



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES

MUST/..... /2016-2017/ 2017-2018

TENDERERS NAME.....

CATEGORY NO:.....

CATEGORY DESCRIPTION

IF SPECIAL GROUP PLEASE INDICATE BELOW: (✓)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

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REGISTRATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2016-2017 & 2017-2018.	

SECTION A: INVITATION FOR REGISTRATION

1.1 Introduction

- i. Meru University of Science and Technology invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Completed bid documents must be received by **MUST** at the address below
- iii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the University .Suppliers who are not registered or failed to meet the registration criteria will not be allowed to participate in the Tenders /RFQS/RFPS
- iv. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE VICE CHANCELLOR,
MERU UNIVERSITY OF SCIENCE & TECHNOLOGY
972-60200, MERU**

The envelope should indicate the **Registration Number applied for and category description** upon submission, and be dropped at the Procurement Office

Documents containing detailed instructions and requirements may be obtained from Meru University website www.must.ac.ke

NB////Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria

1.5 Registration Documents

The document includes questionnaire forms and instructions for the prospective suppliers' .In order to be considered for registration the prospective supplier must provide requested proof and all other all other information requested.

1.6 Enquiries that may arise from the Registration Document should be channeled to the Procurement office –MUST, through the given address

1.7 Invitation to Tenders/Quotation/Proposals

Bidding documents will be made available to those bidders whose qualifications score **70%** and above soon after the evaluation process, please note that late submissions will not be accepted.

SECTION B:

TENDER NOTICE

MERU UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST) INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR

20162018

Meru University of Science & Technology invites applications from interested and competent firms for registration of suppliers for the under listed goods, services and works for the period 2016-2018.

CATEGORY A: SUPPLY OF GOODS		REMARKS
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No	ITEM REFERENCE	ITEM DESCRIPTION	SPECIAL CONDITIONS (where applicable)	
		CATEGORY A		
1	MUST/001/2016-2018	Registration for supply and delivery of stationery		Reserved
2	MUST/002/2016-2018	Registration for supply and delivery of tonners, cartridges and printing ink	Authorized dealers only	Open
3	MUST/003/2016-2018	Registration for supply and delivery of cleaning materials and detergents		Reserved
4	MUST/004/2016-2018	Registration for provision of printing and publishing services		Reserved
5	MUST/005/2016-2018	Registration for provision of printing of Accountable documents	Security printers only	Open
6	MUST/006/2016-2018	Registration for supply of motor vehicles repair services, panel beating, spray painting etc		Open
7	MUST/007/20162018	Registration for provision of protective and safety wear e.g overalls, dust coat ,safety boots etc		Open
8	MUST/008/20162018	Registration for provision of promotion materials e.g branded T-shirts, caps, umbrellas etc		Reserved
9	MUST/009/20162018	Registration for supply and delivery of newspapers		Open
10	MUST/010/20162018	Registration for repair and servicing of office equipment and machines	Licenses from relevant certifying /regulatory bodies	Open
11	MUST/011/20162018	Registration for supply and delivery of wood fuel charcoal and firewood		Open
12	MUST/012/20162018	Registration for supply and delivery of fresh and processed milk	Licenses from relevant certifying /regulatory bodies	Open
13	MUST/013/20162018	Registration for supply and delivery of hardware materials, pipes and fittings	Licenses from relevant certifying /regulatory bodies	Open
14	MUST/014/20162018	Registration for supply and delivery of building and construction material sand, ballast, building blocks and timber	Licenses from relevant certifying /regulatory bodies	Open
15	MUST/015/20162018	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and organic dry animal manures	Licenses from relevant certifying /regulatory bodies	Open
		CATEGORY B		
16	MUST/016/20162018	Registration for supply and delivery of perishable foodstuffs (vegetables and fruits)		Open

