



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

Cell 0115107907

Email:ugenya.techcollege@gmail.com

P.O BOX 74-40614

SEGA-KENYA



TENDER FOR THE FINACIAL YEAR 2023- 2024

CLOSSING DATE: 22ND JUNE 2023

AT: 10.00 A.M

SUBMIT TWO COPIES: ORIGINAL AND A COPY

TO:

THE PRINCIPAL,

UGENYA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 74 – 40614

SEGA - KENYA

INVITATION YO APPLY FOR TENDERS

Name of Contract: _____

Tender Reference No.: _____

1. Ugenya Technical & Vocational College intends to award tenders to Suppliers /Service Providers for the provision of services in various categories for 2023/2024F/Y.
2. Qualified and interested applicants may obtain further information and inspect the Tender Document during office hours, 8.00am-5.00pm from Monday to Friday at the address given below.
3. A complete set of Tender Document in English shall be downloaded by interested applicants from the Institution's website or from the **PIIP portal free of charge**.
4. Applicants upon downloading the Tender Document must forward their particulars immediately to supplychain@utvc.ac.ke / ugenya.techcollege@gmail.com to facilitate any further clarification or addendum.
5. Applications for tenders should be submitted by postal service or hand/courier delivery in clearly marked envelopes and delivered to the address given below by 22nd June 2023 at 10.00a.m.
6. Late applications are liable to be rejected.
7. Address where to submit Applications

UGENYA TECHNICAL & VOCATIONAL COLLEGE
P.O. BOX 74 – 40614,
SEGA - KENYA



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

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Email:ugenya.techcollege@gmail.com

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TENDER NO: UTVC/A/03/2023 – 2024:- PROVISION OF MOTOR VEHICLE INSURANCE

No	Item Description	Unit	Quantity	Unit Price (Ksh)	Total Price (Ksh)
1	Premiums	No	1		

CLOSSING DATE: 22ND JUNE 2023

AT: 10.00 A.M

ADDRESS TO:-

THE PRINCIPAL,

UGENYA TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX 74 – 40614

SEGA - KENYA

PART 1 – APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Fraud and Corruption

The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, tender process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

2 Collusive practices

Uguya Technical & Vocational College requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and / or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

3 Eligible Applicants

3.1 Applicants shall meet the eligibility criteria as per this ITA.

3.2 Public Officers of Uguya Technical & Vocational College, their Spouses, Child, Parent, Brothers or Sister, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be awarded. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

3.3 A firm may apply for an award both individually, and as part of a joint venture, or participate as a sub - contractor.

3.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for award either individually, as joint venture or as a subcontractor among them for the same contract. However, only one firm will be awarded.

3.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA Document.

3.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design nor technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this tender award. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of UTVG who:

a are directly or indirectly involved in the preparation of the Tender Document

or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the UTVC throughout the tendering, ITT process and execution of the Contract.

3.7 An Applicant that has been debarred shall be ineligible to be initially tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke

3.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to tender, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to UTVC, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

3.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

3.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

3.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to UTVC, as the UTVC shall reasonably request.

B. Contents of the Tender Documents

4 Sections of Tender Document

4.1 This Tender Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued.

PART 1 - Tendering Procedures

- i) Section I-Instructions to Applicants (ITA)
- ii) Section II- Tender Data Sheet (PDS)
- iii) Section III-Qualification Criteria and Requirements
- iv) Section IV-Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

4.2 Unless obtained directly from the Institution, UTVC accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre- tendering meeting (if any), or Addenda to the Tender Document in accordance with ITA . In case of any discrepancies, documents issued directly by UTVC shall prevail.

4.3 The Applicant is expected to examine all instructions, forms, and terms in the Tender Document and to furnish with its Application all information or documentation as is required.

5 Clarification of Tender Documents

5.1 An Applicant requiring any clarification of the Tender Document shall

contact UTVC in writing at the address indicated in the **PDS**. UTVC will respond in writing to any request for clarification provided that such request is received before the deadline for the submission of the Tender Document.

5.2 The Applicant is requested to submit any questions in writing, to reach UTVC not later than the deadline for the submission of this document.

6 Amendment of Tender Document

6.1 At any time prior to the deadline for submission of Applications, UTVC may amend the Tender Document by issuing an Addendum, and if issued, it shall form part of the Tender document.

6.2 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, UTVC may, at its discretion, extend the deadline for the submission of Applications.

C. Preparation of Applications

7 Cost of Applications

7.1 The Applicant shall bear all costs associated with the preparation and submission of its Application.

8 Language of Application

8.1 The Application as well as all correspondence and documents relating to the tender exchanged by the Applicant and UTVC, shall be written in English Language.

