**EGERTON**

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Egerton-Kenya

**UNIVERSITY**

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[www.egerton.ac.ke](http://www.egerton.ac.ke/)

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS**

**FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY**

**FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027**

**CATEGORY NO …………………………………………………………………………………..**

**CATEGORY DESCRIPTION. ……………………………………………………………………**

**TARGET GROUP…………………………………………………………………………………..**

**INVITATION DATE: 10TH APRIL, 2025**

**CLOSING DATE: 2ND MAY, 2025 AT 10:00AM**

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**TENDER NOTICE DATE: 10TH APRIL, 2025**

**TENDER REF- EU/REG/1-62/2025-2027**

**TENDER NAME: REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY SERVICES**

* 1. Egerton University (EU) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors **for use by the University in** **the Financial Years 2025/2026 and 2026/2027** ending **30th June 2027** as per theunder listed categories and description of goods, services, works and consultancy:

| **REGISTRATION OF SUPPLIERS FOR FY 2025/2026 AND 2026/2027** |
| --- |
| **No.**  | **REGISTRATION NO.** | **ITEM /SERVICE DESCRIPTION** | **ELIGIBILITY** |
|  |  | **GOODS** |  |
|  | EU/REG/01/2025-2027 | Supply and Delivery of General Supplies i.e. office Stationery and supplies Consumables, Related Accessories and Supplies. | Special Groups |
|  | EU/REG/02/2025-2027 | Supply and Delivery Toners & Cartridges  | Special Groups |
|  | EU/REG/03/2025-2027 | Supply, Delivery Of Hardware And Electrical Materials  | Open |
|  | EU/REG/04/2025-2027 | Supply, Delivery of Timber , fencing post and related products  | Special Groups |
|  | EU/REG/05/2025-2027 | Supply and Delivery of General Construction materials e.g. Building stones, ballast | Special Groups |
|  | EU/REG/06/2025-2027 | Supply and Delivery of Dry food stuff e.g. Sugar, Rice | Special Groups |
|  | EU/REG/07/2025-2027 | Supply and Delivery of Perishable foodstuff e.g. Vegetables, Tomatoes  | Special Groups |
|  | EU/REG/08/2025-2027 | Supply and Delivery of Meat and meat products  | Special Groups |
|  | EU/REG/09/2025-2027 | Supply and Delivery of Fresh Dressed Chicken and Egs | Special Groups |
|  | EU/REG/10/2025-2027 | Supply and Delivery of Library books  | Open |
|  | EU/REG/11/2025-2027 | Supply, Delivery, Installation, Repair and Maintenance of ICT Equipment’s i.e., Computers, Laptops, Printers, UPSs and Related Computer and Printer Accessories/ Consumables. | Special Groups |
|  | EU/REG/12/2025-2027 | Supply, Delivery, Installation, Repair and Maintenance of electronic and telecommunication components ,instruments and equipment other related accessories | Special Groups |
|  | EU/REG/13/2025-2027 | Supply, Delivery and fitting of Motor Vehicle Spare Tyres, Tubes/Air bridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing Services.  | Special Groups |
|  | EU/REG/14/2025-2027 | Supply & Delivery of Newspapers ,periodicals and Magazines | Special Groups |
|  | EU/REG/15/2025-2027 | Supply and delivery of Personal Protective Equipment (PPE’s) and related accessories  | Special Groups |
|  | EU/REG/16/2025-2027 | Supply and delivery of fertilizer, farm chemicals, fungicides ,insecticides and VET drugs  | Special Groups |
|  | EU/REG/17/2025-2027 | Supply and delivery of industrial and domestic weighing scales  | Open |
|  | EU/REG/18/2025-2027 | Provision of service Repair and calibration of industrial and domestic weighing scales | Open |
|  | EU/REG/19/2025-2027 | Supply and delivery of Teaching Lab Chemical, Reagents and Consumables. | Open  |
|  | EU/REG/20/2025-2027 | Supply, delivery ,installation, commissioning and testing of teaching and research Equipment | Open  |
|  | EU/REG/21/2025-2027 | Supply and delivery of Water treatment and swimming pool Chemicals  | Open |
|  | EU/REG/22/2025-2027 | Supply, Delivery, Installation, Repair and Maintenance of General Office Furniture, Fittings and related items.  | Special Groups |
|  | EU/REG/23/2025-2027 | Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment, Kits and Trophies | Special Groups |
|  | EU/REG/24/2025-2027 | Supply and Delivery Sanitary, Cleaning Materials and Detergents | Special Groups |
|  | EU/REG/25/2025-2027 | Supply, Delivery, Installation, Repairs and Maintenance of Air conditioners and Cold rooms  | Open |
|  | EU/REG/26/2025-2027 | Supply and Delivery of Drinking Water (Dispenser water and Branded water bottle) and soft drinks  | Special Groups |
|  | EU/REG/27/2025-2027 | Supply, Delivery, Repair and Maintenance of Musical Instruments e.g. keyboard  | Open |
