



UNIVERSITY OF KABIANGA  
*ISO 9001:2015 CERTIFIED*

# REGISTRATION OF SUPPLIERS FOR VARIOUS GOODS, WORKS AND SERVICES FOR THE YEAR 2022-2024

REF NO: UOK/T/003/2021/2022

COMPANY NAME: .....

CATEGORY NO: .....

IF SPECIAL GROUP, PLEASE INDICATE BELOW: (√)

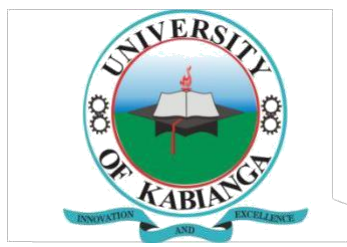
WOMEN

YOUTH

PERSONS WITH DISABILITIES

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# UNIVERSITY OF KABIANGA

*ISO9001:2015 CERTIFIED INSTITUTION*

## REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2022-2024

University of Kabianga intends to update its Register of Suppliers for various goods, services and works as a continuous process.

Interested eligible Suppliers are invited to apply for registration, indicating the category of goods or services they wish to supply. Existing suppliers who wish to be retained must apply and submit up-to-date information requested in the registration document.

CATEGORY	Category Description	Eligibility
UoK/REG/1/2022-2024	Supply & Delivery of Medical Drugs	Open/or attach certificate for special group
UoK/REG/2/2022-2024	Supply & Delivery of Medical Lab reagents and Equipment	Special group
UoK/REG/3/2022-2024	Supply & Delivery of Laboratory Reagent & Equipment for Teaching Departments.	Open/or attach certificate for special group
UoK/REG/4/2022-2024	Supply & Delivery of Hardware, Plumbing, and Paints Materials.	Special group
UoK/REG/5/2022-2024	Supply and delivery of Farm inputs	Open/or attach certificate for special group
UoK/REG/6/2022-2024	Supply & Delivery of Electrical Fittings & Electronics Materials.	Special group
UoK/REG/7/2022-2024	Supply & Delivery of Office & Student Furniture	Open/or attach certificate for special group
UoK/REG/8/2022-2024	Supply & Delivery of Staff Uniforms & Protective Clothing	Special group
UoK/REG/9/2022-2024	Supply & Delivery of Computers, Photocopiers, Printers & Related Office Machines	Special group
UoK/REG/10/2022-2024	Supply and Delivery of Assorted Motor Vehicles Spare Parts (Genuine Parts Only), Tyres, Tubes, Batteries	Open/or attach certificate for special group
UoK/REG/11/2022-2024	Supply & Delivery of Meat and Allied Products	Special group

UoK/REG/12/2022-2024	Supply & Delivery of Perishable Foodstuff (e.g. Vegetables, Fruits etc)	Special group
UoK/REG/13/2022-2024	Supply & Delivery of Games, Sportswear and Equipments	Special group
UoK/REG/14/2022-2024	Supply & Delivery of Water Treatment Chemicals	Open/or attach certificate for special group
UoK/REG/15/2022-2024	Supply & Delivery of Library Books and Journals	Open/or attach certificate for special group
UoK/REG/16/2022-2024	Supply & Delivery of Charcoal and firewood	Special group
UoK/REG/17/2022-2024	Supply & Delivery of Eggs, Fish & Chicken	Special group
UoK/REG/18/2022-2024	Supply & Delivery of Fresh Milk and Related Products	Special group
UoK/REG/19/2022-2024	Supply & Delivery of Cereals e.g. Maize, Beans , Ndengu etc	Special group
UoK/REG/20/2022-2024	Supply and Delivery of Kitchen Appliances and Cutlery	Open/or attach certificate for special group
UoK/REG/21/2022-2024	Supply and Delivery of Animal Feeds, Veterinary Drugs (Poultry, Dairy Animals)	Open/or attach certificate for special group
UoK/REG/22/2022-2024	Supply and Delivery of Building Materials eg Sand , Murram, Timber	Special group
UoK/REG/23/2022-2024	Supply and Delivery of Airtime	Special group
UoK/REG/24/2022-2024	Supply and Delivery of Newspapers	Special group
UoK/REG/25/2022-2024	Supply and Delivery of glass and related fixtures	Open/or attach certificate for special group
UoK/REG/26/2022-2024	Supply and delivery of Metal related fixtures ,grills, doors, beds, chairs	Special group
UoK/REG/27/2022-2024	Supply and Delivery of Mattresses	Open/or attach certificate for special group
UoK/REG/28/2022-2024	Supply and delivery of curtains ,blinders and fixtures internal decoration and refurbishment	Open/or attach certificate for special group
UoK/REG/29/2022-2024	Supply and delivery of security equipments.	Open/or attach certificate for special group

