

CATHOLIC DIOCESE OF KITUI

ADDENDUM NO.1

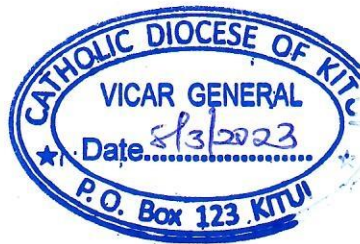
Registration/Prequalification of Suppliers & Contractors for Supply of Goods and Provision of Services for the Year 2023

Reference is made to the tender advertisement that appeared in the Daily Nation Publication of 1st March 2023. Following requests for clarification from prospective tenderers, the Catholic Diocese of Kitui has made an addendum for the above-captioned tender.

Prospective bidders are therefore requested to visit the websites www.dioceseofkitui.org or www.caritaskitui.org to view and download the addendum to the Principal Tender Document.

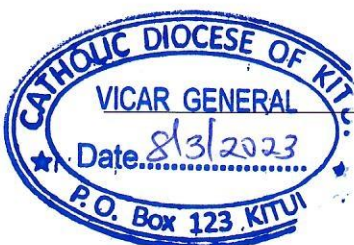
All other terms and conditions of the tender aforementioned, remain as per the principal Tender Document.

VICAR GENERAL
CATHOLIC DIOCESE OF KITUI



GENERAL INSTRUCTIONS

1. Incorrectly addressed envelopes will NOT be opened. Late submissions will also NOT be accepted.
2. The procuring entity's employees, committee members, board members, and their relatives (spouses and children) are not eligible to participate in the tender.
3. In the selection of suppliers, CDK will short-list only those firms that are able to **demonstrate their competence to supply the listed products or undertake listed works.**
4. Registered service providers, contractors, manufacturers, as well as retailers, and dealers are encouraged to apply within the lines of their registered business.
5. The serialized/paginated tender document **MUST** be **signed** by the authorized representative of the organization, **stamped**, and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
6. Participants to kindly note that this does not amount to any contractual obligation on the part of the Catholic Diocese of Kitui and that the Catholic Diocese of Kitui is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
7. Failure to provide Information that is essential for effective evaluation of the applicant's qualification or provision of false information and documentation will result in the application being disqualified.
8. Indicate the number of years your company/Firm has been involved in the business it is applying to be prequalified.
9. In order to simplify this process, you need to provide **copies** of all supporting documents requested under the Principal Tender Notice alongside the following additional documents which are **mandatory** for each supplier submitting a request to be prequalified by the Catholic Diocese of Kitui:
 - i. Audited Accounts for the last 2 years (2021/2022) OR Bank statements for the last three months.
 - ii. Prior experience for the category applied to be prequalified. (Copies of LPOs, LSOs, and contract agreements **MUST** be attached).
 - iii. Must submit a copy of a valid Registration Certificate by the National Construction Authority (NCA 7 for Waterworks and above) **complete with a valid practicing certificate.**
 - iv. Those applying for **the transport category MUST** also attach the following copies: **Vehicle logbooks, vehicle insurance, driver's driving license, Inspection report and speed governor inspection compliance certificate (for commercial vehicles),** and any other relevant **transport document.**
 - v. List of key personnel and proof of their qualification/ Business profile



10. Interested bidders are also notified of the following additions to the particulars of the above tender:

Evaluation Criteria:

Seq.	Evaluation Attribute	Documentary evidence	Max Score
TS1	Firm's experience in performing similar assignments	Provide LPOs/LSOs/ Contracts from at least 3 Clients whom you have supplied with goods/rendered services (5marks for each)	15
TS2	Firm's ability to offer satisfactory goods/service	Provide recommendation letters from at least 2 clients & Indicate the number of years your company/Firm has been involved in the business it is applying to be prequalified.	15
TS3	Commitment to delivering bids on a timely basis - average response time to a request for quotation/proposal	Delivery period <ul style="list-style-type: none"> • Within one day 20 marks • Within two days 10 marks • Within three days 5 marks • Beyond 3 days 0 marks 	20
TS4	Information about the bidder	Company profile highlighting bidder's capabilities	20
FS1	Business's Financial Standing	Copy of Audited Accounts for the last 2 years (2021/2022) OR Bank Statements for the last 3 months.	15
FS2	Commitment to delivering on a timely basis - Average response time to delivery of goods/services/works after issuance/signing of LPO/Agreement	Delivery period <u>For Goods</u> <ul style="list-style-type: none"> • Within one day - 15 marks • Within two days - 12 marks • Within three days - 10 marks <u>For selected goods, services & works</u> <ul style="list-style-type: none"> • Within five days – 12 marks • Within one week – 10 marks <u>For selected services & works</u> <ul style="list-style-type: none"> • Within 2 weeks - 12 marks • Within 3 weeks - 10 marks • Beyond the above timeframe – 0 marks 	15
Total Score			100 Marks
The pass mark will be 70%. Bidders who will not attain the pass mark will not be listed in the suppliers' register			