|  | EU/REG/28/2025-2027 | Supply and Delivery of Dental Equipment and Materials. | Open |
|  | EU/REG/29/2025-2027 | Supply and Delivery of Medical Laboratory Reagent and Equipment’s  | Open |
|  | EU/REG/30/2025-2027 | Supply and Delivery of pharmaceutical Drugs and IV Fluids | Open |
|  | EU/REG/31/2025-2027 | Supply and Delivery of Non-pharmaceutical Drugs | Open |
|  | EU/REG/32/2025-2027 | Supply and Delivery of Surgical Materials | Open |
|  | EU/REG/33/2025-2027 | Supply and Delivery of Dental Equipment and Materials. | Open |
|  | EU/REG/34/2025-2027 | Provision of printing services, Design, Printing of Branded Promotional Materials: T-shirts, Shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Fliers and/or give a ways and other related promotional materials.  | Special Groups |
|  | EU/REG/35/2025-2027 | Provision of Repair of Motor Vehicles Services | Open |
|  | EU/REG/36/2025-2027 | Provision of Air ticketing Services (IATA Registered Firms Only) | Special Groups |
|  | EU/REG/37/2025-2027 | Provision of Professional Cleaning, sanitization, Gardening Services, Fumigation & pest control services and Sanitary Disposal Services | Special Groups |
|  | EU/REG/38/2025-2027 | Provision of Courier Services | Open |
|  | EU/REG/39/2025-2027 | Provision of Airtime (Scratch/Calling Cards) | Special Groups |
|  | EU/REG/40/2025-2027 | Provision of Repair and Maintenance of Electrical Appliance & Fittings and related works (Relevant ERC Registration Requirements and Registered with relevant National Construction Authority category for example Electrical Engineering Works Category.  | Open |
|  | EU/REG/41/2025-2027 | Provision of Supply of Computer Software, Systems, Appliances and other related services e.g. Firewall, Antivirus among others.  | Special Groups |
|  | EU/REG/42/2025-2027 | Provision of Events Management (Hire of Tents and Chairs, Draping’s, Decorations and other related services) | Special Groups |
|  | EU/REG/43/2025-2027 | Provision of Vehicle Transport and Car Hire services  | Open |
|  | EU/REG/44/2025-2027 | Repair and Maintenance of Office Furniture & Fittings. | Special Groups |
|  | EU/REG/45/2025-2027 | Provision of Repair and Maintenance of Mechanical, Plumbing, Sewerage System Services and related works (Must be Registered with National Construction Authority- Under Water Mechanical Works Category) | Special Groups |
|  | EU/REG/46/2025-2027 | Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment and Related Services | Open |
|  | EU/REG/47/2025-2027 | Supply, Delivery, Installation, Commissioning and Maintenance of Security Management Systems and /or Equipment, Radio Communication Gadgets and related Services | Open |
|  | EU/REG/48/2025-2027 | Provision of Hotel Accommodation and Conference Facility Services | Open |
|  | EU/REG/49/2025-2027 | Provision of servicing and cleaning of borehole ,pump sets, motors and cables | Open  |
|  | EU/REG/50/2025-2027 | Provision of services : Dry cleaning services | Open |
|  | EU/REG/51/2025-2027 | Provision of services Lifting and lowering of pump sets | Open |
|  | EU/REG/52/2025-2027 | Provision of repair and servicing of farm machinery  | Open |
|  | EU/REG/53/2025-2027 | Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer’s) Authorization Letters) | Open |
|  | EU/REG/54/2025-2027 | Provision of Repair and Maintenance of Press Equipment e.g GTO etc | Open |
|  | EU/REG/55/2025-2027 | Provision of auctioneering services(Must attach a valid license from **Auctioneers Licensing Board** of Kenya) | Open  |
|  | EU/REG/56/2025-2027 | Provision of Firefighting and Fire Protection Equipment, Maintenance & Training Services | Open |
|  | EU/REG/57/2025-2027 | Provision of Valuation, Asset Marking/Tagging and Tracking of Asset System Services | Open |
|  | EU/REG/58/2025-2027 | Provision of Small Works (Road or, building works) e.g. Office Repairs Including Office Partitioning, Interior Designs, Paint Works, and Installations of Minor Equipment, Plant and Machinery and related works. (Must Provide NCA certificate under Builders/road Works Category) | Special Groups |
|  | EU/REG/59/2025-2027 | Provision of farm services: Ploughing, harrowing, bailing services etc. | Special Groups |
|  | EU/REG/60/2025-2027 | Hire of Audio Equipment, Public Address System and Related Equipment | Special Groups |
|  | EU/REG/61/2025-2027 | Provision of consultancy services for Employee Engagement Survey ,Customer Satisfaction Survey ,Baseline Surveys And Institutional Development Services | Open |
|  | EU/REG/62/2025-2027 | Provision of desludging and radial arms services | Open |

* 1. The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the University website [www.egerton.ac.ke](http://www.kma.go.ke) . Tenderers may seek clarifications through tenders@egerton.ac.ke
	2. Submissions will be online and must contain copies of mandatory statutory documents among other requirements as indicated.
	3. Completed Registration document should be registered online along other requirements using the supplier’s portal i.e. *https://suppliers.egerton.ac.ke/* on or before **2ND May, 2025.**
	4. The portal will not allow late submission of supplier registration documents. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the procurement department **Boardroom ground Floor, Procurement department building Njoro campus along Njoro –Mau Narok Road.**

***NB: Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.***

**Vice Chancellor**

**EGERTON UNIVERSITY**

**REGISTRATION INSTRUCTIONS**

**1.1** **Introduction**

Egerton University (EU) would like to invite interested firms that shall fulfill the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

**1.2** **Registration of suppliers Objective**

1. The main objective of the registration of supplier’s exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, through an open and transparent process that shall constitute a list of registered suppliers for use by the University.
2. The identified suppliers will be subjected to quote competitively for supply and delivery of assorted items and also provide services under relevant tenders/quotations to University on ‘as and when required’ during the Financial Years 2025-2026 and 2026-2027. By being registered, a supplier has a higher chance of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
3. Bids will be submitted in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the University.

**1.3** **Invitation of Registration**

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their Registration documents to the Vice Chancellor, Egerton University so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. **Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions should apply afresh.**

**1.4** **Experience**

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria.

**1.5** **Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered for registration, prospective suppliers must submit all the information herein requested.

**1.7** **Submission of Registration Documents**

The completed registration data and other requested information shall be submitted on/or before 28th April, 2025 through the portal i.e. https://suppliers.egerton.ac.ke/ .

**1.8** **Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Ag.Deputy Chief Procurement Officer, Egerton University, via email to *tenders@egerton.ac.ke.*

Applicants may request for clarification on the Registration document up to five (5) days before the submission date. Any request for clarification must be sent in writing by mail to the University address. EU will respond in writing by electronic mail to such requests and will send copies of the response to all registered applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

**2.0** **Additional Information**

EU has developed supplier’s portal through which all eligible suppliers interested in doing business with the University will be required to register. To enlighten all existing and potential suppliers, the University has organized a session to sensitize suppliers on the new system in readiness for fresh supplier registration. Sensitization of special groups i.e. Youth, Women and Persons with Disabilities (PWDs) will also be carried out.