9 Documents Comprising the Application

9.1 The Application shall comprise the following:

- a. Application Submission Letter.
- b. Eligibility: documentary evidence establishing the Applicant's eligibility.
- c. Qualifications: documentary evidence establishing the Applicant's qualifications
- d. Quotation Document
- e. Any other document required as specified in the PDS.

9.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

10. Application Submission Letter

The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

11. Documents Establishing the Qualifications of the Applicant

11.1 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shillings.

11.2 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether,

according to the classification established by UTVC, a particular contractor or group of contractors' qualifies for a margin of preference. Further the information will enable UTVC identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

11.3 The Applicant shall provide further documentary proof, information or authorizations that UTVC may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant.

11.4 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to UTVC.

11.5 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if UTVC is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

11.6 If information submitted by an Applicant pursuant to these requirements, or obtained by UTVC (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

11.7 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

12. Signing of the Application and Number of Copies

12.1 The Applicant shall prepare one original of the documents clearly mark "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

12.2 The Applicant shall submit copies of the signed original Application, and a copy clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D Submission of Applications

13. Sealing and Marking of Applications

13.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a. Bear the name and address of the Applicant;
- b. Be addressed to UTVC
- c. Bear the Tender Reference Number and Title

13.2 UTVC will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

14. Deadline for Submission of Applications

14.1. Applicants may either submit their applications by hand delivery/courier services or through post office services, to be received on or before 22nd June 2023 at 10.00 a.m

14.2 UTVC may, at its discretion, extend the deadline for the submission of Applications by amending the Tender Document if need be.

15. Late Applications

15.1 Applications received after the date and time specified in the Tender Document shall be rejected.

16. Opening of Applications

16.1. UTVC shall open all Applications on or before 22nd June 2023, at 10.00 a.m in the college staffroom.

16.2 UTVC shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E Procedures for Evaluation of Applications

17. Confidentiality

17.1. Information relating to the Applications, their evaluation and results of the tender shall not be disclosed to Applicants or any other persons not officially concerned with the tendering process until the notification of prequalification results is made to all Applicants.

17.2 From the deadline for submission of Applications, any Applicant that wishes to contact UTVC on any matter related to the prequalification process may do so only in writing after 30 days.

18. Clarification of Applications

18.1 If an Applicant does not provide clarifications and/or documents requested in the Tender Document, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

19. Responsiveness of Applications

19.1 UTVC may reject any Application which is not responsive to the requirements of the Tender Document.

20. Margin of Preference

a. Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this process.

F. Evaluation of Applications.

21. Evaluation of Tenders.

- 21.1 UTVC shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used.
- 21.2 Only the qualifications of the Applicant shall be considered.

22. UTVC’s Right to Accept or Reject Applications

22.1 UTVC reserves the right to accept or reject any Application, and to annul the tendering process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

23. Tender of Awards

23.1 An Applicant who emerge as the lowest evaluated bidder will be awarded the tender. UTVC shall notify the awarded firm in writing and also notify the firms which have been disqualified, citing the reasons for disqualification.

24. Acceptance & Contract Signing

24.1 Promptly after the notification of the results of the tender award and receipt of acceptance letter from the bidder, UTVC shall invite the awarded firm for contract signing and hence the commencement of the contract.

SECTION II - TENDER DATA SHEET (PDS)

A. General	
ITA 1.1	The Procuring Entity is: Ugenya Technical & Vocational College, P.O. Box 74 – 40614 Segu, ugenya.techcollege@mail.com , www.utvc.ac.ke , 0115107907 Tender Ref. No:..... Tender Title:.....
ITA 1.2	Questions and requests for clarification made in writing or by email shall reach the UTVC not later than 22 nd June 2023 at 10.00 a.m
ITA 1.3	Addendum issued shall be published at the website: www.utvc.ac.ke
B. Preparation of Applications	
ITA 2.1	The Applicant shall submit with its Application, the following additional documents: For preliminary evaluation: -

A. General	
ITA 3.1	In addition to the original, submit a copy of the tender document clearly marked“COPY”
C. Submission of Applications	
ITA 4.1	The deadline for Application submission is:Date:22/06/2023 Time: 10.00 a.m.
ITA 4.2	Late Applications will be returned unopened to the Applicants
ITA 4.3	The opening of the Applications shall be on 22/06/2023 at 10.00 a.m. in the College Staffroom

