



# THE NYERI NATIONAL POLYTECHNIC

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## TENDER NOTICE

### REGISTRATION FOR SUPPLIERS FOR GOODS, WORKS AND SERVICES

**TENDER REF NO: NNP/...../2022-2024**

**(Submission Date: 20<sup>TH</sup> MAY 2020)**

**REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2024**

The Nyeri National Polytechnic intends to prequalify and register suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the year ending 30<sup>th</sup> June 2024.

CATEGORY	DESCRIPTION	TARGET GROUP
NNP/01/2022-2024	Provision of Cleaning & Sanitary Services	Youth/Women/PWD
NNP/02/2022-2024	Provision of Repair & Maintenance of Polytechnic Vehicles Services	Open
NNP/03/2022-2024	Provision of Firefighting Services	Open
NNP/04/2022-2024	Provision of Small Works	Youth/Women/PWD
NNP/05/2022-2024	Supply and Delivery of Charcoal/Briquettes	Open
NNP/06/2022-2024	Supply and Delivery of Building Materials	Youth/Women/PWD
NNP/07/2022-2024	Supply and Delivery of Lab Chemicals, Equipment & Reagents	Open
NNP/08/2022-2024	Supply and Delivery of Medical Drugs, Medical Lab Reagents & Dressing	Open
NNP/09/2022-2024	Supply and Delivery of Textbooks	Open
NNP/10/2022-2024	Supply and Delivery of Sports Uniform & Games Equipment	Open
NNP/11/2022-2024	Supply and Delivery of Beauty & Cosmetic Products	Youth/Women/PWD
NNP/12/2022-2024	Supply and Delivery of Furniture	Open

NNP/13/2022-2024	Supply and Delivery of Electrical, Electronic Materials & Robotic Parts	Youth/Women/PWD
NNP/14/2022-2024	Supply and Delivery of Milk	Open
NNP/15/2022-2024	Supply and Delivery of Animal Feeds & Farm Inputs	Youth/Women/PWD
NNP/16/2022-2024	Supply and Delivery of Branded Materials	Youth/Women/PWD
NNP/17/2022-2024	Supply and Delivery of Meat, Meat Products & Poultry Products	Youth/Women/PWD
NNP/18/2022-2024	Supply and Delivery of Detergent & Cleaning Materials	Youth/Women/PWD
NNP/19/2022-2024	Supply and Delivery of Office Stationery	Youth/Women/PWD
NNP/20/2022-2024	Supply and Delivery of Beverages (Mineral Water & Soft Drinks)	Youth/Women/PWD
NNP/21/2022-2024	Supply and Delivery of Hardware Materials	Youth/Women/PWD
NNP/22/2022-2024	Supply and Delivery of Clothing Materials and Staff Uniform	Youth/Women/PWD
NNP/23/2022-2024	Supply and Delivery of Bread	Open
NNP/24/2022-2024	Supply and Delivery of Printed Stationery/Materials	Open
NNP/25/2022-2024	Supply and Delivery of ICT Equipment	Youth/Women/PWD
NNP/26/2022-2024	Supply and Delivery of LPG gas, fuel and lubricants	Youth/Women/PWD

NNP/27/2022-2024	Supply and Delivery of Automotive Equipment	Open
NNP/28/2022-2024	Supply and Delivery of Cereal	Youth/Women/PWD
NNP/29/2022-2024	Supply and Delivery of Market Groceries & Fruits	Youth/Women/PWD
NNP/30/2022-2024	Supply and Delivery of Dry Foods & Shop Items	Open

The Nyeri National Polytechnic, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the financial year's 2022/2023 and 2023/2024.

Interested and eligible candidates may inspect tender documents and downloaded from the polytechnic's website [www.thenyeripoly.ac.ke](http://www.thenyeripoly.ac.ke) free of charge. Relevant licenses, PIN, VAT, trading licenses, certificate of registration/incorporation and physical addresses must be submitted with other documents.

