



KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)
(A Constituent College of Masinde Muliro University of Science and Technology)

Tel: 0777373633
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P.O BOX385-50309
KAIMOSI-KENYA

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

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KAIMOSI FRIENDS UNIVERSITY COLLEGE

TEL NO : 0777373633

EMAIL: procurement@kafuco.ac.ke

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SECTION I- INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES AND UPDATING OF THE SUPPLIERS LIST

Kaimosi Friends University College intends to update their Register of suppliers for Various Goods, Works and Services for the financial years 2020/2021 and 2021/2022. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the suppliers list who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

Reference number	Category	Special Conditions	Target Group
CATEGORY A. SUPPLY OF GOODS			
KAFUCO/01/2020-2022	Supply and Delivery of Beef and Allied Products		Open
KAFUCO/02/2020-2022	Supply and Delivery of Fish, Chicken and Eggs		Reserved
KAFUCO/03/2020-2022	Supply and Delivery of Dry Foodstuffs, milk and allied products, mineral water, soft drinks and other packaged drinks.		Open
KAFUCO/04/2020-2022	Supply and Delivery of Green Grocery: Vegetable and Fruit		Open
KAFUCO/05/2020-2022	Supply and Delivery of Cereals e.g. Beans & Grains		Reserved
KAFUCO/06/2020-2022	Supply and Delivery of Fire Woods and Fuel		Reserved
KAFUCO/07/2020-2022	Supply and Delivery of General Office Stationery		Open
KAFUCO/08/2020-2022	Supply and Delivery of Tonners and Cartridges	Proof of Dealership.	Open
KAFUCO/09/2020-2022	Supply and Delivery of Cleaning Materials, Detergents, Disinfectant and Sundry Items		Reserved

KAFUCO/10/2020-2022	Supply and Delivery of Computers, Printers, LCD projector, scanner, Photocopiers, Computer Accessories and Computer Softwares	Proof of dealership/ manufacturers authorizations	Open
KAFUCO/11/2020-2022	Supply and Delivery of Motor Vehicles Tyres, Tubes, and Batteries	Proof of dealership	Open
KAFUCO/12/2020-2022	Supply and Delivery of Furniture, Fittings and Equipments		Open
KAFUCO/13/2020-2022	Supply and Delivery of Hardware materials Plumbing Materials		Open
KAFUCO/14/2020-2022	Supply and Delivery of Building Materials - Sand, Ballast, Timbers and Allied Materials		Open
KAFUCO/15/2020-2022	Supply and Delivery of Electrical Materials And Fittings.		Open
KAFUCO/16/2020-2022	Supply, Delivery, Installation, Servicing and Maintenance of Fire Fighting Equipment's	Approval by the directorate of occupational safety & health service	Open
KAFUCO/17/2020-2022	Supply and Delivery of Clinical Drugs and Related Items	License from the certifying bodies	Open
KAFUCO/18/2020-2022	Supply and Delivery of Medical Laboratory Equipment's, Reagents and Related Materials	License from the certifying bodies	Open

KAFUCO/19/2020-2022	Supply and Delivery of Science Laboratory Chemicals, Reagents, Equipments, Capital Equipments And Glassware	License from the certifying bodies	Open
KAFUCO/20/2020-2022	Supply and Delivery of Staff Uniform, Protective Wears, Curtains and Bedding		Reserved
KAFUCO/21/2020-2022	Supply and Delivery of Newspapers Journals and Magazines		Open
KAFUCO/22/2020-2022	Supply and Delivery of Games Sportswear and Related Equipments		Open
KAFUCO/23/2020-2022	Supply and Delivery of Hospitality Equipments i.e. Cutlery, Crockery and Kitchen Equipments		Open
KAFUCO/24/2020-2022	Printing and Publication of Newsletters, Brochures, Diaries, Calendars and Examination Booklets		Reserved
KAFUCO/25/2020-2022	Supply and Delivery of Fridges, Freezers, Dispensers and Cookers		Open
KAFUCO/26/2020-2022	Provision and maintenance of ICT, Networking ,Infrastructure and Installation Services		Open
KAFUCO/27/2020-2022	Supply, delivery, installation, commissioning and maintenance of telecommunication equipment, PABX	Valid license from the communication installation service	Open