17	MUST/017/20162018	Registration for supply and delivery of dry foodstuff - cereals		Reserved
18	MUST/018/20162018	Registration for supply and delivery of perishable foodstuff-meat, meat products, poultry, fish and eggs, pork	Licenses from relevant certifying /regulatory bodies	Open
19	MUST/019/20162018	Registration for supply and delivery of dry food stuffgroceries/shop/supermarket items		Open
20	MUST/020/20162018	Registration for provision of laundry and dry cleaning services		Reserved
21	MUST/021/20162018	Registration for supply and delivery of petroleum fuel: petrol, diesel, lubricants and cooking gas.		Open
22	MUST/022/20162018	Registration for provision of small works –plumbing, electrical, metal and building construction works	Licenses from relevant certifying /regulatory bodies	Reserved
23	MUST/023/20162018	Registration for provision of events managements e.g catering, tents, chairs, public address systems		Reserved
24	MUST/024/20162018	Registration for supply and delivery of electrical and electronics materials, tools and equipment.	Licenses from relevant certifying /regulatory bodies	Open
25	MUST/025/20162018	Registration for supply and delivery of medical drugs, dressings, hospital laboratory reagents	Licenses from relevant certifying /regulatory bodies	OPEN
26	MUST/026/20162018	Registration for provision of medical retail dispensing services	Licenses from relevant certifying /regulatory bodies	OPEN
27	MUST/027/20162018	Registration for provision of landscaping and ground maintenance services		Reserved
28	MUST/028/2016-2018	Registration for supply and delivery of photocopiers, printer, computers and computer software	Licenses from relevant certifying /regulatory bodies	Open
29	MUST/029/2016-2018	Registration for supply and delivery of office furniture		Open
30	MUST/030/2016-2018	Registration for supply and delivery of sportswear and games equipment		Open
31	MUST/031/2016-2018	Registration for supply and delivery of laboratory chemicals, equipment and glassware	Licenses from relevant certifying /regulatory bodies	Open
32	MUST/032/2016-2018	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Licenses from relevant certifying /regulatory bodies	Reserved
33	MUST/033/2016-2018	Registration for supply and delivery of library books, periodicals and journals	Licenses from relevant certifying /regulatory bodies	Open

34	MUST/034/2016-2018	Registration for provision of legal services	Licenses from relevant certifying /regulatory bodies	Open
35	MUST/035/2016-2018	Registration for provision of machines and equipment calibration services	Licenses from relevant certifying /regulatory bodies	Open
36	MUST/036/2016-2018	Registration for provision of construction consultancy consortium services (architects, quantity surveyors and engineers)	Licenses from relevant certifying /regulatory bodies	Open
37	MUST/037/2016-2018	Registration for provision of all types of training e.g ISO, capacity building, baseline surveys, management training, customer satisfaction surveys, Human Resource Training etc	Licenses from relevant certifying /regulatory bodies	Open
38	MUST/038/2016-2018	Registration for sale to the University live farm animals and Biological assets e.g beef bulls, dairy cattle, rabbits, poultry etc	Licenses from relevant certifying /regulatory bodies	Open
39	MUST/039/2016-2018	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Open
40	MUST/040/2016-2018	Registration for provision of consultancy services on environment impact assessment and environment audit, energy audit	Licenses from relevant certifying /regulatory bodies	Open
41	MUST/041/2016-2018	Registration for provision on hire bases for earth moving equipment and machinery e.g. graders, excavators, back hoe, tippers etc.	Licenses from relevant certifying /regulatory bodies	Open
42	MUST/042/2016-2018	Registration for provision of asset and inventory valuation services	Licenses from relevant certifying /regulatory bodies	Open
43	MUST/055/2016-2018	Registration for supply and delivery of Graduation Attire and labelling (Gowns, Hoods and Caps)		open
44	MUST/056/2016-2018	Registration for video coverage and photography services		Open

NB: RESERVED these are Youth, Women and Persons with Disability registered under the National treasury.

The AGPO Groups are to apply and attach:

1. Attach a copy of Certificate from National Treasury indicating the category you are in.
2. Valid tax compliance
3. Company Profile

4. For the Category of Persons with Disability with exemption on tax, please attach the exemption certificate from KRA.
5. Be registered for VAT in KRA itax plat form.

Documents containing detailed instructions and requirements may be obtained from Meru University of Science & Technology website www.must.ac.ke.

Applicants who download the tender documents shall email their names, contact details and item reference numbers to procurement@must.ac.ke

Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

**THE VICE CHANCELLOR
MERU UNIVERSITY OF SCIENCE & TECHNOLOGY
P.O BOX 972-60200
Meru**

SECTION C: PRELIMINARY EVALUATION

The list of documents below are mandatory to all vendors and must be submitted:

1. **Certificate of Incorporation , Partnership or Business registration**
2. **A copy of valid tax compliance, pin certificate and Vat certificate. And also be registered under itax in KRA portal**
3. **A copy of Business Permit.**
4. **Letter of recommendation from two major clients.**

NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.

