



KISII UNIVERSITY

**TENDER FOR REGISTRATION OF SUPPLIERS FOR
THE PERIOD 2023-2025 (2 YEARS)**

KSU/T/11/2023/2024

**DISPATCHED ON THURSDAY 26TH
OCTOBER, 2023**

**OPENING AND CLOSING DATE:
THURSDAY 15TH NOVEMBER, 2023:**

11.30 AM

TABLE OF CONTENTS.

Contents

TABLE OF CONTENTS	1
SUPPLIER REGISTRATION DETAILS FORM 1	3
TENDER NAME: REGISTRATION OF SUPPLIERS	4
TENDER NO: KSU/T/02/2023/2024	4
CATEGORIES FOR REGISTRATION	4
SUPPLY AND DELIVERY OF GOODS	4
WORKS AND SERVICES	6
SECTION I	9
INFORMATION TO CANDIDATES	9
1.0 INTRODUCTION	9
2.0 DOCUMENTS COMPRISING THE REQUEST FOR registration	10
3.0 PREPARATION OF REGISTRATION DOCUMENTS	10
4.0 SUBMISSIONS, RECEIPT, AND OPENING OF REGISTRATION SUPPLIERS.	11
General Requirements	12
Name of Company:	13
Category Applied For:	13
Evaluation Attribute WOMEN, YOUTH AND PERSONS WITH DISABILITIES or reserved categories ...	13
Name of Company:	14
Category Applied For:	14
Evaluation Attribute for OPEN CATEGORIES	14
SECTION 2	15
CONFIDENTIAL REGISTRATION OF SUPPLIERS BUSINESS QUESTIONNAIRE	15
FORMS	17
REGISTRATION OF SUPPLIERS APPLICATION FORM	19
ANTI CORRUPTION AFFIDAVIT FORM	20
NATURE OF BUSINESS	21

DISCLOSURE22
MANUFACTURER’S AUTHORIZATION FORM23

SUPPLIER REGISTRATION DETAILS FORM 1

1. Name of Company.....
2. Category Applied for.....
3. Category Number.....

4. Physical Location (ie) Town /County.....

5. Street/Road.....

6. Building Name.....

7. Box Number.....

8. Email address.....

9. Telephone Number.....

10. Name/s of majority shareholders/Directors
.....
.....
.....
11. Business Registration number.....(As indicated in the certificate of incorporation).

12. Agpo Certificate number.....(Bidders applying for open categories but have AGPO certificates must indicate AGPO number).

13. KRA Pin Number.....

SIGNATUREDate.....Stamp.....



KISII UNIVERSITY
P.O. BOX 408 – 40200 KISII

TENDER NAME: REGISTRATION OF SUPPLIERS
TENDER NO: KSU/T/02/2023/2024

Kisii University invites sealed tenders from interested, eligible and competent candidates for the purpose of registration as suppliers for the supply of goods, works and services for **2023-2025** years.

CATEGORIES FOR REGISTRATION:

SUPPLY AND DELIVERY OF GOODS		
Category reference	Category description	Eligibility
REG/ CAT /1/2023-2024	Supply and Delivery of General Office Stationery	Reserved
REG/ CAT /2/2023-2024	Supply and Delivery of Photocopying Paper	Reserved
REG/ CAT /3/2023-2024	Supply and Delivery of Tonners and Cartridges (Attach Evidence of dealership authorization)	Authorized /dealers
REG/ CAT /4/2023-2024	Provision of Printing Services and Promotional Materials	Reserved
REG/ CAT /5/2023-2024	Supply and Delivery of Dry Foods Stuffs	Reserved
REG/ CAT /6/2023-2024	Supply and Delivery of Perishable Foods Stuffs	Reserved
REG/ CAT /7/2023-2024	Supply and Delivery of Cleaning Materials, Detergents, Disinfectants and Sundry Items	Reserved
REG/ CAT /8/2023-2024	Supply, Delivery and Installation of Computers, Laptops and Accessories	Reserved
REG/ CAT /9/2023-2024	Supply and Delivery of Printers, Photocopiers and Scanners	Open
REG/ CAT /10/2023-2024	Supply, Delivery and Installation of Computer Software and Networking Materials	Reserved
REG/ CAT /11/2023-2024	Supply and Delivery of Motor Vehicle Spare Parts and Batteries	Open
REG/ CAT /12/2023-2024	Supply and Delivery of Tyres and Tubes	Open
REG/ CAT /13/2023-2024	Supply and Delivery of Hardware Materials – cement, plumbing fittings, tools and implements, roofing materials, paints and allied products	Open
REG/ CAT /15/2023-2024	Supply and Delivery of Building materials eg sand, ballast, murrum, natural stones, hardcore, baked bricks, concrete blocks and allied products	Open
REG/ CAT /16/2023-2024	Supply and Delivery of Electrical materials	Open
REG/ CAT /17/2023-2024	Supply and Delivery of Glass and related fixtures	Open

