



# RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY

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## PREQUALIFICATION DOCUMENT

**2019/2021**

**SUBMIT TWO COPIES; ORIGINAL & COPY**

**TO**

**THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS,  
RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY,  
P.O BOX 178-40100,  
KISUMU.**

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## **SECTION A**

### **LETTER OF INVITATION**

Ramogi Institute of Advanced Technology desires to engage the service of suitable qualified and experience candidates under various assignments to be undertaken in the financial year 2019-2020

Consequently, Ramogi Institute invites you to submit your Tender documents in accordance with the instruction to candidates.

The successful candidate will be selected under the selected procedure described in the tender document.

Please submit your sealed proposals, as detailed in this document to:

**THE PRINCIPAL/SECRETARY BOARD OF GOVERNERS,**

**RAMOGI INSTITUTE ADVANCED TECHNOLOGY**

**,  
P.O BOX 178-40100,  
KISUMU.**

## **SECTION B**

### **INTRODUCTIONS TO CANDIDATES**

#### **1. Introduction**

Ramogi Institute of Advanced Technology will select candidates among those that submit document, in accordance with the methods of selection detailed under section.

The candidates are invited to submit documents required for assignment applied for. In this selection procedure, the firm that attains the pass mark of 80 points specified in the criteria will be considered for prequalification.

Prequalified candidate will be asked to give quotation for items required during the financial years on as “as and when the need arises” basis.

#### **Clarification**

Clarification on this prequalification document may be requested before the submission date specified in the advertisement

Prequalification documents should be submitted in the following languages(s): English.

**PREQUALIFICATION ADDRESS IS**  
**RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY**  
**P.O BOX 1738-40100**  
**KISUMU**

Prequalification submission must be done not later than the date specified in the tender advertisement. The number of points to be given under each of the evaluations criteria is:

Supplier availability	20 points
Supplier relevance and experience	30 points
Supplier capability	25 points
Legality of supplier business	25 points
<b>Total points</b>	<b>100 points</b>

**(The firms that attain the pass mark of 80 points out of 100 points will be considered for prequalification)**

## **SECTION B II: CRITERIA FOR EVALUATION OF ALL SUPPLIERS**

Ramogi Institute of Advanced Technology evaluation committee, as a whole and each of its members individually, shall evaluate the tenders on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-'criteria and point system as specified in this criteria

All bidders will be subjected to a preliminary evaluation procedure to determine the responsiveness of each tender to the terms of reference before the Selection procedure below applied.

### **BILI. PRELIMINARY EVALUATION CRITERIA**

1. Failure to submit the tender in the required format and failure to submit all the required documents.
2. Failure to authorize the tender through signing and officially stamping the Prequalification submission form by the person authorized to do so.
3. Failure to submit the number of copies required for submission of tender.
4. Failure to submit fully authorized and duly signed C.V's of staff.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on items/goods or services which you don't deal in, not ever Supplied/rendered
7. If the first has not renewed legal documents that are due for renewal at the time the tender is being submitted.
8. Failure to attach the relevant documentations from the relevant ministries in situations where the applicant is a youth, woman or persons with disability
9. If the applicant is proved to have cheated in the documents that are submitted.

## **B.II.2 EVALUATION CRITERIA (SELECTION PROCEDURE)**

Candidates are requested to read this section carefully before filling in any Information in this Selection procedure. The most economic advantageous bidder shall awarded the tender

### **8.11.2.1 SUPPLIER AVAILABILITY**

**20 points**

Name

Physical Address

Town/City

Street

Floor

Door No.

Other Land Mark

Drawing/Map Etc

Telephone Address

Fax No.

Email Address

Website Address

Postal Address

### **8.11.2.2. SUPPLIER RELEVANCE & EXPERIENCE 30 points**

Nature of Business related to the tender applied for

- Registration as a dealer/agent/core business
- Letters of accreditation /franchise
- Manufacturer/processor/maker
- Sole distribution/agency/dealer.

Usual Business transacted for the least 5 years

- Any one related worth Kshs.500,000.00 or more ( At least 5 assignments)
- Relevant Government or State Corporations tenders awarded for the last 5 years
- Authentic recommendation by any two clients served in the last I year.

