **(D) LEGALITY OF SUPPLIER BUSINESS**

**56 Points**

- a) Certificates of incorporation/registrations & valid trade license (13 Points)
- b) Letters of recommendations from three major clients (5 Points)
- c) Copy of PIN Card (5 Points)
- d) VAT Registration/Exemption (5 Points)
- e) Certificate of Tax compliance (13 Points)
- f) Youth, Women and PWDs special group certificate/proof (15 Points)

**V. SUPPLIER PERFORMANCE PROFILES**

**RATING OF TWO CLIENTS SERVICED IN THE LAST ONE YEAR**

**(To be filled by the client)**

CLIENT No.	Name and full address of client	Category of goods or services rendered	Value in Kshs	Rating of the Supplier's services. <b>(Please tick.)</b>
1.				Excellent Very good Good Fair Poor
NAME OF OFFICER RECOMMENDING ON BEHALF OF THE CLIENT				
DESIGNATION				
SIGNATURE				
CLIENT NO.	Name and full address of client	Category of goods or services rendered	Value in Kshs	Rating of the Supplier's services <b>(Please tick)</b>
2.				Excellent Very good Good Fair Poor
NAME OF OFFICER RECOMMENDING ON BEHALF OF THE CLIENT				
DESIGNATION				
SIGNATURE				
OFFICIAL STAMP AND DATE				

**SECTION C**

**PREQUALIFICATION STANDARD FORMS**

These forms shall include:

- a) Prequalification submission form
- b) Format for submission of Supplier’s references at least 3 No. last 5 years.
- c) Format of curriculum vitae (CV) for staff to be involved in the tender.

**A) PREQUALIFICATION SUBMISION FORM**

Date \_\_\_\_\_

To: \_\_\_\_\_  
(Name and address of client)

Ladies/Gentlemen:

We, the undersigned, submit our prequalification form for \_\_\_\_\_  
\_\_\_\_\_ in accordance with  
(Title of prequalification)

Request for Prequalification No(Tender No).....dated.....and our  
proposal. We are hereby submitting our Prequalification documents, which includes the following  
attachments:

.....  
.....  
.....  
.....  
.....  
.....  
.....

Our Price list as submitted by us shall be binding upon us up to expiration of the  
validity period specified in the instructions to Candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely,

(Authorized Signature).....

(Name and Title of Signatory).....

(Name and address of Applicant).....

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**B) FORMAT FOR SUBMISSION OF CANDIDATES’S REFERENCES**

**Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualification**

Using the format below, provide information on each assignment for which you either individually as a corporate entity or in association was legally contracted.

Assignment Name:	Country
Location within country	
Name of Client	
Address	
Start Date (Month/Year): Completion Date Approx. Value Of Services (Kshs.) (Month/Year)	
Narrative Description of assignment	
Description of Actual services provided	

Supplier’s Name: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

\_\_\_\_\_

**(C FORMAT OF CURRICULUM VIATE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT**

**Proposed Position:**

\_\_\_\_\_  
**Name of Staff:**

\_\_\_\_\_  
**Profession:**

\_\_\_\_\_  
**Date of Birth:**

**Years with firm:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

[Give an outline of staff member’s experience and training most pertinent to task 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 (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 organization, titles of positions held, and locations of assignments]

**CERTIFICATION:**

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

[Signature of staff member) \_\_\_\_\_ Date; \_\_\_\_\_

[Signature of authorized representative of the supplier].....

Full name, address and contact numbers of staff Member:

\_\_\_\_\_

Full name, address and contact numbers of authorized representative:

\_\_\_\_\_

**FORM OF TENDER**

From .....  
.....  
.....  
Date .....

To: Principal,  
Bukura Agricultural College  
P.O. Box 23-50105,  
BUKURA.

RE: Tender for

.....In  
accordance with Tender Number ..... Dated ..... received from

.....I/we.....

