



KARATINA UNIVERSITY

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS THE FOR FINANCIAL YEARS 2020-2021 AND 2021-2022

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

COMPANY NAME:.....

CATEGORY APPLIED FOR:

Category No/Tender No

Category Description:

IF SPECIAL GROUP PLEASE

INDICATE BELOW: (√)

WOMEN YOUTH

PERSONS WITH DISABILITIES

P.O. BOX 1957 – 10101 KARATINA

TEL: +254 729 721 200 /020217713

EMAIL: procurement@karu.ac.ke

WEBSITE: www.karu.ac.ke

CLOSING DATE:

THURSDAY, 12TH NOVEMBER, 2020 AT 12:00 NOON

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SECTION I: INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2020/2021 and 2021/2022.

The Karatina University invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial Years 2020/2021 and 2021/2022 (two years):

REGISTRATION OF SUPPLIERS				
S/ No	Tenders Number /FY	Tender Description	Special Condition (where applicable)	Eligibility
SUPPLY OF GOODS				
24	KarU/R/0027/2020-2022	Printing and publication of Newsletters, Brochures, Diaries & Calendars, Examinations Booklets Etc	AGPO Certificate	Reserved to Special Groups
25	KarU/R/0028/2020-2022	Printing of Promotional Materials eg. T-Shirts, posters, banners etc	AGPO Certificate	Reserved to Special Groups
26	KarU/R/0029/2020-2022	Supply and delivery of Toners and Cartridges	AGPO Certificate	Reserved to Special Groups
27	KarU/R/0030/2020-2022	Supply and delivery of General Office Stationery.	AGPO Certificate	Reserved to Special Groups
28	KarU/R/0031/2020-2022	Supply and delivery of Cleaning Materials, Detergents, Disinfectants and Soaps	AGPO Certificate	Reserved to Special Groups
29	KarU/R/0032/2020-2022	Supply and delivery of Staff Uniform, Curtains, Protective Clothing and Footwear.	AGPO Certificate	Reserved to Special Groups
PROVISION OF SERVICES				
36	KarU/R/0033/2020-2022	Hire of Other Tents Chairs, Tables, Public Address Systems, Decorations and related items	AGPO Certificate	Reserved to Special Groups
37	KarU/R/0034/2020-2022	Servicing of Printers, Photocopiers, Computers and other related equipment.	AGPO Certificate	Reserved to Special Groups
38	KarU/R/0035/2020-2022	Repair and servicing of Sports Equipment	AGPO Certificate	Reserved to Special Groups

Special Groups (Youth, Women and Persons with Disabilities) must be registered with the National Treasury/County Governments, and other relevant bodies (Attach copy of AGPO certificate).

Special criteria will be used to evaluate categories reserved for the Special/Target groups. Special/Target Groups are encouraged 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.

Documents, containing detailed instructions and requirements may be downloaded from the Karatina University website www.karu.ac.ke or PPIP portal: www.tenders.go.ke free of charge. Applicants who download the tender and registration documents shall email their names, contact details and tender number to procurement@karu.ac.ke

Those wishing to be registered in more than one category will be required to download additional registration documents **for each category. However, an applicant (supplier) will be registered for a maximum three (3) categories.**

Completed tender and registration documents in plain sealed envelopes clearly marked with the **Category Number and Category description** should be deposited in the Tender Box located at the Main Administration Block at Karatina University (Main Campus), Kagochi or be addressed and posted to address below.

**Vice Chancellor, Karatina University P.
O. Box 1957 – 10101, Karatina**

so as to be received on or before Thursday, 12th November,2020 at 12:00 noon

Tender and registration documents will be opened immediately thereafter at **Karatina University's Conference Hall**, in the presence of bidders or their representatives who wish to be present.

Head, Procurement Department For: VICE CHANCELLOR

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1. Scope of Tender

- 2.1.1. Karatina University hereinafter referred to as the procuring entity intends to register suppliers for listed Goods and Services for the **Financial Year 2020/2021 & 2021/2022**. It is expected that registration applications will be submitted to be received by the procuring entity not later than **Thursday, 12th November, 2020 at 12:00 noon**
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

2.2. Submission of Application

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located at Karatina University, Main Campus (Kagochi) reception or be addressed and posted to address below:

**Vice Chancellor,
Karatina University
P. O. Box 1957 – 10101, Karatina**

so as to be received on or before Thursday, 12th November, 2020 at 12:00 noon. Late applications will be rejected.

