



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

Cell: 0115107907

Email: ugenya.techcollege@gmail.com

P.O BOX 74-40614

SEGA-KENYA



TENDER FOR THE FINANCIAL YEAR 2024/2025 -2025/2026

CLOSSING DATE: 3RD OCTOBER 2024

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 TO APPLY FOR TENDERS

Name of Contract: Provision & Installation of Management Information System

Tender Reference No.: UTVC/B05/2024/2025 – 2025/2026

1. Ugenya Technical & Vocational College intends to source for and award a Supplier for the provision & Installation of Management Information System for 2024/2025 – 2025/2026 F/Y.
2. Qualified and interested applicants may obtain further information and inspect the Tender Document during office hours, i.e., 8.00 am – 5.00 pm 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: www.utvc.ac.ke or from the Public Procurement Information Portal (PIIP) 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 tender should be submitted by postal service or hand/courier delivery in clearly marked envelopes and delivered to the address given below by 3rd October 2024 at 10.00 a.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



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SEGA-KENYA



**TENDER NO: UTVC/B05/2024/2025 – 2025/2026:- PROVISION & INSTALLATION
OF MANAGEMENT INFORMATION SYSTEM**

No	Item Description	Unit	Quantity	Unit Price (Ksh)	Total Price (Ksh)
1	Finance Module	No	1		
2	Registry / Admissions Module	No	1		
3	Human Resource Module	No	1		
4	Procurement Module	No	1		

CLOSSING DATE: 3rd October 2024

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 UTVC 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 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 3rd October 2024 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 3rd October 2024, at 10.00 a.m. in room 6.

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 tender 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 tendering process may do so only in writing.

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. UTVC reserves the right to waive min or deviation from the qualification criteria if they do not materially affect the technical capability and financial resources of an applicant to perform the contract

22.2 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 Awards

23.1 An Applicant who emerges 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 – 1. 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 27 th September 2024 at 5.00 p.m.
ITA 1.3	Addendum issued shall be published at the website: www.utvc.ac.ke /Public Procurement Information Portal (PPIP)
B. Preparation of Applications	
ITA 2.1	The Applicant shall submit with its Application, the following additional documents: For preliminary evaluation: - Business Registration Certificate, Tax Compliance Certificate, Business Permit / Trading License and AGPO Certificate for special categories.

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	<p>The deadline for Application submission is:</p> <p>Date:03/10/2024</p> <p>Time: 10.00 a.m.</p> <p>Address: P.O Box 74 – 40614, Sega, Kenya</p> <p>Mobile No: 0115107907</p> <p>Email: supplychain@utvc.ac.ke / ugenya.techcollege@gmail.com</p> <p>Applicants SHALL NOT have the option of submitting their application electronically.</p>
ITA 4.2	Late Applications will be returned unopened to the Applicants
ITA 4.3	The opening of the Applications shall be on 03/10/2024 at 10.00 a.m. in Room 6

2. 40% PERCENT RULE FORM

Tenderers must complete this form to indicate that they conform to the 40% Rule, i.e. 40% of their tender price is sourced from within Kenya.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
B	Sub contracts from Local sources			
1				
2				
3				
4				
C	Local materials			
1				
2				
3				
4				
D	Use of Local Plant and Equipment			

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
1				
2				
3				
4				
E	Add any other items			
1				
2				
3				
4				
	TOTAL COST LOCAL CONTENT		XXXXXX	
	PERCENTAGE OF CONTRACT PRICE			

3. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

a. Instructions to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's details

ITEM	DESCRIPTION
1	Name of the Procuring Entity
2	Name of the Tenderer
3	Full Address and Contact Details of the Tenderer. 1. Country: 2. City : 3. Location: 4. Building: 5. Floor : 6. Postal Address : 7. Name and email of contact person:
4	Reference Number of the Tender
5	Date and Time of Tender Opening
6	Current Trade License No and Expiring date
7	Maximum value of business which the Tenderer handles.

General and Specific Details

b. **Sole Proprietor**, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c. **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d. **Registered Company**, provide the following details.

- i. Private or public Company _____
- ii. State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii. Give details of Directors as follows

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

4. DISCLOSURE OF INTEREST- Interest of the Firm in Ugenya TVC.

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

If yes, provide details as follows.

	Names of Person	Designation in UTVC	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is 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	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	the decisions of the Procuring Entity regarding this tendering 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 tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender 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 Tender document or specifications of the Contract, and/or the Tender 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 tendering 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: _____

iv) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to UTVC for:.....[Name and number of tender] in response to the request for tenders made by:.....[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:

- i). I have read and I understand the contents of this Certificate;
- ii). I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
- iii). I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;

- iv). For the purposes of this Certificate and the Tender, 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 request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
- v). 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;
 - b) The Tenderer has entered in to consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
- vi). 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; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
- vii). 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;
- viii). 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 ever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5) (b) above.

Name _____

Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

5. SELF DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, of Post Office Box..... being a resident of.....in the Republic of.....do hereby make a statement as follows: -

- 1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.....**for.....(*insert tender title/description*) for Ugenya TVC and duly authorized and competent to make this statement.
- 2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
- 3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title)
 (Signature)
 (Date)

Bidder's Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P. O. Box.....being a resident of in the Republic of do hereby make a statement as follows: -

- 1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.....** for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
- 2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*insert name of the Procuring entity*) which is the procuring entity.
- 3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*name of the procuring entity*).

