



**CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTEА)**

**PREQUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR 2023-2025**

**TENDERER'S NAME:** .....

**PREQUALIFICATION NUMBER:** .....

**DESCRIPTION:** .....

**Note:**

- 1. For each description and number, a separate application should be submitted if interested in more than one category.**

**Karen-Bogani Road Junction**

**P.O. Box 24214-00502 NAIROBI, KENYA.**

**TEL: +254 0202044406/ +254-706722697**

**Email: [director@cemastea.ac.ke](mailto:director@cemastea.ac.ke)**

**Website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke)**

**Table of Contents**

**TENDER NOTICE** .....

**SECTION I** - Introduction  
.....

**SECTION II** - Instructions to Candidates.....  
Appendix to Instructions to Candidates.

**SECTION III** - Standard Forms  
  
Financial Capability  
  
Litigation History



## TENDER NOTICE

### PREQUALIFICATION FOR SUPPLY OF WORKS, GOODS AND SERVICES

Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA) is a State Corporation under the Ministry of Education, State Department of Basic Education with the mandate of training and research in STEM. The institution invites interested and eligible bidders to prequalify for the provision of various goods, services and works for the period 2023-2025.

| PREQUALIFICATION NUMBER            | DESCRIPTION  | ELIGIBILITY                    |
|------------------------------------|--|--------------------------------|
| <b>CATEGORY A: SUPPLY OF GOODS</b> |  |                                |
| CEMASTEA/PQ/PPE/001/2023-2025      | Supply and delivery of Personal Protective Equipment e.g masks, boots, gloves, first aid kits e.t.c          | AGPO Category- Youth/Women/PWD |
| CEMASTEA/PQ/EM/002/2023-2025       | Supply and delivery of Electrical Materials e.g shower elements, bulbs, sockets etc                          | AGPO Category- Youth/Women/PWD |
| CEMASTEA/PQ/STM/003/2023-2025      | Supply and delivery of STEM Materials/ Equipment   | Open Category                  |
| CEMASTEA/PQ/CM/004/2023-2025       | Supply and Delivery of Cleaning Materials  | AGPO Category- Youth/Women/PWD |
| CEMASTEA/PQ/CAC/005/2023-2025      | Supply and delivery of computer laptops, UPS, printers, computer accessories and general consumables         | Open Category                  |
| CEMASTEA/PQ/LAB/006/2023-2025      | Supply and delivery of laboratory chemicals and equipment  | Open Category                  |
| CEMASTEA/PQ/STM/007/2023-2025      | Supply and delivery of printed and general office stationery   | AGPO Category- Youth/Women/PWD |
| CEMASTEA/PQ/KE/008/2023-2025       | Supply and delivery of kitchen equipment and utensils  | Open Category                  |
| CEMASTEA/PQ/FSH/009/2023-2025      | Supply and delivery of fish  | Open Category                  |
| CEMASTEA/PQ/CK/010/2023-2025       | Supply and delivery of chicken   | Open Category                  |
| CEMASTEA/PQ/EG/011/2023-2025       | Supply and delivery of eggs  | Open Category                  |
| CEMASTEA/PQ/MK/012/2023-2025       | Supply and delivery of fresh packed milk and dairy products  | Open Category                  |
| CEMASTEA/PQ/MVP/013/2023-2025      | Supply and delivery of motor vehicle parts e.g tyres, tubes, batteries e.t.c                                 | Open Category                  |
| CEMASTEA/PQ/FUR/014/2023-2025      | Supply and delivery of office equipment, furniture & fittings e.g office desks, seats, safes, cabinets e.t.c | AGPO Category- Youth/Women/PWD |
| CEMASTEA/PQ/TB/015/2023-2025       | Supply and delivery of textbooks and reference materials   | Open Category                  |