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

G.1.2.2 SUPPLIER RELEVANCE : 30 Points

- Nature of Business related to the tender applied for : 5 Points
- Relevant Government tenders awarded in the last five years (attach evidence) : 10 Points
- Qualification & Experience of Staff (Academic) : 10 Points
- Reputation of the firm (Attach recommendation letters) : 5 Points

G.1.2.3 SUPPLIER'S EXPERIENCE : 30 Points

- Usual Business transacted for the last 5 years (attach authentic LPO's, LSO's and Contract Documents from at least five Organizations) : 20 Points
- Submit fully authorized and duly signed C. V's of staff : 10 Points

G. 1.2.4 SUPPLIER FINANCIAL CABAILITY : 20 Points

Financial Capability	Authentic Audited reports for the last one (1) year or Bank statement for six (6) months (1) year or Bank statement for 6months	10 Points
Credit Period (Please tick one)	One month	3 Points
	Two months	5 Points
	Three months	10 Points

G.1.3 QUOTATION FORM

i. TABLE A. SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

General Information:

- Registration Number: - KDG152C
- Market Value of bus: - Ksh. 7,980,000.00
- Scope of Cover: - Comprehensive
- Make : - Isuzu , FSR
- Model No: - 33H
- Number of Passengers - 46

ii. SCHEDULE OF REQUIREMENTS, TABLE B (FINANCIAL QUOTATION)

No	Item Description	Quantity	Cost (Ksh)	Excess/ Remarks
1	Basic Premium	1 Year		
2	Passenger Legal Liability	1 Year		
3	Levies	1 Year		
4	Stamp Duty	1 Year		
	Total Premiums			

SECTION IV-APPLICATION FORMS

1. Application Submission Letter

Date:

Tender Ref. No:

Tender Title:

To Ugenya Technical & Vocational College We,
the undersigned, apply for the tender award referenced
above.

- a) No reservations: We have examined and have no reservations to the Tender Document, including Addendum(s).
- b) No conflict of interest: We have no conflict of interest.
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITADocument; we have not been suspended by UTVC based on execution of a Tender / Proposal-Securing Declaration in accordance with ITA Document

2 Sworn Statement (Must Be Filled, Stamped and Signed)

Having studied the registration document, I hereby state;

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Ugenya TVC.
- c) When the call for Quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify UTVC and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the registration evaluation.
- e) We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedures in process.
- f) That shall not engage in any form of corrupt practice during and after the tendering process.

Date.....Applicant’s Name.....

Represented By.....

Sign.....

Full Name and Designation of the person signing and stamp or seal

Name.....Designation..... Sign.....

Sign/Seal.....

3.1 FORM FOR DISCLOSURE OF INTEREST – Interest of the firm in Ugenya TVC

- i) Are there any person/persons in Ugenya TVC who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No	Name of Person	Designation in Ugenya TVC	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of Interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES, Provide details of the relationship with Tenderer
1	Tenderer directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: _____

Title or Designation: _____

Signature: _____ Date: _____

4. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to Ugenya Technical & Vocational College for UTVC/A/03/2023 - 2024, for the provision of Motor Vehicle Insurance.....(Name of tenderer)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of.....[Name of Tenderer] that:

1. I have read and I understood the contents of this certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and

to submit the Tender on behalf of the Tenderer;

4. For the purposes of this Certificate and the tender document, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:

- a) has been requested to submit a tender in response to this process;
- b) could potentially submit a tender in response to this notice based on their qualifications, abilities or experience;

5. The Tenderer discloses that [check one of the following, as applicable]:

- a) The Tenderer has arrived at the tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;

6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) methods, factors or formulas used to calculate prices;
- c) the intention or decision to submit, or not to submit, a tender

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;

8. The terms of the tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name: _____

Title: _____

Date: _____

5. SELF – DECLARATION

We, the tenderer _____ submitting our Bid in respect of Tender
No _____ for _____

for Ugenya Technical & Vocational College.

DECLARE AS FOLLOWS

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any sub-contractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above tender.

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above tender as defined and / or described in the following:

I. Kenya’s Public Procurement and Asset Disposal Act, 2015 and its attendant

Regulations

- II. Kenya’s Anti –Corruption and Economic Crimes Act 2013; and
- III. any such other Acts or Regulations of Government of Kenya.

- b) have not offered/ will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of Ugenya Technical & Vocational College.
- c) have not engaged /will not engage in any collusive or corrosive practice with other tenderers participating in the subject tender;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:.....

Name of the person duly authorized to sign the tender on behalf of the Tenderer.....

.....

Title of the person signing the Tender:

Signature of the person named above: