



THE CO-OPERATIVE UNIVERSITY OF KENYA

FRAMEWORK AGREEMENT TENDER DOCUMENT

FOR

SUPPLY AND DELIVERY OF FOODSTUFF (DRY FOOD)

TENDER NO: CUK/06/FWA/2024– 2025

ISSUED ON: 18th November, 2024

CLOSING DATE: 2nd December, 2024 AT 12:00 PM.

NB: RESERVED FOR PRE-QUALIFIED SUPPLIERS FOR THE PERIOD 2022-2024

: TARGET GROUP-AGPO (Youth, Women and PWD's)



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TO:
M/S

FROM:
THE CO-OPERATIVE UNIVERSITY OF KENYA,
P.O BOX 24814 – 00502,
NAIROBI

STANDARD TENDER DOCUMENT FOR PROCUREMENT OF GOODS

INVITATION TO TENDER, Tenders will be awarded on the basis of Framework Agreement.

INSTRUCTIONS TO TENDERERS

- (a) “Framework Agreement”.
- (b) “The evaluation and award of contracts will be based on **lot Basis**
- (c) **Evaluation and Qualification Criteria**

a. PRELIMINARY EVALUATION - MANDATORY REQUIREMENTS (MR)

- Under this section, the mandatory requirements as stated in the Tender Document shall be assessed.
- It will also entail cross- checking whether the responding bidders had complied with all the mandatory requirements as stated in the Procuring Entity Tender Bid Document
- Tenders submitted without the mentioned mandatory documents shall be rejected and shall not be eligible to proceed to the Technical Evaluation stage.
- Interested firms are required to provide the following documents:

No.	MANDATORY REQUIREMENTS	Responsive or Not Responsive
1.	A valid tax compliance certificate	
2.	Certificate of registration / Cr 12	
3.	Valid AGPO certificate.	
4.	Valid trading license	
5.	Ensure serialization of all pages of the bid submitted from the first page to the last page in numerical form	



At this stage, the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further

b. Technical Requirements.

This section (Vendor's Responsiveness) will be marked **out of 70 Marks**

S/NO.	Evaluation Attribute	Max. Score
1.	Duly completed Form of Tender stamped and signed & Schedule of requirements duly filled indicating items offered and their prices. The bid submitted conforms to the required Specifications of the items and the Unit of issue as provided in the tender document(Provide the unit of issue and specifications of the item you are quoting for)	20
2.	-Three Recommendation Letters bearing a name, contact person -Three Copies of LPOs or contracts from different Corporate organizations where you have supplied a similar product or service for the last 3 years	25
3	Written confirmation on terms of payment of 90 days credit period on the firm's letterhead.	5
4	duly completed Declaration form stamped and signed	5
5	Confidential Business questionnaire (CBQ) Duly filled, stamped and signed.	15
	Total Marks	70
	Pass Mark 60 points	

Only bidders who score 70 marks and above will be subjected to financial evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further

c. Financial Score (Evaluation)

Tenderers shall state their tender bid prices as detailed on a schedule outlined in bid **Price Schedule**.
Tenders shall be ranked according to their evaluated price and the successful tender shall be the tender with the lowest evaluated price per item from the bidders who qualify at the Technical stage (**70 marks and above**).
It is worthy to note that the comparison shall be of the price including all costs as well as duties and taxes payable in the supply and delivery of the tendered items.



Multiple Contracts

Tenders are invited for individual lots, the contract will be awarded to the tenderer offering a substantially responsive Tender(s) and the lowest evaluated cost for individual lots, subject to the selected tenderer(s) meeting the required qualification criteria (this Section III, Sub-Section ITT 36 Qualification Requirements) for each lot. In determining tenderer that offer the lowest evaluated cost to the Procuring Entity for each lot, the Procuring Entity shall apply the following steps in sequence:

- a) Evaluate individual lots to determine the substantially responsive Tenders and corresponding evaluated costs;
- b) For each lot, rank the substantially responsive Tenders starting from the lowest evaluated cost for the lot;
- c) Apply to the evaluated costs listed in (b) above, any applicable discounts/price reductions offered by a tenderer (s) for the award of each Lot based on the discounts and the methodology for their application offered by the respective Tenderer; and
- d) Determine contract award based on the lots that offer the tender offers each of which has the lowest evaluated cost to the Procuring Entity



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Section V: Schedules of Requirement,

Table of Price Schedule, Lot No.?"