UoK/REG/30/2022-2024	Provision of Laundry Services	Open/or attach certificate for special group
UoK/REG/31/2022-2024	Provision of Printing Services for Promotional Materials (t-shirts, umbrellas ,business cards)	Special group
UoK/REG/32/2022-2024	Provision of Designing and Printing of Accountable Documents	Open/or attach certificate for special group
UoK/REG/33/2022-2024	Provision and Maintenance of Office Equipments ,Photocopiers, Computers, Printers Etc	Open/or attach certificate for special group
UoK/REG/34/2022-2024	Provision of Valuation Services for assets like buildings, biological assets, furniture and fixtures, equipments ,livestock among others	Open/or attach certificate for special group
UoK/REG/35/2022-2024	Provision of Repair, Maintenance of Fire Fighting Equipment	Open/or attach certificate for special group
UoK/REG/36/2022-2024	Provision of Repair and Maintenance Services for Motor Vehicles	Open/or attach certificate for special group
UoK/REG/37/2022-2024	Provision of Tents, Chairs, P.A Systems for Events	Open/or attach certificate for special group
UoK/REG/38/2022-2024	Provision of Repair, Maintenance of Laboratory Equipment	Open/or attach certificate for special group
UoK/REG/39/2022-2024	Provision of Graphic Design & Sign Works	Special group
UoK/REG/40/2022-2024	Provision of Repair, Maintenance of Water Pumps	Open/or attach certificate for special group
UoK/REG/39/2022-2024	Provision of interior decoration and refurbishment services including supplies of dry flowers and fresh flowers	Open/or attach certificate for special group
UoK/REG/41/2022-2024	Provision of Legal services	Open/or attach certificate for special group
UoK/REG/42/2022-2024	Provision of air ticketing and travel services	Open/or attach certificate for special group
UoK/REG/43/2022-2024	Provision of transport services eg taxi, tractors , lorries and water bowsers etc	Open/or attach certificate for special group
UoK/REG/44/2022-2024	Provision of cutting down trees, splitting and related tasks	Open/or attach certificate for special group
UoK/REG/45/2022-2024	Provision of waste management services	Open/or attach certificate for special group
UoK/REG/46/2022-2024	Lease of business stalls	Open/or attach certificate for special group
UoK/REG/47/2022-2024	Provision of insurance services	Open/or attach certificate

		for special group
UoK/REG/48/2022-2024	Supply and delivery of University graduation gowns	Open/or attach certificate for special group
UoK/REG/49/2022-2024	Supply and delivery of national and University Flags	Open/or attach certificate for special group
UoK/REG/50/2022-2024	Supply and delivery of fire fighting extinguishers, refilling/servicing	Open/or attach certificate for special group
UoK/REG/51/2022-2024	Provision of key cutting services ,rubberstamps	Open/or attach certificate for special group
UoK/REG/52/2022-2024	DJ Services	Special group
UoK/REG/53/2022-2024	Choir trainers	Open/or attach certificate for special group
UoK/REG/54/2022-2024	Provision of ISO trainers	Open/or attach certificate for special group
UoK/REG/55/2022-2024	Provision of courier services	Open/or attach certificate for special group
UoK/REG/56/2022-2024	Hire of lawnmower and power saw services with transport	Open/or attach certificate for special group
UoK/REG/57/2022-2024	Supply and delivery of Sanitary ware	Special group
UoK/REG/58/2022-2024	Supply and delivery of bottled drinking water	Open/or attach certificate for special group
UoK/REG/59/2022-2024	Supply and delivery of office stationery	Special group

Registration documents with detailed information can be downloaded on the website [www.kabianga.ac.ke](http://www.kabianga.ac.ke)

The special groups are women, youths and persons living with disabilities who have registered with National Treasury.

