



KIBABII UNIVERSITY

REGISTRATION AND UPDATING OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2018/2019 AND 2019/ 2020

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KIBABII UNIVERSITY

TEL NO: 0743761716

EMAIL: procurement@kibu.ac.ke

WEBSITE: www.kibu.ac.ke

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SECTION I- INVITATION FOR REGISTRATION

REGISTRATION AND UPDATING 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 2018/2019 and 2019/2020. 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

	Category	Target group
KIBU/REG/1/2018	Supply and Delivery of Beef and Allied Products	Open
KIBU/REG/2/2018	Supply and Delivery of Fish, Chicken and Eggs	Reserved for women, youth & PWD
KIBU/REG/3/2018	Supply and Delivery of Dry foodstuffs	Open
KIBU/REG/4/2018	Supply and Delivery of Green Grocery: Vegetable and Fruit	Open
KIBU/REG/5/2018	Supply and Delivery of Milk and Allied Products, Mineral Water, Soft Drinks and other Packaged Drinks	Reserved for women, youth & PWD
KIBU/REG/6/2018	Supply and Delivery of Firewood and Charcoal	Open
KIBU/REG/7/2018	Supply and delivery of General Office Stationery	Open
KIBU/REG/8/2018	Supply and delivery of Tonners and Cartridges	Open
KIBU/REG/9/2018	Supply and delivery of Cleaning materials, Detergents, Disinfectant and Sundry items	Reserved for women, youth & PWD
KIBU/REG/10/2018	Supply and Delivery of Computers, Printers, Photocopiers, Computer Accessories and Computer Software's	Open
KIBU/REG/11/2018	Supply and Delivery of Motor Vehicles Tyres, Tubes and Batteries	Open
KIBU/REG/12/2018	Supply and Delivery of Furniture, Fittings and Equipments	Open
KIBU/REG/13/2018	Supply and Delivery of Hardware and Plumbing materials	Open
KIBU/REG/14/2018	Supply and delivery of Building Materials – Sand, Ballast, Timber and Allied Materials	Open
KIBU/REG/15/2018	Supply and Delivery of Electrical Materials and Fittings	Open
KIBU/REG/16/2018	Supply, Delivery, Installation, Servicing and Maintenance of Fire Fighting Equipments	Open
KIBU/REG/17/2018	Supply and Delivery of Medical Drugs, Dressing, Infusion and other related items.	Open
KIBU/REG/18/2018	Supply and Delivery of Medical Laboratory Equipments, reagents and Related Materials.	Open

KIBU/REG/19/2018	Supply and Delivery of Science Laboratory Chemicals, Reagents, Equipments, Capital Equipments and Glassware	Open
KIBU/REG/20/2018	Supply and Delivery of Staff Uniform, Protective Wears, Curtains and Beddings	Reserved for women, youth & PWD
KIBU/REG/21/2018	Supply and Delivery of farm Inputs, Equipment & Related Items	Open
KIBU/REG/22/2018	Supply and delivery of Games Sportswear and Related Equipments	Open
KIBU/REG/23/2018	Supply and Delivery of Hospitality Equipments i.e. Cutlery, Crockery and Kitchen Equipments.	Open
KIBU/REG/24/2018	Supply, Delivery of Academic Gowns & other regalia	Open
KIBU/REG/25/2018	Supply and Delivery of Fridges, Freezers, Dispensers and Cookers and other appliances	Open
KIBU/REG/26/2018	Supply and Delivery of Text Books and Journals	Open
KIBU/REG/27/2018	Supply, Delivery, Installation, Commissioning and Maintenance of Telecommunication Equipment, PABX Systems and related equipment	Open
KIBU/REG/28/2018	Supply, Delivery, Installation Maintenance Of Water Pumps	Open
KIBU/REG/29/2018	Supply, Delivery and installation of security gadgets and equipment.	Open
WORKS AND SERVICES		
KIBU/REG/30/2018	Provision of Legal Services	Open
KIBU/REG/31/2018	Provision of Printing Services	Open
KIBU/REG/32/2018	Repair, Maintenance And Servicing of ICT Equipment, I.E. Photocopier, Printers, Computers And Other Related Equipment	Reserved for women, youth & PWD
KIBU/REG/33/2018	Provision and Maintenance of ICT Networking and Infrastructure and Installation Services	Open
KIBU/REG/34/2018	Provision of Event Organizing Service, Hire of Tents, Chairs, Tables, Public Address Systems, Decorations and Related Items	Open
KIBU/REG/35/2018	Provision of Specialized Repair and Servicing of Motor Vehicles	Open
KIBU/REG/36/2018	Repair, Servicing and Maintenance of Laboratory Equipment	Open
KIBU/REG/37/2018	Provision of Landscaping Services.	Open
KIBU/REG/38/2018	Provision of Consultancy Servicing on Environment Impact Assessment and Environment Audit	Open
KIBU/REG/39/2018	Provision of Small Works: Building Construction, General Civil Works, Electrical Works and Plumbing	Reserved for women, youth & PWD

- 1.2 Documents containing detailed instructions and requirements may be downloaded from the Kibabii University website www.kibu.ac.ke or IFMIS Supplier portal: supplier.treasury.go.ke free of charge. Applicant who downloads the tender and registration documents **MUST immediately** email their names, contact details and tender number to: procurement@kibu.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
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- v. All attachments shall be from the last page of this document, starting with the tenderer table of contents and all paged.

