



CO-OPERATIVE UNIVERSITY OF KENYA

P.O. BOX 24814 – 00502 NAIROBI

EMAIL: www@cuk.ac.ke

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSTRUCTION OF THE
PROPOSED
LEARNING RESOURCE CENTRE (LIBRARY PHASE IA) IN KAREN, NAIROBI**



PROPOSED LEARNING RESOURCE CENTRE (LIBRARY PHASE IA) IN KAREN, NAIROBI

The Co-operative University of Kenya (CUK) seeks to pre-qualify Contractors for construction of a Learning Resource Centre in Karen, Nairobi County.

Eligibility

Eligible contractors, who must be registered with the National Construction Authority (NCA) are hereby invited to submit their EOI to the address stated below for consideration for pre-qualification and for subsequent invitation to tender. Please note that the minimum registration categories shall be as follows:-

- Building & Civil Works * NCA Category 2 or higher
- Electrical Installation Works * NCA Category 3 or higher
- * ERC Category A-1 or higher
- * Licensed with communications Authority of Kenya
- Mechanical Installation Works* NCA Category 3 or

higher The EOI must be accompanied by the following:

1. Certified copies of Certificates of Registration with NCA
2. Certified copies of PIN and VAT Registration Certificates;
3. Certified copy of Tax Compliance Certificate;
4. Certified copy of the current Business Permit from the relevant authority;
5. Audited accounts for the last three years;
6. Qualification and experience of key personnel;
7. Company relevant experience
8. Business support
9. Referees
10. Machinery and equipment listing.
11. List of directors, shareholders and beneficial owners with pin numbers (in case of a company)

Expression of interest with any accompanying materials, daytime contact telephone number[s]

and email addresses should be submitted in sealed envelopes by indicating the works applied

for and clearly labeled **Expression of Interest (EOI) For Construction of the Proposed Learning Resource Centre (Library Phase IA)Karen, Nairobi and addressed to:-**

The Vice Chancellor,

The Co-operative University of Kenya (CUK),

P.O. Box 28814 - 005020, Karen, Nairobi.

The EOI documents should be deposited in the tender box at the ...COOPERATIVE UNIVERSITY OFKENYA

–KAREN CAMPUS.As to be received not later than2pm.....On8th

October, 2018. CUK will not reimburse any cost or expenses incurred in connection with the

preparation and delivery of EOI or visits to any office or site. The EOI document can be obtained at

www.cuk.ac.ke.

Only the prequalified Contractors as per the requirements above will be invited to tender.

.....
..... VICE CHANCELLOR

STAGES OF EVALUATION

STAGE 1 - MANDATORY REQUIREMENTS FOR PRELIMINARY EVALUATION

N.B. All the following requirements (1-5) must be met to qualify for Technical Evaluation

1. Certified copies of Certificates of Registration with NCA
2. Certified copies of PIN and VAT Registration Certificates;
3. Certified copy of Tax Compliance Certificate;
4. Certified copy of the current Business Permit from the relevant authority;
5. Audited accounts for the last three years;

STAGE 2 – TECHNICAL EVALUATION (MAXIMUM 100 POINTS) **Documentary evidence must be provided**

Cut off – 75% to qualify for pre-qualification.

a) Personnel (35 Points)

- (i) **Office Based Project Manager** - University degree with 10 years' minimum experience OR Higher National Diploma in Building Construction/Engineering with 15 years' experience as a Construction Project Manager (8 points)
Qualification and experience for the Period Indicated (8 Points)

(ii) Full time site based personnel

- **Site Manager** to have at least University Degree in Architecture, Quantity Surveying or Civil Engineering **with 5 years experience as a Construction Manager** OR Higher National Diploma in Building Construction/Engineering with 15 years experience as a Contract Manager (8 points)
Qualification and experience for the Period Indicated (8 Points)
- **Site Agent** to have at least Higher National Diploma in Building Construction/Engineering with 10 years experience as a Site Agent OR Certificate holder in Building Construction/Engineering with 15 years experience as a Site Agent in works of similar nature (7 points)
 - Qualification and experience for the Period Indicated(7 Points)
- **Construction Supervisors** (at least 2 No.) to have at least Ordinary National Diploma in Building Constr/Eng with 10 years experience as a Construction Supervisor OR Certificate holder in Building construction/Eng with 15 years experience as a Construction Supervisor in works of similar nature.(6 Points)
 - Qualification and experience for the Period Indicated (6 Points)