Completed registration documents in plain sealed envelopes clearly marked Registration of Suppliers 2022-2024: UoK/T/003/2021-2022 indicating the category of the item and number should be addressed to:-

VICE-CHANCELLOR

UNIVERSITY OF KABIANGA

PO Box 2030-20200

**KERICHO**

And be placed in the tender box situated at the procurement department entrance on the Administration Block so as to reach the above address on or before **Tuesday, 7<sup>th</sup> December 2021 at 11.00 a.m.**

**Continuous registration will continue one month after the submission deadline.**

## **SECTION I**

### ***INFORMATION TO CANDIDATES***

#### **1.0 INTRODUCTION**

1.1. University of Kabianga will register and enlist prospective bidders for the supply of various goods, works and services from among those who will have submitted their registration documents, in accordance with the registration requirements to undertake the assignments described herein.

1.2. Prospective bidders are invited to submit a registration for the Supply of various goods, works and / or services as listed in pages 2-4.

1.3. Registration document and the suppliers response thereof shall be the basis for registration. Suppliers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.

1.4. UoK does not bind itself to assign supply of any items but shall endeavor to ensure tenders for specific goods and services will be treated equitably.

1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for UoK's decision thereof.

1.6. Tenderers will meet all costs associated with preparation and submission of their applications.

1.7. It is UoK's policy to require that suppliers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, University of Kabianga:

a) Defines, for the purpose of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the registration process; and (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

b) Will reject a document for registration if it determines that a supplier has engaged in corrupt or fraudulent activities in competing for the contract in question;

1.8 suppliers shall furnish information as described in the registration document.

1.9 suppliers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

## **2.0 DOCUMENTS COMPRISING THE REQUEST FOR REGISTRATION-QUALIFICATION**

Tenderers may request a clarification on the registration document up to seven (7) days before submission date. Any request for clarification must be sent in writing by mail or electronic mail to the Purchaser's/ Employers' address. The Purchaser/Employer will respond in writing by normal postal mail or electronic mail to such requests and will send copies of the response to all suppliers who intend to submit registration documents.

## **3.0 PREPARATION OF REGISTRATION DOCUMENTS**

3.1 Tenderers are requested to submit document written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request registration in detail. Material deficiencies in providing the information requested may result in rejection of a registration.

3.3 Tenderers are required to meet the registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit registration document. Only registration document, which fulfill these requirements, will be considered for detailed evaluation.

3.4 The registration documents shall not include any financial proposal information other than audited accounts for the last 2 years WHERE APPLICABLE

3.5 Period of Validity

The request for registration must remain valid for not less than 120 days from the date of submission (date of opening the applications by UoK). UoK will make best effort to complete the evaluation and communicate within this period.

## **4.0 SUBMISSIONS, RECEIPT, AND OPENING OF REGISTRATION DOCUMENTS**

4.1 The original registration Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the person or persons who sign(s) the registration document.

4.2 An authorized representative of the Applicants should initial all pages of the registration document.

4.3 The registration document should be prepared and submitted in 1 (one) copies in a plain sealed envelope marked: **Registration of Suppliers 2022-2024: UoK/T/003/2021-2022** indicating the category of the item and addressed to:

**The Vice Chancellor,  
University Of Kabianga  
P.O Box 2030 – 20200,  
Kericho**



#### **4.4 Deadline for Submission for those which shall be opened from the box (FOR EVALUATION PURPOSE ONLY)**

The closing date for the submission of the registration document shall be Tuesday 7th December, 2021 at 11.00am and shall be sent to the above address.

Registration document shall be marked on top “DO NOT OPEN BEFORE Tuesday, 7th December 2021 at 11.00am

#### **4.5 Late Submission**

**SHALL ALSO BE CONSIDERED –CONTINUOUS REGISTRATION PROCESS** pursuant to section 71 of the PPADA15

#### **4.6 Opening and Evaluation**

4.6.1 A committee of officials shall open the Applications immediately after the closing time for the registration process.

4.6.2 University of Kabianga will prepare a record of the registration documents opened.

### **5.0 REGISTRATION EVALUATION CRITERIA**

(a) Mandatory Requirements for registration

- i. A copy of Certificate of Registration/Incorporation.
- ii. Tax compliance certificate.
- iii. Duly Completed Confidential Business Questionnaire.
- iv. Evidence of physical address and premises by copy of county permit/city council permit or title deed among others

NB: Attach all the above documents as evidence

(b) General Requirements

5.1 UoK will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

5.2 Registration will be based on meeting the following minimum criteria regarding the Applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

5.3 The applicants should have registered offices and UoK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.

5.4 Applicants who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required for 2 years.

(c) Additional Requirements

- i. Agents shall provide copies of Letters of appointment by the manufacturers to be dealers.
- ii. Attach catalogues and brochures for the items you wish to supply where applicable.
- iii. Kenya Bureau of Standards certifications where applicable.
- iv. Valid Registration certificate for the Youth, Women and the Disabled groups where applicable.
- v. Two years (recent) audited accounts and or 6 months current bank statements where applicable.
- vi. Registration Certificate from the National Construction Authority-NCA where applicable
- vii. Attach copies of IDs or passport of the directors and special groups should provide IDs for all their members.
- viii. Orders from leading customers in terms of value (attach copies of LPO/LSO from at least three customers).where applicable
- ix. Three letters of recommendation from your corporate clients.