- 2.2.2. The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3. Eligible Candidates

- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in

Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.3.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.3.3. All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

2.4. Qualification Criteria

- 2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Karatina University reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2. **General Experience.** The applicant shall provide evidence of successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract.
- 2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
- 2.4.4. **The audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5. Public Sector companies

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6. Conflict of Interest

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.7. Updating Registration Information

- 2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

3.2. 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 client's Vice Chancellor. Prices quoted should be inclusive of all delivery charges.

3.3. Payments

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

APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.2	Submission Deadline Thursday, 12th November,2020 at 12:00 noon
2.3	Particulars of eligible tenderers Special Groups (Youth, Women and Persons with Disabilities) must be registered with the National Treasury/County Governments, and other relevant bodies
2.4	General Experience and Audited Accounts ARE NOT requirements for registration of Special Groups

(Complete as necessary)

SECTION III: LETTER OF REGISTRATION

Registration Category Ref No.....

To The Vice Chancellor,
University,
P.O. Box 1957 – 10101, Karatina

Dear Sir,

1. Having examined the application documents including Addenda Nos.
..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Karatina University and as may otherwise be directed,..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the university
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
 - a) That this is not a tender or quotation but an application for consideration to be registered as Karatina University's suppliers for goods/services included or related to this category during the period between **2020 and 2022**.
 - b) That you are not bound to accept this application or any that you may receive.
5. We have attached to this letter are copies of original documents of:
 - a) Valid Certificate of Incorporation/Business Registration
 - b) PIN Certificate
 - c) Certificate of registration (AGPO Certificate) of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)
 - d) Valid Tax Compliance Certificate
6. We make this application with the full understanding that;
 - a) Bids by registered applicants will be subject to verification of all information submitted.
 - b) Karatina University reserves the right to accept or reject any application, cancel the registration process and reject all applications.
 - c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp.....

In the presence of: Name..... **Sign**

Designation **Date**

SECTION IV - APPLICATION FORMS

FORM 1 - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply (*please note that Category applied for must be in line with Business Registration*).....
.....
.....
2. How many employees do you have?.....How many are permanent?.....How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?
(Please Specify)
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Karatina University?
.....
.....
.....
6. What is your average response time to a request for quotation/ proposal?
.....
7. What is your average response to delivery of goods/services after issuance of an LPO?.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?
.....
.....
9. If you are a current or previous supplier of goods and services to Karatina University, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....

Represented by

Signature **Stamp**.....

FORM 2: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) **whichever applied to your type of business.** You are advised that it is a serious offence to give false information on this form.

Applicants are advised to fill this form as required since the details will be used for registration/qualification

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. E mail

Nature of Business

Registration Certificate No.

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

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

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

Part 2 (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.....			

Date Signature of Candidate

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

INDICATE CREDIT PERIOD: DAYS

FORM 3: DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Karatina University employee.

Do you have a relationship with any Karatina University employee that would cause conflict of interest?

.....
.....

I.....declare, for and on behalf of

.....
.....

(company/firm) that all the information furnished to Karatina University in connection with this registration is true and accurate in all material respect. Karatina University is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by..... Title

.....

Signature.....

Stamp.....

FORM 4 - ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

Date

Applicant's Name

Represented by

Signature **Stamp**.....

FORM 5: SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you 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 also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to register our Firm/Company. We are aware that Karatina University is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Karatina University.

Date

Applicant's Name

Represented by

Signature

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

SECTION V - EVALUATION CRITERIA

Karatina University will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

EVALUATION CRITERIA

Applicants will be required to comply with ALL mandatory requirements as follows:

No	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
2	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	YES/NO
3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy of AGPO Certificate)	YES/NO
4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	YES/NO
5	Capability and Competence to Deliver Goods or Services Form duly filled and signed/stamped as per FORM 1 of this document	YES/NO
6	Confidential Questionnaire duly filled and signed/stamped per FORM 2 of this document	YES/NO
7	Sworn Statement filled and signed/stamped per FORM 5 of this document	YES/NO
8	Declaration on Conflict of Interest Form filled and signed/stamped per FORM 3 of this document	YES/NO
9	Eligibility and Litigation Form filled and signed/stamped per FORM 4 of this document	YES/NO

NB: Bidders must meet **ALL** applicable mandatory requirements to qualify.

(The Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below) **No**

Yes

Official Stamp**Sign**.....

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____