



**COMMISSION FOR UNIVERSITY EDUCATION  
REDHILL ROAD, OFF LIMURU ROAD, GIGIRI**

**P.O. Box 54999-00200, Nairobi**

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**PREQUALIFICATION/ REGISTRATION OF SUPPLIERS  
FOR GOODS, WORKS AND SERVICES FOR THE  
PERIOD ENDING 30<sup>TH</sup> JUNE 2023**

**CATEGORY NO: -----**

**CATEGORY DESCRIPTION: -----**

**-----**

**CLOSING DATE:  
WEDNESDAY 5<sup>TH</sup> MAY 2021  
AT 12.00 NOON**

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## ADVERTISEMENT NOTICE

### PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2023

The Commission for University Education (CUE) invites applications from interested eligible suppliers, service providers, under the special group for the supply of under listed goods, services and works for the period ending 30<sup>th</sup> June 2023 as indicated below:-

	CATEGORY NUMBER	DESCRIPTION OF GOODS, WORKS AND SERVICES
<b>A</b>	<b>CATEGORIES 01-011: RESERVED FOR YOUTH WOMEN AND PERSONS LIVING WITH DISABILITIES</b>	
1.	CUE/PQ/001/2021-2023	Supply and delivery of general supplies e.g. Stationery, cleaning materials, detergent and disinfectants, cut flowers, airtime, newspaper and magazines etc.
2.	CUE/ PQ/002/2021-2023	Provision of Air Travel agency and related services (IATA registered only)
3.	CUE PQ /003/2021-2023	Supply and delivery/repair of office furniture.
4.	CUE/PQ /004/2021-2023	Provision of office cleaning, fumigation, pest control and sanitary services.
5.	CUE/ PQ/005/2021-2023	Provision of event organizing and outside catering services.
6.	CUE/ PQ/006/2021-2023	Provision of printing and branding services e.g Printing of publication, branding of corporate corporate shirts etc...
7.	CUE/ PQ/007/2021-2023	Provision of grounds maintenance, landscaping
8.	CUE/ PQ/008/2021-2023	Supply of Computer equipment, consumables, hardware, software licenses, and other assorted accessories.
9.	CUE/ PQ/009/2021-2023	Provision of Small Works: Building Construction, General Civil Works, Electrical Works & Plumbing (NCA Registered firms only)
10.	CUE/ PQ/010/2021-2023	Supply and delivery of Motor Vehicle spare parts, Tyres and Batteries
11.	CUE/ PQ/011/2021-2023	Supply, installation and maintenance of refrigeration equipment and air conditioners.
<b>B</b>	<b>CATEGORIES 012-027: OPEN TO ALL APPLICANTS</b>	
12.	CUE/PQ/012/2021-2023	Provision of consultancy services in Architecture, Quantity Survey, Electrical, Structural, Civil and Mechanical Engineering.
13.	CUE/PQ/013/2021-2023	Provision of training services in various areas such as Drug Abuse, HIV & AIDS, Disability mainstreaming, Gender Mainstreaming, Information Security Management Systems among others.
14.	CUE/PQ/14/2021-2023	Provision of internet, website hosting, web support and maintenance, cloud and managed services including remote data back up and recoveries.
15.	CUE/PQ/015/2021-2023	Provision of software development and implementation e.g Board management software etc.
16.	CUE/PQ/016/2021-2023	Provision of digital asset tracking, coding, tagging and management solutions.

	<b>CATEGORY NUMBER</b>	<b>DESCRIPTION OF GOODS, WORKS AND SERVICES</b>
17.	CUE/PQ/017/2021-2023	Provision of Estate Management services and Valuation of Assets
18.	CUE/PQ/018/2021-2023	Provision of Information and Communication Technology infrastructure networking service
19.	CUE/PQ/019/2021-2023	Supply installation and maintenance of phones, Local Area Network, security systems and related accessories.
20.	CUE/PQ/020/2021-2023	Provision of Taxi and Car Hire Services.
21.	CUE/PQ/021/2021-2023	Provision of Insurance Brokerage Services.
22.	CUE/PQ/022/2021-2023	Provision of Security services (Guarding and Security Alarm and Closed-circuit television (CCTV) System Services)
23.	CUE/PQ/023/2021-2023	Supply and maintenance of Fire Fighting Equipment
24.	CUE/PQ/024/2021-2023	Provision of borehole maintenance services
25.	CUE/PQ/025/2021-2023	Provision of Auctioneering Services.
26.	CUE/PQ/026/2021-2023	Supply and delivery of Library Books, Journals and Periodicals.
27.	CUE/PQ/027/2021-2023	Provision of Accommodation and Conference facilities (Hotels).

