

FORM "A"



**STANDARD FORM FOR THE CONTINUOUS
REGISTRATION OF SUPPLIERS**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES, WORKS AND
CONSULTANCIES**

DATE OF NOTICE: THURSDAY SEPTEMBER 6, 2018

CLOSING DATE: FRIDAY SEPTEMBER 21, 2018 AT 10.30 AM

Please indicate the item category applied for as follows:-

ITEM CATEGORY CODE NUMBER:.....

ITEM DESCRIPTION:.....

NAME OF SUPPLIER:.....

All correspondents to:

PROCUREMENT MANAGER, UNIVERSITY
OF NAIROBI, P.O. BOX 300197 – 00100 GPO
NAIROBI KENYA,
TEL: (020) – 318262 FAX: (020) – 2245566
E-MAIL: manager-procurement@uonbi.ac.ke

(Public Procurement and Asset Disposal Act 2015)

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SECTION I - INVITATION FOR REGISTRATION OF SUPPLIERS
NOTICE DATE: THURSDAY SEPTEMBER 6, 2018

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES, WORKS AND
CONSULTANCIES**

The University of Nairobi invites sealed tenders from eligible candidate for **Registration of Suppliers for Goods, Services, Works and Consultancies**

- 1) Interested eligible candidates may obtain further information from the Procurement Manager's office, Room 104, Administration Block 1st floor, Main campus during normal working hours (8.00am-5.00pm) OR procurement.uonbi.ac.ke , www.tenders.go.ke free of charge
- 2) The registration documents with further detailed information may be obtained from **upon payment of a non-refundable cash fee deposit of Kshs 1,000.00 at Barclays Bank Ac. No. 094-8245531 Queensway House Branch and thereafter obtaining an official receipt from Gandhi Wing Room G4.**
- 3) Completed documents are to be enclosed in plain sealed envelopes, marked with the category number and be deposited in the tender box provided at the Reception area, Administration Block, Main Campus or be addressed and **posted to PROCUREMENT MANAGER, UNIVERSITY OF NAIROBI, P.O. BOX 300197 – 00100 GPO NAIROBI KENYA, to be received on or before FRIDAY SEPTEMBER 21, 2018 AT 10.30 AM**
- 8) Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **Council Committee Room.**

Late bids will be rejected and returned unopened.

*The University of Nairobi reserves the right to accept or reject a tender in whole or in part.
Canvassing will lead to automatic disqualification.*

MARY KARIUKI
Ag. PROCUREMENT MANAGER

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR PERIOD 2018-2020

The University of Nairobi is a body corporate established by an Act of Parliament Cap 210 of the Laws of Kenya is the pioneer institution of University education in Kenya and the region. The university is proud of its distinguished record of achievements in teaching, research, development and consultancy while strategizing for a greater future as the centre of academic, research and professional excellence.

The Procurement Department is one of the departments in the Central Administration that deals with acquisition of goods services and works for the University. It also deals with coordination of disposal of unserviceable, obsolete or surplus stores, assets and equipment. In order to carry out the above function the department is guided by the Public Procurement and Asset Disposal Act, 2015.

University of Nairobi invites applications for the eight (8) procurement Colleges of the University from interested and qualified suppliers, contractors and consultants in the several procurement categories as detailed below

A. REGISTRATION OF CITIZEN SUPPLIERS

University of Nairobi invites all eligible and qualified citizen firms to submit sealed applications for Registration for the supply of goods, works or services for a period of two years.

B. REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME

University of Nairobi wishes to invite firms owned by Youth, Women and Persons living with Disabilities (YWPD) to register with the Company for supply of goods, works and services as part of fulfilment of the 30% preference and reservation scheme for the group. In order to be considered for these procurement opportunities, duly registered YWPD firms are required to submit applications for registration for the specified categories of goods, works and services.

The items/categories are as follows:

CATEGORY A: GENERAL PURCHASES			
ITEM CODE NO.	ITEM DESCRIPTION	SPECIAL CONDITIONS (where applicable)	ELIGIBILITY
UON/GP/A/001/2018-2020	Supply and Delivery of General Office Stationery & Consumables Stationery		Special Group
UON/GP/A/002/2018-2020	Supply of Printing Paper Bond and Consumables		OPEN
UON/GP/A/003/2018-2020	Design and Supply of Stationery and Promotional items		Special Group
UON/GP/A/004/2018-2020	Supply and Delivery of General Office Equipment (Guillotine, Laminating machines)		OPEN
UON/GP/A/005/2018-2020	Supply of Office and Domestic Furniture, Curtains, Furnishings and Fittings		OPEN
UON/GP/A/006/2018-2020	Supply of General Hardware, Plumbing, Masonry and Electrical Items		Special Group
UON/GP/A/007/2018-2020	Supply of Sports Uniforms, Equipment, Accessories and Trophies		OPEN
UON/GP/A/008/2018-2020	Supply of International and Local Library Books, Magazines and Periodicals		OPEN
UON/GP/A/009/2018-2020	Supply of Teaching Chemicals, Laboratory Reagents, Apparatus, Surgical, Medical & Laboratory Equipment, Consumables and Glassware	Licenses from relevant certifying /regulatory bodies	OPEN
UON/GP/A/010/2018-2020	Supply of Dental Consumables and Equipment	Licenses from relevant certifying /regulatory bodies	OPEN
UON/GP/A/011/2018-2020	Supply of Detergents, General Cleaning Materials & Gardening Equipment		Special Group
UON/GP/A/012/2018-2020	Supply of Veterinary Products, Services, Laboratory Reagents, Apparatus, Surgical, Medical & Laboratory Equipment, Consumables and Glassware	Licenses from relevant certifying /regulatory bodies	OPEN
UON/GP/A/013/2018-2020	Supply and delivery of Cartridges and Toners	Proof of dealership/genuine products	OPEN
UON/GP/A/014/2018-2020	Provision of General Printing Services, Book Printing		Special Group

UON/GP/A/015/2018-2020	Supply of Staff Uniforms and Protective Gear		OPEN
UON/GP/A/016/2018-2020	Supply of Electronic Consumables (ICs,		OPEN
UON/GP/A/017/2018-2020	Supply of Assorted Laboratory Gases and Industrial Gases	Proof of dealership/genuine products	OPEN
UON/GP/A/018/2018-2020	Provision for Security Printing Services		OPEN
UON/GP/A/019/2018-2020	Provision for printing corporate newsletters, newspapers, special magazine, printed stationery, calendars, diaries, cards, brochures, fliers, banners and graphic design services		Special Groups
UON/GP/A/020/2018-2020	Supply and delivery of branded materials e.g. T-shirts, Caps, themed promotional gifts, and other promotional items/ merchandise		Special Groups
CATEGORY B - FOOD SUPPLIES			
UON/FS/B/001/2018-2020	Supply of Fresh Milk and Milk products		OPEN
UON/FS/B/002/2018-2020	Supply of Meat and related Meat products		OPEN
UON/FS/B/003/2018-2020	Supply of Capon and related products		Special Group
UON/FS/B/004/2018-2020	Supply of Fish and Sea food Products		Special Group
UON/FS/B/005/2018-2020	Supply of dry foodstuffs i.e. Spices, Flour, Cooking oil, Tea leaves, Bread, Salt,		Special Group
UON/FS/B/006/2018-2020	Supply of vegetables, fruits and related Perishables		Special Group
UON/FS/B/007/2018-2020	Supply of Cutlery, Glassware, Crockery and Kitchen equipment		OPEN
UON/FS/B/008/2018-2020	Supply of Sodas, Wines, Beer		OPEN
UON/FS/B/009/2018-2020	Supply of Fresh Juice		Special Group
UON/FS/B/010/2018-2020	Supply of Bulky Cooking gas (LPG)		OPEN
UON/FS/B/011/2018-2020	Supply of Non-Food Items		Special Group
CATEGORY C – PROVISION OF GENERAL SERVICES			
UON/GS/C/001/2018-2020	Provision of Repairs, Servicing and Maintenance of Buildings(Minor Works)		OPEN
UON/GS/C/002/2018-2020	Provision of Exhibition Materials and Decorations (Tents, Mobile Toilets, Screens, Chairs, Public		OPEN
UON/GS/C/003/2018-2020	Provision of Fumigation , PEST Control Services		Special Group
UON/GS/C/004/2018-2020	Maintenance of Office Equipment i.e. photocopiers, computers etc		OPEN
UON/GS/C/005/2018-2020	Provision of Motor vehicle, Tyres & Tubes and batteries	Proof of dealership	OPEN
UON/GS/C/006/2018-2020	Provision of exhauster services and related services		OPEN
UON/GS/C/007/2018-2020	Provision of video graphics, public address and related services		Special Group
UON/GS/C/008/2018-2020	Provision of HR, Training Development and other related Consultancy services		OPEN
UON/GS/C/009/2018-2020	Provision of services for repair, servicing & Maintenance of Cold rooms, refrigerator systems		OPEN