- **Site Safety Manager** with a least 5 years experience as a Safety Manager (6 points)
 - Relevant experience and training documents to be attached.
 - Qualification and experience for the Period Indicated (6 Points)
- Detailed curriculum vitae of the above personnel and any other relevant personnel certified by employee and bidding company representative to be attached (2 Points)
 - Submission for all the above staff (6 Points)
- Copies of employment letters of relevant personnel on permanent or contract terms to be attached. (6 Points)
 - Submission of employment letters for all staff (6 Points)

b) Relevant Experience (20Points)

- At least 10 years experience in construction industry as Building / Fit Out Contractor (10 Points)
- 5 years experience in similar works each with value not less than Kshs. 300,000,000.00 (15 Points) (attach award letters and certificates of completion).
- Current Contracts, names and Addresses (10 points)

c) Machinery and Equipment (15 Points)

Ownership or lease of major equipment including but not limited to the listed items as shown in Section E. Proof of ownership e.g. copies of log books, receipts, letters of insurance etc. and/or lease agreements to be provided or a firm commitment for inspection at any time.

- Concrete mixing & placing plant/ Equipment (3 Point)
 - Vertical Transport Equipment (3 Points)
 - Vehicle Transport(2 Points)
 - Earthmoving & Compaction Equipment (2 Points)
 - Steel cutting & Bending Tools (1 Point)
 - Power Tools/Equip. (1 Point)
 - Metal formwork capacity (1 Point)
 - Workshop Equipment (1 Point)
 - Survey Equipment (1 Point)
- All the listed Equipment (15 Points)
 - Less than the listed items (Pro-rate)

d) Business Support (20Points)

- Workman's compensation cover (3 Points)
- Liquid assets, access to lines of credit or other financial resources (6 Points)
- Proof of Financial stability (5 Points)
- Appointed bankers and letter of authority to seek references (3 Points)
- Legal advisors and a statement and nature of any litigation in last 5 years. If none, state so. (3 Points)
 - Legal advisors (1.5 Point)
 - Statement on litigation (1.5 Point)

e) At least 4 referees List below (attach copies of referees). (10 Points)

- Four referees (10 points)
- Less or none(0)

EVALUATION QUESTIONNAIRE

A.Personnel

1. Qualification and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data

| Position | Name | Academic Qua. | Professional Qualification | Years of experience in Construction | Years as manager |
|------------------|------|---------------|----------------------------|-------------------------------------|------------------|
| 1.1 Site Manager | | | | | |
| 1. Site Agent | | | | | |

2 Proposed Technical Staff (attach relevant certificates)

| Name | Academic Qualification | Professional Qualification | Years of Experience |
|--|------------------------|----------------------------|---------------------|
| Construction/Site supervisor I Construction/Site Supervisor II Safety Manager - | | | |

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____ *Site manager* _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks, which will be assigned;

-
- ii)
- iii)

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

Education:

(Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degree(s) obtained).

Employment Record:

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

(Signature of staff member)

_____ Date: _____

_____ Date: _____

(Signature of authorised representative of the firm)

Full name of staff member: _____

Full name of authorised representative: _____

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: **Site Agent** _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks, which will be assigned;

iv)

v)

vi)

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

Education:

(Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degree(s) obtained).

Employment Record:

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

(Signature of staff member)

_____ Date: _____

_____ Date: _____

(Signature of authorised representative of the firm)

Full name of staff member: _____

Full name of authorised representative: _____

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: **Safety Manager**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks, which will be assigned;

vii)

viii)

ix)

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

Education:

(Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degree(s) obtained).

