



BURETI TECHNICAL TRAINING

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BURETI TECHNICAL TRAINING INSTITUTE

PRE-QUALIFICATION OF SUPPLIERS FOR

**SUPPLY AND DELIVERY OF LIVESTOCK'S (DAIRY COWS, BULLS,
SHEEPS, GOATS, RABBITS ETC)**

TENDER NUMBER : BTTI/P/001/2020-2022

CLOSING DATE: THURSDAY 23RD APRIL 2020 AT 10.30A.M

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PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Bureti technical training institute would like to invite interested candidates who must qualify by meeting .The set criteria as provided to supply and deliver or provision of goods and services to Bureti technical training institute.

1.2 Pre-qualification /Registration of suppliers Objective

The main objective is to supply and deliver assorted items and also provide services under relevant

Quotations to Bureti technical training institute as and when required during the period ending 30th

June 2018

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrars of Companies under the Laws of Kenya in respective merchandise

Or services are invited to submit their PRE-QUALIFICATION documents to **BURETI TECHNICAL TRAINING INSTITUTE**

So that they may be pre-qualified/ registered for submission of Quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Potential suppliers must demonstrate the capacity, willingness and commitment to meet the prequalification Criteria.

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre- qualification/registration, prospective suppliers must submit all the Information herein requested.

1.7 Submission of Pre-qualification Documents

Original copy of the Completed pre-qualification/registration data and other requested information shall be submitted to reach:

**BURETI TECHNICAL TRAINING INSTITUTE
P.O BOX 444-20406
SOTIK.
CELL PHONE NO.:0704 453 337**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to **BURETI TECHNICAL TRAINING INSTITUTE** whose address is given above.

1.9 Additional Information

Bureti technical training institute reserves the right to request submission of additional information from prospective bidders.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied.

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.

Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

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

PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaires forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 and are to be Completed by prospective suppliers/contractors who wish to be pre-qualified for submission of Tender for specific category.

3.1.1 The pre-qualified/registered 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 pre-qualification/registration data on prospective bidders is to be used by Bureti technical training institute 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 the Assembly they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre- Qualification/Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and Allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.3 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form P Q-4. However, potential bidders should provide evidence of financial capability to execute the Contract.

3.3.4 Past performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in form PQ-5

3.4 Statement

Application must include a sworn statement Form 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 the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Bureti technical training institute 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, Bureti technical training institute reserves the right to reject the tender from such a bidder even though he was 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 Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

PQ 1

3.7 Pre-qualification Criteria

- a) Tax compliance
- b) Certificate of incorporation /Registration
- c) KRA pin
- d) Business permit
- e) Ownership certificate of the firm

FORM PQ-2

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/wehereby apply for registration as supplier(s) of
(Name of Company/Firm)

.....
(Item Description)

.....
(Category No.)

Post Office Address
.....

Town
.....

Street.....
...

Name of building
.....

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

Telephone
No's.....**Fax**.....**email**.....

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel
.....

Chief Executive/Managing
Director.....

Secretary
.....

General Manager
.....

Accountant
.....

Other.....
...

Partnership (if applicable)

Name of Partners

.....

3 Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs

.....

6. Bank reference and address

.....

7. Sister 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

.....

.....

.....

.....

.....

.....

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.....

.....

10. Indicate terms of trade/sale

PQ-3

FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements giving summary of assets and current Liabilities/or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position

REPUBLIC OF KENYA

PQ- 4 CONFIDENTIAL BUSINESS QUESTIONNAIRES

You are requested to give the particulars indicated in part 1 and either part 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.....
 Location of business
 Premises.....
 Plot No. Street /Road
 Postal AddressTel. No.....
 .
 Nature of business
 Current Trade License N.....Expiring date

Maximum value of business which you can handle at any one time: Kshs.....
 Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietors

Your name in fullAge.....
 Nationality.....Country of origin.....
 *Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows:

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 company:-

Nominal:Kshs.....Issued:

Give details of all directors as follows:-

Name Nationality Citizenship Details Shares

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

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

- If Kenya citizen, indicate under “Citizenship Details” whether by birth, Naturalization or Registration.

FORM PQ -5 PAST EXPERIENCES

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF THE CLIENTS 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 (date).....
- 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
contract.....
- vi. Duration of contract (date)

(Attach documental evidence of existence of contract) e.g. L.P.Os/L.S.Os or completion Certificates

4. Others

.....

FORM PQ -6 LITIGATION HISTORIES

Name of contractor/supplier

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	Disputed Amount(current Value,ksh(Equivalent))