

**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**CUEA – GABA CAMPUS, ELDORET.**



**PRE-QUALIFICATION DOCUMENT FOR THE YEAR**

**2024 - 2026.**

**DETAILS TO BE FILLED BY THE PROSPECTIVE SUPPLIERS:**

**CATEGORY APPLIED FOR:** .....

**CUEA RECEIPT NO/BANK/MPESA TRANSACTION CODE:**

.....

(Support with copy of bank slip /CUEA receipt for proof of payment.)

For MPESA input transaction code.

**COMPANY'S NAME:** .....

.....

**POSTAL ADDRESS:** .....

.....

**LOCATION** .....

**TELEPHONE:**

1. **LANDLINE:** .....

2. **MOBILE:** .....

**EMAIL:** .....

**CONTACT PERSON:** .....

**COMPANY RUBBER STAMP**

**AND/OR SEAL:** .....

**PRE-QUALIFICATION OF SUPPLIERS YEAR 2024 – 2026**

**DESCRIPTION: SUPPLY & DELIVERY OF GOODS, SERVICES & WORKS.**

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## **1.0 PRE-QUALIFICATION INSTRUCTIONS TO CANDIDATES**

### **1.1 Introduction**

**The Catholic University of Eastern Africa (CUEA)** is a Chartered Private International University which enjoys a heritage of 37 solid years of offering quality education grounded on values. Our vision is to be world class University providing transformative leaders for church and society. Our Mission is to promote excellence in Research, Teaching and Community Service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church.

### **1.2 Project Objective**

The main objective is to supply and deliver assorted items and services under relevant tenders/quotations to the Catholic University of Eastern Africa **as and when required** during the period 2024/2026.

### **1.3 Invitation for Pre-qualification**

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise are invited to submit their PRE-QUALIFICATION documents to the **Director – GABA Campus** so that they may be pre-qualified for submission of tenders/quotations for the above mentioned items in clause. Bids will be submitted in complete lots, singly or in combination. CUEA requires prospective suppliers to supply information for pre-qualification.

### **1.4 Experience**

1.4.1. Prospective suppliers, contractors and service providers must have carried out successful, Supply and delivery of similar items and/or services to institutions of similar size.

1.4.2. Prospective suppliers/service providers must provide evidence/ability to service the equipment (applicable to suppliers of machinery and equipment).

### **1.5 Pre-qualification Document**

1.5.1 This document includes questionnaire forms and documents required of Prospective suppliers/vendors and service providers.

1.5.2 In order to be considered for qualification, prospective suppliers must submit all the information herein requested.

### **1.6 Submission of Pre-qualification documents**

Completed pre-qualification documents and other requested information shall be submitted to reach:-

**The Director - GABA Campus,  
The Catholic University of Eastern Africa,  
P. O. Box 908 – 30100,  
ELDORET – KENYA.**

Tel: 0709691800

Email:directorgaba@cuea.edu

Cc:procurementgaba@cuea.edu

***Not later than Monday 22<sup>nd</sup> April 2024 at 12.00 Noon.***

***The Catholic University of Eastern Africa reserves the right to accept or reject any tender application either in part or wholly and is not bound to give reasons for its decision.***

### **1.7 Questions arising from Pre-qualification Documents**

Questions that may arise from the pre-qualification documents should be directed to the **Director, Gaba Campus via the email:directorgaba@cuea.edu**

### **Additional Information**

The Director, Gaba Campus reserves the right to request for the submission of additional information from prospective suppliers, contractors and service providers at any time prior to, or after, the closing date for submission of pre-qualification documents.

### **1.9 Notification of Pre-qualification Outcome**

Bidding documents will be made available only to those firms whose qualifications are accepted by **CUEA** soon after the completion of the pre-qualification process. Those firms not qualified will be informed formally.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Goods**

The suppliers/service providers will have to pay customs duty and VAT, where applicable, for all imported materials/services to be supplied/carried out.

### **2.2 Customs Clearance**

The supplier shall be responsible for custom clearance of their imported materials. All items quoted for shall be delivered to the University.

### **2.3 VAT and PIN Registration**

Suppliers must be registered with Kenya Revenue Authority (KRA) and should submit the relevant VAT and PIN Certificates.

### **2.4 Contract Price**

The contract shall be of unit price type and shall be fixed to a specific period with exception in situation of *force majeure*, inflation or currency fluctuation. Quantities given will be a guide for purposes of bidding.

### **2.5 Payments**

All local purchases shall be on 30 days' credit period after date of invoice and statement. A statement of account shall be submitted at the end of every month detailing all the transactions for the month.

### **3.0 PRE-QUALIFICATION DATA INSTRUCTIONS**

#### **3.1 Pre-qualification Data Forms**

3.1.1 The attached questionnaire forms PQ2, PQ3, PQ4, PQ5, and PQ6 must be Completed by prospective suppliers and service providers who wish to be pre- Qualified for submission of tenders/quotations for the specified tender lot.

3.1.2 The pre-qualified applications which are not filled out completely and Submitted in the prescribed questionnaire form shall NOT be considered. All the documents that form part of the proposal must be written in the English language and in ink.