	Systems and related Equipment's		
KAFUCO/28/2020-2022	Hire of tents, chairs, tables, public address systems, decorations and related items		Open
KAFUCO/29/2020-2022	Supplies and delivery of library books and materials		Open
KAFUCO/30/2020-2022	Supply, delivery, installation and maintenance of water pumps		Open
KAFUCO/31/2020-2022	Supply and Delivery of Firm inputs		
	CATEGORY B.	WORKS AND SERVICES	
KAFUCO/32/2020-2022	Provision of legal services	Valid membership to LSK	Open
KAFUCO/33/2020-2022	Provision of veterinary services		Open
KAFUCO/34/2020-2022	Provision of consultancy services for Quantity surveying, architectural, structural, electrical and mechanical.		Open
KAFUCO/35/2020-2022	Provision of property and Land Valuation Services		Open

KAFUCO/36/2020-2022	Provision of medical services		Open
KAFUCO/37/2020-2022	Repair and maintenance of ICT equipment		Reserved
KAFUCO/38/2020-2022	Specialized repair and servicing of motor vehicles	Garages/dealers approved by chief mechanical & transport engineer department(CMTE)	Open
KAFUCO/39/2020-2022	Repair servicing and maintenance of laboratory Equipment's		Open
KAFUCO/40/2020-2022	Repair, maintenance and servicing of photocopier, printers, computers and other related equipment's	Proof of dealership/manufacturers authorizations	Open
KAFUCO/41/2020-2022	Provision of supply and key cutting services		Open
KAFUCO/42/2020-2022	Provision of Consultancy Services, Human Resource Training, Development Services, Capacity Building and Media.		Open
KAFUCO/43/2020-2022	Provision of Consultancy Servicing on Environment Impact Assessment and Environmental Audit		Open
KAFUCO/44/2020-2022	Supply, delivery and Installation of security Gadget and equipment		Open

KAFUCO/45/2020-2022	Provision of repair and servicing of refrigerators,		Open
KAFUCO/46/2020-2022	Provision of Minor Civil works: Building Construction, General Civil Works, Electrical Works and Plumbing Gadget and equipment		Reserved

Documents containing detailed instructions and requirements may be downloaded from the Kaimosi Friends University College website www.kafuco.ac.ke ,or PPIP Supplier portal: supplier.treasury.go.ke free of charge.

Those wishing to register in more than one category will be required to download documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015
- ii. Reserved is open to women, youth and people with disability only
- iii. In the open category; Women, youth and people with disability are eligible to participate

Completed registration documents in a plain sealed envelope, clearly marked **“REGISTRATION OF SUPPLIERS FOR 2020/2021 AND 2021/2022”** and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the

applicant, should be deposited in the Tender Box at the **University college Administration Entrance** or sent by post to:-

**THE PRINCIPAL,
KAIMOSI FRIENDS UNIVERSITY COLLEGE
P.O. Box 385-50309
KAIMOSI.**

So as to be received on or before **15th June, 2020 at 12:00 Noon** Opening of the bid documents will be done immediately thereafter in the presences of the applicant or their representatives who choose to attend.

For: PRINCIPAL, KAIMOSI FRIENDS UNIVERSITY COLLEGE

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

KAIMOSI FRIENDS UNIVERSITY COLLEGE, referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

- 1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Kaimosi Friends University College so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- 1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

- 2.2.1 Applications for registration shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, Kaimosi Friends University College Main Campus OR be addressed and posted to:

**THE PRINCIPAL,
KAIMOSI FRIENDS UNIVERSITY COLLEGE
P.O. Box 385-50309
KAIMOSI.**

So as to be received on or before **Monday, 15th June, 2020**. Late applicants will be evaluated with the second batch of application.

- iv. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.3 Eligibility of applicants

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and regulations.
- 2.3.2 The Kaimosi Friends University College employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate.**
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependant agency of another public entity

2.4 Qualification Criteria

- 2.4.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.
- 2.4.2 The registration application forms which are not filled out completely and submitted in the prescribed manners will not be considered. All the documents that form part of the proposal must be written in English and indelible.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
 - i. Average turnover of over Kshs. 500,000 for the last 2 years
 - ii. Confirmation of experience using attachment of reference letters from at least 3 customers.
- 2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last** two years audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.

- 2.4.5 **Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.

- 2.4.6 Past Performance:** will be given due consideration in registration of suppliers. Letters of reference from past customers should be included.
- 2.4.7 Statement:** Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.
- 2.4.8 Withdrawal of registration:** Should a condition arise between the time the firm is applying to register 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 of ownership or new commitments, the Kaimosi University College reserves the right to reject the tender from such a bidder even though they have been initially registered
- 2.4.9 Business premises:** The firm must have a fixed Business premise and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.
- 2.4.10** The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.
- 2.4.11** Youth, Women and People with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

Registration category Ref No:

Category description.....

**To: THE PRINCIPAL,
KAIMOSI FRIENDS UNIVERSITY COLLEGE
P.O. Box 385-50309
KAIMOSI.**

Dear Sir:

1.4 Having examined the application documents including Addenda Nos.....

of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to KAFUCO and as may otherwise be directed (Category).....

and conformity with the said application documents all or part of the items/supply in this category or such other items that may be required and are within our capability to supply.

1.5 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 College.

1.6 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.

1.7 We understand

That this is not a tender or quotation but an application for consideration to be

registered as a KAFUCO Supplier for goods, services and works included or related to this category during the period between **1st July 2020** and **30th June 2022**

That you are not bound to accept this application or any other that you may receive.

1.8 We have attached to this application copies of original documents of:

Registration/ incorporation certificate

PIN Certificate

VAT Certificate

Valid tax compliance certificate

Audited account for the last two (2) financial years OR
Bank statement of the last six (6) months (special groups) We make this
application with full understanding that:

- i. Bids by registered applicants will be subject to verification of all information submitted.
- ii. KAFUCO reserves the right to accept or reject any application, cancel the registration process and reject all applications
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1	Name of The Firm:	
2	Postal Address	
3	Office Telephone No: Mobile No:	
4	Email Address _____	Website: _____
5	Physical Address. Location Street /Plot Number and Building	
6	Legal Status (Partnership/Sole/or Company)	
7	Company Registration No/Registration of Business/Legal Notice(Attach Copy) Year of Registration/Incorporation: _____	
8	VAT Registration No: (Attach Copy) _____	
9	PIN Certificate No: (Attach Copy) _____	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Attach Copy)Mandatory for Open Category	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Trade Terms: (Credit Period) _____	
15	Maximum Value of Business You Can Handle at a Time Kshs.	

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company).....

Name Of Directors/Partners/owners

1. NameNationality..... ID/Passport No.....
2. Name Nationality..... ID/Passport No.....
3. Name.....Nationality.....ID/Passport No.....
4. NameNationality..... ID/Passport No.....

B. Contact persons:

1. NamePhone No..... ID/passport No.....
2. NamePhone No..... ID/passport No.....
3. NamePhone No..... ID/passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

- 1.2 Products/services **you want to be considered to supply**.....
- 1.3 Number of staff
- 1.4 Are you a manufacture/wholesaler/retailer **or distributor**.....
- 1.5 To what extent is your firm/company electronically enabled with your client?
.....
- 1.6 Can we trade on e-procurement platform with your company (yes/no)
.....
- 1.7 What is your average response time to a request for quotation/proposal?
.....
- 1.8 What is your average response time to delivery of goods/service after issuance of an **LPO?**
- 1.9 Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....
- 1.10 If you are a current or previous supplier of goods and services to KAFUCO, have you at any time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....

Form IV - SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particular:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }

Form V: Experience

I. Number of years the company has been in
operation.....

.....

II. Indicate the maximum amount of business with (in financial terms) your company can
handle at any given time Kshs.....

Referees:

1. **Name of company.....**
Postal address
Contact person
Signature

Company rubber stamp.....

2. **Name of company.....**
Postal address
Contact person
Signature
Company rubber

3. **Name of company.....**
Postal address
Contact person
Signature
Company rubber

Applicant's three reputable clients in the last 3 years

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

They can attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

FORM VI – FINANCIAL CAPABILITY

Name applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough enable you transact business with KAFUCO by showing that it has access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months).

Attach a copy of firm’s two audited accounts/certified financial statements giving: summary of assets and current liabilities/ or any other financial support.

Credit period: please indicate the credit period you are willing to offer Kaimosi Friends University college.....

Annual turnover: what is your annual turnover?

- NAME OF THE BANK.....**
- Address of the Banker.....**
- Telephone No.....**
- Contact Name and Title.....**
- Fax**
- Email Address.....**

PROCLAMATION /SWORN STATEMENT/DECLARATION

I/We the undersigned, state that, ALL the information we have given provided in this document is correct/accurate to the best of our knowledge and that I/We give KAFUCO authority to seek any reference it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Applicant Name

.....**Designation**.....**Signature**.....

Witnessed

By.....**Designation**.....**Signature**.....

Official rubber stamp

State if you have any relationship with KAFUCO employee (which relationship)

.....

Information submitted by.....

Title.....

Signature

Stamp.....

SECTION V – EVALUATION CRITERIA

Evaluation criteria for AGPO (Registered Special Groups for women, youth and people with disability)

No	MANDATORY REQUIREMENT	COMPLIANCE
i	Valid certificate of incorporation/business registration	
ii	VAT/PIN certificate for organization	
iii	Certificate of registration of youth women and people with disability owned business enterprises	
iv	Current /Valid tax compliance certificate	
v	Availability of physical Office(evaluation team may visit to confirm)	
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors	

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

Mandatory requirement for open category

	Requirements	Attached or not	Remarks
I	Company registration certificate (registration certificate/certificate of incorporation)		
ii.	VAT/PIN Registration certificate		
iii	Valid trading license/permit		
iv	Current/Valid tax compliance certificate		
v	Availability of physical Office(evaluation team may visit to confirm)		
vi	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors		
vii	Certified copies of audited accounts for the last 2 years		

NOTE: All copies of the above Documents MUST be attached for a firm to be qualified to proceed to the next level of evaluation.

GENERAL REQUIREMENTS

S/No	REQUIREMENTS	POINTS
1	Certified copies of audited accounts for the last 3 years..... 5 Evidence of profit making in the last 2 years 5 Or bank statement for last 6 months (for reserved group).. 10	10
2	Reference from 3 main current clients (fully filled) Evidence attached 20 Evidence not attached 0	20
3	Evidence of physical office – physical location.....2pts Postal address.....2pts Telephone number..... 2pts Email address.....2pts Contact person..... 2pts	10
4	Credit Facility 30 Days2 60 Days.....5 90 Days.....10	10
5	Proclamation/sworn statement. Fully filled, signed and rubber stamped	10
6	Litigation history	10
7	Disclosure of business ownership (company profile disclose directors, partners or sole proprietorship)	10
8	Supply capacity: Maximum volume of business one can handle in one year 2 M and above.....20 1.5—2M15 1--- 1.5M.....10 0.5— 1M..... 05	20
	TOTAL POINTS	100

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(The evaluation team will verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process)

OFFICIAL STAMP OF THE TENDERER