



**UNIVERSITY OF KABIANGA ENTERPRISE
AND SERVICES LIMITED
(UKES)**

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

COMPANY NAME:

CATEGORY NO:

IF SPECIAL GROUP, PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

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UNIVERSITY OF KABIANGA ENTERPRISE AND SERVICES LIMITED (UKES)

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

University of Kabianga Enterprise and Services Limited Company (UKES) is a company owned by University of Kabianga. UKES intend to update its Register of Suppliers for various goods, services and works.

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 update their information are requested to register by filing the registration form.

| CATEGORY | CATEGORY DESCRIPTION | TARGET GROUP |
|----------------------|--|---------------------|
| UKES/RG/01/2024-2026 | Supply & Delivery of Laboratory Reagent, Chemicals & Equipment for testing and Analysis. | Open |
| UKES/RG/02/2024-2026 | Supply & Delivery of packaging Materials.e.g. plastic and glass bottles, wrappers, boxes, | Open |
| UKES/RG/03/2024-2026 | Supply and delivery of Farm inputs | Open |
| UKES/RG/04/2024-2026 | Supply & Delivery of Furniture | Open |
| UKES/RG/05/2024-2026 | Supply & Delivery of Staff Uniforms & Protective Clothing. | Special group |
| UKES/RG/06/2024-2026 | Supply & Delivery of Computers, Photocopier, Printers & Related Office Machines. | Open |
| UKES/RG/07/2024-2026 | Supply & Delivery of Meat and Allied Products | Open |
| UKES/RG/08/2024-2026 | Supply & Delivery of Perishable Foodstuff (e.g. Vegetables, Fruits etc.) | Special Group |
| UKES/RG/09/2024-2026 | Supply & Delivery of Water Treatment Chemicals | Open |
| UKES/RG/10/2024-2026 | Supply & Delivery of one day old live poultry chicks | Open |
| UKES/RG/11/2024-2026 | Supply & Delivery of Charcoal and firewood | Special group |
| UKES/RG/12/2024-2026 | Supply & Delivery of Eggs, Fish & Chicken | Special Group |
| UKES/RG/13/2024-2026 | Supply & Delivery of Milk and Related Products | Special Group |
| UKES/RG/14/2024-2026 | Supply & Delivery of Cereals e.g. Maize, Beans , Ndengu etc | Special Group |
| UKES/RG/15/2024-2026 | Supply and Delivery of Kitchen Appliances and Cutlery | Open |
| UKES/RG/16/2024-2026 | Supply and Delivery of Animal Feeds, Veterinary Drugs (Poultry, Dairy Animals) | Open |
| UKES/RG/17/2024-2026 | Supply and Delivery of Building Materials e.g Sand , Murram, Timber | Open |
| UKES/RG/18/2024-2026 | Supply and Delivery of general office stationery | Open |
| UKES/RG/19/2024-2026 | Supply and Delivery of dry foodstuff and groceries e.g. sugar, cooking fat, Rice, assorted food additives etc. | Open |
| UKES/RG/20/2024-2026 | Supply and delivery of Metal related fixtures, grills, doors and chairs | Open |
| UKES/RG/21/2024-2026 | Supply and Delivery of cleaning materials | Special group |
| UKES/RG/22/2024-2026 | Provision of ERP software system | Open |

| | | |
|----------------------|--|------|
| UKES/RG/23/2024-2026 | Supply and delivery of branded items i.e branded books, umbrellas etc. | Open |
| UKES/RG/24/2024-2026 | Provision of consultancy services | Open |
| UKES/RG/25/2024-2026 | Provision of designing and Printing of Promotional Materials (t-shirts, umbrellas ,business cards) | Open |
| UKES/RG/26/2024-2026 | Provision of Designing and Printing of Accountable Documents | Open |
| UKES/RG/27/2024-2026 | Provision and Maintenance of Office Equipment's ,Photocopiers, Computers, Printers etc | Open |
| UKES/RG/28/2024-2026 | Provision of pair, maintenance, servicing and calibration of laboratory and farm equipment | Open |
| UKES/RG/29/2024-2026 | Provision of Tents, Chairs, P.A Systems for Events | Open |
| UKES/RG/30/2024-2026 | Provision of conference facilities | Open |
| UKES/RG/31/2024-2026 | Supply and delivery of hardware materials .e paints, plumbing materials cement etc. | Open |
| UKES/RG/32/2024-2026 | Provision of Veterinary services and related services | Open |
| UKES/RG/33/2024-2026 | Provision of AI and related services | Open |
| UKES/RG/34/2024-2026 | Supply and installation of greenhouse and related services | Open |
| UKES/RG/35/2024-2026 | Supply and delivery of electrical materials and equipment | Open |

Registration documents with detailed information can be obtained during working hours (8 a.m to 5 p.m.) from UKES Procurement Office upon payment of non-refundable fee of Ksh. 1,000 deposited to the following account details:

Account Number: **1280940670**

Bank: **KCB**

BRANCH: **KERICHO**

Alternatively documents can be downloaded for free from University of Kabianga website www.kabianga.ac.ke

Interested bidders must attach documentary evidence of:

1. Certificate of registration
2. Copy of PIN certificate
3. Valid business permit
4. Valid tax compliance certificate
5. Valid AGPO certificate for special groups.

The special groups are women, youths and persons with disabilities who have registered with National Treasury or respective Counties (Directorate of Procurement)

Completed registration documents in plain seal envelopes clearly marked registration of Suppliers 2024-2026 indicating the category of the item and number should be addressed to:-

MANAGING DIRECTOR
UNIVERSITY OF KABIANGA ENTERPRISE AND SERVICES LIMITED
PO Box 2030-20200
KERICHO

Sealed documents should be placed in the tender box situated at the entrance of UKES Block label UKES TENDERS on or before 11.00 A.M on 21st August, 2024.

INFORMATION TO CANDIDATES

1.0 INTRODUCTION

1.1. University of Kabianga Enterprise and Services Limited (UKES) 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. Bidders are invited to submit a registration tender for the Supply of various goods, works and / or services as listed in pages 2-4.

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

1.4. UKES 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 UKES' decision thereof.

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

1.7. It is UKES policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, University of Kabianga Enterprise and Services Limited:

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 registration 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 Tender for registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

c) Will declare a Tender ineligible, for registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

d) Will have the right to examine financial records relating to the performance of such services to determine capability.

e) Will have the right to inspect the business premises of the tenderer.

1.8 Tenderers shall furnish information as described in the registration tender document.

1.9 Tenderers 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 Tender Registration document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/ Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 PREPARATION OF TENDER DOCUMENTS

3.1 Tenderers are requested to submit a Tender written in English language.

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

3.3 Tenderers are required to meet the Registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit prequalification document. Only prequalification document, which fulfil 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.

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 UKES). UKES will make best effort to complete the evaluation and communicate within this period.

4.0 SUBMISSIONS, RECEIPT, AND OPENING OF REGISTRATIONS

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 tender document.

4.3 The Registration document should be prepared and submitted in ONE (1) copy in a plain sealed envelope marked: "Registration of Suppliers - UKES/REG/CATEGORY NO.../2024-2026" and addressed to:

The Managing Director,

University of Kabianga Enterprise and Services Limited

P.O Box 2030 – 20200,

4. University of Kabianga Enterprise and Services Limited will prepare a record of the Registration Documents opened.

5.0 REGISTRATION EVALUATION CRITERIA

(a) Mandatory Requirements for registration

- ii. A copy of Pin certificate
- iii. A copy of valid AGPO certificates
- iv. A copy of Certificate of Registration/Incorporation.
- v. Valid Tax compliance certificate.
- vi. Duly Completed Confidential Registration Business Questionnaire.
- vii. Evidence of physical address and premises.
- vii. Valid business permit.

NB: Attach all the above documents as evidence

(b) General Requirements

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

5.2 Applicants shall not contact UKES on the matter relating to their registration Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence UKES in the Registration Document evaluation shall result in the rejection of their application.

5.3 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.

5.4 The applicants should have registered offices and UKES 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.

5.5 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 1 year.

5.6 UKES reserves the right to accept or reject any or all Registration Documents without the obligation to assign any reason (s) for its decision thereof.

5.8 Evaluation Criteria

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

EVALUATION MATRIX

| | Evaluation Attribute | Evaluation Parameters | Responsive /non responsive |
|----|--|------------------------------|-----------------------------------|
| A. | A copy of Certificate of Registration/Incorporation. | Mandatory | |
| B | Attach copies of IDs or passport of the directors and special groups should provide IDs for all their members | Mandatory | |
| C | Valid tax compliance certificate where applicable | Mandatory where applicable | |
| D | VAT Certificate | Mandatory | |
| E | Duly Completed Confidential registration - qualification Business Questionnaire | Mandatory | |
| F | Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title). Where applicable | Mandatory where applicable | |
| G | Valid Registration certificate for the Youth, Women and The Disabled groups where applicable. | Mandatory where applicable | |
| H | Valid business permit | Mandatory | |
| I | Pin certificate | Mandatory | |

PLEASE ATTACH CHECK LIST OF THE DOCUMENTS EVIDENCE SUBMITTED

5.9 CONFIDENTIALITY

Information relating to evaluation of Registration Documents and recommendations concerning registration 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 | | | |

Note: Attach copies of IDs or passport of the directors

Part 2 (c) – Registered Company

2c.1 Private or Public

.....
.....

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

Nominal Kshs.....

Issued Kshs.....

2c.3 Give details of all Directors as follows

| Name | Nationality | Citizenship Details | Shares |
|---------|-------------|---------------------|--------|
| 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 Enterprise and Services Limited? 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 Enterprise and Services Limited 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 Enterprise and Services Limited 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 UKES 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 Managing Director,

University of Kabinga Enterprise and Services Limited,

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

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 ENTERPRISE ANS SERVICES LIMITED 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.....2014 Suppliers/Company's rubber

Stamp