#### **3.2 Qualification**

3.2.1 It is understood and agreed that the pre-qualification data on prospective Suppliers and/or contractors is to be used by C.U.E.A in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers to perform in respect to the tender lot described in this document.

3.2.2 Prospective suppliers and/or contractors **WILL NOT** be considered qualified unless in the judgment of CUEA they possess capability, experience, Qualified personnel suitability of equipment and net current Assets or working capital sufficient to satisfactorily execute the contract.

#### **3.3 Essential Criteria for Pre-qualification**

##### **Experience:**

- (a) Prospective suppliers and/or contractors shall have at least 3 years' experience in the supply of items or services referred on page 3 of this pre-qualification document.
- (b) Prospective suppliers and/or contractors require special experience and capability to organize, supply and deliver items or services on page 3 of this pre-qualification document.

##### **3.3.1 Personnel**

The names and pertinent information and the C.V. of the principal (technical) personnel to execute the contract(s) must be indicated in Form PQ-2.

##### **3.3.2 Financial Position**

The supplier's financial condition will be determined by latest two audited Financial statements submitted with the pre-qualification documents as well as Letters of Reference from their bankers regarding the supplier's credit position (Please see Form PQ-3).

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress.

**3.3.3 Past Performance**

Past Performance will be given due consideration in pre-qualifying suppliers/service providers. Letters of reference from past and current customers should be included as per Form PQ-4

**3.4 SWORN STATEMENT**

Applicants must include a sworn statement as per Form PQ-5 by the company ensuring the accuracy of the information given.

**3.5 WITHDRAWAL OF PRE-QUALIFICATION**

Should conditions arise between the time a firm is pre-qualified to bid and the bid opening date which in the opinion of CUEA could substantially change the performance and qualification of the bidder or his ability to perform such as, but not limited to; bankruptcy, change in ownership, or new commitments, CUEA reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURE**

The pre-qualification applicant should also submit a brief statement of supply and delivery method and procedures he plans to use to execute the contract in Form PQ-2.

3.6.1 Current PIN certificate number.....

3.6.2 Current Local Authority License number.....Expiry date.....

3.6.3 Name of issuing local authority.....

3.6.4 Under present management since.....

3.6.5 Net worth in equivalent Kshs.....

3.6.6 Bank reference and address.....  
.....

3.6.7 Enclose copy of the organization chart of the firm indicating the main fields of activities.

3.6.8 Attach copies of:

- i. Company Certificates (Certificate of Incorporation, Registration)
- ii. VAT certificate.
- iii. PIN Certificate.
- iv. Local Authority Trade License.
- v. Registered Institution Membership certificate.
- vi. CR-12.
- vii. Any other relevant certificate.

**4.0 PRE-QUALIFICATION DATA**

1. Supplier Registered name: .....  
.....  
Post Office Address.....  
Street Address.....  
Country/County.....  
Telephone No.....  
E-mail address.....  
Person to contact.....  
Title.....
2. Organization and Business information.....  
Management Personnel.....  
Director.....  
Other.....  
Partnership (if applicable) .....  
Name of partners.....  
.....
3. Business founded or incorporated (*state date*) .....
4. Company registration number.....
5. Current valid Local Authority trade license number.....  
Expiry date.....
6. Current VAT registration number.....



**5.0 MANAGEMENT PERSONNEL**

1. Name.....
2. Gender/Sex.....
3. Academic qualification.....
4. Professional qualification.....
5. Work experience.....
6. Length of service with the firm and position held:
  - a) Length: .....
  - b) Position: .....
7. Please attach the Curriculum Vitae of the principal (technical) personnel.

FORM PQ-3

**6.0 FINANCIAL POSITION/STATUS:**

1. Attach a copy of firm's two most recent audited financial statements/Reports
2. Summary of quick assets and current liabilities as of 30<sup>th</sup> June 2022.

Assets.....

.....

(a) Cash in hand\_\_\_\_\_

(b) Cash deposit in bank (state details below)

.....

.....

Total Cash.....

<b>S. No.</b>	<b>Name of Bank/Institution</b>	<b>Location</b>	<b>Deposit in Amount</b>
1			
2			

Liabilities.....

.....

3. Performance bid Bonds: Deposit with Bids or as guarantees (state details)

.....

.....

<b>S. No.</b>	<b>Deposited with</b>	<b>Name and Address</b>	<b>purpose</b>	<b>Date Recovery</b>	<b>Amount</b>
1					
2					

4. Due from completed contracts

(Amount receivable within 90 days, exclude claims not approved)

.....

.....

<b>S. No.</b>	<b>Name and address of owner</b>	<b>Designation of contract</b>	<b>Contract sum</b>	<b>Amount receivable</b>
1				
2				
3				

**7.0 NAMES OF APPLICANTS' CLIENTS IN THE LAST TWO YEARS**

NAME OF APPLICANTS' OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN LAST TWENTY-FOUR MONTHS; **ATTACH PROOF/EVIDENCE e.g. L.P.O, L.S.O, Contract etc.**

**1. First Client (organization)**

- (i) Name of client (organization).....
- (ii) Address of client (organization).....
- (iii) Telephone No. of client.....
- (iv) E-mail address of client.....
- (v) Name of contact person at the client (Organization).....
- (vi) Value of Contracts/Orders.....
- (vii) Duration of on-going Contracts/Orders.....