Hereby tender to ..... in accordance with the attached  
forms/conditions of tender/schedule of requirements at the price /fees/charges shown against each item and in  
conformity with the scheduled delivery arrangements stated. This applies to item numbers

..... only in the schedule representing a  
total amount of Kshs..... tendered for

I/we understand that the College reserves the right to accept or reject this tender in part or in whole for any reason it  
considers justifiable. I/we agree that terms of this tender will remain valid for and will not be withdrawn for a period of  
..... Days from the final date for submission of tender

namely:.....

In the event of this tender being accepted in part or in full within the stipulated ..... Days: I/we agree to supply  
against an order signed by an officer of the College of ..... authorized to do so, those  
goods accepted in this tender to the quoted delivery dates and that failure on my/our part to meet these requirements  
constitutes a breach of contract.

Witnessed by .....  
Address .....  
Signature of witness .....  
Date .....

Tenderer's name .....  
Tenderer's signature .....  
Tenderer's designation .....  
Full address .....  
Telephone No. ....  
Telegraphic Address .....  
Date .....

# CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a) (b) or 2 (c) whichever applies to your type of business.

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

## PART I – 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: Kshs.....  
Name of your bankers ..... Branch .....  
Are you an agent of the Kenya Trading Corporation? YES/NO.....

## Part 2 (a) – Sole Proprietors:

Your name in full ..... Age .....  
Nationality ..... Country of origin .....  
\*Citizenship details .....

## Part 2 (b) – Partnership:

Give details of partners as follows:

Name	Nationality	citizenship	Shares
1.....			
2.....			
3.....			
4.....			

## Part 3 © - Registered Company:

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	citizenship	Shares
1.....			
2.....			
3.....			
4.....			

Date..... Signature of Tenderer .....

\*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

## CONDITIONS OF TENDERING

SERIAL NO.....

MISCELLANEOUS RECEIPT NO.....

DATE OF RECEIPT .....AMOUNT KSH.....

1. The tenderer is the person, company, agency or firm of contractors' who/which/undertakes to supply the goods or perform the service described in the tender documents. The signatory must be a recognized official in the company and be authorized to sign on its behalf.

### DOCUMENTS

2. (1) The tenderer will receive a Miscellaneous Receipt in respect of payments for tender documents. These include the following in duplicate.

- (i) Form of Tender.
- (ii) Tender form to be completed by all intending suppliers.
- (iii) Confidential Business Questionnaire.

The tenderer should retain one set for his records and return the other set in accordance with these conditions.

2. (2) The tenderer is required to check the number of pages of the documents accompanying the form of tender. Should he find any missing or any figure indistinct, or should he be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the tender issuing office at once and have the matter rectified as required, before the final date for the submission of tenders.
2. (3) The tenderer's signature to this document and to all documents, as required which accompany to Form of Tender shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.

### Submission of Tenders

3. (1) Attention is invited to the Tender Notice. The tender documents must be submitted to the address shown on the Form of Tender in a wax sealed envelope endorsed on the outer cover with "Tender for..... Tender No..... No indication of tenderer's name must appear on the envelope".
3. (2) The form of Tender must be properly signed in ink, dated and witnessed and must accompany any other documents concerned with the tender.
3. (3) The tenders will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. They may be posted to the address given or deposited in the locked tender box at the issuing authority's premises to reach that address not later than the appointed time and date.
3. (4) Any tender received later than this appointed time and date, irrespective of the cause of the delay, will be rejected.

### Communication

4. (1) There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in written before the closing date and should be submitted in a plain sealed envelope as shown in paragraph 3. No amendments will be entertained after the closing date.
- 4 (2) All correspondence with tenders will be sent to the address shown on the forms of tender by post or if overseas by telex or cable as appropriate.

### Liability

5. No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents which should have been rectified in the manner described above. The tenderer shall bear all costs associated with the preparation and submission of its tender, and the College, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### Validity

6. Tenders shall remain for at least 30/60/90 days from final date for acceptance, but this date may be extended by mutual consent. No tender may be withdrawn during this period without giving valid reasons failing which tenderer may be penalized in future tenders.