REG/ CAT /18/2023-2024	Supply and Delivery of Metal related fixtures – Grills, doors window frames etc	Reserved
REG/ CAT /19/2023-2024	Supply and Delivery of Office Furniture and Fittings	Open
REG/ CAT /20/2023-2024	Supply and Delivery of Timber, round poles, cedar poles and allied products	Open
REG/ CAT /21/2023-2024	Supply ,refill and Delivery of Gas cylinders and Cooking Gas	Open
REG/ CAT /22/2023-2024	Supply and Delivery of Drug and Infusions(frame work) Must submit Current and Valid Annual Practice License of the Superintendent pharmacist.	Open
REG/ CAT /23/2023-2024	Supply and Delivery of Laboratory Chemicals and Reagents	Open
REG/ CAT /24/2023-2024	Supply and Delivery of Laboratory and Medical Equipment and Glassware	Open
REG/ CAT /25/2023-2024	Supply and Delivery of Laboratory Physics items	Open
REG/ CAT /26/2023-2024	Supply and Delivery of Staff Uniforms, Protective gear, Curtains and beddings	Reserved
REG/ CAT /27/2023-2024	Supply and Delivery of branded items such as T-shirts, clocks, bags, key holders, caps, diaries etc	Reserved
REG/ CAT /28/2023-2024	Supply and Delivery of Farm inputs, chemicals and other consumables and seedlings.	Open
REG/ CAT /29/2023-2024	Supply and Delivery of Games Equipment and Supplies	Open
REG/ CAT /30/2023-2024	Supply and Delivery of Cutlery and Crockery	Reserved
REG/ CAT /31/2023-2024	Supply and Delivery of Charcoal and Dry Firewood	Reserved
REG/ CAT /32/2023-2024	Supply and Delivery of Books, Periodicals, Magazines and other reading materials	Open
REG/ CAT /33/2023-2024	Supply and Delivery of Electronic Components, Instruments and Equipment (TVs, cookers, fridge)	Open
REG/ CAT /34/2023-2024	Supply and Delivery of farm animals eg fingerlings, Cattle, sheep, goat, bees and rabbit etc	Open
REG/ CAT /35/2023-2024	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment and firefighting training services.	Reserved
REG/ CAT /36/2023-2024	Supply and Delivery of Studio and Media Equipment and Public address.	Open
REG/ CAT /37/2023-2024	Supply and Delivery of Printing Press Materials (Offset printer)	Reserved
REG/ CAT /38/2023-2024	Supply and delivery of water plant materials e.g preforms, spares, consumables etc	Open
REG/ CAT /39/2023-2024	Supply & delivery of Newspapers and Online Newspaper Subscription.	Open
REG/ CAT /40/2023-2024	Supply and Delivery of Gifts and Trophies.	Open
REG/ CAT /41/2023-2024	Supply and Delivery of Airtime Vouchers and Data bundles.	Open

WORKS AND SERVICES		
Category reference	Category description	Eligibility
REG/ CAT /42/2023-2024	Provision of Ground maintenance and landscaping services	Reserved
REG/ CAT /43/2023-2024	Provision of maintenance and repair for printer, photocopier and scanner services.	Open
REG/ CAT /44/2023-2024	Provision of data backup services (cloud)	Open
REG/ CAT /45/2023-2024	Provision of software development, installation and commission services	Open
REG/ CAT /46/2023-2024	Ground maintenance and waste management services eg cutting grass, maintain flowers, Garbage Collection and disposal	Reserved
REG/ CAT /47/2023-2024	Provision of Architectural Services	Open
REG/ CAT /48/2023-2024	Provision of Quantity Survey Services	Open
REG/ CAT /49/2023-2024	Provision of Property ,Valuation Services and asset tagging	Open
REG/ CAT /50/2023-2024	Provision of Taxi Services eg Saloon cars, pick up, canters, Lorries, mini bus and buses	Reserved
REG/ CAT /51/2023-2024	Provision of Sanitary Bins and Sanitary Services	Reserved
REG/ CAT /52/2023-2024	Provision of Fumigation and Pest control	Reserved
REG/ CAT /53/2023-2024	Design and Printing of Accountable Documents and other materials e.g certificates, student IDs etc	Open
REG/ CAT /55/2023-2024	Repair of Motor Vehicles Services –SMES	Reserved
REG/ CAT /56/2023-2024	Provision of Minor Servicing and Panel biting services for University vehicles.	Open
REG/ CAT /57/2023-2024	Provision of Civil Works (Firm should include its panel of professionals).	Open
REG/ CAT /58/2023-2024	Provision of Veterinary Services	Open
REG/ CAT /59/2023-2024	Provision of Medical Services (Referral Hospitals)	Open
REG/ CAT /60/2023-2024	Provision of Air Ticketing and Travel Arrangements Agents (KCAA registered Firms).	Reserved
RE-G / CAT /61/2023-2024	Servicing and Repairs of Electronic Equipment	Open
PREQ / CAT /62/2023-2024	Provision of Human Resource Training, Development Services, Consultancy Services and Capacity Building	Open
REG/ CAT /63/2023-2024	Provision of Consultancy Services on Environmental Impact Assessment and Environmental Audit	Open
REG/ CAT /64/2023-2024	Provision of Print and Electronic Media Services	Open
REG/ CAT /65/2023-2024	Provision of Event Organizing Services	Reserved
REG/ CAT /66/2023-2024	Hiring of Tents, Chairs and Public address System etc	Open
REG/ CAT /67/2023-2024	Design, supply, delivery and installation of Bill Boards, Banners and Signages	Reserved
REG/ CAT /68/2023-2024	Provision of Painting Works	Reserved
REG/ CAT /69/2023-2024	Provision of clearing and forwarding services (agents)	Open
REG/ CAT /70/2023-2024	Provision of Repairs for Cameras and related Media	Open

	equipment	
REG/ CAT /71/2023-2024	Provision of borehole drilling services	Open
REG/ CAT /72/2023-2024	Provision of Hydrological survey services	Open
REG/ CAT /73/2023-2024	Provision of Hotel Catering, Boarding, Conference Reservation and Booking Services	Open
REG/ CAT /74/2023-2024	Repair and Maintenance of Generator Generator320 KVA, 500 KVA and 30 KVA	Open
REG/ CAT /75/2023-2024	Provision of fuel smart card Services	Open
REG/ CAT /76/2023-2024	Provision of bulk message services (bulk SMS).	Open
REG/ CAT /77/2023-2024	Provision of whats app services	Open
REG/ CAT /78/2023-2024	Provision of Courier Services local and International	Open
REG/ CAT /80/2023-2024	Repair of Office Furniture	Open
REG/ CAT /83/2023-2024	Provision of Repairs for Passenger Lifts(ERA approved)	Open
REG/ CAT /84/2023-2024	Provision of Website Design ,Hosting and Maintenance Services	Open
REG/ CAT /85/2023-2024	Supply ,Installation Commissioning and servicing CCTVs.	Open
REG/ CAT /86/2023-2024	Provision of ICT Data Recovery Services	Open
REG/CAT/89/2023-2024	Servicing, Calibration and repair of laboratory equipment and machines.	Open
REG/CAT/90/2023-2024	Provision of Energy Audit Services	Open
REG/CAT/91/2023-2024	Provision of Repair for Cameras and Studio Equipment	Open

Bidders are only required to submit ONE original well bound document per category.