Completed registration documents in a plain sealed envelope, clearly marked “**REGISTRATION OF SUPPLIERS FOR 2018/2019 AND 2019/2020**” and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at the **University Administration** or sent by registered post to:

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

So as to be received on or before **4th June, 2018 at 10: 00AM**

**IN CHARGE, PROCUREMENT DEPARTMENT
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 by registered mail to:

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

So as to be received on or before **4th June, 2018 at 10: 00AM**. Late applicants will be evaluated later.

- 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 as suppliers.
- 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 ink.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
Average turnover of over Kshs. 500,000 for the last 2 years (not applicable to Youth, Women and Persons with Disability)

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 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.

2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption 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 No/s** of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Kibabii University and as may otherwise be directed (**Category Number and name**)..... and in conformity with the said application documents all or part of the items/supply/services/works 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 2018** and **30th June 2020**
 - 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(Fill and attach Copy) Year of Registration/Incorporation:	
8	VAT Registration No: (Fill and Attach Copy)	
9	PIN Certificate No: (Fill and Attach Copy)	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Fill and attach Copy)	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Credit 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. **Name****Nationality**.....**ID/Passport No**.....
2. **Name****Nationality**..... **ID/Passport No**.....
3. **Name**.....**Nationality**.....**ID/Passport No**.....
4. **Name****Nationality**.....**ID/Passport No**.....

B. Contact persons:

1. **Name****Phone No**.....**ID/passport No**.....
2. **Name****Phone No**.....**ID/passport No**.....
3. **Name****Phone 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. Can we trade on e-procurement platform with your company (yes/no)
.....
.....
5. What is your average response time to a request for quotation/proposal?
.....
6. What is your average response time to delivery of goods/service after issuance of a **purchase order/s?**
.....
7. 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?.....
8. If you are a current or previous supplier of goods and services to Kibabii University, have you at any time been issued with an purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
9. Indicate the maximum amount of business with (in financial terms) your company can **handle at any given time Kshs**.....

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**.....

Referees:

Applicant’s three reputable clients in the last 3 years (filled and signed by the clients)

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.....

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

They may 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 (To Be Certified By Commissioner of Oaths)

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.....

DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SECTION V – EVALUATION CRETERIA

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

Serial No	MANDATORY REQUIREMENT
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
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open group Mandatory requirements

	Requirements
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
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors

The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.

Technical evaluation

S/No	REQUIREMENTS	POINTS
1	Copies of audited accounts for the last 2 years Copies attached.....5 Copies not attached.....0	10
2	Reference letters from 3 main 2017/18 Clients Attached5 Not attached0	15
3	Turnover in the last one year Turnover more than 5 Million.....10 Turnover less than 5 million but more than 2 Million.....7 Turnover less than 2 Million.....3	10
4	Credit period to be extended to Kibabii University 30 Days5 60 Days.....10 90 Days.....15	15
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped.....10 Not filled.....0	10
6	Litigation history Filled and signed.....10 Not filled.....0	10
8	Supply capacity: Maximum volume of business one can handle on one order 4 Million and above.....20 2- 4 Million15 1 -2 Million10 0.5 -1 Million5 Less than 0.5 Million.....1	20
	Name, address and telephone of contractor's banks. Provided.....5 Not provided.....0	5
	Attached documents arranged in the prescribed format Documents in prescribed format-----5 Documents not in the prescribed format-----0	5
	TOTAL POINTS	100

Any bidder who scores 70 points and above only shall be registered as a supplier to the University.

Note: The evaluation team may 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 AND SIGNATURE OF THE TENDERER

PRESCRIBED FORMAT OF ATTACHED DOCUMENT

1. Registration certificate of company or Company Certificate of Incorporation.
2. VAT/PIN Registration Certificate
3. Business Permit with relevant County Government.
4. Tax Compliance Certificate
5. Confidential Business Questionnaire.
6. Annual audited financial reports for the last three (2) years certified by the Commissioner of Oaths.
7. Reference letters from 2017/18 Clients.
8. Financial capability form
9. Proclamation/Sworn Statement.
10. Litigation History signed by the Commissioner of Oaths.
11. Capability and Competence to Deliver Goods, Services and Small Works form
12. Evidence of financial resources (cash in hand, lines of credit, overdraft facility etc.)
13. Name, Address and Telephone of Contractor's banks