



UNIVERSITY OF KABIANGA
ISO 9001:2015 CERTIFIED

REGISTRATION OF SUPPLIERS FOR VARIOUS GOODS, WORKS AND SERVICES FOR THE YEAR 2024-2026

REF NO: UOK/T/008/2023/2024

COMPANY NAME:

CATEGORY NO:

IF SPECIAL GROUP, PLEASE INDICATE BELOW: (✓)

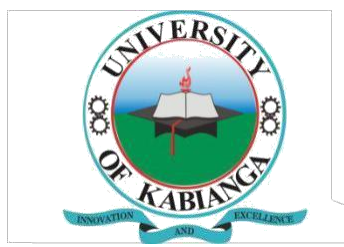
WOMEN

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 2024-2026

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/1/2024-2026	Supply and delivery of office stationery.	Youth/Women/PWD
UoK/REG/2/2024-2026	Supply & delivery of medical drugs.	Open
UoK/REG/3/2024-2026	Supply & delivery of medical lab reagents and equipment.	Open
UoK/REG/4/2024-2026	Supply & delivery of laboratory reagent & equipment for teaching departments.	Open
UoK/REG/5/2024-2026	Supply & delivery of hardware, plumbing, and paints materials.	Youth/Women/PWD
UoK/REG/6/2024-2026	Supply and delivery of farm inputs	Open
UoK/REG/7/2024-2026	Supply & delivery of electrical fittings & electronic materials.	Youth/Women/PWD
UoK/REG/8/2024-2026	Supply & delivery of office & student furniture.	Open
UoK/REG/9/2024-2026	Supply & delivery of staff uniforms & personal protective equipment.	Youth/Women/PWD
UoK/REG/10/2024-2026	Supply & delivery of computers, photocopiers, printers & related office machines.	Open
UoK/REG/11/2024-2026	Supply and delivery of assorted motor vehicles spare parts (genuine parts only), tyres, tubes, batteries	Open/Dealers
UoK/REG/12/2024-2026	Supply & delivery of meat.	Open
UoK/REG/13/2024-2026	Supply & delivery of perishable foodstuff (e.g. vegetables & fruits)	Open

UoK/REG/14/2024-2026	Supply & delivery of games, sportswear and equipment.	Open
UoK/REG/15/2024-2026	Supply & delivery of water treatment chemicals.	Open
UoK/REG/16/2024-2026	Supply & delivery of library books and journals.	Open
UoK/REG/17/2024-2026	Supply & delivery of charcoal and firewood.	Youth/Women/PWD
UoK/REG/18/2024-2026	Supply & delivery of eggs, fish & chicken.	Youth/Women/PWD
UoK/REG/19/2024-2026	Supply & delivery of fresh milk.	Youth/Women/PWD
UoK/REG/20/2024-2026	Supply & delivery of cereals (e.g. maize, beans & ndengu) .	Youth/Women/PWD
UoK/REG/21/2024-2026	Supply and delivery of kitchen appliances and cutlery	Open
UoK/REG/22/2024-2026	Supply and delivery of animal feeds, veterinary drugs.	Open
UoK/REG/23/2024-2026	Supply and delivery of building materials(eg sand, murrum, cement, paving slabs, ballast, dust, blocks etc).	Open
UoK/REG/24/2024-2026	Supply and delivery of airtime.	Youth/Women/PWD
UoK/REG/25/2024-2026	Supply and delivery of newspapers.	Youth/Women/PWD
UoK/REG/26/2024-2026	Supply and delivery of glass and related fixtures.	Open
UoK/REG/27/2024-2026	Supply and delivery of metal related fixtures, grills, doors, beds, chairs.	Open
UoK/REG/28/2024-2026	Supply and delivery of mattresses.	Open
UoK/REG/29/2024-2026	Supply and delivery of curtains, blinders and fixtures internal decoration and refurbishment.	Open
UoK/REG/30/2024-2026	Supply and delivery of security equipment	Open
UoK/REG/31/2024-2026	Provision of laundry services (dry cleaning services).	Open
UoK/REG/32/2024-2026	Provision of designing and printing services for graduation booklet, citation, medical files and related materials.	Youth/Women/PWD
UoK/REG/33/2024-2026	Provision of designing and printing of accountable documents.	Open

UoK/REG/34/2024-2026	Maintenance of office equipment, photocopiers, computers, printers and related items.	Open
UoK/REG/35/2024-2026	Provision of valuation services for assets (buildings, biological assets, furniture and fixtures, equipment, electronics and livestock.	Open
UoK/REG/36/2024-2026	Provision of repair, maintenance and servicing of fire fighting equipment, including refilling of fire extinguishers.	Open
UoK/REG/37/2024-2026	Provision of repair and maintenance services for motor vehicles	Open/Dealers
UoK/REG/38/2024-2026	Provision of tents, chairs and mobile toilets for events	Open
UoK/REG/39/2024-2026	Provision of repair and maintenance of laboratory equipment	Open
UoK/REG/40/2024-2026	Provision of graphic design & signage works	Youth/Women/PWD
UoK/REG/41/2024-2026	Provision of repair and maintenance of water pumps	Open/Dealers
UoK/REG/42/2024-2026	Provision of interior decoration and refurbishment services including supplies of dry flowers and fresh flowers	Open
UoK/REG/43/2024-2026	Provision of legal services	Open
UoK/REG/44/2024-2026	Provision of air ticketing and travel services	Open
UoK/REG/45/2024-2026	Provision of transport services eg taxi, tractors, lorries and water bowsers etc	Open
UoK/REG/46/2024-2026	Provision tree sawing and splitting services	Open
UoK/REG/47/2024-2026	Provision of waste management services	Open
UoK/REG/48/2024-2026	Lease of business stalls within the university student business centre	Open
UoK/REG/49/2024-2026	Provision of insurance services	Open
UoK/REG/50/2024-2026	Supply and delivery of university graduation gowns	Open
UoK/REG/51/2024-2026	Supply and delivery of national and university flags	Open
UoK/REG/52/2024-2026	Design and delivery of rubber stamps	Open
UoK/REG/53/2024-2026	Provision of DJ and PA system hiring services for events	Youth/Women/PWD

UoK/REG/54/2024-2026	Choir trainer services	Open
UoK/REG/55/2024-2026	Provision of ISO trainers	Open
UoK/REG/56/2024-2026	Provision of courier services	Open
UoK/REG/57/2024-2026	Hiring of lawnmower and brass cutter services	Open
UoK/REG/58/2024-2026	Provision of sanitary services (collection and disposal of sanitary waste)	Youth/Women/PWD
UoK/REG/59/2024-2026	Provision of conference facilities for meetings and workshops	Open
UoK/REG/60/2024-2026	Supply and delivery of software and related materials	Open
UoK/REG/61/2024-2026	Supply and delivery of cleaning materials	Youth/Women/PWD

The Youth/Women/PWDs 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 2024-2026; UoK/T/008/2023-2024 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 entrance of the Administration Block so as to reach the above address on or before **Tuesday, 2nd July 2024 at 11.00 a.m.**

Continuous registration will resume one month after the submission deadline and the registration document will be available on the website.

SECTION I

INFORMATION TO CANDIDATES

1.0 INTRODUCTION

- 1.1. University of Kabianga will register and enlist prospective suppliers 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 3-6.
- 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 - NA

3.5 Period of Validity

The request for registration must remain valid for not less than 90 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 2024-2026: UoK/T/008/2024-2026** 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 2nd July, 2024 at 11.00am and shall be sent to the above address.

Registration document shall be marked on top “DO NOT OPEN BEFORE Tuesday 2nd July, 2024 at 11.00am.

4.5 Late Submission

SHALL ALSO BE CONSIDERED –CONTINUOUS REGISTRATION PROCESS pursuant to section 71 of the PPADA15 – this shall be done one month after the submission deadline.

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. Registration Certificate from the National Construction Authority-NCA where applicable
- vi. Attach copies of IDs or passport of the directors.
- vii. 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 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

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

C	Attach copies of IDs or passport of the directors	Mandatory	
D	Tax compliance certificate.	Mandatory	
G	Duly Completed Confidential Registration Business Questionnaire	Mandatory	
H	Valid business permit from County Government where the business is located	Mandatory	
Q	Valid AGPO Certificate	Mandatory (Youth/Women/PWDs- women, youth and PWD)	

PLEASE ATTACH CHECK LIST OF THE DOCUMENTS 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

- 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. 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.

D. 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

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)