Employment Record:

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

(Signature of staff member)

_____ Date: _____

_____ Date: _____

(Signature of authorised representative of the firm)

Full name of staff member: _____

Full name of authorised representative: _____

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: Construction Supervisor (I)

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks, which will be assigned;

x)

xi)

xii)

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

Education:

(Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degree(s) obtained).

Employment Record:

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
(Signature of staff member)

_____ Date: _____

_____ Date: _____
(Signature of authorised representative of the firm)

Full name of staff member: _____

Full name of authorised representative: _____

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: **Construction Supervisor (II)**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks, which will be assigned;

xiii)

xiv)

xv)

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations).

Education:

(Summarise college/university and other specialised education of staff member, giving names of schools, dates attended and degree(s) obtained).

Employment Record:

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

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

(Signature of staff member)

_____ Date: _____

_____ Date: _____

(Signature of authorised representative of the firm)

Full name of staff member: _____

Full name of authorised representative: _____

B. Relevant Experience

1. Ten Years Experience as Contractor in ConstructionYear of Commencement of Business(attach certificate of Registration as Contractor).

2. List of Works of similar nature and value not less than 300 Million for the last five years. Also list details of works under way or committed, including expected completion.

| Name of client | Contact Person | Brief Description of Works | Contract Dates | Value of Contract (KShs.) | Status of Project |
|----------------|----------------|----------------------------|----------------|---------------------------|-------------------|
| Year 1 | | | | | |
| Year 2 | | | | | |
| Year 3 | | | | | |
| Year 4 | | | | | |
| Year 5 | | | | | |

3. Current Contracts, Names & Addresses. Tenderer to list current contracts, Contract Values, name of client and/or consultants involved, their addresses and telephone contacts.

| Project Name | Brief Description of Works | Value of Contract (KShs.) | Contract Dates. | Client/Consultant/Contact person | Address/Tel No. | Status of Project |
|--------------|----------------------------|---------------------------|-----------------|----------------------------------|-----------------|-------------------|
| | | | | | | |
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|--|--|--|--|--|--|
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C. Business support

1. Evidence of insurance cover for equipment and indemnity list below and attach certified copies

2. Financial reports for the last three years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

3. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

4. Name, address and telephone, email and facsimile numbers of appointed bankers that may provide reference if contacted by the Employer. List below and attach copies.

Attach bankers' letter of authority to seek reference.

5. Names of legal advisors and a statement and nature of any litigation in the last 5 years. (If none state so.)

D. At least three referees. Give names, company/firm, contact addresses of Clients/consultants for whom the Contractor has worked.

1.

2.

3.

E Machinery and Equipment

Major items of Contractor's Machinery, Tools and Equipment proposed for carrying out the Works. List all information requested below. Indicate whether owned and /or lease, or give proposals for purchase.

| <u>Item of Equipment</u> | Minimum Required Number | No. Available | Make and age (years) | Condition (new, good, poor) | Owned and/ or leased (attach evidence) |
|---|--------------------------------|----------------------|-----------------------------|------------------------------------|---|
| <p><u>Tools&Plant</u></p> <p><u>1 ConcretingPlant</u></p> <ul style="list-style-type: none"> - Concrete mixer - Offsite Weight batching plant - Truck mixers - Weigh mixers - concrete pump - water pumps - poker vibrators <p><u>2. Vertical Transport Equip</u></p> <ul style="list-style-type: none"> - Tower crane - Mobile cranes - Hoists (Alimack or equiv.) <p><u>3. Vehicle Transport Equip</u></p> <ul style="list-style-type: none"> - Tipper lorries - Dumpers - pick-up trucks - Saloon cars <p><u>4. Earthmovers/Compactors</u></p> <ul style="list-style-type: none"> - Compactors (Dynamac or equiv.) - Motor Graders - Excavators - Water Bourses - Compressors - Rollers <p>5. Steel cutters/bending machine</p> <p>6. Power tools/equip.</p> <ul style="list-style-type: none"> - Generating Set - Welding Machine - Grinders - Cutting tools <p>7. Set of Survey Equipment</p> | | | | | |