<b>C</b>	<b>RESERVED FOR ACADEMIC AND PROFESSIONAL PEERS</b>	
28	CUE/PQ/028/2021-2023	Provision of Peer review services in Curriculum evaluation, Academic Institutional review, Research and Consultancy.

The applicants will be registered in accordance with procedures set out in the Public Procurement and Asset Disposal Act 2015. Interested applicants must provide requested information as detailed in the application document.

Pre-qualification/ registration documents, containing detailed terms of tendering may be obtained from the office of Supply Chain Management at CUE offices on Redhill Road off Limuru Road, Gigiri, during normal working hours, Monday to Friday, from **8.00 a.m.** to **5.00 p.m.** or downloaded from the Commission's website [www.cue.or.ke](http://www.cue.or.ke) or the national suppliers' portal [www.suppliers.treasury.go.ke](http://www.suppliers.treasury.go.ke).

Completed application documents in plain sealed envelopes clearly marked with the **Category Number and Category description** should be deposited in the Tender Box located at the Commission's reception or be addressed and posted to address below.

**Commission Secretary/Chief Executive Officer,  
Commission for University Education  
P. O. Box 54999- 00200, NAIROBI**

**so as to be received on or before Wednesday 5<sup>th</sup> May 2021 at 12 noon.**

Application documents will be opened immediately thereafter at the Commission's boardroom, in the presence of bidders or their representatives who wish to be present.

**PROF. MWENDA NTARANGWI  
COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER**

## **PRE-QUALIFICATION/REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

Commission for University Education would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract for supply and delivery or provision of goods, services and works.

### **1.2 Pre-qualification/Registrations Objective**

The main objective is to shortlist firms to supply and deliver assorted items and also provide services and minor works under specific bids to Commission for University Education on an “as and when required” basis during the period ending 30<sup>th</sup> June, 2023

### **1.3 Invitation of Pre-qualification/Registration**

Firms registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services/minor works are invited to submit their pre-qualification documents to **Commission Secretary/Chief Executive Officer** so that they may be eligible for submission of tenders/quotations. The prospective suppliers are required to supply mandatory information for Pre-qualification/Registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/minor works to public institutions of similar size and complexity for at **least the last three (3) years**. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria. *However, the youth, women and other disadvantaged groups/Enterprises may be exempted from this requirement.*

### **1.5 Pre-qualification/Registration Document**

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

In order to be considered for Pre-qualification/Registration, prospective suppliers **MUST** submit all the information herein requested.

### **1.6 Delivery of Pre-qualification/Registration Documents**

Completed Pre-qualification/ Registration data and other requested information shall be deposited in the Tender Box located at the Commission’s reception or be addressed and posted to address below:

**Commission Secretary/Chief Executive Officer,  
Commission for University Education  
P. O. Box 54999- 00200, NAIROBI**

**so as to be received on or before Wednesday 5<sup>th</sup> May 2021 at 12.00 Noon.**

## **1.7 Questions Arising from Documents**

Questions that may arise from the Pre-qualification tender documents should be directed to the Commission Secretary/Chief Executive Officer, Commission for University Education whose address is given in part 1.6

## **1.8 Additional Information**

Commission for University Education reserves the right to request submission of additional information from prospective bidders.

## **1.9 Invitations to bids**

Request for bids will be made available only to those bidders who satisfy the requirements of eligibility as set out in this document.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier will have to pay **custom duty and VAT** as applicable for all imported materials to be supplied unless the item(s) is/are donor funded. **(Those with a Certificate of exemption should attach)**

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

### **2.3 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 on the authority of the Commission Secretary. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.



### **3. PREQUALIFICATION/ REGISTRATION DATA INSTRUCTIONS**

#### **3.1 Pre-qualification data forms**

The attached forms are to be completed by prospective suppliers/contractors who wish to be registered to participate in tender/quotations for the specific items.

- 3.1.1** The Registration application 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.