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....(Title)
 (Signature)
 (Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of
(Name of the Business/ Company/Firm)declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position

Office address.....Telephone.....

Email.....

Name of the Firm/Company

Date

*(Company Seal/ Rubber Stamp where applicable)*Witness

Name

Sign.....

Date.....

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that UTVC shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”.

G 1.1: PRELIMINARY EVALUATION CRITERIA

1. Attach the following Mandatory Documents:
 - Business Registration Certificate.
 - Valid Tax Compliance Certificate/ Certificate of Exemption.
 - Valid KRA Pin Certificate.
 - Valid Trading License/Business Permit.

N.B: Failure to attach any of the above documents will lead to automatic disqualification.

G. 1.2 TECHNICAL EVALUATION CRITERIA (SELECTION PROCEDURE)

Candidates are requested to read this section carefully before filling in any information. In this selection procedure, the firm that attains the pass mark of 70 points out of 100 points specified in the criteria will be considered for financial evaluation.

- I. Specific experience of the tenderer as a service provider relevant to the contract. (10 Points)
- II. Work plan in responding to schedule of requirements. (10 Points)
- III. Adequacy and Quality of proposed methodology (10 points)
- IV. Organization & Staffing (10 points)
- V. Relevant Government tenders awarded & executed in the last 2 years [at least 2] (10 Points)
- VI. Evidence of Audited Financial Reports for the last one (1) year or Bank Statement for the last six (6) months (10)
- VII. Key personnel qualification & competence of the assignment {at least 3 staff highlighting their position and qualification] (20)
- VIII. Recommendation letters from at least two government institutions currently served by your company (20 points)

Form PER -1- Proposed Personnel

Tenderers should provide the names of suitably qualified personnel to perform the contract. The data on their experience should be supplied using the Form below for each candidate.

Tenderer shall complete the columns and provide CVs.

S/N	Name proposed by Tenderer	Qualification
1.		
2.		
3.		
4.		

FORM PER - 2 - RESUME OF PROPOSED PERSONNEL

Name of Tenderer

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
Present employment	Name of Procuring Entity	
	Address of Procuring Entity	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Job title	Years with present Procuring Entity

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

G.1.3 TENDER FORM

**i. SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS,
TABLE A**

No	Item Description	Unit	Quantity	Technical Specification	Conformity with technical specifications (Put Yes or No. If No, indicate the specification of the offered item)
A	General Features of the System			User friendly i.e. easy to operate	
				It should contain only relevant fields	
				Data security	
				Easy to customize to UTVC needs	
				Accommodate emerging trends	
				Availability of vendor support with minimum time possible.	
				Simplicity and preciseness	
				Integration capabilities	
				Level of access in the system should be well defined	
				Intrusion detection system installed	
				Install firewall	
1	Finance Module	Package	1	The Module should have the following features	
				Be able to spread the student fee into vote heads	
				Do receipting	
				Do invoicing	
				Generate students fee statements	
				Produce Control Accounts	
				Produce payment vouchers	
				Able to classify the fee into Household, HELB and Scholarship	
				Accommodate the accrual system of Accounting	
				Generate Quarterly & Annual reports on the accrual basis	
				Link the finance office with the Registry	
2	Registry Module	Package	1	The Module should have the following features	
				Accommodate online termly registration and application by new students	
				Indicate term dates	
				Produce students nominal roll	
				Reflect deferment of students	

				Have students portal	
				General management of students data	
				Capture details of HELB & KUCCPS applicants	
				Production of Exam Cards	
3	Human Resource Module	Package		Generate Payroll	
				Produce Pay slips	
				Staff Annual Leave Management	
				Staff Off Duty Tracking	
				Staff Data Management	
				Staff Portal	
4	Procurement Module	Package		Generate Quarterly & Annual Reports	
				Purchase Request Submission	
				Generate Creditors List	
				Tender Opening	
				Tender Evaluation	
				Order Placement	
				Disposal of Idle Assets	
				Asset Management tracking	

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

No	Item Description	Unit	Quantity	Unit Price (Ksh)	Total Price (Ksh)
1	MIS System Finance Module	Package	1		
2	MIS System Registry Module	Package	1		
3	Maintenance services to the System	Annually	1		
	TOTAL				

NB: The firms that will have proceeded to the financial evaluation stage shall be called for presentation at the College before award.

The Ugenya Technical & Vocational College may also conduct a due diligence before award recommendation.

SECTION IV-APPLICATION FORMS

1. Application Submission Letter

Date:

Tender Ref. No:

Registration Title:

To Ugenya Technical & Vocational College We, the undersigned, apply to
beregistered for the contract referenced above.

- a) No reservations: We have examined and have no reservations to the Registration 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 in ITADocument; we have not been suspended by UTVC based on execution of a Tender / Proposal-Securing Declaration in accordance with ITA Document.
- d) Suspension & Debarment: We, along with any of our sub – contractors , suppliers, consultants, manufacturers, or service providers for any part of the contract , are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council.
- e) Not bound to accept: We understand that UTVC may cancel the registration process at any time.
- f) True and Correct: All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed by:.....

(Authorized Representative)

Name:.....

(Full name of the person signing)

In the Capacity of

(Capacity of the person signing)

Dully authorized to sign the application for and on behalf of:

Name:.....

(Applicant)

Address:

Dated on :.....

NB: For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached.