# TENDER FOR THE PROPOSED HUMAN ANATOMY LABORATORIES, CLASSROOMS AND FUNERAL HOME AT DAYSTAR UNIVERSITY, ATHI RIVER CAMPUS.

**TENDER INVITATION DATE:** Tuesday, 1st September 2026

**TENDER CLOSING DATE:** Monday 14th. September 2026 at 2.00PM

**TENDER OPENING DATE:** Monday, 14th. September 2026 at 2.30 PM

www.daystar.ac.ke
procurement@daystar.ac.ke

September 2026

## Table of Contents

SECTION I: INVITATION TO BID ..... - 3

SECTION II: INSTRUCTIONS TO BIDDERS .....- 4

SECTION III: CONFIDENTIAL BUSINESS QUESTIONNAIRE……..- 18

SECTION IV: BIDDER'S EXPERIENCE REQUIREMENTS..... - 20

SECTION V: SITE VISIT CERTIFICATE..... - 21

Annexture***: (To be accessed on University Website)***

1.BILL OF QUANTITIES *(IN EXCEL/PDF FORMAT*) ……. ……

2. ARCHITECTURAL DRAWINGS ……..…….

**SECTION I - INVITATION TO BID**

Daystar University
Telephone No. +254 709 972 670
E-mail: procurement@daystar.ac.ke

P.O. Box 1-00204,
Athi River.
P.O. Box 44400-00100,
Nairobi.

**Date: 1st September 2026**

## BID NO. DU/BID/01/2026-2027: TENDER FOR THE PROPOSED HUMAN ANATOMY LABORATORIES, CLASSROOMS AND FUNERAL HOME AT DAYSTAR UNIVERSITY, ATHI RIVER CAMPUS.

Daystar University is a Christian private institution of higher learning registered and accredited under the Universities Act, No. 42 of 2012, Laws of Kenya. The University aims to be a distinguished Christ-centered university of choice, transforming the World through world-class, value-based education.

The university invites sealed bids from eligible candidates to tender for the Construction of Human Anatomy Laboratories, Classrooms and Funeral Home at Daystar University, Athi River Campus.

Eligible candidates shall access the tender document via university website https://daystar.ac.ke/tenders.html The price to be charged for the bid document shall be a non-refundable fee of **Kshs.3,000/=** which can be deposited directly to Cooperative Bank, Daystar University **Account No:01120065209800** of Athi River Branch.

Prices quoted shall be net inclusive of all taxes, and delivery costs, must be expressed in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the bid.

Completed bid documents are to be enclosed in plain sealed envelopes, clearly marked with the bid number and name and deposited in the Tender Box provided at **Daystar University, Athi River Campus,** to be received on/or before 14th September 2026 at 2.00PM. Bids coming after 12.00pm shall not be accepted.

Bids will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend at Daystar University, **Athi River Campus**.

Bidders are advised to come with original **deposit slip** when returning bid documents to the tender box as payment evidence indicating clearly bidders name and contact address at the back of the deposit slip and addressed to;

Attn: **DEPUTY VICE CHANCELLOR,**

**FINANCE, ADMINISTRATION & PLANNING**

## SECTION II INSTRUCTIONS TO BIDDERS

### 2.1 Eligible bidders

2.1.1. This Invitation to bid is open to all bidders eligible with a current **NCA1 & NCA 2** registration in **building works**. Successful bidders shall perform their obligation for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the bid documents.

2.1.2. Daystar University's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the bid.

2.1.3. Bidders shall provide the qualification information statement that the bidder (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Daystar University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for bids.

2.1.4. Bidders involved in corrupt or fraudulent practices or debarred from participating in procurement opportunities offered by Daystar University shall not be eligible.

### 2.2 Cost of bidding

2.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and Daystar University will not be responsible or liable for those costs, regardless of the conduct or outcome of the biding process.

2.2.2 The price to be charged for the bid document shall be **Kshs.3,000/=**

2.2.3 Daystar University allow the bidder to review the bid document free of charge before accessing it.

### 2.3 Contents of bid documents

2.3.1. The bid document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to bids

i) Instructions to bidders
ii) General Conditions of Contract
iii) Special Conditions of Contract
iv) Schedule of Requirements
v) Description of Services / Specific Tasks
vi) Bills of Quantities
vii) Form of bid

viii) Contract form
ix) Confidential business questionnaire form
x) Bid security form

2.3.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bid documents. Failure to furnish all information required by the bid documents or to submit a bid not substantially responsive to the bid documents in every respect will be at the bidders risk and may result in the rejection of its bid.

**2.4 Clarification of Documents**

2.4.1. A prospective candidate making inquiries of the bid document may notify Daystar University in writing via email at the entity's email address indicated in the Invitation for bids. Daystar University will respond in writing to any request for clarification of the bid documents, which it receives no later than seven (7) days prior to the deadline for the submission of bids, prescribed by Daystar University. Written copies of the Daystar University's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders who have received the bid documents."

2.4.2. Daystar University shall reply to any clarifications sought by the bidder within 3 days of receiving the request to enable the bidder to make timely submission of its bid

**2.5 Amendment of documents**

2.5.1. At any time prior to the deadline for submission of bids, Daystar University, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by issuing an addendum.

2.5.2. All prospective bidders who have obtained/accessed the bid documents will be notified of the amendment by email and such amendment will be binding on them.

2.5.3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, Daystar University, at its discretion, may extend the deadline for the submission of bids.

**2.6 Language of bid**

2.6.1. The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and Daystar University, shall be written in English language. Any printed literature furnished by the bidder may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the bid, the English translation shall govern.

### 2.7 Documents Comprising the Bid

The bid prepared by the bidder shall comprise the following components:

(a) A Bid Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 & 2.10 below.
(b) Documentary evidence established in accordance with Clause 2.11 that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;

(c) Bid security furnished is in accordance with Clause 2.12
(d) Confidential business questionnaire

### 2.8 Form of Bid

2.8.1 The bidders shall complete the Form of Bid and the appropriate Price Schedule furnished in the bid documents, indicating the services to be performed.

### 2.9 Bid Prices

2.9.1 The bidder shall indicate on the Price schedule the unit prices where applicable and total bid prices of the services or works it proposes to provide under the contract.

2.9.2 Prices indicated on the **Price Schedule** shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the bidder shall remain fixed during the term of the contract unless otherwise agreed by the parties. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Price variation requests shall be processed by Daystar University within 30 days of receiving the request within the confines of contractual procedures in building works.

### 2.10 Bid Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Bidders

### 2.11 Bidders Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the bidder shall furnish, as part of its bid, documents establishing the bidders' eligibility to bid and its qualifications to perform the contract if its bid is accepted.

2.11.2 The documentary evidence of the bidders' qualifications to perform the contract if its bid is accepted shall establish to Daystar University's satisfaction that the bidder has the financial and technical capability necessary to perform the contract.

**2.12 Bid Security**

2.12.1 The bidder shall furnish, as part of its bid, a bid security for the amount and form specified in the Invitation to bid.

2.12.2 The bid security shall be in the amount not exceeding **2 per cent of the bid price.**

2.12.2 The bid security is required to protect Daystar University against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The bid security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

a) A bank guarantee.

b) Insurance company guarantee

c) Letter of credit; or

d) Bankers Cheque

2.12.4 Any bid not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by Daystar University as non-responsive, pursuant to paragraph 2.20.

2.12.5 Unsuccessful bidder's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of bid validity prescribed by Daystar University.

2.12.6 The successful bidder's bid security will be discharged upon the bidder signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.

2.12.7 **The bid security may be forfeited:**

(a) If a bidder withdraws its bid during the period of bid validity specified by Daystar University on the Bid Form;

(b) In the case of a successful bidder, *if* the bidder fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the bidder rejects, correction of an error in the bid.

**2.13 Validity of Bids**

2.13.1 Bids shall remain valid for 120 days or as specified in the invitation to bid after date of bid opening prescribed by Daystar University, pursuant to paragraph 2.18. A bid valid for a shorter period shall be rejected by Daystar University as non-responsive.

2.13.2 In exceptional circumstances, Daystar University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under paragraph 2.12 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.

**2.14 Format and Signing of Bid**

2.14.1 The bidder shall prepare two copies of the bid, clearly marked **"ORIGINAL BID – Hard Copy"** and **"SOFT COPY OF ORIGINAL BID,"** in a labelled flashdisk. In the event of any discrepancy between them, the original shall govern.

2.14.2 The bidder shall ensure the three sections of the bid namely Builders' works, Electrical works and Mechanical Works are sealed in separate envelopes which should then be inserted in the inner envelope for each original and copy sets of documents.

2.14.3 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

2.14.4 The bid shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

**2.15 Sealing and Marking of Bids**

2.15.1 The bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the **envelopes** as **"ORIGINAL COPY – Hard Copy"** and **"SOFT COPY OF ORIGINAL BID."** The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) Be addressed to Daystar University

(b) Bear, bid number and name in the invitation to bid and the words: "**DO NOT OPEN BEFORE 14th September 2026 at 2.00 pm.**

2.15.2 The inner envelopes shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.1, Daystar University will assume no responsibility for the bid's misplacement or premature opening.

## 2.16 Deadline for Submission of Bids

2.16.1 Bids must be received by Daystar University not later than **14th September 2026 at 2.00pm**

2.16.2 Daystar University may, at its discretion, extend this deadline for the submission of bids by amending the bid documents in accordance with paragraph 5, in which case all rights and obligations of Daystar University and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky bids which will not fit in the bid box shall be received by Daystar University as provided for in the appendix.

## 2.17 Modification and withdrawal of bids

2.17.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids is received by Daystar University prior to the deadline prescribed for the submission of bids.

2.17.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked 'not later' than the deadline for submission of bids.

2.17.3 No bid may be modified after the deadline for submission of bids.

2.17.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to paragraph 2.12.7.

2.17.5 Daystar University may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 Daystar University shall give prompt notice of the termination to the bidders and on request give its reasons for termination within 14 days of receiving the request from any bidder.

## 2.18 Opening of Bids

2.18.1 Daystar University will open all bids in the presence of bidders' representatives who choose to attend, at **2.30pm on 14th September 2026** and in the location specified in the invitation

to bid. The bidders' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as Daystar University, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 Daystar University will prepare minutes of the bid opening which will be submitted to the bidders that signed the bid opening register and will have made the request.

**2.19 Clarification of bids**

2.19.1 To assist in the examination, evaluation and comparison of bids Daystar University may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the bidder to influence Daystar University in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidders' bid.

**2.20 Preliminary Examination and Responsiveness**

2.20.1 Daystar University will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 Daystar University may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.22, Daystar University will determine the substantial responsiveness of each bid to the bid documents. For purposes of these paragraphs, a substantially responsive bid is one which conforms to all the terms and conditions of the bid documents without material deviations. Daystar University's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

2.20.5 If a bid is not substantially responsive, it will be rejected by Daystar University and may not subsequently be made responsive by the bidder by correction of the nonconformity.

**2.21 Conversion to a single currency**

2.21.1 Where other currencies are used, Daystar University will convert those currencies to Kenya shillings using the selling exchange rate on the date of bid closing provided by the central bank of Kenya.

**2.22 Evaluation and comparison of bids**.

2.22.1 Daystar University will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to paragraph 2.20.

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.5 The bid evaluation committee shall evaluate the bid within 3 days from the date of opening the bid.

2.22.6 To qualify for contract awards, the bidder shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement.

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in procurement opportunities offered by Daystar University.

**2.23. Contacting Daystar University**

2.23.1 Subject to paragraph 2.19, no bidder shall contact Daystar University on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.

2.23.2 Any effort by a bidder to influence Daystar University in its decisions on bid evaluation, bid comparison or contract award may result in the rejection of the bidders bid.

**2.24 Award of Contract**

a) **Post qualification**

2.24.1 In the absence of pre-qualification, Daystar University will determine to its satisfaction whether the bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications

submitted by the bidder, pursuant to paragraph 2.1.2, as well as such other information as Daystar University deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the Bidder's bid, in which event Daystar University will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.4 Subject to paragraph 2.22, Daystar University will award the tender to the successful bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the bidder has technical capacity to perform the contract satisfactorily.

2.24.5 Daystar University reserves the right to accept or reject any bid and to annul the biding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Daystar University's action. If Daystar University determines that none of the bidders is responsive; Daystar University shall notify each bidder who submitted a bid.

2.24.6 A bidder who gives false information in the bid document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future procurement opportunities offered by Daystar University.

**2.25 Notification of award**

2.25.1 Prior to the expiration of the period of bid validity, Daystar University will notify the successful bidder in writing that its bid has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the bidder and Daystar University pursuant to clause 2.26. Simultaneously the other bidders shall be notified that their bids have not been successful.

2.25.3 Upon the successful Bidder's furnishing of the performance security pursuant to paragraph 2.27, Daystar University will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to paragraph 2.12.

**2.26 Signing of Contract**

2.26.1 At the same time as Daystar University notifies the successful bidder that its bid has been accepted, Daystar University will simultaneously inform the other bidders that their bids have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to Daystar University.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## 2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from Daystar University, the successful bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bid documents, or in another form acceptable to Daystar University.

