



TURBO TECHNICAL AND VOCATIONAL COLLEGE PRE-QUALIFICATION DOCUMENT

TENDER NAME: -----

TENDER NO : -----

COMPANY NAME:
.....

CLOSING DATE: 16TH JUNE 2023
TIME: 11.00 A.M.

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INVITATION FOR PRE-QUALIFICATION (IFQ)

TENDER NAME: - -----

Turbo Technical and Vocational College invites applications for Prequalification of suppliers for ----

Interested eligible candidates may obtain further information and inspect the pre-qualification documents from the Procurement Office **at Turbo Technical and Vocational College** during Official Working Hours or download from TTVC website: www.turbotvc.ac.ke

Duly Completed Pre-Qualification documents in plain sealed envelope clearly marked with the Tender No. and Tender name **BUT** without disclosing the name of the applicant, should be deposited in the **tender box situated at the Administration Block, Turbo Technical and Vocational College** or be addressed to: -

**The principal,
Turbo Technical and Vocational College,
P.O. Box 9722 - 30100
ELDORET**

to be received on or before 16th JUNE 2023 at 11.00am

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Turbo Technical and Vocational College invites eligible interested candidates who must meet the set criteria as provided by the procuring entity to perform the contracts **SUPPLY AND DELIVERY OF** _____

1.2 Pre-qualification Objective

The main objective is to supply general stationary.

1.3 Invitation of Pre-qualification

Eligible suppliers are invited to deposit their **Pre-Qualification Documents** in the tender box located at the administration block, so as to be pre-qualified for submission of pre-qualification document for **SUPPLY AND DELIVERY OF** _____

Pre-qualification Document

This document includes questionnaire forms and documents which are to be duly filled, stamped/embossed and signed by the candidates or their authorized representative of the prospective suppliers.

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

1.5 Distribution of Pre-qualification Documents

Two copies of the completed pre-qualification data and other requested information shall be submitted to reach: -

**The Principal,
Turbo Technical and Vocational College,
P.O. Box 9722 - 30100
ELDORET**

Not later than **16th JUNE 2023 at 11.00am.**

1.6 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Principal, Turbo Technical and Vocational College.

1.7 Additional Information

The Principal, Turbo Technical and Vocational College reserves the right to request submission of additional information from prospective suppliers.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Contract Price

The contract shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 are to be completed by prospective suppliers who wish to be pre-qualified for **SUPPLY AND DELIVERY OF** _____

3.1.1 The pre-qualified applications 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 indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective suppliers is to be used by Turbo Technical and Vocational College in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

4.0 Prequalification Criteria

Required Information	Form Type
1. Registration Documentation	PQ-1
2. Pre-qualification Data	PQ-2
3. Confidential Report	PQ-3
4. Sworn statement	PQ-4

Table 1:Pre- Qualification Checklist for Completeness and Responsiveness

S/No.	Completeness and Responsiveness Criteria	Requirement
1.	Certificate of registration	Copy of certificate
2.	Copy of VAT and PIN certificate from KRA	Copy of certificate
3.	KRA tax compliance certificate	- Current -Valid
4	Bidders under reserved category should be registered with relevant body	Evidence
5	Reference list of organizations served	Evidence
6	Current single business permit	-Valid
7.	Pre –qualification document	Bid document to be complete, properly filled and signed.
8.	Detailed company profile	-Valid -Copy of certificate Certified by Commissioner for Oaths.
9.	Working experience	Attach evidence of past performance

FORM PQ-1 STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

All firms submitting their applications for Pre-Qualification for **SUPPLY AND DELIVERY OF**

MUST furnish the Procuring Entity with the copies of the following documents:-

- a) Certificate of registration
- b) Copy of VAT and PIN certificate from KRA
- c) KRA current tax compliance certificate
- d) Current single business permit
- e) Detailed company profile
- f) Three letters of recommendation from your current corporate clients
- g) Copy of original TTVC payment receipt for bought tender documents
- h) Reference list of organizations served
- i) Bidders under reserved category must have relevant registration certificates

FORM PQ-2 PRE – QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

Official Receipt No.....

Date.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Particulars of the Applicant: -

I/We Hereby apply
(Name of the Company/Firm)
for registration as Contractor(s) of

.....
Postal AddressFax No.....

Tel.....Email Address.....

TownStreetName of Building
.....Room/Office No..... Floor No.....

Full Name of Applicant.....
Other Branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief executive)

Secretary.....

General Manager.....

Any other.....

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation.....

4. Under present management since.....

5. Net worth equivalent Ksh.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of organizational 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 -3 REPUBLIC OF KENYA
CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part I and either Part 2(a), 2(b) or 2c)
Whichever applies to your type of business?

You are advised that it is a serious offence to give false information on this Form.

Part One General: -

Business Name.....

Location of business premises.....

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

Postal AddressTel. No.....

Nature of business.....

Current Trade License No.....Expiring date.....

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

Name of your bankers.....Branch

Is your agent of Kenya national Trading Corporation?

YES/NO.....

Part 2(a) __ Sole proprietor:

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

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

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 the company_____

Nominal KSH.....

Issued KSH.....

Give details of all directors as follows:

1.

2.

3.

4.

5.

Date.....Signature of Tendered.....

If the citizen, indicate under” Citizenship Details” whether by Birth, Naturalization or Registration

FORM PQ- 4- SWORN STATEMENT

Having studied the pre-qualification information for the above tender 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 when invited/requested to do so.
- 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 TTVC and acknowledge your right to review the pre- qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date.....

Applicants Name.....

Represented by

Signature.....

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