|  |   |                                |
|--|---|--------------------------------|
| CEMASTEА/PQ/DF/016/2023-2025             | Supply and delivery of dry foods  | AGPO Category- Youth/Women/PWD |
| CEMASTEА/PQ/FV/017/2023-2025             | Supply and delivery of fruits and vegetables  | AGPO Category- Youth/Women/PWD |
| CEMASTEА/PQ/TEX/018/2023-2025            | Supply and delivery of textile items e.g carpets, uniform, curtains, beddings, linen, mattresses e.t.c  | AGPO Category- Youth/Women/PWD |
| CEMASTEА/PQ/PABX/019/2023-2025           | Supply, delivery and installation of PABX System  | Open Category                  |
| <b>CATEGORY B: PROVISION OF SERVICES</b> |   |                                |
| CEMASTEА/PQ/FFE/020/2023-2025            | Repair Servicing and Maintenance for Firefighting Equipment   | Open Category                  |
| CEMASTEА/PQ/KLE/021/2023-2025            | Repair Servicing and Maintenance of Kitchen and Laundry Equipment, Refrigeration/ Cooling System  | Open Category                  |
| CEMASTEА/PQ/PPE/022/2023-2025            | Supply and delivery of Clean Water(10000 liters capacity trucks)  | Open Category                  |
| CEMASTEА/PQ/SER/023/2023-2025            | Supply, delivery and installation of server and its components ( <b>firms with ICTA Certificate only</b> )  | AGPO Category- Youth/Women/PWD |
| CEMASTEА/PQ/TEL/024/2023-2025            | Supply, delivery and installation of teleconferencing equipment ( <b>firms with ICTA Certificate only</b> )   | AGPO Category- Youth/Women/PWD |
| CEMASTEА/PQ/APL/025/2023-2025            | Supply and delivery of Computer Application Software( <b>firms with ICTA Certificate only</b> )   | Open Category                  |
| CEMASTEА/PQ/PNB/026/2023-2025            | Provision of printing and branding services   | Open Category                  |
| CEMASTEА/PQ/PABX/027/2023-2025           | Servicing, repair and maintenance of PABX and telephone accessories   | Open Category                  |
| CEMASTEА/PQ/PSP/028/2023-2025            | Servicing, repair and maintenance of computer UPS, printers, photocopiers, shredders, biometric systems   | Open Category                  |
| CEMASTEА/PQ/CTV/029/2023-2025            | Servicing, repair and maintenance of CCTV cameras   | Open Category                  |
| CEMASTEА/PQ/ICTE/030/2023-2025           | Servicing, repair and maintenance of Audio visual Equipment e.g. smart boards, teleconferencing equipment, projectors and other related items e.t.c ( <b>firms with ICTA Certificate only</b> ) | Open Category                  |
| CEMASTEА/PQ/VAL/031/2023-2025            | Provision of Valuation Services ( <b>firms approved by valuers of Kenya</b> )   | Open Category                  |

|  |   |  |
|--|---|--|
| CEMASTEА/PQ/SP/032/2023-2025   | Repair, Servicing and Maintenance of Solar panel systems  | Open Category                                    |
| CEMASTEА/PQ/BOR/033/2023-2025  | Repair, Servicing and Maintenance of borehole systems   | Open Category                                    |
| CEMASTEА/PQ/WWT/034/2023-2025  | Repair, Servicing and Maintenance of waste water treatment plant system   | Open Category                                    |
| CEMASTEА/PQ/GEN/035/2023-2025  | Repair, Servicing and Maintenance of generators   | Open Category                                    |
| CEMASTEА/PQ/MV/036/2023-2025   | Repair, Servicing and Maintenance of motor vehicles (for registered firms with AA only)                                 | Open Category                                    |
| CEMASTEА/PQ/FUM/037/2023-2025  | Provision of fumigation and pest control services( Registered firms by pests and control products board only)           | Open Category                                    |
| CEMASTEА/PQ/AIT/038/2023-2025  | Provision of Air ticketing Services( registered with IATA or KATA firms only)   | Open Category                                    |
| CEMASTEА/PQ/HC/039/2023-2025   | Provision of Hotel Accommodation and Conferencing Facilities(firms with food drugs and chemical substance license only) | Open Category                                    |
| <b>CATEGORY C: PROVISION OF CONSULTANCY SERVICES –</b>                               |   |  |
| CEMASTEА/PQ/QMS/040/2023-2025  | Provision of Consultancy Services for Quality Management System   | Open Category                                    |
| CEMASTEА/PQ/RM/041/2023-2025   | Provision of Consultancy Services for Records Management  | Open Category                                    |
| CEMASTEА/PQ/CD/042/2023-2025   | Provision of Consultancy Services for HR management ( capacity development)   | Open Category<br><b>firms registered by NITA</b> |
| CEMASTEА/PQ/SP/043/2023-2025   | Provision of Consultancy Services for Strategic Plan  | Open Category<br><b>firms registered by NITA</b> |
| CEMASTEА/PQ/SES/044/2023-2025  | Provision of Consultancy Services for Safety and Environmental survey   | Open Category<br><b>firms registered by DOSH</b> |
| CEMASTEА/PQ/RS/045/2023-2025   | Provision of Consultancy Services for Research and STEM   | Open Category                                    |
| CEMASTEА/PQ/TB/046/2023-2025   | Provision of Consultancy Services for Team Building activities  | Open Category                                    |
| <b>CATEGORY D: PROVISION OF WORKS ( Firms with NCA Certificate and license only)</b> |   |  |
| CEMASTEА/PQ/SW/047/2023-2025   | Provision of small works e.g plumbing works, electrical works, building works, renovations and general minor            | Open Category                                    |

|  |   |  |
|--|---|--|
|  | repairs, partitioning e.t.c (firms<br>registered and licensed by NCA) |  |
|--|---|--|

Interested firms **MUST** meet all the requirements as stated in the prequalification documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the centers website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke) under prequalification documents 2023.