UON/GS/C/010/2018-2020	Provision of Repair, Servicing and Maintenance of Kitchen equipment		OPEN
UON/GS/C/011/2018-2020	Provision of Repair, servicing and maintenance of Generators		OPEN
UON/GS/C/012/2018-2020	Provision of Calibration Services		OPEN
UON/GS/C/013/2018-2020	Provision of Service of Motor Vehicles		OPEN
UON/GS/C/014/2018-2020	Provision for Hotels, Accommodation and Conference Services	Three star hotels and above	OPEN
UON/GS/C/015/2018-2020	Provision of Entertainment and Events Facilitation Services		OPEN
CATEGORY D. PROVISION OF MAINTENANCE SERVICES			
UON/MS/D/01/2018-2020	Supply and Servicing of Fire Fighting Equipment		OPEN
UON/MS/D/02/2018-2020	Repair & Maintenance of Office Equipments i.e. photocopiers, computers etc		OPEN
UON/MS/D/03/2018-2020	Maintenance and Repair of Radiology Machines	Licenses from relevant certifying /regulatory bodies	OPEN
UON/MS/D/04/2018-2020	Maintenance and Repair of Dental Equipments	Licenses from relevant certifying /regulatory bodies	OPEN
UON/MS/D/05/2018-2020	Provision of Asset Valuation Services		OPEN
UON/MS/D/06/2018-2020	Provision of Audit Services		OPEN
UON/MS/D/07/2018-2020	Provision for Repair and Maintenance of Motor		OPEN
UON/MS/D/08/2018-2020	Provision for Sanitary and Hygiene Services		OPEN
UON/MS/D/09/2018-2020	Provision for Repair of Motor Vehicles		OPEN
CATEGORY E – PHARMACY SERVICES			
UON/PS/E/01/2018-2020	Provision Of Pharmacy/Chemists Services		OPEN
UON/PS/E/02/2018-2020	Provision of Testing/Laboratory Services		OPEN
UON/PS/E/03/2018-2020	Repair of Medical and Laboratory Equipment		OPEN
CATEGORY F – CONSULTING SERVICES			
UON/CS/F/01/2018-2020	Architects		OPEN
UON/CS/F/02/2018-2020	Quantity Surveyors		OPEN
UON/CS/F/03/2018-2020	Mechanical Engineers		OPEN
UON/CS/F/04/2018-2020	Civil/Structural Engineers		OPEN
UON/CS/F/05/2018-2020	Electricals Engineers		OPEN
UON/CS/F/06/2018-2020	EIA Experts (NEMA)		OPEN
UON/CS/F/07/2018-2020	Building Surveyors		OPEN
UON/CS/F/08/2018-2020	Land Surveyors		OPEN
UON/CS/F/09/2018-2020	Hydro Geologists		OPEN

UON/CS/F/10/2018-2020	Geo Technologists		OPEN
UON/CS/F/11/2018-2020	Interior Designers		OPEN
UON/CS/F/12/2018-2020	Landscape Architects		OPEN
UON/CS/F/13/2018-2020	Environmental Architect		OPEN
UON/CS/F/14/2018-2020	Project Managers		OPEN
CATEGORY G- BUILDING SERVICE			
UON/BS/G/01/2018-2020	General Building Works		OPEN
UON/BS/G/02/2018-2020	Electrical Installation Works		Special Group
UON/BS/G/03/2018-2020	Plumbing and Drainage Works		OPEN
UON/BS/G/04/2018-2020	Air Conditioning and Mechanical Ventilation		OPEN
UON/BS/G/05/2018-2020	Lifts Installation		OPEN
UON/BS/G/06/2018-2020	Borehole Drilling Services		OPEN
UON/BS/G/07/2018-2020	ICT Installations		OPEN

Eligible and qualified firms wishing to be registered under the “open” category should fill **Form A**; and those under “YWPWD” (Preference and Reservations group) should fill **Form B**.

