



KIBABII UNIVERSITY

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2016/2017 AND 2017/ 2018

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KIBABII UNIVERSITY

TEL NO: 0734 831 729 or 0708 085 934

EMAIL: procurement@kibabiiuniversity.ac.ke

WEBSITE: www.kibabiiuniversity.ac.ke

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SECTION I- INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES AND UPDATING OF THE SUPPLIERS LIST

Kibabii University intends to update their Register of suppliers for Various Goods, Works and Services for the financial years 2016/2017 and 2017/2018. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the suppliers list who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

SUPPLY OF GOODS

Reference number	Category	Special conditions	Target group
KIBU/01/2016-2018	Supply and Delivery of Beef and Allied Products		Open
KIBU/02/2016-2018	Supply and Delivery of Fish, Chicken and Eggs		Physically challenged
KIBU/03/2016-2018	Supply and Delivery of Dry Foodstuffs		Open
KIBU/04/2016-2018	Supply and Delivery of Green Grocery: Vegetable and Fruit		Open
KIBU/05/2016-2018	Supply and Delivery of Milk and Allied Products		Open
KIBU/06/2016-2018	Supply and Delivery of Fire Woods and Charcoal		Women
KIBU/07/2016-2018	Supply and Delivery of General Office Stationery		Open
KIBU/08/2016-2018	Supply and Delivery of Tonners and Cartridges	Proof of dealership.	Open
KIBU/09/2016-2018	Supply and Delivery of Mineral Water, Soft Drinks and other Packaged Drinks		Physically challenged
KIBU/10/2016-2018	Provision of Printing Services for Promotional Materials		Youth
KIBU/11/2016-2018	Supply and Delivery of Cleaning Materials, Detergents, Disinfectant and Sundry Items		Physically challenged
KIBU/12/2016-2018	Supply and Delivery of Computers, Printers, Photocopiers, Computer Accessories and Computer Software's	Proof of dealership /manufacturers authorizations	Open
KIBU/13/2016-2018	Supply and Delivery of Motor Vehicles Tyres, Tubes, and Batteries	Proof of dealership	Open
KIBU/14/2016-2018	Supply and Delivery of Furniture, Fittings and Equipments		Open
KIBU/15/2016-2018	Supply and Delivery of Hardware and		Open

	Plumbing Materials		
KIBU/16/2016-2018	Supply and Delivery of Building Materials - Sand, Ballast, Timbers and Allied Materials		Open
KIBU/17/2016-2018	Supply and Delivery of Electrical Materials and Fittings.		Open
KIBU/18/2016-2018	Supply, Delivery, Installation, Servicing and Maintenance of Fire Fighting Equipments	Approval by the directorate of occupational safety & health service	Open
KIBU/19/2016-2018	Supply and Delivery of Clinical Drugs and Related Items	License from the certifying bodies	Open
KIBU/20/2016-2018	Supply and Delivery of Medical Laboratory Equipments, Reagents and Related Materials	License from the certifying bodies	Open
KIBU/21/2016-2018	Supply and Delivery of Science Laboratory Chemicals, Reagents, Equipments, Capital Equipments And Glassware	License from the certifying bodies	Open
KIBU/22/2016-2018	Supply and Delivery of Staff Uniform, Protective Wears, Curtains and Beddings		Women
KIBU/23/2016-2018	Supply and Delivery of Newspapers Journals and Magazines		Open
KIBU/24/2016-2018	Supply and Delivery of Games Sportswear and Related Equipments		Open
KIBU/25/2016-2018	Supply and Delivery of Hospitality Equipments i.e. Cutlery, Crockery and Kitchen Equipments		Open
KIBU/26/2016-2018	Printing and Publication of Newsletters, Brochures, Diaries, Calendars and Examination Booklets		Reserved
KIBU/27/2016-2018	Supply and Delivery of Fridges, Freezers, Dispensers and Cookers		Open
KIBU/28/2016-2018	Provision and maintenance of ICT Networking and Infrastructure and Installation Services		Open
KIBU/29/2016-2018	Supply, delivery, installation, commissioning and maintenance of telecommunication equipment, PABX Systems and related equipments	Valid license from the communication installation service	Open
KIBU/30/2016-2018	Hire of tents, chairs, tables, public address systems, decorations and related items		Open
KIBU/31/2016-2018	Supply, delivery, installation and maintenance of water pumps		Open
KIBU/32/2016-2018	Supply and Delivery of Cereals e.g. Beans &		Physically

	Green Grams		challenged
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WORKS AND SERVICES

