



EXPRESSION OF INTEREST (EOI)

EXPRESSION OF INTEREST REF: PU/EOI/01/2020-2021: VIDEO CONFERENCING SYSTEM

Pwani University is a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research.

In the recent development and embracing of virtual meetings, Pwani University intends to acquire a Video Conferencing System to enable the University have effective virtual operations in conducting its daily business.

AIMS AND OBJECTIVES

This Expression of Interest (EOI) is intended to lead to the identification of experienced and reputable suppliers that have demonstrable and sufficient capacity and experience to supply, install, integrate, test and commission a video conferencing system.

ELIGIBILITY AND EVALUATION REQUIREMENTS

Copies of the following documents must accompany the EOI

- i. Certificate of Incorporation/registration
- ii. Valid tax compliance certificate
- iii. Company profile (Background of the firm, organization structure, contacts, products and services, affiliation etc.)
- iv. CV's of key technical personnel who will handle the project
- v. Description of at least three similar projects supplied and installed in the last five years. Previous experience with higher education institutions will be an advantage (Provide copy of contracts, LPO's & Invoices).
- vi. Manufacturer's Authorization certificate.
- vii. Give a proposed design concept, methodology, plan and schedule of implementation for Supply, Installation, and Commissioning of a Video Conferencing System

NOTE:

- i. Only bidders who meet the above mentioned requirements will be considered for further discussions
- ii. **No prices should be provided with this EOI**
- iii. Pwani University reserves, at its sole discretion, the right to select or reject either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.
- iv. Pwani University and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.

SUBMISSION OF RESPONSES

Each of the EOI document should be submitted in two separate envelopes, one marked **ORIGINAL** and one marked **COPY** in plain sealed envelopes. Both envelopes should be placed in an outer envelope clearly marked **PU/EOI/01/2020-2021 for Supply, Installation, Integration, Testing and Commissioning of Video Conferencing System.**

Interested and eligible candidates may download the notice of (EOI) from the University's website: www.pu.ac.ke. Sealed Expression of Interest documents should be addressed to:

**The Vice Chancellor
Pwani University
P.O. Box 195-80108
KILIFI**

and deposited in the Tender box situated at the Old Administration Ground Floor on or before **Monday 15th February, 2021 at 11:00 a.m.**

**FOR THE VICE CHANCELLOR
PWANI UNIVERSITY**