(d) Specific and additional requirements for Insurance Brokerage applicants

- i. Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- ii. Must have a Professional Indemnity Insurance Cover of at least Kshs. 3,000,000.00 and a copy be submitted.
- iii. Must give a list of 5 (five) reputable clients and the total clients premium in the previous year
- iv. Must submit a copy of the audited accounts for the last two years.
- v. Must be a current member of the Association of Insurance Brokers (AIB) (to be completed as appropriate.

### 5.7 Litigation

Applicants must disclose any current litigation involving the firm.

### 5.8 Evaluation Criteria

The points given to evaluation criteria are as per the following evaluation criteria matrix.

## EVALUATION MATRIX

	<b>Evaluation Attribute</b>	<b>Evaluation Parameters</b>	<b>Remarks</b>
A.	Registration Submission Form	Mandatory	
B.	A copy of Certificate of Registration/Incorporation.	Mandatory	

C	Attach copies of IDs or passport of the directors and special groups should provide IDs for all their members	Mandatory	
D	Tax compliance certificate.	Mandatory	
G	Duly Completed Confidential Pre- qualification Business Questionnaire	Mandatory	
H	Sworn Anti-Corruption Affidavit	Mandatory	
I	Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).	Mandatory	
J	Three letters of recommendation from your current corporate clients(where applicable )		
K	Recent two (2)years audited accounts and or six (6) months current bank statements where applicable		
L	Period of Operation - Over 5 Yrs ,3 to 5 Yrs ,6 months -3Yrs ,nil etc		
M	Orders from leading customers in terms of value (attach copies of LPO/LSO From at least three customers). Where applicable		
N	Number of qualified staff – Diploma & above, professional certification where applicable (attach certified Curriculum Vitae of qualified staff). Where applicable		
P	Other Certificates (special category) -Drugs and Poisons Board -Meat Inspection -Professional Bodies - Ministry of Public Works -Kenya Bureau of Standards/ ISO 9001:2015 -Registration Certificate from the National Construction Authority- NCA etc		
Q	Valid Registration certificate for the Youth, Women and The Disabled groups where applicable.	Mandatory where applicable	

PLEASE ATTACH CHECK LIST OF THE DOCUMENTS EVIDENCE SUBMITTED

#### 5.9 CONFIDENTIALITY

Information relating to evaluation of registration Documents and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

## SECTION 2

### A. CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) Whichever applies to your type of business; and Part 3 You are advised that it is a serious offence to give false information on this form.

#### Part 1 – General

##### 1.1 Business Nam

.....

##### 1.2 Location of Business Premises

.....

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

1.3 Postal Address.....

Tel No..... Fax.....

Working mobile No..... Contact person .....

Email.....

1.4 Nature of Business .....

1.5 Registration Certificate No.....

1.6 Maximum Value of Business which you can handle at any one time

Kshs.....

Name of your Bankers .....

Branch.....

#### Part 2 (a) – Sole Proprietors

2a.1 Your Name in Full.....

Age .....

Nationality .....

2a.2 Country of Origin.....

Citizenship Details.....

Note: Attach copies of IDs or passport of the directors

#### Part 2 (b) Partnership

2b.Give details of Partners as follows:

Name	Nationality	Citizenship Details	Shares
1 .....			
2 .....			
3.....			
4 .....			
5 .....			

2c.1 Private or Public

.....  
.....

2c.2 State the Nominal and Issued Capital of Company

2c.3 Give details of all Directors as follows

1 .....

2 .....

3.....

4 .....

5 .....

Note: Attach copies of IDs or passport of the directors

Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of University of KABIANGA? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in „3.1“ is YES give the relationship.

.....  
.....  
.....

3.3 Does an Employee, Committee Member, Board Member of University of Kabianga sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures?

Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 If answer in „3.3“ above is YES give details.

.....  
.....  
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by University of Kabianga to provide consulting Services for preparation of design, specifications and other documents to be used

for procurement of the goods under this invitation?