Rating

- Excellent
- Very Good
- Good
- Fair
- Poor
- Nil



**B II.2.3 SUPPLIER CAPABILITY****25 points**

TECHNICAL CAPABILITY	Competence & experience of key professional staff
FINANCIAL CAPABILITY	Audited reports for the last 3 years/Bank statement I

TERMS OF CREDIT (Tick One)

30 Days

60 Days

90 Days

Over 90 Days

**8.11.2.4. LEGALITY OF SUPPLIER BUSINESS****25 Points****1. Mandatory registrations****2. Regulatory registrations****a) Renewed Certificates, Registrations & License****b) Letters of Introduction from clients & Testimonials****c) Copy of PIN Card****d) VAT Registration/Exemption****e) Certificate of Tax compliance****f) Women, youth and people with disabilities to attach the relevant registration certificates from the relevant ministries**

**B. III. SUPPLIER PERFORMANCE PROFILES/REFERENCE**

**B.III.I. RATING OF TWO CLIENTS SERVED IN THE LAST ONE YEAR**

(To be filled by the client)

Client No.	Name and full address of client	Category of foods and services rendered	Value in Kshs.	Rating of the supplier's services (Please tick)
1				Excellent Very good Good Fair Poor
Name of the officer Recommending the client				
Designation				
Signature				
Official stamp and Date				

## PREQUALIFICATION STANDARD DOCUMENTS

These forms shall include;

- Prequalification submission form
- Format for submission of supplier's references at least 3 no. for the last 5 years
- Format of curriculum Vitae (c v) for staff to be involved in tender.

1. \_\_\_\_\_DATE)

TO: \_\_\_\_\_(name and address of client)

Ladies/Gentlemen,

We, the undersigned,submit our prequalification form  
for.....(Title of  
prequalification)in accordance with request for prequalification NO.....

Dated.....(date) and our proposal. We are hereby submitting our  
prequalification document,this includes the following attachements;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our price list as submitted by us shall be binding upon us to expiration of the validity period specified in the instruction to candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely

\_\_\_\_\_(Authorized Signature)

\_\_\_\_\_(Name and Title of Signature)

\_\_\_\_\_(Name of Applicant)

\_\_\_\_\_(Address)

**B.IV.2. FORMAT FOR SUBMISSION OF CANDIDATE’S REFERENCES**

Relevant services carried out in the last five years that best illustrate qualification using the format below, provide information on each assignment for which you wither individually as a corporate entity or in association, was legally contracted.

Assignment Name	country
Location within country	
Name of client	
Address	
Start date(month/year):completion date approx.value of service	
Month/year	
Narrative Description of assignment	
Description of actual services provided	

Supplier' \_\_\_\_\_

Name and title of signatory\_\_\_\_\_

B.IV.3FORMAT OF CURRICULUM VITAE (CV) FOR THE STAFF TO BE INVOLVED IT THE ASSIGNMENT

PROPOSED POSITION

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PROFESSION

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DATE OF BIRTH

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YEARS WITH THE FIRM:\_\_\_\_\_Nationality\_\_\_\_\_

(give an outline of staff member’s experience and training most pertinent to task on assignment. Describe degree of responsibility head by staff member on relevant previous assignment and give dates and locations)

**Education**

(summarize college/university and other specialized education of staff member, giving Names of schools, dates attended and degree obtained)

**Employment record**

(starting with present position, list in reverse order every employment held. list all positions held by staff members since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments.)

**CERTIFICATIONS**

I,the undersigned,certify that these date correctly describe me,my qualifications and my experience\_\_\_\_\_date\_\_\_\_\_

(Signature of authorized representative of the supplier)

Full name, address and contact numbers of staff member

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Full name, address and contact numbers of authorized representative

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**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part1 and either part 2 (a) 2(b) or whichever applies to your type of business.

You are advised that it is serious offence to give false information on this form

Part 1-generalBusiness

Name.....

Location of Business Premise: Country/Town.....

Plot No.....

Street/Road.....

Postal Address..... Tel

No.....

Name of Business.....

maximum value of business which you can handle at any time

KSH.....

Nature of Your Bankers.....

Part 2(A) Sole Proprietors

Your Name in Full..... Country Of

Origin.....

Citizenship Details.....

Part 2(B)

Give Details of Partners As Follows

Name in Full	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			

I certify that the information above is correct. Full Name and Designation of authorized signatory

\_\_\_\_\_

Date..... Signed.....