Those who wish to be registered in more than one category will be required to download additional registration documents for each category. Completed documents in a plain, sealed envelope marked with the item code numbers and category description should be addressed to:-

**THE
PROCUREMENT MANAGER,
UNIVERSITY OF NAIROBI
P.O BOX 30197-00100
NAIROBI KENYA**

and be submitted to the Procurement Office located at the Administration Block, 1st Floor Rm. 104 Main Campus.

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

- 2) The University of Nairobi attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) The University of Nairobi reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly bound** (Preferably spiral/velo), **filled** and **page numbered**. The University of Nairobi shall not be responsible for Loss of documents not bound (loose documents).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The University of Nairobi invites applications from interested and qualified suppliers, contractors and consultants in the several procurement categories for the period 2018-2020.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Company on **as and when** required.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Procurement Manager - University of Nairobi, so that they may be registered for submission of quotations/ restricted tender/request for proposals as appropriate. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ Institutions of similar size. Potential suppliers/contractors must demonstrate the 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 Distribution of Registration Documents

A copy of the completed registration data and other requested information shall be submitted to reach:-

**THE
PROCUREMENT MANAGER,
UNIVERSITY OF NAIROBI
P.O BOX 30197-00100
NAIROBI KENYA**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the following address:

**THE
PROCUREMENT MANAGER,
UNIVERSITY OF NAIROBI
P.O BOX 30197-00100, NAIROBI KENYA
TEL: (020) – 318262 Ext. 28249
E-MAIL: manager-procurement@uonbi.ac.ke**

1.9 Additional Information

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

- 1.10** Request for quotations/restricted tenders will be made available only to those bidders whose qualifications are accepted by the University of Nairobi after scoring a minimum of **70%** after the completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of all the 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. Quantities may increase or decrease as determined by demand on the authority of the Procurement Manager. Prices quoted shall be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII, VIII & IX are to be completed by prospective suppliers/contractors who wish to be registered for submission of specific item code/category.

3.1.1 The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by The University of Nairobi in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of The University of Nairobi they possess 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.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years experience in the supply of goods, and 3 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Consultants shall be required to have indemnity cover with reputable insurance Company.

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

(c) The University of Nairobi reserves to request for additional qualification information at the tender/quotation stage to suit a particular procurement.

3.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract may be indicated in part VI.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 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. Data to be filled/ provided on Part IV. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in part VII.

3.4 Statement

Application must include a sworn in statement on part IX 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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, The University of Nairobi reserves the right to reject the registration from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed **Business Premise** and must be registered in Kenya, with certificate of Registration, Incorporation, and for special groups' certificate of registration for Youth, Women and Persons with Disabilities.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

4. EVALUATION CRITERIA

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of a Valid Tax Compliance Certificate	Mandatory
3.	Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK, LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.(Where applicable)	Mandatory
4.	Latest CR 12 Certificates for Companies	Mandatory
5.	Single Business Permit from County Government indicating physical registered office	Mandatory

B: TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1.	Registration Documentation	I	25
2.	Supplier Registration Data & Company details	II & III	5
3.	Financial Position & Performance Standards	IV & V	20
4.	Manpower/Key Personnel	VI	20
5.	Past Performance & Experience	VIII	25
6.	Litigation History/Disclosure	IX	5
	Total		100

The minimum score to qualify for prequalification shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Copy of VAT Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual
5. Copy of current Single Business Permit from County Government
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK, LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.
7. Current letters of recommendation from previous organizations served (provide at least four).
8. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
9. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
10. CVs for Senior Staff for Consultancy Services
11. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

PART II

1. SUPPLIER REGISTRATION DATA

A. Business Name

.....
Pin No VAT Reg. No

(Attach copy registration certificate)

B. Address

P.O. Box.....
Postal.....Code..... City/Town.....
Telephone Nos.....
Mobile Nos.....
Fax No.....
Email
Address:.....
Website address (If any).....

C. Physical Address

Business Location.....
Name of building Plot No.
Road/Street Name
Floor No. Room No.

PART III COMPANY DETAILS

A Sole Proprietor

Your name in
full.....
Age.....
Nationality..... Country of origin.....
*Citizenship details.....

B Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....

C Registered Company:

Private or

Public.....