Yes \_\_\_\_\_ No \_\_\_\_\_

3.6 If answer in „3.5“ above is YES give details.

.....  
.....  
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in „3.7“ above is YES give details:

.....  
.....  
.....

3.9 Have you offered or given anything of value to influence the procurement process in any organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in „3.7“ above is YES give details

.....  
.....  
.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give UoK authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, insurers, EACC or any other similar organizations.

Date .....

Signature of Candidate .....

NB: If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

## **B. REGISTRATION SUBMISSION FORM**

Date \_\_\_\_\_

Registration No. \_\_\_\_\_

To:

The Vice- Chancellor,

University of Kabinga

P.O. Box 2030-20200

Kericho

Gentlemen and/or Ladies:

1) Having examined the registration documents including Addenda nos. .... the receipt of which is hereby duly acknowledged,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our registration document.

2) Our registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

3) We understand that you are not bound to accept any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_

[Signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of

\_\_\_\_\_

## **C. ANTI CORRUPTION AFFIDAVIT FORM**

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER 15 OF THE LAWS OF KENYA AND IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT, NO. 3 OF 2005.

I, ..... of P.O. Box ..... being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

1) THAT I am the .....; (Chief Executive/Managing Director/Principal Officer /Director) of ..... (Name of the Business) which is a Candidate



in respect of Tender Number ..... to supply goods, render services and/or carry out works for University of Kabianga and duly authorized and competent to make this Affidavit.

2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of University of Kabianga, which is the procuring entity.

3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of University of Kabianga.

4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.

5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at ..... by the said } ..... }  
} on this ..... day of ..... 20..... }  
\_\_\_\_\_ } DEPONENT }

Before me } Commissioner for Oaths }

**D. NATURE OF BUSINESS**

DEFINATION OF BUSINESS .....

(Indicate whether sole proprietor, Company or partnership) Specify and give descriptive details of the goods/services you wish to render

.....  
.....  
.....  
.....

Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.

E. DISCLOSURE ASSOCIATE COMPANIES A).....  
(E)..... B).....  
(F).....  
C)..... (G).....  
D)..... (H).....

NUMBER OF STAFF EMPLOYED

(1) TECHNICAL ..... (2) SEMI -SKILLED ..... (Attach  
Organization Chart and CVs) PERIOD IN  
BUSINESS.....

OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY

- A).....
- B).....
- C).....
- D)..... Give their full  
address and the range of items you supply (This may be done on a separate sheet)

Name(s) of Banker(s) .....  
..... Account Number  
(s)..... TERMS OF PAYMENT Our  
Payment Terms are 60 days from the date of invoice/delivery on receipt/acceptance of  
goods/services.

RANGE OF PRODUCTS/SERVICES YOU SPECIALISE IN

.....  
.....  
.....  
.....

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO UNIVERSITY OF KABIANGA IF  
YES, WHICH MATERIALS

.....  
.....  
.....  
.....

INDICATE THREE OF OUR LATEST ORDERS:

.....  
.....  
.....

DO YOU HAVE ANY PENDING ORDERS WITH US? IF SO GIVE DETAILS

.....  
.....  
.....

HAVE YOU EVER FAILED TO HONOUR OUR LPO or LSO? IF SO GIVE DETAILS

.....

.....  
.....  
HAVE YOU EVER BEEN BLACKLISTED BY UNIVERSITY OF KABIANGA?  
YES..... NO .....

CONFLICT OF INTEREST DISCLOSURE We/I the undersigned state that I have no conflict of interest in relation to this procurement Signed

..... For and on behalf of  
M/s..... In the capacity  
of..... Dated this  
..... day of.....20... Suppliers/Company's rubber  
Stamp .....

## E. CRIMINAL OFFENCE DISCLOSURE

I/WE NAME OF DIRECTOR/DIRECTORS: - A)..... (B)  
..... have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings. Signed

..... For and on behalf of M/s  
..... In the capacity of  
..... Dated this  
..... day of.....20... Suppliers/Company's  
rubber Stamp .....

## F. CURRICULUM VITAE

(TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER WHERE APPLICABLE)  
Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff Position:

.....  
Name of Firm \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies (if any): \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

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. }

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{Summarize /university and other specialized education of staff member, giving names of Schools, dates attended and degrees/diplomas obtained}

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---

---

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Employment Record: {Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. }

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Languages: {Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor. }

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**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (Staff Member or authorized official from the firm)