The registration document may be downloaded and printed from www.tenders.go.ke or Kisii University website www.kisiiuniversity.ac.ke

Reserved means: Only Women, Youth and Persons with Disabilities with valid AGPO certificates issued by the National Treasury should apply.

Open means: All bidders may apply for these categories.

Sealed applications must be accompanied by duly completed forms as specified. Completed application documents shall be submitted in plain sealed envelopes without the identity of the applicant and clearly marked Category Number applied for and should either be deposited in TENDER BOX situated at the reception or posted to: **Vice Chancellor Kisii University, P.O Box 408-40200 Kisii**

To be received on or before **15TH NOVEMBER 2023 at 11.30am**. The registration applications will be opened thereafter at the conference room in the presence of the applicants or their representatives who wish to attend.

The University reserves the right to accept or reject any applicant either in whole or part.

**VICE CHANCELLOR
KISII UNIVERSITY
P.O. Box 408-40200
KISII.**

INTRODUCTION

Complete registration documents may be obtained by eligible candidates from www.tenders.go.ke or Kisii University website www.kisiiuniversity.ac.ke. Bidders are required to download and print the document.

registration documents must be submitted in plain sealed envelopes clearly marked **“Prequalification of Suppliers REG/ CAT/ No.../ 2023-2024 ”**with the category reference number and deposited in the Tender Box located at the Administration Reception, Main Campus, Kisii University or be addressed to the Vice Chancellor, Kisii University, P.O. Box 408 - 40200 Kisii so as to be received on or before **Thursday 15TH NOVEMBER 2023 at 11:30am.**

Applications for Prequalification will be opened immediately thereafter in the Conference Room, in the presence of candidates’ representatives, who choose to attend.

Completed Prequalification documents for each category should be submitted in plain sealed envelopes and clearly marked **“Registration of Suppliers – REG/CAT/ NO..../2023-2024 ”** and addressed to:

**The Vice Chancellor,
Kisii University,
P.O Box 408 – 40200,
Kisii**

Kisii University reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof.

SECTION I

INFORMATION TO CANDIDATES

1.0 INTRODUCTION

- 1.1. Kisii University will register and enlist prospective bidders for the supply of various goods, works and services from among those who will have submitted their registration documents, in accordance with the registration requirements to undertake the assignments described herein **for two (2) years**.
- 1.2. Bidders are invited to submit a registration documents for the Supply of various goods, works and / or services.
- 1.3. The registration document and the Tenderers response thereof shall be the basis for prequalification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4. Kisii University does not bind itself to assign supply of any items but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for KSU's decision thereof.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is Kisii University's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, Kisii University:
 - a) Defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the registering process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the registration process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
 - b) Will reject a Tender for prequalification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

- c) Will declare a Tender ineligible, for prequalification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- e) Will have the right to inspect the business premises of the tenderer.

1.8 Tenderers shall furnish information as described in the registration document.

1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2.0 DOCUMENTS COMPRISING THE REQUEST FOR registration

Tenderers may request a clarification on the Tender registration document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 PREPARATION OF REGISTRATION DOCUMENTS

3.1 Tenderers are requested to submit a document written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit **registration document. Only registration document, which fulfill these requirements, will be considered for detailed evaluation.**

3.4 The registration documents shall not include any financial proposal information other than **audited accounts for the last 2 years** (applicable for open categories)

3.5 Period of Validity

The request for registration must remain valid for not less than **120 days** from the date of submission (date of opening the applications by Kisii university) Kisii university will make best effort to complete the evaluation and communicate within this period.

**4.0 SUBMISSIONS, RECEIPT, AND OPENING OF
REGISTRATION SUPPLIERS.**

- 4.1 The original registration Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the registration Document.
- 4.2 An authorized representative of the Applicants should initial all pages of the tender document.
- 4.3 The registration document should be prepared and submitted in one copy in a plain sealed envelope marked: **registration of Suppliers - REG/CATEGORY NO.../2023-2024** ” and addressed to:

**The Vice Chancellor,
Kisii University,
P.O Box 408 – 40200,
Kisii**

4.4 Deadline for Submission

The closing date for the submission of the registration Document shall be **Thursday 15TH NOVEMBER 2023 at 11:30am** and shall be sent to the above address. registration Document shall be marked on top **“DO NOT OPEN BEFORE Thursday 15TH NOVEMBER 2023 at 11:30am**

4.5 Late Submission

Any registration Document received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 Tender Opening and Evaluation

- 4.6.1 A committee of officials shall open the Applications immediately after the closing time for submission of the registration Document.
- 4.6.2 Kisii University will prepare a record of the registration Documents opened.

General Requirements

- 5.1 Kisii University will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Applicants shall not contact Kisii University on the matter relating to their registration Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence Kisii University in the registration Document evaluation shall result in the rejection of their application.
- 5.3 registration will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4 **The applicants in open categories should have registered offices. Kisii University reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services or works before prequalification notification and before award of any tender.**
- 5.5 Applicants who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required **for two (2) years.**
- 5.6 Kisii University reserves the right to **accept or reject** any or all registration Documents without the obligation to assign any reason (s) for its decision thereof.
- 5.7 ***Litigation***
Applicants must disclose any current litigation involving the firm.
- 5.8 ***Evaluation Criteria***
The parameters to evaluation criteria are as per the following evaluation criteria matrix as applicable in line with the PPADA 2015.

	Name of Company: Category Applied For:		
No	Evaluation Attribute WOMEN, YOUTH AND PERSONS WITH DISABILITIES or reserved categories	Evaluation Parameters	Attached or Not attached
i.	Submit ONE copy of dully filled and bound tender document for registration of suppliers.	Mandatory	
ii.	Attach a copy of company valid certificate of Youth, Women and persons with disability (YWPD) /AGPO.	Mandatory	
iii.	Attach duly filled, signed and stamped Supplier Registration details form.	Mandatory	
iv.	Attach a copy of company the director/ proprietor Pin certificate (itax)	Mandatory	
v.	Attach a copy of company Certificate of Registration/Incorporation.	Mandatory	
vi.	Attach a copy of valid company Tax compliance/tax exemption certificate.	Mandatory	
vii.	Attach company duly filled, signed and stamped company Confidential Registration Business Questionnaire.	Mandatory	
viii.	Attach duly filled, signed and stamped Sworn Anti-Corruption Affidavit from a registered commissioner of oaths.	Mandatory	
ix.	Attach a copy of valid business permit of similar work for the company, where waivers have been issued attach evidence.	Mandatory	
x.	Attach copy of ID or passport of the director/ proprietor	Mandatory	
xi.	Attach Copy of CR12 certificate	Mandatory	
xii.	The supplier registration document MUST be paginated and showing in the table of content indicating which pages mandatory requirement are attached.	Mandatory	
	Responsive..... Non Responsive..... Tick appropriately :For official use only		

	<i>Name of Company: Category Applied For:</i>		
No.	<i>Evaluation Attribute for OPEN CATEGORIES</i>	Evaluation Parameters	Attached or Not attached
i.	Submit ONE copy of dully filled and bound tender document for registration of suppliers.	Mandatory	
ii.	Attach duly filled, signed and stamped Supplier registration details form.	Mandatory	
iii.	Attach a copy of Certificate of registration/Incorporation.	Mandatory	
iv.	Attach copy of ID or passport of the director /proprietor	Mandatory	
v.	Attach a copy of valid company Tax compliance certificate.	Mandatory	
vi.	Attach duly filled, signed and stamped company Confidential registration of Business Questionnaire.	Mandatory	
vii.	Attach duly filled, signed and stamped Sworn Anti-Corruption Affidavit from a registered commissioner of oaths.	Mandatory	
viii.	Valid copy of business permit .	Mandatory	
ix.	Valid Registration Certificate from the National Construction Authority- for bidders applying for Civil works and related categories.	Where applicable	
x.	Attach two years (recent) audited accounts where applicable (from 2021 and onwards).	Mandatory	
xi.	Attach manufacturers authorization letter for dealership where applicable	Where applicable	
xii.	Attach clearing and forwarding agent certificate -where applicable.	Where applicable	
xiii.	Attach Kenya International Fright and Warehousing Association certificate (KIFWA) where applicable	where applicable	
xiv.	Attach manufacturers authorization letter for dealership where applicable	where applicable	
xv.	Attach International Air Transport Association (IATA) applicable for Air ticketing category.	where applicable	
xvi.	Attach duly filled, signed and stamped Eligibility Status form	Mandatory	
xvii.	Attach Copy of CR12 certificate.	Mandatory	
xviii.	Must submit Current and Valid Annual Practice License of the Superintendent pharmacist		

