

FORM “B”



**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 2017-2019

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

The 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

The 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/003/2018-2020	Design and Supply of Stationery and Promotional items		Special Group
UON/GP/A/006/2018-2020	Supply of General Hardware, Plumbing, Masonry and Electrical Items		Special Group
UON/GP/A/011/2018-2020	Supply of Detergents, General Cleaning Materials & Gardening Equipment		Special Group
UON/GP/A/014/2018-2020	Provision of General Printing Services, Book Printing		Special Group
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/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/009/2018-2020	Supply of Fresh Juice		Special Group
UON/FS/B/011/2018-2020	Supply of Non-Food Items		Special Group
CATEGORY C – PROVISION OF GENERAL SERVICES			
UON/GS/C/003/2018-2020	Provision of Fumigation , PEST Control Services		Special Group
UON/GS/C/007/2018-2020	Provision of video graphics, public address and related services		Special Group
CATEGORY G- BUILDING SERVICE			
UON/BS/G/02/2018-2020	Electrical Installation Works		Special Group

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 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. 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 shall 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 **pages 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 2017-2019.

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 during the stated period of 2018-2020.

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 68241 – 00200,
NAIROBI.**
Email: 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 Managing Director. 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 I, II, III, IV, V, & VI are to be completed by prospective suppliers/contractors who wish to be registered for submission of each of the specific 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 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) 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 IV.

3.4 Statement

Application must include a sworn in statement on part VI 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 should 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)

Firms who wish to be registered under the 30% Preference and Reservation scheme must submit the documents below for consideration:-

	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	The National Treasury AGPO Certificate for Youth, Women and Persons Living with Disability and necessary registration for those seeking consideration for works	Mandatory
3.	Copy of a Valid Tax Compliance Certificate	Mandatory
4.	Latest CR 12 Certificates for Companies	Mandatory
5.	List of Directors/ Proprietors and their identification documents	Mandatory
6.	Air Travel firms must be registered with IATA and any other relevant bodies (or relevant registration certificates/permits/licenses specific to a line of business)	Mandatory
7.	Single Business Permit from County Government indicating physical registered office	Mandatory
8.	For the Category of Persons with Disability with exemption on tax, please attach the exemption certificate from KRA.	Where applicable

B: TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1.	Registration Documentation	I	20
2.	Supplier Registration Data & Company details	II& III	30
3.	Manpower/Key Personnel	IV	30
4.	Litigation History/Disclosure	V	10
5.	Sworn in statement	VI	10
	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. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
9. CVs for Senior Staff for Consultancy Services

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 Councils/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 : 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 posses 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 V : 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 supplier for the University of Nairobi.

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 VI : 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 or services 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)