State the nominal and issued capital of company-

Nominal Kshs

Issued Kshs

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

D. Registration with Registrar of Companies

1) Date of Registration Registration No.
(Attach copy/copies of registration certificate)

2) Registration with Ministry of Public Works
Date of Registration Registration No.....
Present Category
.....
(Attach copy/copies of current registration certificate)

3) Registration with any other bodies/authority relevant to your line of business

E.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc

Date of Registration Registration No

Present Category

(Attach a copy/copies of registration certificates)

A. Current Practising Certificates ((Attach copy)

2. TRADE LICENCES

Single Business Permit held – City Council of Nairobi /County Government/Municipality Councils

1) Licence No. Expiry Date

Licensed for.....

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Commissions etc

1) Licence No. Expiry Date

2) Licence No. Expiry Date

3) Licence No. Expiry Date.....

(Attach copy/copies of registration certificate)

3. NATURE OF BUSINESS

A. Please list the goods or services you provide specific to item Code, Item Description applied for:

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

B. For Contractors, state your area of specialisation specific to item Code, Item

Description applied for: -

1).....

2).....

3).....

PART IV: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

- 1) Authorised Shares Ksh
- 2) Issued Shares Ksh.

B. Partnership & Sole Proprietorship:

Total Investment: Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) three years (2015/2016/2017).

C. Maximum value of business which you can handle at any time

.....

D. State terms of payment in preference order

- A.
-
-

Note: The University of Nairobi prefers payment to be made within 30 days after delivery of goods/services.

PART V: PERFORMANCE STANDARDS & FACILITIES

A. Space

- 1) Factory Sq.ft. Owned or rented
- 2) Godown Sq.ft. Owned or rented
- 3) Office Sq.ft. Owned or rented

B. Machinery

- 1) You own or lease
- 2) Approximate value Ksh.....
(Provide and attach a list of key plant/equipment for the execution of the works)
- 3) State extent to which you would have to sub-contract work.....
.....
.....
- 4) Are you certified by any Quality Assurance Body? If so, give the standard and name
.....
.....

(Attach copies of the accreditation)

PART VI: MANPOWER

- a) Name of Chief Executive Officer/Principal Officer
.....
- b) How many staff does your organization have?.....
- c) Indicate the number in each category:
 - (i) Technical (Permanent..... Temporary.....)
 - (ii) Semi Skilled (Permanent..... Temporary.....)
- d) Please describe generally the experience and expertise your organisation poses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by The University of Nairobi.

• Attach CV's of key professional/technical personnel in the following format.

Name

.....
Age

.....
Academic Qualification

.....
Under graduate.....

.....
Post graduate.....

.....
Diploma.....

.....
High School.....

.....
Professional Qualification

.....
(Attach Certificates if any)

.....
Length of service with the firm

.....
Position held

PART VII: PAST PERFORMANCE & EXPERIENCE

a) Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years,

1. Name of 1st Client (Organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

.....

iv) Telephone No. of Client

.....

v) Value of Contract

.....

vi) Duration of Contract (date)
.....
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the client (organization)
.....
- iv) Telephone No. of Client
.....
- v) Value of Contract
.....
- vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
.....
- v) Value of Contract
.....
- vi) Duration of Contract (date)
.....

(Attach documental evidence of existence of contract)

4. Name of 4th Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

.....

(Attach documentary evidence of existence of contract)

b) Trade References

Attach at **least four (4) current letters of recommendation** from reputable organisations that you have supplied goods, works/service for the last three years.

c) Name and address of your Bankers

.....
.....

d) Have you ever had an order/contract issued and cancelled in whole or part by The University of Nairobi? Yes/No

If yes give reasons for cancellation

.....
.....

e) Do you have any objection in The University of Nairobi obtaining a confidential financial report from your bankers?.....

-
-
- f) Has your company ever been involved in litigation/arbitration with clients/consultants?
If yes, give details
-
-
-
-

PART VIII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential The University of Nairobi supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics and Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	

5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by The University of Nairobi and who is in a position to influence the award of any supply. For purpose of registration process close relative refers to parents, siblings spouse or children	
6	Please indicate if your firm or any of your directors/ partners has ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)	

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with The University of Nairobi.

Having studied the registration information for the above provision of goods, works, services and consultancies applied for I hereby state:

1. The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with The University of Nairobi.
2. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the registration evaluation.

4. We will not engage in corrupt practices with The University of Nairobi /Members of Staff.

5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and stamp or seal)