Completed tender documents are to be enclosed in plain sealed envelopes marked with **tender reference number** and be deposited in the Tender Box at **THE NYERI NATIONAL POLYTECHNIC, ADMINISTRATION BLOCK (A)** and be addressed to **CHIEF PRINCIPAL, THE NYERI NATIONAL POLYTECHNIC P. O. BOX 465-10100, NYERI** so as to be received on or before **Friday, 20<sup>th</sup> May 2022**.

Tender documents will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **THE NYERI NATIONAL POLYTECHNIC, CONFERENCE ROOM**.

**Anne N. Mwangi (Mrs.)**  
**CHIEF PRINCIPAL**

**REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES**

<b>S/NO.</b>	<b>CONTENTS</b>	<b>PAGE</b>
1.	Prequalification Instructions	6
2.	Brief Contract Regulations	7
3.	Pre-Qualification Data Instructions	7
4.	Form NNP – 1 Pre-qualification Documentations	11
5.	Form NNP – 2 Prequalification Data	12
6.	Form NNP – 3 Supervisory Personnel	14
7.	Form NNP – 4 Financial Position	16
8.	Form NNP – 5 Past Experience	17
9.	Form NNP – 6 Sworn Statement	19
10.	Form NNP – 7 Confidential Questionnaires	20
11.	Form NNP – 8 Litigation History	22

## **1.0 PRE – QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Nyeri National Polytechnic would like interested tenderers who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery of goods or provision of services and works to the Polytechnic.

### **1.2. Pre-qualification Objective**

The main objectives of this part is to supply and deliver assorted items and also provide services under relevant tenders in the Polytechnic as and when required during the period ending 30<sup>th</sup> June, 2024.

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

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** documents to the Chief Principal, The Nyeri National Polytechnic so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/ services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5. Pre-Qualification Documents**

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

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

### **1.7. Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Polytechnic after scoring 70 points and above soon after the completion of the pre-qualification process.

## **2.0 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.

### **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 and on the authority of the client's accounting officer.

### **2.4. Payments**

All local purchase shall be on credit of a minimum of ninety (90) days or as it may be stipulated in the contract Agreement.

2.5. All overseas purchase shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the Contract Agreement.

## **3.0 PRE – QUALIFICATION DATA INSTRUCTIONS**

### **3.1. Pre-qualification data Forms**

3.1.1. The attached questionnaires NNP/PQ-1, NNP /PQ-2, NNP /PQ-3, NNP /PQ-4, NNP /PQ-5, NNP /PQ-6, NNP /PQ-7 and NNP /PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specified category.

3.1.2. The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner 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 bidders is to be used by the Polytechnic in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect of the tender lot as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of the Polytechnic 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**

#### 3.3.1 **Experience**

(a) Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Unless under reserved or preference category. Potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and deliver items, or services on short notice.

#### 3.3.2. **Personnel**

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



### 3.3.3. **Financial Condition**

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers/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 number of uncompleted orders on contract and those in progress as filled in data form NNP/PQ4.

However, potential bidders should provide evidence of financial capacity to executive contract. Unless under reserved or preference category

### 3.3.5. **Past Performance**

Past performance will be given due consideration in pre-qualification bidders. Letters of reference from past customers should be included in form NNP/PQ-5 where applicable.

### 3.4. **Statement**

Application must include a sworn statement in form NNP/PQ-6 by the Tenderer ensuring the accuracy of the information given.

### 3.5. **Withdrawal of Pre-Qualification**

Should a condition arise between the time of application for pre-qualification and the bid opening date which in the opinion of the client 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, the Polytechnic reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### 3.6. **Outlined Supply and Delivery Procedures**

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract form NNP/PQ-2

### 3.7. Pre-qualification Criteria

The prequalification of the suppliers/contractors is evaluated as follows:

S/No.	Required Information	Form Type	Max Score
1	Registration Documentation	NNP /PQ-1	8
2	Pre-qualification Data	NNP /PQ-2	5
3	Supervisory Personnel	NNP /PQ-3	5
4	Financial position	NNP /PQ-4	20
5	Past experience	NNP /PQ-5	15
6	Sworn Statement	NNP /PQ-6	10
7	Confidential Questionnaires	NNP /PQ-7	18
8	Litigation History	NNP /PQ-8	9
9	Up to date KRA Tax Compliance Certificate		10
			100

### 3.8. Qualification Mark

The qualification mark is 70 points and above.

