

KANGEMA HIGH SCHOOL

TENDER NOTICE FOR PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEAR
2025/2026

TENDER NO: TenderKHS/PQ33/25/26

CATEGORY: Provision of Maintenance and Servicing of Biometric Machines

CLOSING DATE: 1st July 2025 at 10:00 a.m.

1. Introduction

Kangema High School invites eligible and competent firms to submit sealed applications for pre-qualification for the provision of maintenance and servicing of biometric machines for the financial year 2025/2026.

2. Scope of Services

- Regular maintenance of installed biometric attendance systems
- Repair and replacement of faulty parts
- System upgrades and software updates
- User training and support services
- Emergency troubleshooting

3. Mandatory Requirements

Interested applicants must attach copies of the following documents:

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. PIN/VAT Certificate

4. Valid Business Permit from relevant authority
5. Proof of similar past work (Attach at least three (3) LPOs/Contracts)
6. CVs of key technical personnel
7. Company Profile (clearly indicating physical address, telephone, and email)
8. Duly filled and signed Confidential Business Questionnaire
9. Manufacturer's/Dealer's Authorization (if applicable)
10. Evidence of availability of tools and equipment for biometric machine maintenance

4. Evaluation Criteria

No. | Requirement | Maximum Score

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- | | | |
|-------|---|-----------|
| 1 | Compliance with mandatory requirements | Mandatory |
| 2 | Relevant Experience (No. of years in biometric maintenance) | 20 |
| 3 | Technical Personnel Qualification | 20 |
| 4 | Similar Assignments done (Attach evidence) | 20 |
| 5 | Tools & Equipment for the job | 15 |
| 6 | Financial Capability (Bank statement/Letter of credit) | 15 |
| 7 | Company Profile & Presentation | 10 |
| Total | | 100 |

5. Submission Instructions

The completed pre-qualification documents enclosed in plain sealed envelopes clearly marked:

"TENDER NO: TenderKHS/PQ33/25/26 - PRE-QUALIFICATION FOR PROVISION OF MAINTENANCE AND SERVICING OF BIOMETRIC MACHINES"

should be addressed to:

The Principal

Kangema High School

P.O. Box [Your School's Address]

Kangema

and be deposited in the Tender Box situated at the school's main office so as to be received on or before 1st July 2025 at 10.00 a.m.

6. Notes:

- Late submissions will be rejected.
- This is NOT a request for quotation or tender but a pre-qualification of service providers.
- Only pre-qualified firms will be invited to participate in the subsequent procurement processes.