



EOI BID SUBMISSION FORM

Date _____

A. Bidder details.

Business Name _____
Location of Business Premises (City/Town) _____
Street/Road _____ Building and floor _____
Postal Address _____ Code: _____
Tel No _____ ALT Number _____
E mail _____
Nature of Business _____
Year established _____
Principle person _____
Designation _____
Mobile no. _____ E mail _____

B. Submission

We, the undersigned, submit our pre-qualification form for the procurement request for quotation bid for the supply of _____
_____ dated _____ and our proposal.

We are hereby submitting our bidding documents, which include the following attachments:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Any other important detail of the documentation is enclosed.

C. Preliminary stage threshold.

The grounds for the elimination of applicants at the preliminary stage are listed below.

1. Submission of prequalification documents after the expiry of the deadline.
2. Failure to submit the pre-qualification documents in the required format and failure to submit all the required documents.
3. Failure to authorise the bid through signing and officially stamping the Prequalification submission form by the person authorised to do so.
4. Failure to duly fill out the confidential business questionnaire form.
5. Lack of telephone/voice communication facility that is working and reliable.
6. Applying for tender on items/goods or services which you do not deal in, not ever supplied /rendered.
7. If the firm is on a blacklist or debarment list from participating in Public Procurement.
8. If the firm has not renewed legal and statutory documents that are due for renewal at the time of submission. i.e. tax compliance among others,
9. If the applicant is proved to have cheated by providing false information or misrepresentation of facts in the documents that are submitted.
10. Canvassing and improperly trying to influence the outcome through corrupt means.
11. All documents shall be paginated and/or serialised.

D. Evaluation

1. After the opening and evaluation of the received expression of interest, the union shall notify prequalified suppliers.
2. The number of points to be given under each of the evaluation criteria is as outlined, the best five (5) firms will be considered for pre-qualification.
3. only responsive bidders will be notified.
4. Pre-qualified candidates will be asked to give quotations for items/services required during the Financial year "as and when the need arises" basis.

Supplier availability: Supplier details including physical address and contacts.	15 Points
Supplier relevance & experience as per the expressed interest. Scope of similar works and valid references.	30 Points
Supplier capability: Technical and financial capability, and favourable terms of trade.	30 Points
The legality of supplier business: Availability of all statutory documents and their validity.	25 Points
Total points:	100 Points
Pass mark	60 Points

E. Bidder Affirmation.

- 1. No reservations:** We have examined and have no reservations about the Bid quotation document, including the attachments listed above.
- 2. Eligibility:** We meet the eligibility requirements and have no conflict of interest.
- 3. Suspension and Debarment:** We, along with any of our subcontractors, 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 Laws of Kenya.
- 4. Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- 5. Collusive practices:** We hereby certify and confirm that the Bid is genuine, non-collusive and made with the intention of accepting the contract if awarded.
- 6. Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us until a formal contract is prepared and executed.
- 7. Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Best Evaluated Bid or any other Bid that you may receive.
- 8. One Bid per Bidder:** We are not submitting any other Bid (s) as an individual Bidder, and we are not participating in any other Bid (s) as a Joint Venture.

9. Quotation terms.

On request for a quotation, we understand that:

- i. The Bid shall be valid for sixty days (60) effective after the bid closure date. And it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- ii. The price quoted should be in Kenyan shilling and inclusive of all costs.
- iii. The seller shall be bound by their proposed credit limit days.
- iv. The Union shall not be bound to accept the lowest or any other offer and reserve the right to accept any offer in part unless the contrary is stipulated by the Union.
- v. Sample of offers when required will be provided free and before the closing date of the quotation. If not destroyed during the tests they will, upon request, be returned at the seller’s expense, or may be collected by the seller.
- vi. Where applicable the parties will mutually execute a separate supply/ service level contract.

We remain,

Yours sincerely,

_____ [Authorized Signature]
_____ [Name and Title of
Signature]
_____ [Name of Applicant]
_____ [Address]

OFFICIAL STAMP/SEAL.