## **FORM NNP/PQ-1: PRE-QUALIFICATION DOCUMENTATION**

### **All firms must provide:**

- 1) Copies of Certificate of Registration/Incorporation
- 2) Copy of valid V.A.T. Registration Certificate/ PIN certificate of Firm/Company/Individual
- 3) Copy of Valid Certificates for special groups from the National Treasury.
- 4) Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
- 5) CR12 where applicable
- 6) Copy of valid Business permit

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# FORM NNP/PQ-2: PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

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

Of..... (Category No.).....  
**(Item Description)**

Post Office address.....Town.....

Street .....Name of building.....

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

Telephone No.....Email address.....

Full of Name of applicant.....

Other branches location.....

## **Organization & Business Information**

Number of Management Personnel.....

Chief Executive/Director – (full name).....

Secretary.....

General Manager.....

Treasurer.....

Others.....

## **Partnership (if applicable)**

Names of Partners.....

Business founded or incorporated .....

Under present management since .....

Net worth Equivalent Kshs. ....

Bank reference and address.....

Bonding company reference and address .....

Enclose copy of the organization chart of the firm indicating the main fields of activities. State any technological innovations or specific attributes which distinguish you from your competitors.....

.....  
.....

Indicate terms of trade/sale

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

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**FORM NNP/PQ-3: SUPERVISORY PERSONNEL**

Name .....

Age.....

Academic qualification .....

Professional qualification .....

Length of service with contractor or supplier position held.....

.....

.....

Construction supplying or services 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) .....

f) .....

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## **FORM NNP/PQ-4: FINANCIAL POSITION**

- I. Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/ or any other financial support.
  
- II. Attach letters of reference from the bankers regarding supplier's credit position.

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**FORM NNP/PQ – 5: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS’ CLIENTS IN THE LAST TWO YEARS**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 1. (i) Name of 1st client (organization) .....
- (ii) Address of Client (Organization) .....
- (iii) Name of contract person at the client (Organization) .....
- (iv) Telephone No. of Client .....
- (v) Value of contract .....
- (vi) Duration of contract (Date) .....
  
- 2. Name of 2nd client (Organization)

  - (i) Name of client (Organization) .....
  - (ii) Address of client (Organization) .....
  - (iii) Name of contract person at the client (Organization) .....
  - (iv) Telephone No. of Client .....
  - (v) Value of Contract .....
  - (vi) Duration of contract (Date).....

  
- 3. Name of 3rd client (Organization)

  - (i) Name of client (Organization) .....
  - (ii) Address of client (Organization) .....

(iii) Telephone No. of Client .....

(iv) Name of contract person at the client (Organization) .....

(v) Value of Contract .....

(vi) Duration of contract (Date).....

Others .....

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## FORM NNP/PQ-6: SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project, we/I hereby state that:-

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) In case of being pre-qualified/registered 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 provision in the tender or quotation documents when invited/requested to do so by the Polytechnic.
- 3) When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the Pre-qualification evaluation.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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

**FORM /PQ-7 : 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. .... Expiring date .....

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

Name of your Bankers ..... Branch .....

Are you an agent of the Kenya National Trading Corporation? YES/NO.

**Part 2(a) – Sole Proprietor**

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 capital of the company

Nominal K£ .....

Issued K£ .....

Give details of all directors as follows

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

- |    |       |       |       |
|----|-------|-------|-------|
| 1. | ..... | ..... | ..... |
| 2. | ..... | ..... | ..... |
| 3. | ..... | ..... | ..... |
| 4. | ..... | ..... | ..... |
| 5. | ..... | ..... | ..... |

Date ..... Signature and Stamp of Tenderer .....

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

## FORM NNP/PQ-8: LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)