The session will be held on **Tuesday 22nd April, 2025 via Zoom Meeting** from 10.00am to 12:00pm through a link, which will be availed in the website; www.egerton.ac.ke . Interested suppliers are requested to register by forwarding their particulars (i.e. Name & Contacts of Applicant) to email: tenders@egerton.ac.ke

***The University will also publish the user manual in its website*** [***www.egerton.ac.ke***](http://www.egerton.ac.ke) ***to provide interested suppliers/consultants/contractors with clear, concise, and accessible instructions and information to help them understand and utilize supplier’s portal effectively and efficiently.***

Thereafter, suppliers will be expected to register online through the new supplier registration portal i.e. **https://suppliers.egerton.ac.ke/** Registration should be done on /or before **2ND May, 2025 at 10:00am.**

The University reserves the right to request submission of additional information from prospective bidders.

1. **BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1** **Taxes on Imported Materials**

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

**2.2** **Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

**2.3** **Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes. Pursuant to Provisions of Section 82 of the PPADA, 2015, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Further, Section 82 of the Public Procurement and Asset Disposal Act 2015 and Section 74 (2) of Public Procurement and Asset Regulations, 2020 shall apply; Any tender / Quotation that shall be submitted with arithmetical errors shall be declared non-responsive and shall therefore be rejected by the Authority.

**2.4** **Payments**

All local purchase shall be on credit of a minimum of sixty (60) days from the receipt of invoices and any other supporting or as may be stipulated in the Contract Agreement.

**2.5** **Rights of the University**

The University reserves the right to: -

1. Invite open Tenders or engage in other methods of procurement in categories it determines there will be value for money to the University in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
2. Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the University. However, the firms in the list of registered suppliers as identified through this invitation shall always be given priority to submit bids for available procurement opportunities.
3. Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.
4. **REGISTRATION DATA INSTRUCTION**

**3.1 Registration data forms**

3.1.1 The attached questionnaire forms **Reg Form 1, Reg Form 2, Reg Form 3, Reg Form 4, Reg Form 5 and Reg Form 6** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific categories.

**3.1.2** The Registration application forms which are not filled out completely and submittedin the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

**3.2 Qualification**

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to beused by the University in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment ofthe University they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services where applicable. Information to be derived from **Reg Form 4.**

**3.3 Essential Criteria for Registration**

**3.3.1** (a) Experience: Prospective bidders shall have experience in the supply of goods,services and allied items and hence should show competence, willingness and capacity to service the contract.

1. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

**3.3.2 Personnel**

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in **Reg Form 2**

**3.3.3 Financial Condition**

The Supplier’s financial condition will be determined by latest bank statement as indicated in the evaluation criteria as well as letters of reference from their bankers regarding suppliers/contractor’s credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

Special consideration will be given to the special groups where the suppliers under this category will be expected to submit bank details and confirm to state the credit period. Suppliers will be required to provide Data on **Reg Form 3.**

**3.3.4 Past Performance**

Past performance will be given due consideration in registration of bidders. Letter of reference from past customers/clients should be included in **Reg Form 4**

**3.4 Statement**

Application must include a sworn statement **Reg Form 6** by the Tenderer ensuring the accuracy of the information given.

**3.5 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the University could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the University reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must be registered in Kenya, with certificate of registration/ incorporation and copies attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have a validTax Compliance Certificate.

**3.7 REGISTRATION DOCUMENTS**

**MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS**

|  |
| --- |
| **AGPO Registered Firms (Youth, Women and Persons with Disabilities Owned Enterprises)**All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: - |
| **No.** | **REQUIREMENT** | **CATEGORIES** |
| 1 | Must submit Certificate of Registration and /or Incorporation  | All Categories |
| 2 | Must submit a Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA) | All Categories |
| 3 | Must Submit a Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury. | All AGPO reserved categories |
| 4 | Must submit Copy of the National Identity Card /passport for the director/s | All AGPO reserved categories  |
| 5 | Must Submit copy of CR 12 | All Open Categories |
| 5 | Must submit Valid County trade/business license/permit | All Open Categories Only.  |
| 6 | Must submit IATA Certification for ticketing: For Travel agents | For category no EU/REG/36/2025-2027) Only |
| 7 | Must submit Relevant valid Certificate from the National Construction Agency (NCA) | For categories no. EU/REG/40/2025-2027,EU/REG/45/2025-2027 & & EU/REG/58/2025-2027 Only  |
| 8 | Must submit a Declaration stating that the firm has NOT been debarred by Public Procurement Regulatory Authority (PPRA) in the format provided.  | All Categories |
| 9 | Must submit a Signed Declaration statement that the firm will not be involved in corrupt or fraudulent practices in the format provided.  | All Categories |
| 10 | Must submit a Duly filled, signed and stamped Confidential Business Questionnaire in the format provided. | All Categories |
| 13 | Must submit Dealership/manufacturer’s authorization letter | For category no & EU/REG/53/2025-2027 Only |
| 14 | Must Provide Valid Annual license from Auctioneering board of Kenya | For Category no EU/REG/55/2025-2027 Only |
| 15 | Must submit Relevant valid Certificate from the Energy and Petroleum Regulatory Authority (EPRA) | For categories no. EU/REG/40/2025-2027Only  |
|   | **REMARKS** |  |

 **Please note:**

1. Firms are advised to read, understand and comply with the set requirements before submitting their applications.
2. **Any AGPO Registered firm** that applies for theopen categoriesis required to fulfillthe set requirements under the open categories level.
3. **Non-AGPO registered/established firms** that apply to be considered in thereserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

**3.8 REGISTRATION EVALUATION CRITERIA**

1. **Stage 1: Mandatory requirements**

| **No.** | **Category** | **Marks Allocated****/Remarks** | **Tenderer's Remarks**  |
| --- | --- | --- | --- |
| **1** | **Preliminary Mandatory Requirements** |   |   |
| a) | Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury. | Mandatory (For Special Groups Categories) |   |
| b) | Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA) | Mandatory(All Categories) |   |
| c) | Certificate of Incorporation/Registration Certificate | Mandatory(All Categories) |   |
| d) | Trade license and/or Single Business permit/Unified Business Permit for 2025 issued by relevant government agency  | Mandatory (Open Categories Only) |   |
| e) | Copies of the Director’s National ID Cards/Passport. | Mandatory(For special groups categories) |  |
| f) | Copy of CR 12 | Mandatory (All Open categories) |  |
| g) | Attach Proof of registration with relevant regulatory bodies for all categories that require professional approvals. E.g.* Valid IATA Certification for air ticketing services for category No. 36
* Valid NCA Certificate for categories No. 40,45 & 58
* Valid Annual License from Auctioneering board of Kenya for categories No 55
* Valid Energy and Petroleum Regulatory Authority (EPRA) for categories No. 40 Only.
 | Mandatory for Categories that require Professional Relevant Approvals  |  |
| h) | Dealership/Manufacturers Authorization letter.  | Mandatory for category no 53 |  |
| i) | Must submit a **properly filled, Signed and stamped** Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA) **in the provided format.** | Mandatory(All Categories) |   |
| j) | Must submit a **properly filled, Signed and stamped** Declaration statement that you will not be involved in corrupt or fraudulent practices **in the provided format.**  | Mandatory(All Categories) |   |
| k) | Must submit **Duly Filled and Signed** Confidential Business Questionnaire (CBQ) in the provided format.  | Mandatory(All Categories) |   |
|   | **OVERALL REMARKS** |   |   |
| **NB: All the above are Mandatory requirement. Tenderers are expected to meet all the above requirements to proceed to the Technical Evaluation** |
| **STAGE II: TECHNICAL EVALUATION STAGE** |   |   |
| 1 | Registration Data (**REG FORM 1)** | **30** |   |
| 2 | Supervisory Personnel**(REG FORM -2)** | **10** |  |
| 3 | **Financial strength**: Provide 3 months certified bank statement and state credit period **NB:** AGPO registered firms - to provide bank details and state credit period. **(Full Marks)****REG FORM -3** | **10** |   |
| 4 | **Past Experience/Major Clients (30 marks)- REG FORM 1** | **30** |   |
| a) | Experience of more than 2 years**NB: AGPO owned firms will automatically score full marks (30) under past experience.** |  |  |
| b) | Three (3) clients and above (20 Marks) |  |  |
| c) | References and contact persons (To fill as per format provided)- (10 Marks) |  |   |
| 5 | Duly filled Litigation history in the form provided | **10** |  |
| 6 | Sworn Statement  | **10** |   |
|   | **TOTAL MARKS** | **100** |   |
| **NB: To be a registered contractor/ supplier/service provider a bidder should score 70 points and above.*****Suppliers Shall Only Be Allowed To Select MAXIMUM OF 4 Categories ONLY.*** |

**FORM REG-1 – REGISTRATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We .................................................... hereby apply for registration as supplier/contractor/consultant(s) of……………………………………………………………….………

Post Office Address……………………………………........................................................

Town……………………………………………………………………………………………………………………….

Street………………………………………………………………….......................................................

Name of building……………………………………………………....................................................

Room/Office No………………………………. Floor No…………..................................................

Telephone Nos………………………………………………………….................................................

Full Name of applicant…………………………………………………..............................................

Other branches location……………………………………………………..........................................

**2. ORGANIZATION & BUSINESS INFORMATION**

Management personnel…………………………………………………...........................................

President (Chief Executive) ………………………………………................................................

Secretary……………………………………………………................................................................

General Manager……………………………………………………………………………………………………..

Treasurer………………………………………………………………………………………………………………..

Other (s)…………………………………………………………………………........................................

Partnership (if applicable)

Name of partners

1. Business founded or incorporated

………………………………………………………………………………………………………………………………

1. Under present management since …………………………................................................
2. Net Worth equivalent Kshs……………………...................................................
3. Bank reference and Address ……………………….......................................................
4. Bonding Company reference and Address ……………………….....................................

………………………………………………………………………………………………………………………………

1. Enclose copy of organization company profile and chart of the firm indicating the main fields of activities

…………………………………………………………….....................................................................

1. State any technological innovations or specific attributes which distinguish you from your competitors ….…………………………………................................................……………………………

……………………….....................................……..………………………………………..…………………

…………………………………………………………………………………………………………………………

10. Indicate terms of trade / sale ………………………………………….......................

***(30points)***

**REG 2**: **SUPERVISORY PERSONNEL**

Name …………………………………………………………………..................................................

Age ……………………………………………………………………..................................................

Academic Qualification

………………………………………………………………………………..................................................……………………………………………………………………………….....................................................................................................................................................................................

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

Professional Qualification

……………………………………………………………………………….......................................

……………………………………………………………………………….................................................………………………………………………………………………………..................................................

Length of service with contractor or supplier position held………………………………………………………………………………............................................………………………………………………………………………………..............................................

 (Attach CV and copies of certificates of key personnel in the organization)

***(10points)***

**REG-3**: **FINANCIAL POSITION**

1. Attach a copy of firm’s three certified financial statements giving summary of assets and current liabilities / or any other financial support (***for open categories only)***
2. Attach letters of reference from the bankers regarding supplier’s credit position (***for open*** ***categories only).***
3. State credit period (minimum proposed 60 days from the date of receipt of the invoice.) …………………….

**(this is applicable to all categories- open and special groups categories)**

**NB: Applicants who do not indicate the credit period and/or who indicate any credit period days shall be denied full marks)**

1. **AGPO registered firms - to attach/provide bank details.**

***(10points)***

**FORM REG 4-PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST THREE YEARS (*FOR* *OPEN CATEGORIES ONLY)***

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. **Name of 1st Client (Organization)**
	1. Name of Client (organization) …………………………………………………………
	2. Address of Client (organization) ………………………………………………………
	3. Name of Contract Person at the client (organization) ……………………………
	4. Telephone No. of client ……………………………………………………….............
	5. Value of Contract ………………………………………………………………………..
	6. Duration of Contract (date) ……………………………………………………………

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

1. **Name of 2nd Client (organization)**
	1. Name of Client (organization) …………………………………………………………
	2. Address of Client (organization) ………………………………………………………
	3. Name of Contract Person at the client (organization) ……………………………
	4. Telephone No. of client ……………………………………………………….............
	5. Value of Contract ………………………………………………………………………..
	6. Duration of Contract (date) ……………………………………………………………

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

1. **Name of 3rd Client (organization)**
	1. Name of Client (organization) …………………………………………………………
	2. Address of Client (organization) ………………………………………………………
	3. Name of Contract Person at the client (organization) ……………………………
	4. Telephone No. of client ……………………………………………………….............
	5. Value of Contract ………………………………………………………………………..
	6. Duration of Contract (date) ……………………………………………………………

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

Others ………………………………………………………………………………………………….

**Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.**

NB: 10 points for each fully filled section and provision of documental evidence)

***(30points)***

**FORM REG-5: LITIGATION HISTORY**

Contractors/Suppliers are expected to provide information on nay history of litigation

or on arbitration resulting from contracts executed in the past or currently under

execution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **AWARD FOR OR AGAINST** | **OTHER PARTY (IES)** | **CAUSE OF DISPUTE** | **AMOUNT INVOLVED (KSHS)** |
|  |  |  |  |  |

I certify that the above information is correct.

……………………………. ……………………………………..

Date Signature of Bidder

***(10points)***

**FORM REG-6: SWORN STATEMENT**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Category No. ……………………………………………………………………………………………………

Description: …………………………………………………………………………………………………

Name……………………………………………………………………………………………….

Position in the Company……………………………………………………………………………

Date…………………………………………………………………………………………………

Signed and Stamped ………………………………………………………………………………..

***(10points)***

**STANDARD MANDATORY FORMS- TO BE FILLED BY BOTH OPEN CATEGORIES AND SPECIAL CATEGORIES**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

*Part I – General:*

Business Name ……………………………………………………………………………………

Location of business premises ……………………………………………………………………..

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

Postal Address ………………………………………………Tel. No. ………………….…

Nature of Business………………………………………………………………………………….

Current Trade License No. ……………………………………Expiry Date ……………..

Maximum value of business that you can handle at any one time: K₤ ……………………………

Name of your bankers …………………………………. Branch ……………………………

Are you an agent of the Kenya National trading Corporation? YES/NO …………………………

*Part 2 (a) – Sole Proprietor:*

Your name in full ………………………………………………… Age ……………………...

Nationality ……………………………………….. Country of origin ………………………

Citizenship details ……………………………………………………………………….

*Part 2 (b)- Partnership:*

Give details of partners as follows:

*Name* *Nationality* *Citizenship Details* *Shares*

1……………………………………………………………………………………………

2……………………………………………………………………………………………

*Part 2 (c) – Registered Company*

Private or Public …………………………………………………………………………………..

State the nominal and issued capital of the company –

Nominal K₤ ……………………………………

Issued K₤ ……………………………………

Give details of all directors as follows:

*Name* *Nationality* *Citizenship Details* *Shares*

1……………………………………………………………………………………………

2……………………………………………………………………………………………

Date ………………………………………………. Signature of Tenderer ……………………

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**NB: YOU ARE ADVICED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015**

I, …………………………………… of Post Office Box …….………………………. being a resident of ………………………………….. in the Republic of ……………………………. do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ………....……………………………….. (insert name of the Company) who is a Bidder in respect of Tender No. ………………….. for ……………………..(insert tender title/description) for ……………………..( insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

………………………………….

(Title)

…………………………………. ……………………………….

 (Signature) (Date) Bidder Official Stamp**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, …………………………………….of P. O. Box………………………. being a resident of ………………………………….. in the Republic of ……………….. do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ………....……………………….. (insert name of the Company) who is a Bidder in respect of Tender No. .…………………..for……………………………………………….…..(insert tender title/description) for…….……………………..(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of …………………….(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ……………………..(name of the procuring entity)

1. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender

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

|  |  |  |
| --- | --- | --- |
| …………………………………………. | …………………………….. | ……………………… |
| (Title) | (Signature) | (Date) |

………………………………Bidder’s Official Stamp