KIBU/33/2016-2018	Provision of legal services	Valid membership to LSK	Open
KIBU/34/2016-2018	Provision of Quantity survey services		Open
KIBU/35/2016-2018	Provision of property and Land Valuation Services		Open
KIBU/36/2016-2018	Provision of medical services		Open
KIBU/37/2016-2018	Repair and maintenance of ICT equipments		Youth
KIBU/38/2016-2018	Repair, Servicing and Maintenance of stand by Generator	Proof of dealership /manufacturers authorizations of car & general	Open
KIBU/39/2016-2018	Specialized repair and servicing of motor vehicles	Garages/dealers approved by chief mechanical &transport engineer department(C MTE)	Open
KIBU/40/2016-2018	Repair servicing and maintenance of laboratory equipments		Open
KIBU/41/2016-2018	Repair, maintenance and servicing of photocopier, printers, computers and other related equipments	Proof of dealership /manufacturers authorizations	Open
KIBU/42/2016-2018	Asset marking and labeling		Youth
KIBU/43/2016-2018	Provision of supply and key cutting services		Open
KIBU/44/2016-2018	Provision of Consultancy Services, Human Resource Training, Development Services, and Capacity		Open
KIBU/45/2016-2018	Provision of Consultancy Servicing on Environment Impact Assessment and Environmental Audit		Open
KIBU/46/2016-2018	Supply, delivery and Installation of security Gadget and equipment	Approval by the directorate of	Open

		occupational safety & health service	
KIBU/47/2016-2018	Provision of air ticketing and travelling arrangements	IATA Registered	Open
KIBU/48/2016-2018	Provision of repair and servicing of refrigerators, freezers, electric and gas cookers and other related equipments.		Open
KIBU/49/2016-2018	Provision of small works: Building Construction, General Civil Works, Electrical Works and Plumbing		Youth
KIBU/54/2016-2018	Provision of repair and servicing of cold rooms		Open

1.2 Documents containing detailed instructions and requirements may be downloaded from the Kibabii University website www.kibabiiuniversity.ac.ke or IFMIS Supplier portal: supplier.treasury.go.ke free of charge. Applicant who downloads the tender and registration documents **MUST** email their names, contact details and tender number to: procurement@kibabiiuniversity.ac.ke

Those wishing to register in more than one category will be required to download documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015
- ii. Reserved is open to women, youth and people with disability only
- iii. In the open category; Women, youth and people with disability are eligible to participate

Completed registration documents in a plain sealed envelope, clearly marked “**REGISTRATION OF SUPPLIERS FOR 2016/2017 AND 2017/2018**” and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at the **University Administration Entrance** or sent by post to

**The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

So as to be received on or before **28th April, 2016 at 10;00AM**
AG. PROCUREMENT OFFICER
For: VICE CHANCELLOR, KIBABII UNIVERSITY

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Kibabii University referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Vice Chancellor Kibabii University so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.

2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

2.2.1 Applications for registration shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, Kibabii University Main Campus OR be addressed and posted to:

**The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

So as to be received on or before **Thursday, 28th April, 2016**. Late applicants will be evaluated with the second batch of application.

2.2.2 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.3 Eligibility of applicants

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.
- 2.3.2 The Kibabii University employees, committee members, board members and their relatives' (spouse and children) are not eligible to participate.
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependant agency of another public entity

2.4 Qualification Criteria

- 2.4.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.
- 2.4.2 The registration application forms which are not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English and indelible.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
 - i. Average turnover of over Kshs. 500,000 for the last 2 years
 - ii. Confirmation of experience using attachment of reference letters from at least 3 customers.
- 2.4.4 **The audited accounts:** The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.
- 2.4.5 **Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.
- 2.4.6 **Past Performance:** will be given due consideration in registration of suppliers. Letters of reference from past customers should be included.
- 2.4.7 **Statement:** Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

- 2.4.8 Withdrawal of registration:** Should a condition arise between the time the firm is applying to register and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, the Kibabii University reserves the right to reject the tender from such a bidder even though they have been initially registered
- 2.4.9 Business premises:** The firm must have a fixed Business premise and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.
- 2.4.10** The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.
- 2.4.11** Youth, Women and People with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

Registration category Ref No:

Category description.....

**To: The Vice Chancellor
Kibabii University
P.O. Box 1699 – 50200
BUNGOMA**

Dear Sir:

1. Having examined the application documents including Addenda Nos.....
of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kibabii University and as may otherwise be directed (Category).....
and conformity with the said application documents all or part of the items/supply in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer/s of the University.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be registered as a Kibabii University Supplier for goods, services and works included or related to this category during the period between **1st July 2016** and **30th June 2018**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years OR
 - f) Bank statement of the last six (6) months (special groups)

We make this application with full understanding that:

- i. Bids by registered applicants will be subject to verification of all information submitted.
- ii. Kibabii university reserves the right to accept or reject any application, cancel the registration process and reject all applications
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and the information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1	Name of The Firm:	
2	Postal Address	
3	Office Telephone No: Mobile No:	
4	Email Address	Website:
5	Physical Address. Location Street /Plot Number and Building	
6	Legal Status (Partnership/Sole/or Company)	
7	Company Registration No/Registration of Business/Legal Notice(Attach Copy) Year of Registration/Incorporation:	
8	VAT Registration No: (Attach Copy)	
9	PIN Certificate No: (Attach Copy)	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Attach Copy)Mandatory for Open Category	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Trade Terms: (Credit Period)	
15	Maximum Value of Business You Can Handle at a Time Kshs.	

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company).....

Name Of Directors/Partners/owners

1. NameNationality.....ID/Passport No.....
2. NameNationality..... ID/Passport No.....
3. Name.....Nationality.....ID/Passport No.....
/
4. NameNationality.....ID/Passport No.....

B. Contact persons:

1. NamePhone No.....ID/passport No.....
2. NamePhone No.....ID/passport No.....
3. NamePhone No.....ID/passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor.....
4. To what extent is your firm/company electronically enabled with your client?
.....
.....
5. Can we trade on e-procurement platform with your company (yes/no)
.....
.....
6. What is your average response time to a request for quotation/proposal?
.....
7. What is your average response time to delivery of goods/service after issuance of an LPO?
8. Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....
9. If you are a current or previous supplier of goods and services to Kibabii University, have you at any time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....

Form IV - SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particular:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }

Form V: Experience

- I. Number of years the company has been in operation.....
- II. Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Kshs.....

Referees:

- 1. **Name of company**.....
Postal address
Contact person
Signature
Company rubber stamp.....

- 2. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....

- 3. **Name of company**.....
Postal address
Contact person
Signature
Company rubber.....

Applicant’s three reputable clients in the last 3 years

Applicants must attach proof of experience relevant to the category they choose to apply.

They any attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates

- iv. Signed contract

FORM VI – FINANCIAL CAPABILITY

Name applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Kibabii University by showing that it has access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- (1) Attach a copy of firm’s two audited accounts/certified financial statements giving summary of assets and current liabilities/ or any other financial support.
- (2) Credit period: please indicate the credit period you are willing to offer Kibabii University.....
- (3) Annual turnover: what is your annual turnover?
- (4) Banker Name of the Bank.....
 Address of the Banker.....
 Telephone No.....
 Contact Name and Title.....
 Fax
- Email Address.....

PROCLAMATION /SWORN STATEMENT/DECLARATION

I/We the undersigned, state that, ALL the information we have given provided in this document is correct/accurate to the best of our knowledge and that I/We give Kibabii University authority to seek any reference it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of
applicant.....Designation.....Signature.....

Witnessed
by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with Kibabii University employee (which relationship)

.....
.....

Information submitted by.....

Title.....

Signature

Stamp.....

SECTION V – EVALUATION CRITERIA

Evaluation criteria for AGPO (Registered Special Groups for women, youth and people with disability)

No	MANDATORY REQUIREMENT	COMPLIANCE
i	Valid certificate of incorporation/business registration	
ii	VAT/PIN certificate for organization	
iii	Certificate of registration of youth women and people with disability owned business enterprises	
iv	Current /Valid tax compliance certificate	
v	Availability of physical Office(evaluation team may visit to confirm)	
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors	

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

Mandatory requirement for open category

	Requirements	Attached or not	Remarks
I	Company registration certificate (registration certificate/certificate of incorporation)		
ii.	VAT/PIN Registration certificate		
iii	Valid trading license/permit		
iv	Current/Valid tax compliance certificate		
v	Availability of physical Office(evaluation team may visit to confirm)		
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors		
vii	Certified copies of audited accounts for the last 3 years		

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

GENERAL REQUIREMENTS

S/No	REQUIREMENTS	POINTS
1	Certified copies of audited accounts for the last 3 years5 Evidence of profit making in the last 3 years5 Or bank statement for last 6 months (for reserved group)..10	10
2	Reference from 3 main current clients (fully filled) Evidence attached20 Evidence not attached.....0	20
3	Evidence of physical office – physical location.....2pts Postal address.....2pts Telephone number..... 2pts Email address.....2pts Contact person.....2pts	10
4	Credit Facility 30 Days2 60 Days.....5 90 Days.....10	10
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped	10
6	Litigation history	10
7	Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	10
8	Supply capacity: Maximum volume of business one can handle in one year 2 million and above.....20 1.5- 2 million15 1 -1.5 million10 0.5 -1 million5	20
	TOTAL POINTS	100

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(The evaluation team will verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process)

OFFICIAL STAMP OF THE TENDERER