**2. Second Client (Organization)**

- (i) Name of client (Organization).....
- (ii) Address of client (Organization).....
- (iii) Telephone No. of client.....
- (iv) E-mail address of client.....
- (v) Name of contact person at the client (Organization).....
- (vi) Value of Contracts/Orders.....
- (vii) (Duration of on-going Contract/orders.....

**3. Third client (Organization)**

- (i) Name of client (Organization).....
- (ii) Address of client (Organization).....
- (iii) Telephone No. of client.....
- (iv) E-mail address of client.....
- (v) Name of contact person at the client (Organization).....
- (vi) Value of Contracts/Orders.....
- (vii) Duration of on-going Contract/orders.....

**4. Fourth client (Organization)**

- (i) Name of client (Organization).....
- (ii) Address of client (Organization).....
- (iii) Telephone No. of client.....
- (iv) E-mail address of client.....
- (v) Name of contact person at the client (Organization).....
- (vi) Value of Contracts/Orders.....
- (vii) Duration of on-going contract/orders.....

**5. Fifth client (Organization)**

- (i) Name of client (Organization).....
- (ii) Address of client (Organization).....
- (iii) Telephone No. of client.....
- (iv) E-mail address of client.....
- (v) Name of contact person at the client (Organization).....
- (vi) Value of Contracts/Orders.....
- (vii) Duration of on-going contract/orders.....

**N/B:** You may include additional clients as you may wish to support your application.

FORM PQ-5

**8.0 SWORN STATEMENT**

The undersigned having studied the pre-qualification invitation for the category of items listed on page one (1)

- 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 opportunity to participate in due time in the submission of tender/quotations on the basis of provisions in the tender documents to follow.
- c. When the invitation for tenders is issued, if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Applicant's Registered Name.....

Presented by (Name of official) .....

Designation.....

Signature.....

Date.....

Company Rubber Stamp/Seal.....



**(Full name and designation of the person signing to be given and stamp or seal to be affixed)**

**9.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE TO BE FILLED BY ALL PROSPECTIVE SUPPLIERS**

You are requested to give the particulars indicated below in **Part 1** and either **Part 2(a)**, **2(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 1 – General**

Business Name.....

Registration Ref No.....

Location of business premises, i.e. building.....Floor No..... Room No.....

Plot No.....Street/Road.....

Postal Address.....Tel. No.....

Website.....

Nature of Business.....

VAT Registration No..... PIN Certificate No.....

Local Authority License No..... Expiry date.....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of bankers..... Branch.....

Name the agencies you hold.....

.....

**N/B Attach copies of Registration Certificate, Trade License, VAT Registration Certificate, PIN Certificate and Local Authority License plus any other mandatory Registration.**

**Part 2 (a) Sole Proprietor**

My name in full.....Age.....

Nationality.....ID/Passport No.....Country of origin.....

Citizenship details.....

**Part 2 (b). Partnership**

Fill details of partners as follows:

<b>S. No.</b>	<b>Name</b>	<b>Nationality</b>	<b>citizenship</b>	<b>Shares</b>
1.				
2.				
3.				
4.				
5.				

**Part 2 (c) Registered Company**

State whether Private or Public.....

Nominal Kshs.....or other convertible currency.....

Issued Kshs.....or other convertible currency.....

Give details of all Directors as follows:

<b>S. No.</b>	<b>Name</b>	<b>Nationality</b>	<b>citizenship</b>	<b>Shares</b>
1.				
2.				
3.				
4.				
5.				

**Part 3: – Names of all Associated or Holding Companies (if any)**

1.....

2.....

3.....

4.....

5.....

If no companies are applicable, please give the information on a separate sheet of paper

**Part 4: – Give details of all Directors of the Companies you have listed above as follows:**

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

S. No.	Name	Nationality	citizenship	Shares
1.				
2.				
3.				
4.				
5.				

**Part 5:** – Please indicate the nature of business.....  
.....  
.....

**Part 6:** – Volume of business transacted between CUEA and my company during the last 12 months, if any, Kshs .....

**Part 7:** – State whether or not you have experience, in the area of non-performance by your company, any problem(s) with any contract(s) awarded to you by CUEA during the last 12 months and give a brief explanation/description of the problem(s)  
.....  
.....  
.....

**Part 8:** – Give any other information relating to your company which you may consider relevant to your bid to do business with CUEA.  
.....  
.....  
.....

**Part 9:** – Please attach a copy of the latest Audited Report and Annual Accounts for your company for the last two years.

**Part 10: – Declaration**

I certify that all the above particulars are true

Name of Applicant (officer).....

Signature of Applicant.....

Position in company/title.....

Date .....

N/B: Please affix company’s rubber stamp or seal: