



UNIVERSITY OF NAIROBI

P. O. BOX 30197-00100

NAIROBI

**TENDER FOR REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR
SUPPLY OF GOODS AND PROVISION OF WORKS AND SERVICES FOR YEAR
2022-2024**

TENDER NUMBER: UON/REG/01/2022-2024

DATE OF NOTICE: 15th SEPTEMBER 2022

CLOSING DATE: 27th SEPTEMBER 2022 AT 11.30 AM

All correspondence to:

DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES

P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,

TEL: (254-20) –4910000/ 020 4913082

E-MAIL: directorsupplychain@uonbi.ac.ke

INVITATION TO TENDER

PROCURING ENTITY: UNIVERSITY OF NAIROBI

Tender No. UON/REG/01/2022-2024

CONTRACT NAME AND DESCRIPTION: Registration of Suppliers and Service Providers for Supply of Goods and Provision of Works and Services for year 2022-2024

1. The University of Nairobi invites sealed tenders for Registration of Suppliers and Service Providers for Supply of Goods and Provision of Works and Services for year 2022-2024.
2. Tendering will be conducted under Open Tender Method of procurement using a standardized tender document.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0900 to 1600** hours at the address given below.
4. A detailed tender notice and a complete set of tender documents may be obtained by interested tenderers from the University website: **www.uonbi.ac.ke** or PPIP portal: **www.tenders.go.ke** free of charge. Bidders are encouraged to download tender documents.
5. All interested bidders are required to continually check the University website: **www.uonbi.ac.ke** or PPIP portal: **www.tenders.go.ke** for any tender addenda or clarifications that may arise before the submission date
6. The Bidders shall chronologically serialize all pages of the bid documents submitted. (All pages including any attachments should be **PAGINATED**)
7. Completed tenders must be delivered *in the tender box located at the University of Nairobi, Administration Block on Ground Floor* on or before **Tuesday 27th September 2022 at 11:30 am**. Electronic Tenders **will not be** permitted.
8. Opening of the bid documents will be done immediately after the deadline date or times specified later in the presence of applicants or. their representatives who choose to attend at the address given below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

University of Nairobi
P.O Box 30197 – 00100,
NAIROBI
Administration Block, 3rd Floor
Tel: +254 (020) 4943082
Email: directorsupplychain@uonbi.ac.ke

B. Address for Submission of Tenders

1. Name of Procuring Entity: **University of Nairobi**
2. Postal Address: **P.O Box 30197 – 00100 Nairobi**

3. Physical address for hand Courier Delivery to an office or Tender Box (City, Street Name, Building, Floor Number and Room)

Address to:

**The Vice Chancellor,
University of Nairobi
P.O Box 30197 – 00100,
Nairobi
University Way**

Email: directorsupplychain@uonbi.ac.ke

Tender Box located on the Ground Floor, Administration Block, Main Campus along University Way

C. Address for Opening of Tenders

1. Name of Procuring Entity: **University of Nairobi**
2. Physical address for the location (City, Street Name, Building, Floor Number and Room)

**The Vice Chancellor,
University of Nairobi
P.O Box 30197 – 00100,
Nairobi**

Old Council chambers, 3 Floor main campus

Email: directorsupplychain@uonbi.ac.ke

University of Nairobi reserves the right to accept or reject any bid and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

VICE CHANCELLOR
UNIVERSITY OF NAIROBI

INVITATION TO REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR'S 2022-2023,2023-2024

The University of Nairobi (UON) invites applications for registration of suppliers from interested eligible bidders for supply and provision of goods, services and works for the under listed categories for the financial years 2022-2024. Interested and eligible suppliers are invited to apply for registration indicating the Category and Reference No they wish to apply for. Suppliers that are currently in the UON database and wish to be retained **are required** to apply and submit up to date information required in the registration document.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

S/No	Category Number	Category Description	Target Group
1.	UON/RS/01/2022-2024	Supply and Delivery of Beef, Mutton and Allied Products	Open to all
2.	UON/RS/02/2022-2024	Supply and Delivery of Fish & allied products	Open to all
3.	UON/RS/03/2022-2024	Supply and Delivery of Perishable food stuff (Vegetables, Fruits etc)	Open to all
4.	UON/RS/04/2022-2024	Supply and Delivery of Cereals and Dry Groceries	Open to all
5.	UON/RS/05/2022-2024	Supply, delivery and refilling of Liquefied Petroleum Gas and cylinders	Open to all
6.	UON/RS/06/2022-2024	Supply and Delivery of Office Furniture and equipment	Open to all
7.	UON/RS/07/2022-2024	Supply of ICT equipment and Software	Open to all
8.	UON/RS/08/2022-2024	Supply and delivery of Photocopiers	Open to all
9.	UON/RS/09/2022-2024	Supply and Delivery of Corporate Uniform, Protective Clothing and other related items.	Youth, Women and persons living with Disabilities
10.	UON/RS/10/2022-2024	Supply and Delivery of Hardware, Electrical and Plumbing Materials	Youth, Women and persons living with Disabilities
11.	UON/RS/11/2022-2024	Supply and Delivery of Building Materials	Youth, Women and persons living with Disabilities
12.	UON/RS/12/2022-2024	Supply and Delivery of Kitchen utensils (Cutlery and Crockery)	Youth, Women and persons living with Disabilities
13.	UON/RS/13/2022-2024	Supply and Delivery of General Stationery	Youth, Women and persons living with Disabilities
14.	UON/RS/14/2022-2024	Supply and Delivery of Tonners and Cartridges	Youth, Women and persons living with Disabilities
15.	UON/RS/15/2022-2024	Supply, Printing,Embroidery and Delivery of Promotional Materials	Youth, Women and persons living with Disabilities
16.	UON/RS/16/2022-2024	Supply and delivery of linen, Curtains and accessories	Youth, Women and persons living with Disabilities

S/No	Category Number	Category Description	Target Group
17.	UON/RS/17/2022-2024	Supply and Delivery of library books, periodicals, journals and Magazines	Open to all
18.	UON/RS/18/2022-2024	Supply and Delivery of Sportswear and Equipment (Uniforms, Balls and other Related Items)	Open to all
19.	UON/RS/19/2022-2024	Supply and Delivery of Medical Laboratory Equipment and Related Materials	Open to all
20.	UON/RS/20/2022-2024	Supply and Delivery of Teaching Laboratory Reagents, Laboratory consumables, glassware and Related Materials.	Open to all
21.	UON/RS/21/2022-2024	Supply and Delivery of Animal/ Veterinary Drugs, Surgical Equipment, Materials and Related Product	Open to all
22.	UON/RS/22/2022-2024	Supply, delivery of Air Conditioners and associated accessories	Open to all
23.	UON/RS/23/2022-2024	Supply and Delivery of Animal feeds	Open to all
24.	UON/RS/24/2022-2024	Supply, Delivery of Tyres, Tubes, Batteries and Accessories	Open to all
25.	UON/RS/25/2022-2024	Supply and Delivery of Fire Fighting Equipment and related items	Open to all
CATEGORY B: PROVISION OF SERVICES			
26.	UON/RS/26/2022-2024	Provision of valuation of assets and other related service	Open to all
27.	UON/RS/27/2022-2024	Servicing and Maintenance of Photocopiers	Open to all
28.	UON/RS/28/2022-2024	Provision of Auctioneering Services	Open to all
29.	UON/RS/29/2022-2024	Repair, Maintenance & Servicing of Cold rooms & Refrigerators	Open to all
30.	UON/RS/30/2022-2024	Repair and Maintenance of ICT Equipment	Youth, Women and persons living with Disabilities
31.	UON/RS/31/2022-2024	Repair and Maintenance of Office Equipment	Youth, Women and persons living with Disabilities
32.	UON/RS/32/2022-2024	Servicing and Maintenance of Fire Fighting Equipment	Open to all
33.	UON/RS/33/2022-2024	Provision of Asset Tagging Services	Open to all
34.	UON/RS/34/2022-2024	Provision of Photography and Video Coverage Services/Live streaming services	Open to all
35.	UON/RS/35/2022-2024	Hiring of Public Address, sound Systems and Display equipment for events	Open to all
36.	UON/RS/36/2022-2024	Hiring of Tents ,accessories and Decoration services for events	Open to all
37.	UON/RS/37/2022-2024	Provision of Bulk SMS/Email services	Open to all
38.	UON/RS/38/2022-2024	Provision of Hazardous/Hospital Waste Management	Open

S/No	Category Number	Category Description	Target Group
39.	UON/RS/39/2022-2024	Provision of Garbage Collection Services	Youth, Women and persons living with Disabilities
CATEGORY C: PROVISION OF WORKS			
40.	UON/RS/40/2022-2024	Provision of Small Contractual works- ,Repairs and Maintenance works- Building (Registered with NCA Category 6 and above)	Youth, Women and persons living with Disabilities
41.	UON/RS/41/2022-2024	Provision of Small Contractual works- ,Repairs and Maintenance works- Electricals (Registered with NCA Category 6 and above)	Youth, Women and persons living with Disabilities
42.	UON/RS/42/2022-2024	Provision of Small Contractual works- ,Repairs and Maintenance works- Plumbing. (Registered with NCA Category 6 and above)	Youth, Women and persons living with Disabilities

NOTE:

- a) Firms owned by the same proprietor/Directors/Partners are not allowed to submit application for registration in the same category. If a proprietor/directors/partners submit more than one application per category, all their applications will be disqualified.
- b) All bidders are advised to regularly check the website during the bidding period.
- c) The special Groups (Youth, women and Persons Living with Disabilities) must be registered with National Treasury and other relevant bodies. Attach copy of Valid AGPO certificate)
- d) Special criteria will be used to evaluate categories reserved for the special groups.
- e) Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria

SECTION I INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the PDS. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the PDS. If the scope of contract so defined is in multiple contracts, it will be specified in the PDS if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2. **Source of Funds** to be specified in the **PDS**, if deemed necessary.

3. Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (incase prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4. Collusive practices

4.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

5. Eligible Applicants

5.2 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister., their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. **If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor.** However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a. are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b. would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to the Procuring Entity, that they
- (i) are legally and financially autonomous

- (ii) operate under commercial law, and
- (iii) are not under supervision of any public entity.

- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6. Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if: a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7. Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for

clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application all information or documentation as is required by the Prequalification Document.

8. Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Entity shall also promptly publish its response at the webpage identified in the PDS. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the PDS if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the PDS if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the PDS before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the PDS. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9. Amendment of Prequalification Document

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10. Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11. Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12. Documents Comprising the Application

- 12.1 The Application shall comprise the following: a. Application Submission Letter, in accordance with ITA 13.1; b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1; c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and d. Any other document required as specified in the PDS.
- 12.1 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13. Application Submission Letter

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14. Documents Establishing the Eligibility of the Applicant

- 14.1 To establish its eligibility in accordance with ITA4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15. Documents Establishing the Qualifications of the Applicant

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information

requested in the corresponding Information Sheets included in Section IV (Application Forms).

- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
 - a. For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - b. Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 The Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16. Signing of the Application and Number of Copies

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17. Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a Bear the name and address of the Applicant;
 - b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - c Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18. Deadline for Submission of Applications

- 18.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their applications electronically, in accordance with electronic Application submission procedures specified in the PDS.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19. Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the TDS after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the PDS. 20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21. Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22. Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing

22.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23. Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24. Margin of Preference

24.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25. Nominated Subcontractors

25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26. Evaluation of Applications

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) The qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of

contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27. Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28. Prequalification of Applicants

28.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

29. Invitation to Tender

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

29.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

29.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

30. Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if

(i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members;

(ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or

- (iii) (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31. Procurement Related Complaints and Administrative Review

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 A request for administrative review shall be made in the form provided.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. GENERAL	
ITA 1.1	<p>The Procuring Entity is: UNIVERSITY OF NAIROBI P.O. Box. 30197-00100 Nairobi.</p> <p>The identification of the Invitation for Prequalification is: Registration of Suppliers and Service Providers for Supply of Goods and Provision of Works and Services for the Year 2022-2024</p> <p>The reference number of the contract is: UON/REG/01/2022-2024</p> <p>The particular type of contract is on works, goods or Non-Consulting Services</p>
ITA 2	The Source of funds shall be Government of Kenya and Donor Funds where applicable __
ITA 5.2	Maximum number of members in the JV shall be: Not Applicable
B. CONTENTS OF THE PREQUALIFICATION DOCUMENT	
ITA 8.1	<p>The Tenderer will submit any request for clarifications in writing at the Address:</p> <p style="padding-left: 40px;">The Vice Chancellor, University of Nairobi P.O. Box 30197-00100, Nairobi</p> <p style="padding-left: 40px;">Attn. Director, Supply Chain Management Services Email address : directorsupplychain@uonbi.ac.ke</p>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than 21st September 2022
ITT 9.2	Addendum issued shall be published on the www.tenders.go.ke OR University of Nairobi website: www.uonbi.ac.ke
C. PREPARATION OF APPLICATIONS	
ITA 12.1 (d)	<ul style="list-style-type: none"> ✓ The Applicant shall submit with its Application, the following additional documents: ✓ Copy of Certificate of Registration/Incorporation ✓ Copy of Valid Tax Compliance Certificate ✓ Copy of Certificate of confirmation of Directors and Shareholding CR 12 issued within the last 12 months/Official search/Business Registration Certificate ✓ The application document must be sequentially paginated/ serialized ✓ Copy of valid AGPO certificate where applicable ✓ Copies of registration with relevant regulatory bodies where applicable. ✓ Current practicing certificates for professionals where applicable ✓ Any other documents deemed necessary in this prequalification
ITA 15.2(b)	The source for determining exchange rates is Central Bank of Kenya
ITA 16.2	<p>In addition to the original, the number of copies to be submitted with the Application is: None</p> <p>Tenderers will be required to provide firmly bound Registration/Application document in perfect cover, hard cover or case bound</p> <p>The tender document should be paginated/serialized</p>
D. SUBMISSION OF APPLICATIONS	
ITA 17.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is:

	<p>Name of Procuring Entity: The University of Nairobi Attn. Director, Supply Chain Management Services Postal Address: P.O. Box 30197-00100, Nairobi Physical address for hand Courier Delivery to a Tender Box located at; University of Nairobi, Main Campus Administration Block - University way, At the Tender Box on Ground Floor</p> <p>Date and time for submission of Tenders: Tuesday, 27th September at 11:30am</p> <p>Tenderers shall not submit tenders electronically.</p>
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	<p>The Tender opening shall take place at the time and the address for Opening of Tenders Provided below: THE UNIVERSITY OF NAIROBI, MAIN CAMPUS OLD COUNCIL CHAMBER ADMINISTRATION BLOCK 3RD FLOOR BOARDROOM On Tuesday, 27th September at 11:30 a.m.</p>

REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/Wehereby apply for
registration (Name of Company/Firm) as suppliers of (Item Description)
.....Category No.....
Other branches and location

Organization & Business Information

Management Personnel..... Job Title.....

- 1)
- 2)
- 3)

Partnership (if applicable) Names of Partners

- 1)
- 2)
- 3)
- 4)

Enclose copy of profile of the firm indicating the main fields of activities

EVALUATION CRITERIA

A. OPEN TO ALL CATEGORY: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS) Documents required

S/No	Documents Required	COMPLIANCE (YES/NO)
MR1	Copy of Certificate of Registration/Incorporation	Mandatory
MR2	Copy of PIN Registration Certificate	Mandatory
MR3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
MR4	Valid Single Business Permit from a County Government	Mandatory
MR5	Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments	Mandatory
MR6	Evidence of physical registered office – Attach utility bill e.g., Electricity/water bill etc or tenancy agreements	Mandatory
MR 7	A Copy of CR 12 for companies	Mandatory
MR 8	Registration Certificates or Practising Certificates from affiliated Professional Bodies/Associations, where the nature of goods, works or service is applicable/specific to your line of business e.g., NCA, ,EPRA, PPB etc.	Where applicable

B. DISADVANTAGED GROUP (AGPO): YOUTH, WOMEN & PERSONS WITH DISABILITY PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS) Documents required

S/No	Documents Required	COMPLIANCE (YES/NO)
MR1	Copy of Certificate of Registration/Incorporation	Mandatory
MR2	Copy of PIN Registration Certificate	Mandatory
MR3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
MR4	A Copy of CR 12 for companies	Mandatory
MR5	Valid AGPO Registration Certificate from The National Treasury	Mandatory
MR6	Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments	Mandatory
MR 7	Registration Certificates or Practising Certificates from affiliated Professional Bodies/Associations, where the nature of goods, works or service is applicable/specific to your line of business e.g., NCA, ,EPRA, PPB etc.	Where applicable

Note:-

- Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- The list will be used to source quotations Restricted Tenders on competitive basis as and when need arises.
- Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- Should submit a separate document for each category for those firms that intend to apply in different categories

The suppliers must qualify at preliminary stage to progress to technical evaluation stage.

TECHNICAL EVALUATION STAGE

S/No.	Information required	Remark	
		Complied	Not Complied
1)	Duly completed Part 1 of the Document		
2)	Duly completed Part 2 of the Document		
3)	Duly completed Part 3 of the Document		
4)	Duly completed Part 4 of the Document		
5)	Duly completed Part 5 of the Document		

Firms **MUST** fully complete Part I-4 to pass the Technical evaluation stage. The firms that qualify shall be recommended to be added to the list of registered suppliers under the mentioned category for a period of two years.

NB: Special Groups will be given a waiver on PART 4 and 5.

PART 1: COMPANY DETAILS

a) Sole Proprietor

Your name in full.....

Age..... Nationality.....

Country of origin.....

Citizenship details.....

b) Partnership

Given details of partners as follows:

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

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: ~

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

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

Date.....

Signature & Stamp of Bidder.....

d) Registration with Registrar of Companies

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

e) Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the University of Nairobi and any other public or private institutions. Full Names.....

.....

Signature..... Dated thisday of2022.

In the capacity.....

Duly authorized to sign Tender for and on behalf of

.....

f) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

a)

b)

c)

For and on behalf of M/s.....

In the capacity of

Dated thisday of2022

Suppliers' / Company's Official Rubber

Stamp.....

g) Declaration:

I / We, the undersigned state and declare that the above information is correct and that I / We give the University of Nairobi authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....

For and on behalf of

M/s.....

In the capacity of.....

Dated thisday of2022

Suppliers' / Company's Official Rubber Stamp.....

PART 2: CONFIDENTIAL BUSINESS QUESTIONNAIRE

Business Name.....

Pin No.

A. Address

Address P.O. Box..... Postal Code.....

City/Town..... Telephone Nos

Mobile Nos.....

Email Address:.....

B. Physical Address Business

Location.....

Name of building

Plot No.

Road/Street Name

Floor No.

Room No.

Nature of business.....

Current Business Permit No.....Expiring date.....

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

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

Functioning e-mail address(es).....

PART 3: 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 possesses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by 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 4: PAST PERFORMANCE& EXPERIENCE

a. Please provide at least four (4) supplies/services/projects/assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

1. Name of 1st Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Email address of Contact.....
- v) Value of Contract
- vi) Date.....
(Attach documental evidence of existence of contract)

2. Name of 2nd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Email address of Contact.....
- v) Value of Contract
- vi) Date.....
(Attach documental evidence of existence of contract)

3. Name of 3rd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Email address of Contact.....

- v) Value of Contract
- vi) Date.....
(Attach documental evidence of existence of contract)

4. Name of 4th Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Email address of Contact.....
- v) Value of Contract
- vi) Date.....
(Attach documental evidence of existence of contract)

b. Trade References

Attach at least three (3) current letters of recommendation from reputable organisations that you have supplied goods, works/service for the last three years

.....

- i. Have you ever had an order/contract issued and cancelled in whole or part by University of Nairobi? Yes/No

If yes give reasons for cancellation.....

.....

- ii. Have you ever been issued with a tender/quotation document by University of Nairobi and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

.....

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

.....

PART 5: 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 (2020&2021) two years and/or bank statements for the 6 months certified by the issuing bank as proof of ability to execute the items applied for. (Applicable to Open Category only)

SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a) The information furnished in this application is accurate to the best of my/our knowledge.
- b) That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the University of Nairobi,
- c) We shall notify the University of Nairobi when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the registration evaluation.
- e) We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

.....

Firm's representative

.....

Signature..... Date

Stamp

.....