Completed application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

**Chief Executive Officer**  
**Centre for Mathematics, Science and Technology Education in Africa**  
**(CEMASTEА)**  
**Karen-Bogani road Junction**

**P.O. Box 24214-00502**

**NAIROBI, KENYA.**

Completed prequalification documents are to be enclosed in plain sealed envelopes marked with reference number and deposited in the **Prequalification Box at the Administration block at CEMASTEА**, located at the junction of Karen-Bogani Road or be addressed to Chief Executive Officer CEMASTEА, P.O BOX 24214- 00502.



## **SECTION I - INTRODUCTION**

1. The Centre for Mathematics, Science and Technology Education in Africa (CEMASTEА) hereinafter referred as “Procuring entity” intends to prequalify candidates for the supply of goods, works and services for the years 2023 - 2025
2. Prequalification is open to all eligible applicants as per the eligibility criteria.
3. Eligible candidates may obtain the prequalification documents by downloading free of charge from the centers website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke)
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods and services to the Center. Suppliers fail to meet the prequalification criteria will not be allowed to participate in the RFQs/RFPs of the same category.
5. Completed prequalification application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to the Chief Executive Officer.
6. All candidates whose applications will have been received by the closing date and time will be advised in due course by communicating to them officially.

**SECTION II            -INSTRUCTIONS TO CANDIDATES**

---

Table of Contents

2.1    Scope .....  
2.2    Submission of Applications.....  
2.3    Eligible candidates .....  
2.4    Qualification criteria.....  
2.5    Public sector companies .....  
2.6    Preferences  
2.7    General

## **SECTION II INSTRUCTIONS TO CANDIDATES**

- 2.1 Scope:
- 2.1.1 Centre for Mathematics, Science and Technology Education in Africa (CEMASTEА) hereinafter referred to as the ‘procuring entity’ intends to prequalify suppliers for the supply of goods, works and services for the year 2023-2025. It is expected that the prequalification applications will be received by the not later than the date on the invitation letter.
- 2.1.2 Prequalification is open to eligible firms as shown in paragraph 2.3 herein below.
- 2.1.3 The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary
- 2.2 Submission of Applications will be not later than Monday 5<sup>th</sup> June 2023 at 9:00am.
- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the Prequalification Box at the Administration block, CEMASTEА, located at the junction of Karen-Bogani Road and be addressed to:
- CEMASTEА  
CHIEF EXECUTIVE OFFICER,  
P.O BOX 24214-00502  
NAIROBI, KENYA.
- To be received by Monday 5th June 2023 at 9:00am**
- The procuring entity reserves the right to reject late applications.
- 2.2.2 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications and timely clarification or verification of the information supplied may result in the applicant’s disqualification.
- 2.3 Eligible Candidates as per the criteria
- 2.3.1 This invitation for prequalification is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 66 (5) of the PPADA, 2015.
- 2.3.3 All candidates who will be satisfactory in accordance to the set evaluation criteria shall be prequalified.



## 2.4 Qualification Criteria

2.4.1 Prequalification will be based on meeting the requirements in the criteria set as shown in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section III and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 **General Experience.** The applicant **shall** meet the following minimum criteria

- (a) Provide a copy of Business Registration certificate / Trade license, Certificate of Incorporation/Registration as well as a valid copy of the Tax Compliance Certificate, PIN Certificate and CR12 copy and copies of ID for sole proprietor
- (b) Physical address, email address and contact details.

2.4.3 **Specific Experience:** Details of similar assignments recently undertaken including at least **three reference** contacts and detailed client list in the past.