#### **3.2 Qualification**

- 3.2.1** It is understood and agreed that the data on prospective bidders is to be used by Commission for University Education in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Commission for University Education they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

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

- 3.3.1** 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.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

#### **3.3.2 Personnel**

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

#### **3.3.3 Past Performance**

Past performance will be an added advantage in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

#### **3.4 Statement**

Application must include a sworn statement Form PQ-8 by the applicant ensuring the accuracy of the information given.

## MANDATORY REGISTRATION DOCUMENTATION

### 4.1 MANDATORY DOCUMENTATION

**Requirements 1-5 is Mandatory for all firms/applicants.**

1. Copies of Certificate of Registration/Incorporation for the purpose of defining their legal status.
2. Copy of I-tax PIN certificate with active V.A.T obligations
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Complete and filled up Forms attached to this document
5. Valid trading license issued by county Government/Business permit
6. Valid AGPO Certificate for the Youth, Women and PWDs **for those applying for registration under reserved categories.**
7. Valid IATA Certificate of Registration for those applying for registration under **Provision of Air Travel agency and related services**
8. Valid NCA Registration Certificate for all those applying for registration under **Provision of Small Works: Building Construction, General Civil Works, Electrical Works & Plumbing.**
9. Valid Certificate of good standing/registration from the Regulatory / Professional bodies and Statutory Institutions as required by law in the applicable categories. For example LSK, NITA, IRA, AIBK, ICTA etc.
10. Audited Financial statements for the last three Financial Years **(This does not apply to the special Group)**

## 5.0 EVALUATION CRITERIA

The following instructions for the pre-qualification/ registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

### 5.1 REGISTRATION CRITERIA

Registration of suppliers/ service providers within the special group (Youth, Women and PWDs) shall be based on attaching all the MANDATORY DOCUMENTS 1-6 ONLY

### 5.2 PREQUALIFICATION EVALUATION CRITERIA

The following shall be the registration criteria for the prequalification for those firms that satisfy **ALL** the mandatory requirements.

In addition to providing all the relevant information required, bidders should meet special requirements stipulated below **WHICH WILL FORM THE BASIS OF EVALUATION.**

#### FOR OPEN CATEGORY 12-13

	REQUIREMENT	MAX POINTS	POINTS SCORED
1	<b>Registration Data</b>		
a)	<b>Qualification of the Technical Personnel</b>	<b>10</b>	
	Masters and Above      5 points Degree                      3 points Diploma and below      2 Points Additional professional qualification 5 Points ( <b>Applicants to attach academic Testimonials/Certificates</b> )		
b)	<b>Year of Experience of the technical staff (Operations officers)</b>	<b>10</b>	
	Above 10                  10 points 5 – 10                      5 points Below 5                    2 points ( <b>Applicants to attach organogram and CV's</b> )		
2	<b>Financial Position</b>	<b>25</b>	
a)	Average annual net revenue in KES. Above 15 Million      15 points 10 - 15 million        10 points 5 - 10 million          5 point Below 5 million        3 point	15	
b)	Firms Liquidity Ratio Above 3                  10 Points 1- 3                        5 Points Below 1                  3 Points	10	
3	<b>Past Experience</b>	<b>20</b>	
a)	Firms Years of Experience Above 10 Years        10 points 5 – 10                      5 points Below 5 Years         3 points ( <b>Attach certificate of incorporation/registration</b> )	10	

	<b>REQUIREMENT</b>	<b>MAX POINTS</b>	<b>POINTS SCORED</b>
b)	List of past clients Above 20            10 points 10 -20                5 points Below 10             3 points	10	
<b>4</b>	<b>Recommendation Letters</b>	<b>20</b>	
a)	Letters of recommendation from at least Five (5) private and five (5) public institutions previously served. 2 points for each letter		
<b>6</b>	<b>Litigation History</b>		
	Absence of any litigation history	<b>10</b>	
<b>7.</b>	<b>General organization of the document</b>	<b>5</b>	
	<b>TOTAL</b>	<b>100</b>	

The qualification pass mark is 70 points and above.