EVALUATION CRITERIA

	Required information	Allocated scores
1	Financial capability <ul style="list-style-type: none"> • Audited reports for the last 2years • Mode of payment and willingness to give credit 	2 1
2	Past experience and performance	

	<ul style="list-style-type: none"> Number of years in business three referees (preferably clients) attach proof (Proof Copies of LPO, Letter of award, Completion certificate of contracts) 	2 2
5	Confidential business questionnaire <ul style="list-style-type: none"> Duly filled Fixed premises with telephone facilities (will be inspected /verified by a team from MUST) 	1
6.	Litigation history	1
7.	Certified copies with relevant regulatory authorities. i.e KEBS,IATA,NCA etc Poisons board,	1
		10

SECTION D: APPLICATION FORM

Official Receipt No. (Of purchase if purchased)..... (Attach copy)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we (**firm name**)

.....hereby apply for registration as a supplier for..... (Category code no).....

Postal address.....

..... Telephone Number (fixed line).....mobile.....

E-mail Address.....Fax.....

Town.....street.....

Building.....Floor.....Room/office.....

Other Branches/location.....

Full name of authorized signatory.....

Designation.....

Official Rubber stamp and signature.....

Kindly fill the table below with Company directors

s/no	Name	Gender	Age	Youth	Women	PWD	AGPO CERT.NO

SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1s: General information

Business Name	
Physical location of business Premises (Note that a visit to your office may be conducted, Information provided as	Town..... Street..... Building Name..... Floor.....

part of the evaluation)	
Business operations	Year established..... Duration of business operations.....
Principal contact person	Name..... Position.....
Postal Address	P.O BOXCode.....
Nature of business	
Maximum value of business which you can handle at any one time	Ksh.....
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

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

Part2 (c)-Registered Company

Private or Public																																				
State the nominal and issued capital of the company	Nominal ksh..... Issued ksh.....																																				
Give details of all directors	<table border="0"> <thead> <tr> <th>Name</th> <th>nationality</th> <th>citizenship</th> <th>details</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	nationality	citizenship	details			
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Date**Name of tenderer**
.....**Signature**.....

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS/CAPABILITY TO DELIVER GOODS, WORKS OR SERVICES

1. Certificate of Registration /Incorporation..... (Attach copy)
2. Valid Trade License..... (Attach copy)

3. State VAT Registration NO..... (Attach copy)
4. PIN NO..... (Attach copy)
5. Attach Proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable law

.....
 State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....

.....
 If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... (Attach documentary evidence of certification)

7. Other important certifications e.g KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.) Please attach proof
8. What is average response to delivery of goods/services after issuance of LPO?

9. What is the maximum of business which you can handle at any one time? Kshs.....
10. What is your average response time to request for quotation/proposal?

SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART 1

AUDITED FINANCIAL REPORTS

Attach copies of Audited Financial reports for the last 2 years

PART II

TERMS OF TRADE (PAYMENT TERMS)

MUST would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this: **Acceptable/Not Acceptable**

Name.....

Signature.....

SECTION H: LITIGATION /ARBITRATION INCIDENCES

Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.

State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

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 Meru University of Science & Technology 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 Meru University of Science & Technology, 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 Meru University of Science & Technology.
- 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 }
 Commissioner for Oaths }

SECTION I: CLIENTS DETAILS

Give details of at least 3 Reputable Organizations where you are supplying the category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

E-mail Address.....

2. Organization Name.....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

E-mail address.....

3. Organization Name.....

Address.....

Tel No.....

Contact person.....

Position in the organization.....

E-Mail Address.....

4. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the Organization.....

E-Mail Address.....

5. Organization Name.....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

E-mail Address.....

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three key personnel proposed for administration and execution of contract .Attach (Curriculum Vitae CV's).The CVs should be duly signed by the proposed personnel.

position	Name	Qualifications	Experience in proposed position
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SECTION K: PAST PERFORMANCE

Have you previously been supplying goods /services to Meru University of Science & Technology?

If yes, give details

.....

Indicate three of the latest orders with MUST

.....

Do you have any pending orders with MUST? If so give details

.....

Have you ever failed to honour MUST Local Purchase Order? If so give details

.....
 Has your contract ever been terminated by Meru university of Science and Technology?

YES.....NO..... If yes, attach details.

SECTION L: DECLARATION

I/We declare that i/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped.....

Name.....

Position in the Company.....

Date.....