Responsive.....Non Responsive..... Tick appropriately :For Official Use only		
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5.9 CONFIDENTIALITY

Information relating to evaluation of registration Documents and recommendations concerning registration shall not be disclosed to the applicants until the registered firms have been advised accordingly.

SECTION 2
CONFIDENTIAL REGISTRATION OF SUPPLIERS BUSINESS
QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) Whichever applies to your type of business; and Part 3
You are advised that it is a serious offence to give false information on this form.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<i>Part 1 – General:</i>											
Business Name											
Location of business premises and Building											
Plot No.....Street/Road											
Postal Address Tel No.											
Working Mobile No a must :											
Email Address : In capital letters											
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 fullAge

Nationality Country of origin

- Citizenship details
.....

-

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

Part 2 (b) Partnership

Given details of partners as follows:

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

Part 2 (c) – PREQistered 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.

DateSignature of Candidate

and stamp.

N/B: FILL THE ABOVE INFORMATION WITHOUT CHANGING THE FORMAT

PROVIDED ABOVE

FORMS

Part 3 – ELIGIBILITY STATUS FORM

3.1 Are you related to an Employee, Committee Member or Board Member of Kisii University?

Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.

.....
.....
.....

3.3 Does an Employee, Committee Member, Board Member of Kisii University sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures?

Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.

.....
.....
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kisii University to provide consulting Services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes _____ No _____

3.6 If answer in '3.5' above is **YES** give details.

.....
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES _____ No _____

3.8 If answer in '3.7' above is **YES** give details:

.....
.....

3.9 Have you offered or given anything of value to influence the procurement process in any organization?

Yes _____ No _____

3.10 If answer in '3.7' above is **YES** give details

.....
.....

I / We **DECLARE** that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give Kisii University authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company PREQistrar's office, Bankers, insurers, EACC or any other similar organizations.

Date

Signature of Candidate

stamp

NB: If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or PREQUALIFICATION

REGISTRATION OF SUPPLIERS APPLICATION FORM

Date _____

registration

Category number:.....

Name of registration category:

.....
.....

**To: The Vice Chancellor
Kisii University
P.O. Box 408-40200
Kisii**

Gentlemen and/or Ladies:

- 1) Having examined the registration documents including Addendum nos.
the receipt of which is hereby duly acknowledged,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our registration Document.

- 2) Our registration is binding to us and if found acceptable we shall be pleased to be included in the list of registered firms.
- 3) We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER
15 OF THE LAWS OF KENYA**

AND

**IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT, NO. 33 2015.**

I,.....of P.O.
Box.....being a resident of in the
Republic of Kenya do hereby make oath and state as follows: -

- 1) THAT I am the.....; (Chief Executive/Managing Director/Principal Officer /Director) of (Name of the Business) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Kisii University and duly authorized and competent to make this Affidavit.
- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kisii University, which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kisii University .
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said

.....

on this day of 20.....

DEPONENT

Before me

NATURE OF BUSINESS

DEFINITION OF BUSINESS

(Indicate whether sole proprietor, Company or partnership)

Specify and give descriptive details of the goods/services you wish to render

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.....
.....
.....

Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.

DISCLOSURE

ASSOCIATE COMPANIES

A)..... (E).....

B)..... (F).....

C)..... (G).....

D)..... (H).....

PERIOD IN BUSINESS.....

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.....

MANUFACTURER’S AUTHORIZATION FORM

To [name of the Procuring entity]

WHEREAS[name of the manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.