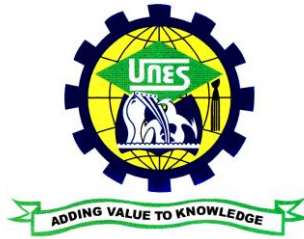


FORM "B"



TENDER NO. UNES/HQS/001/2017-2018

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES, WORKS AND
CONSULTANCIES FOR THE PERIOD 2017/2019**

CLOSING DATE: WEDNESDAY 31ST MAY, 2017 AT 10.00 A.M.

Please indicate the item category applied for as follows:-

ITEM CODE NUMBER:.....

ITEM DESCRIPTION:.....

NAME OF SUPPLIER:.....



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REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR PERIOD 2017-2019

University of Nairobi Enterprises & Services Limited (UNES) is the Commercial arm of the University of Nairobi charged with responsibility of inculcating entrepreneurial and best business practices to the overall University. The Company provides Institutional and Research Consultancy, Professional Trainings and Product Innovations in several thematic areas. Further, UNES provides Bookstores and Hospitality to the University community and the public at large in addition to the Financial Management of other commercial activities of the University.

UNES invites applications from interested and qualified suppliers, contractors and consultants in the several procurement categories for the period 2017-2019 as detailed below:-

A. REGISTRATION OF CITIZEN SUPPLIERS FOR THE PERIOD 2017-2019

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

B. REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME

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

The items/categories are as follows:-

CATEGORY A: SUPPLY OF GOODS				
S/No.	ITEM CODE NO.	ITEM DESCRIPTION	SPECIAL CONDITIONS (where applicable)	ELIGIBILITY
1.	UNES/P/A/007/2017-2019	Supply of packaging machines and packaging materials		YWPWD
2.	UNES/P/A/008/2017-2019	Supply of Office Equipment		YWPWD
3.	UNES/P/A/009/2017-2019	Supply of office furniture, curtains, furnishings and fittings		YWPWD
4.	UNES/P/A/010/2017-2019	Supply of Buildings materials, plumbing and General Hardware		YWPWD
5.	UNES/P/A/011/2017-2019	Supply of Electrical equipments, material and fittings		YWPWD
6.	UNES/P/A/012/2017-2019	Supply of staff uniforms and protective clothes		YWPWD
7.	UNES/P/A/019/2017-2019	Supply of detergents, general cleaning and stain removal areas		YWPWD
8.	UNES/P/A/023/2017-2019	Supply of Newspapers		YWPWD

CATEGORY B - SUPPLY OF FOOD STUFF AND OTHER RELATED PRODUCTS				
1.	UNES/P/B/003/2017-2019	Supply of Capon and related products		YWPWD
2.	UNES/P/B/004/2017-2019	Supply of fish and sea food products		YWPWD

CATEGORY C – PROVISION OF SERVICES AND CONSULTANCIES				
1.	UNES/P/C/003/2017-2019	Provision of Tents and event items		YWPWD
2.	UNES/P/C/005/2017-2019	Provision of fumigation services		YWPWD
3.	UNES/P/C/012/2017-2019	Provision of photography /video graphics, public address and related services		YOUTH
4.	UNES/P/C/029/2017-2019	Supply and Maintenance of CCTV system		YWPWD
5.	UNES/P/C/030/2017-2019	Provision of Local Area Networking		YWPWD

The registration documents containing application and submission information may be downloaded from our website at www.unes.co.ke or <http://supplier.treasury.go.ke> free of charge.

Eligible and qualified firms wishing to be registered under the “open” category should download and fill **Form A**; and those under “YWPWD” (Preference and Reservations group) should download and fill **Form B**. Firms under the Preference and Reservation Group are also at liberty to submit applications for the open categories.

Prospective applicants who download the tender documents shall email their names, physical, postal, telephone and item code numbers to unes-procurement@uonbi.ac.ke for any clarifications or addendum.

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

**THE
MANAGING DIRECTOR,
UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LTD
P.O BOX 68241-00200
NAIROBI KENYA**

and deposited in the TENDER BOX located at the UNES Bookstore reception at Administration Building at the main campus grounds so as to be received on or before **31st May, 2017 at 10.00AM**. The documents will be opened immediately thereafter at the Bookstore meeting Room in the presence of applicants’ representatives who choose to attend.

MANAGING DIRECTOR

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) UNES attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) UNES reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly bound** (Preferably spiral/velo), **filled** and **page numbered**. UNES shall not be responsible for Loss of documents not bound (loose documents).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

UNES invites applications from interested and qualified suppliers, contractors and consultants in the several procurement categories for the period 2017-2019.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Company on **as and when** required during the stated period of 2017-2019.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Managing

Director-UNES, so that they may be registered for submission of quotations/ restricted tender/Request for proposals as appropriate. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

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

**THE
MANAGING DIRECTOR,
UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LTD
P.O BOX 68241-00200
NAIROBI KENYA**

Tel: +254 – 20- 2318256/+254-20-2316834/0722-205-908/0733-333549

Email: unes-procurement@uonbi.ac.ke

Website: <http://www.unes.co.ke>

Not later than **Wednesday 31st May, 2017 at 10.00AM**

1.8 Questions Arising from Documents

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

Procurement Officer

University of Nairobi Enterprises and Services Ltd,

P.O. Box 68241 – 00200,

NAIROBI.

Email: unes-procurement@uonbi.ac.ke

1.9 Additional Information

UNES reserves the right to request submission of additional information from prospective bidders.

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

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

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of all the imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Managing Director. Prices quoted shall be inclusive of all delivery charges.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part I, II, III, IV, V, & VI are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for each of the specific category.

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

3.2 Qualification

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

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of UNES they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

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

(c) UNES reserves to request for additional qualification information as the tender/quotation stage to suit a particular procurement.

3.3.2 Personnel

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

3.4 Statement

Application must include a sworn in statement on part VI by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, UNES reserves the right to reject the tender from such a bidder even though they have been initially registered.

- 3.6** The firm should have a fixed **Business Premise** and must be registered in Kenya, with certificate of Registration, Incorporation, and certificate of registration for Youth, Women and Persons with Disabilities.
- 3.6.1** The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

4. EVALUATION CRITERIA

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

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

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

B: TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1.	Registration Documentation	I	20
2.	Supplier Registration Data & Company details	II & III	30
3.	Manpower/Key Personnel	IV	30
4.	Litigation History/Disclosure	V	10
5.	Sworn in statement	VI	10
	Total		100

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

PART I: REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Copy of VAT Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual
5. Copy of current Single Business Permit from County Government
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK, LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.
7. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
9. CVs for Senior Staff for Consultancy Services

PART II

1. SUPPLIER REGISTRATION DATA

A. Business Name

.....
Pin No. VAT Reg. No

(Attach copy registration certificate)

B. Address

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

C. Physical Address

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

PART III : COMPANY DETAILS

A Sole Proprietor

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

B Partnership

Given details of partners as follows:

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

C Registered Company:

Private or
Public.....

State the nominal and issued capital of company-
Nominal Kshs.....
Issued Kshs.....

Given details of all directors as follows:-

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

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

D. Registration with Registrar of Companies

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

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

3) Registration with any other bodies/authority relevant to your line of business e.g.
AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc
Date of Registration Registration No.
Present Category
(Attach a copy/copies of registration certificates)

A. Current Practising Certificates (Attach copy)

2. TRADE LICENCES

Single Business Permit held – City Councils/County Government/Municipality Councils

- 1) Licence No. Expiry Date
Licensed for.....

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

- 1) Licence No. Expiry Date
2) Licence No. Expiry Date
3) Licence No. Expiry Date.....

(Attach copy/copies of registration certificate)

3. NATURE OF BUSINESS

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

.....
.....

B. For Contractors, state your area of specialisation specific to item Code, Item Description applied for: -

- 1).....
2).....
3).....
-

PART IV : MANPOWER

a) Name of Chief Executive Officer/Principal Officer

.....

b) How many staff does your organization have?.....

c) Indicate the number in each category:

(i) Technical (Permanent..... Temporary.....)

(ii) Semi Skilled (Permanent..... Temporary.....)

d) Please describe generally the experience and expertise your organisation possesses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by UNES.

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

Name

.....

Age

.....

Academic Qualification

.....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with the firm

Position held

PART V : BUSINESS PROBITY AND LITIGATION HISTORY

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

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics and Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by UNES and who is in a position to influence the award of any supply. For purpose of registration process close relative refers to parents, siblings spouse or children	
6	Please indicate if your firm or any of your directors/ partners has ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)	

PART VI : SWORN STATEMENT

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

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

1. The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with University of Nairobi Enterprises and Services Limited.
2. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the registration evaluation.
4. We will not engage in corrupt practices with the UNES/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

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

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