2.4.4 **Financial position.**

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last one year, AGPO Registered firms to provide Bank Statements up to 3 months and a letter of reference from the bank that must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.4.5 Litigation history; the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## 2.6 Updating prequalification Information

2.6.1 Prequalified candidates shall be required to update the financial information used for prequalification at the time of submitting their bids and to confirm their continued compliance with the criteria. A bid shall be rejected if the applicant's qualification thresholds/ attached evidences are no longer met at the time of bidding.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the prequalification of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

### **CRITERIA OF EVALUATION**

| <b>M.R</b> | <b>MANDATORY REQUIREMENTS</b>   | <b>YES/NO</b> |
|------------|---|---------------|
| 1.         | Document Conformity/Presented in a required format: The document must be well bound and paginated eg 1,2,3,... should clearly show the table of contents and the page numbers for ease of reference during evaluation |               |
| 2.         | Copy of Identity Card or Passport for the Directors   |               |
| 3.         | Duly filled, signed and stamped confidential business questionnaire   |               |
| 4.         | For reserved categories, a valid copy of AGPO Certificate of registration   |               |
| 5.         | Valid Tax Compliance/ Exemption Certificate Copy  |               |
| 6.         | PIN Certificate copy  |               |
| 7.         | Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);   |               |
| 8.         | Certificate of Incorporation/Business Registration copy   |               |
| 9.         | Audited Accounts for the last one year (for open category) and Bank Statement/Bank reference of 03 months from date of applying (for AGPO Registered)   |               |
| 10         | Where indicated, Current Certificates of affiliation to be recognized registered professional/ regulatory body e.g.   |               |

### **NOTE**

Bidders must meet all the mandatory requirements to qualify for evaluation  
Any information provided by the bidder may be verified by CEMASTE.A.

**SECTION III - STANDARD FORMS**

APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name).....hereby apply for  
prequalification as a supplier for.....

(Category code No.) .....

Postal Address: .....  
.....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax... ..

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/ Locations .....  
.....  
.....

Bank Name.....

Bank Branch..... Bank Branch Code.....

Bank Account Name.....

Bank Account Number.....

Mpesa Till/ Paybill Account Number (where applicable).....

Authorized Signature .....

Full name of authorized signatory .....

Designation .....

Official Rubber Stamp and Signature .....

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

Part 1: General information

|   |   |
|---|---|
| Business Name   |   |
| Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation) | Town.....<br><br>Street.....<br>Building<br><br>Name.....<br><br>Floor..... |
|   |   |



Business operations

Year established.....

Duration of business operations.....

---

Principal Contact Person

Name.....

Position.....

---

Postal Address

P.O. Box .....Code .....

---

Nature of Business

---

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

Kshs .....

---

Name of your bankers

Branch.....

---

Part 2(a) – Sole Proprietor

|                     |                         |
|---------------------|-------------------------|
| Your name in full   | .....<br>.....          |
| Age                 | .....<br>.....          |
| Nationality         | .....<br>.....          |
| Country of Origin   | .....<br>.....          |
| Citizenship details | .....<br>.....<br>..... |

Part 2(b) – Partnership

Give details of partners as follows:

| No. | Name | Nationality | Citizenship details | Share |
|-----|------|-------------|---------------------|-------|
| 1   |      |             |                     |       |
| 2   |      |             |                     |       |
| 3   |      |             |                     |       |
| 4   |      |             |                     |       |
| 5   |      |             |                     |       |

Part 2(c) – Registered Company

|   |  |             |                     |       |
|---|--|-------------|---------------------|-------|
| Private or Public                                   | .....  |             |                     |       |
| State the nominal and issued capital of the company | Nominal Kshs..... Issued<br>Kshs.....<br>... |             |                     |       |
| Give details of all Directors                       | Name   | Nationality | Citizenship details | Share |
|   | .....  | .....       | .....               | ..... |
|   | .....  | .....       | .....               | ..... |
|   | .....  | .....       | .....               | ..... |
|   | .....  | .....       | .....               | ..... |

Date..... Signature of tenderer: .....

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

## CLIENTS REFERENCES

Give details of at least 3 (three) reputable organizations where you are supplying the category of goods/services applied for. (Attach proof in form of recommendation letters/LPO/LSO or Contracts)

1. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address..... Signature of  
contact person.....Date..... Company  
Stamp

2. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address... Signature  
of contact person.....Date.....  
Company Stamp

3. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address... Signature  
of contact person.....Date.....  
Company Stamp

4. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E-Mail Address..... Signature of contact  
 person.....Date..... Company Stamp

5. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E ..... -Mail  
 Address.....  
 Signature ..... of ..... contact  
 person.....Date..... Company Stamp

**LITIGATION HISTORY**

Contractors/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, |
|------|----------------------|--|---------------------------------|
|      |                      |  |                                 |
|      |                      |  |                                 |
|      |                      |  |                                 |
|      |                      |  |                                 |
|      |                      |  |                                 |

**DECLARATION FORM**

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name.....

Signature:.....Position.....

Date: .....

Stamp or Seal

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

I/We/Messrs.' .....

Of Street, Building, P O Box.....

.....

.....

Contact/Phone/Email.....

.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized

Signature.....

Name and Title of Signatory.....

Stamp.....