**FOR OPEN CATEGORY 14-25**

	<b>REQUIREMENT</b>	<b>MAX POINTS</b>	<b>POINTS SCORED</b>
<b>1</b>	<b>Registration Data</b>		
a)	<b>Qualification of the Technical Personnel</b>	<b>5</b>	
	Degree and above            3 points Diploma and below            2 points Additional professional qualification    2 points ( <b>Applicants to attach academic testimonials/certificates</b> )		
b)	<b>Year of Experience of the technical staff (Operations officers)</b>	<b>15</b>	
	Above 15                    15 points 5 – 15                        10 points Below 5                      5 points ( <b>Applicants to attach organogram and CV's</b> )		
<b>2</b>	<b>Financial Position</b>	<b>25</b>	
a)	Average annual net revenue in KES. Above 15Million            15 points 10 - 15 million            10 points 5 - 10 million               5 point Below 5 million             3 point	15	
b)	Firms Liquidity Ratio Above 3            10 points 1- 3                5 points Below 1            3 points	10	
<b>3</b>	<b>Past Experience</b>	<b>20</b>	
a)	Firms Years of Experience Above 10 Years            10 points	10	

	<b>REQUIREMENT</b>	<b>MAX POINTS</b>	<b>POINTS SCORED</b>
	5 – 10                      5 points Below 5 Years            3 points <b>(Attach certificate of incorporation/registration)</b>		
b)	List of past clients Above 20            10 points 10 -20            5 Points Below 10            3 points	10	
<b>4</b>	<b>Recommendation Letters</b>	<b>20</b>	
a)	Letters of recommendation from at least Five (5) private and five (5) public institutions previously served. 2 points for each letter		
<b>6</b>	<b>Litigation History</b>		
	Absence of any litigation history	<b>10</b>	
<b>7.</b>	<b>General organization of the document</b>	<b>5</b>	
	<b>TOTAL</b>	<b>100</b>	

**The qualification pass mark is 70 points and above.**

**FORM PQ-1 - PRE-QUALIFICATION/REGISTRATION DATA**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We .....hereby apply for registration as supplier (s)  
**(Name of Company/Firm)**

of .....  
**(Item Description)**

.....  
**(Category No.)**

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Telephone Nos. ....

Email Address: .....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Management Personnel .....

President (Chief Executive) .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated .....
4. Under present management since .....
5. Net worth equivalent Kshs. ....
6. Bank reference and address .....
- .....
7. Bonding company reference and address .....
8. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
9. State any technological innovations or specific attributes which distinguish you from your  
competitors .....
- .....
10. Indicate terms of trade/sale .....

**FORM PQ-2 SUPERVISORY PERSONNEL**

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

Name .....

Age .....

Sex .....

Position/Job title .....

Academic Qualification .....

.....

Professional Qualification .....

.....

Other Skills.....

Length of service with Contractor or Supplier position held .....

(Attach copies of certificates/CVs of key personnel in the organization)



**FORM PQ-3**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I 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 I- General:***

Business Name .....

Location of business premises.....

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

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

Nature of business.....

Current Trade Licence No..... Expiring date.....

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

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

***Part 2 (a) – Sole Proprietor***

Your name in full..... Age.....

Nationality..... Country of origin.....

\*Citizenship details.....

***Part 2 (b) Partnership***

Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Part 2 ( 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:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Date .....Signature of Candidate.....

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

(10 Marks)

**FORM PQ-4 - PAST EXPERIENCE**

Prospective applicant should show competence, willingness and Capacity to service a contract. Attach proof of past performance (**for the last two years**) or letters of reference from past customers

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS**

- 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 documentary 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 documentary 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 documentary evidence of existence of contract)

4. Name of 4<sup>th</sup> 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 documentary evidence of existence of contract)

5. Name of 5<sup>th</sup> 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 documentary evidence of existence of contract)

Others .....

**FORM PQ-5- LITIGATION HISTORY**

The applicant should provide accurate information on any history of litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

Name of Contract .....

<b>YEAR</b>	<b>AWARD FOR OR AGAINST THE APPLICANT</b>	<b>NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>

**FORM PQ-6 - SWORN STATEMENT**

Having studied the Pre-qualification/Registration information for the above project we/I hereby state:

- 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 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.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to Pre-qualify our Firm/Company. We are aware that Commission for University Education is at liberty to Institute legal proceedings as stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.
- f. We understand that the information submitted for prequalification will be subjected to verification and this may include visit of our business premises by a team of officers from the Commission for University Education.

**Date** .....

**Company Name** .....

**Represented by** .....

**Signature** .....

**(Full name and stamp or seal)**