2.27.2 Failure of the successful bidder to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event Daystar University may make the award to the next lowest evaluated or call for new bids.

## 2.28 Corrupt or Fraudulent Practices

2.28.1 Daystar University being a Christian University requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts. A bidder shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 Daystar University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.3 Further, a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in procurement opportunities offered by Daystar University.

## APPENDIX TO INSTRUCTIONS TO THE BIDDERS

The following information for procurement of services shall complement or amend the provisions of the instructions to bidders. Wherever there is a conflict between the provisions of the instructions to bidders and the provisions of the appendix, herein shall prevail over those of the instructions to bidders

| Instructions ns to bidder | Particulars of appendix to instructions to bidders |
|---|---|
| 2.1 | Particulars of eligible bidders: **Registered C onstruction Company** |
| 2.22 | Price to be charged for bid documents. **Kshs: 3,000** |
| 2.10 | Particulars of other currencies allowed. **Not Applicable** |

| | |
|---|---|
| 2.11 | Particulars of eligibility and qualifications documents of evidence required. **According to clause 2.22** |
| 2.12.2 | Particulars of bid security if applicable. In **Kshs and to be 2% of the bid value** |
| 2.12.3 | Form of Bid Security: **Bank guarantee, insurance guarantee, banker's cheque or letter of credit.** |
| 2.13 | Validity of Bids: **Bids shall remain valid for 120 days from the closing date of the bid.** |
| 2.16.3 | Bulky bids which do not fit in the bid box shall be delivered to Procurement office located at Daystar University, Athi River Campus. |

## 2.22 Evaluation Criteria

The following requirements must be met by the bidder not withstanding other requirements in the bid document: -

**a) Mandatory requirements (MR)**

| No. | Requirements | Responsive or Not Responsive |
|---|---|---|
| **MR1** | A copy of Certificate of Registration/Incorporation | |
| **MR2** | A copy of Valid Tax Compliance certificate | |
| **MR3** | List of all equipment that shall be used in Performance of the assignment. Documentary evidence of ownership or lease must be provided. | |
| **MR4** | Must submit audited financial statements with a turnover of **not less than Kshs 100million per annum** for the latest three financial years, i.e. calendar year ranging from 2022-2026 or equivalent | |
| **MR5** | Must provide certified bank statements valid for the last 6 months before the date of tender opening | |

| | | | |
|---|---|---|---|
| **MR6** | Must provide current compliance certificate from NSSF or submit a copy of the latest receipt for remittances if the compliance certificate is not ready | | |
| **MR7** | Must visit the site of the area where anatomy labs, classrooms & funeral homes need to be constructed. | | |
| **MR8** | Must attach NCA Certificate (Restricted to NCA1& NCA2 | | |
| | | **Yes** | **No** |
| **MR9** | Any litigation history of the bidder, the parties concerned and nature of the disputes (*Tick Yes or No.)* | | |
| **MR10** | Does Daystar University have the authority to seek references from the bidder's bank and other references? (*Tick Yes or No.)* | | |

Technical evaluation will carry total of 100%

| NO | Evaluation attribute | Scores | Max Score |
|---|---|---|---|
| **T.S 1 (a)** | *Experience:* No of years in construction industry. | Maximum points = 10marks (for bidders with over 10 years)<br><br>Bidder with less than 10years = 5marks<br>Bidders with less than 5years = 2mark | **10** |
| **T.S 1 (b)** | *Experience:* Provide at least 5 client references to which the Company has constructed in the last 5 yrs. The relevant contracts and/or purchase orders must be attached indicating the total contract cost. Bidders must also fill in the standard form for client references. *Bidders must complete the* ***Bidder's experience*** | Each Client given with requisite experience in the construction industry is awarded 5 marks<br><br>Maximum of 5 such clients) @ 5 marks,(Max. points = 25 )<br><br>Any bidder without a client in construction or related works will be awarded 2 marks overall = 2mks | **25** |

| Instructions | **Particulars of appendix to instructions to bidders** | | |
|---|---|---|---|
| | ***requirements form*** *provided in the tender document* | | |

| | | | | |
|---|---|---|---|---|
| | T.S. 2 | ***Resources:*** **Company and Staff Profile**<br>Managerial and Key Personnel Competency Profile<br>Provide details of any relevant academic qualifications, certifications and/or accreditations of the Engineers, managers, supervisors Such certification should be relevant to the construction industry. | **Staff profile: Site Engineers**<br>*(At least two registered with NCA – 5marks x 1 each)=5mks*<br><br>**Site Supervisor**<br>*(At least 2 with diploma holders & above or at least 5 years' experience – 10marks each), 5mks x2=10mks* | 10<br><br>10 |
| | TS3 | Evidence of site visit where staff houses need to be build.<br>*( fill and sign -site visit certificate in pg. 21)* | Evidence of site visit 5mks. | 5 |

| | |
|---|---|
| 2.24.4 | Award Criteria:<br><br>Award will be made to the lowest evaluated bidder who meets both financial and technical evaluation. |

## SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. **Form of Bid** - The form of Bid must be completed by the bidder and submitted with the bid documents. It must also be duly signed by duly authorized representatives of the bidder.

2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the bid.

3. **Contract Form** - The contract form shall **not** be completed by the bidder at the time of submitting the bid. The contract form shall be completed after contract award and should be incorporated in the accepted contract price.

4. **Confidential Business Questionnaire Form** - This form must be completed by the bidder and submitted with the bid documents.

5. **Experience Form** - The Experience form must similarly be completed and submitted with the bid.

## 4. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name.....

Location of Business Premises .....

Plot No, .....Street/Road.....

Postal address .....……..……Cell No .....……

Email.....

Nature of Business .....

Registration Certificate No. .....

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

Name of your bankers.....

Branch.....

| | |
|---|---|
| | Part 2 (a) – Sole Proprietor<br>Your name in full…….Age…….<br>Nationality……Country of Origin……..<br>Citizenship details |
| | Part 2 (b) – Partnership<br>Given details of partners as follows<br>Name Nationality Citizenship details Shares<br>1. ……<br>2. ……<br>3. ……<br>4. …… |

| | |
|---|---|
| | Part 2 (c) – Registered Company<br>Private or Public<br>State the nominal and issued capital of company<br>Nominal Kshs.<br>Issued Kshs.<br>Given details of all directors as follows<br>Name Nationality Citizenship details Shares<br>1. ……<br>2. ……<br>3. …… |
| | Date…….Signature of Candidate…….. |

## 5. BIDDER'S EXPERIENCE REQUIREMENTS / FORM

Potential suppliers are required to submit details of at least five (5 No.) Organization where they have undertaken similar services in the format given below.

| No. | Contact Information | Details |
|---|---|---|
| 1 | Name of company | |
| | Name of contact person | |
| | Designation & Cellphone No. | |
| | Contract price (Kshs) | |
| | e-mail address | |
| 2 | Name of company | |
| | Name of contact person | |
| | Designation & Cellphone No. | |
| | Contract price (Kshs) | |
| | e-mail address | |
| 3 | Name of company | |
| | Name of contact person | |
| | Designation & Cellphone No. | |
| | Contract price (Kshs) | |
| | e-mail address | |
| 4 | Name of company | |
| | Name of contact person | |
| | Designation & Cellphone No. | |
| | Contract price (Kshs) | |
| | e-mail address | |
| 5 | Name of company | |
| | Name of contact person | |
| | Designation & Cellphone No. | |
| | Contract price (Kshs) | |
| | e-mail address | |

The prospective bidders must ensure that they have provided reference letters for **ALL** the above organizations.

## 6. SITE VISIT

**SITE VISIT CERTIFICATE**

(The bidder /Contractor must carry a copy of the site visit certificate and have it signed and stamped by the Daystar Representative at Athi River Campus)

**Contact person at Athi River Campus, Boaz Bichage (0722795064) or Samuel**

**Awuor (0705618422) – University Estate Department.**

**Date**_____

**Tender No. DU/01/2026-2027**

To: **THE DEPUTY VICE CHANCELLOR, FAP**
**DAYSTAR UNIVERSITY,**
**P. O. Box 1-00204**
**ATHI RIVER,**
**KENYA.**

This is to certify that

_____of_____

(Name and contact No. of the Bidder) (Address)

Visited Daystar University, Athi river Campus and has been shown the construction site for Construction of Human Anatomy laboratories, classrooms & funeral Home.

**Daystar University's Representative:**

Name_____Signature_____Date _____

Official Stamp:

**Contractor's Representative:**

Name_____Signature_____Date_____

Official Stamp:

DISCLAIMER

The bid documents submitted by bidders are intended for the purpose of tender evaluation and award and it shall not be shared with unauthorized person (s). Daystar university shall ensure that confidentiality of the bids is maintained, and disclosure of information is strictly prohibited.