DRY FOODS					
Lot No.	ITEM DESCRIPTION	UNIT	QUAN TITY	UNIT COST	REMARKS
1.	Sugar x50 Kgs	Bag	1		
2.	Rice grade 1 (25 Kgs)(See Sample)	Bag	1		
3.	Maize meal sifted Grade 1 (2kgs pkt)	Kgs	1		
4.	Cooking oil(x20lts) (See Sample)	Jrns	1		
5.	Dry Beans x90 kgs(selected)See Sample	Bag	1		
6.	Green grams[selected] *90kgs nylon	Bags	1		
7.	Tea leaves loose (500 gms)	Pkt	1		
8.	Coffee House Blend x500 gms	Pkt	1		
9.	Vinegar x 5 liters white	Jrns	1		
10	Royco x1kg	Kgs	1		
11	Margarine / prestige (10 kgs)	Kgs	1		
12	Home baking flour (2x12kgs)	Bale	1		
13	Common Table salt x1kg	Kgs	1		
14	Serviette	Pkt	1		
15	Drinking Chocolate 400gms	Tin	1		
16	Grease Proof A1	Pkt	1		
17	Tomato paste 500gms	Tins	1		
18	Baking powder	Pkts	1		
19	Garbage bags (big size)	Pkts	1		
20	Cornflakes 500gms	Pkts	1		
21	Freezer Bags 180mmx230mm	Pkts	1		
22	Cling film (commercial size)	Rolls	1		
23	Uji mix	Pkts	1		
24	Baked Beans (3kgs Tins)	Tins	1		
25	Ndengu (1kgs Pkt)	Kgs	1		
26	Black beans (Njahi)(1 kg pkt)	Kgs	1		
27	Rosecoco Bean (1Kg Pkts)	Kgs			



28	Gram Dhal (Yellow) (1 Kgs Pkts)	Kgs	1		
29	Gram Dhal (Brown) (1 Kgs Pkts)	Kgs	1		
30	Tomato sauce (100ml)	Jrns	1		
31	Chili sauce (100ML)	Jrns	1		
32	Salt (2 Kgs Pkts)	Pkts	1		
33	Aromatic Brown Rice (2 Kgs Pkts)	Pkts	1		
34	Atta Mark (2 Kgs Pkts)	Pkts	1		
35	Ugali Afya (2Kgs Pkts)	Pkts	1		
36	Icing Sugar (500 gm)	Pkts	1		
37	Foil (45cm * 60m)	Rolls	1		
38	Spontex (large)	Pcs	1		
39	Éclair sweets	pkts	1		
40	Mayonnaise (500gms)	tins	1		
41	Honey (500gms)	Botts	1		
42	Sweet Corn (1 Kgs tin)	Tins	1		
43	Spaghetti (500mgs)	Pkts	1		
44	Macaroni (500 mgs)	Pkts	1		
45	Blue band (x1kg)	Tins	1		
46	Turmeric powder	Tins	1		
47	Apricot Jam (1kg Tins)	Tins	1		
48	Weetabix (900gms)	Pkts	1		
49	Red Plum Jam (1Kg)	Tins	1		
50	Nescafe (250 gms tin)	Tins	1		
51	Nestle Milo (200gms)	Tins	1		
52	Tagged Tea Bags (100gms)	Pkts	1		
53	Sugar (1Kgs Pkts)	Kgs	1		
54	Rice (Dawati Grade 1)	Kgs	1		
55	Pasta shell	pkts	1		
56	Curry Powder (400gms)	Tins	1		
57	Food Colors	Tins	1		
58	Marmalade	Tins	1		
59	Beef Cubes	Pkts	1		
60	Garlic powder	tins	1		
61	Dark superior sauce	bottles	1		



62	Ginger powder	Tins	1		
63	Tro/h Pilau Masala	Tins	1		
64	Dry peanuts (x1kg)	kgs	1		
65	Black Pepper 100gms	Tins	1		
66	White Pepper 100gms	Tins			
67	Pasta spiral 100gms	Tins			
68	Dark superior sauce 700ml	bottles			
69	Ginger powder 100 gms	Tins			
70	Pilau Masala 100gm	Tins			
71	Dry peanuts (1kg)	kgs			
72	Black Pepper 100gms	Tins			
73	White Pepper 100gms	Tins			
74	Pasta spiral	Tins			
75	Dry Yeast	Pkts			
76	Wrapped Wooden Toothpicks	pkts			

NB: Prices quoted should be inclusive of all taxes where applicable

FORM OF TENDER

(a) The total price of our Tender, excluding any discounts offered in section (V) above as per listed Lots (list each lot with its price)
[insert the prices of the Tender in figures, indicating the various amounts for lots] -----

3. CONDITIONS OF CONTRACT

4.1.2 Framework Agreement

4.1.2.1 The Parties shall enter into a Framework Agreement within 14 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.



- 4.1.2.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a Firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.
- 4.1.2.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to the possible number of packages to carry out.
- 4.1.2.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.
- 4.1.2.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.
- 4.1.2.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement if the agreement period is less than three (3) years, if the initial engagement has been satisfactory.
- 4.1.2.7 Call-off Contracts; for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a particular package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.
- 4.1.2.8 Specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreements.

NOTE

1. ***THE FOLLOWING FRAMEWORK CONTRACT IS VALID FOR SPECIFICALLY FOR THOSE COMPANIES/ FIRMS THAT ARE REGISTERED FOR THE YEAR 2024/2026 ONLY.***



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