



## **KENYA UTALII COLLEGE**

### **REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2018/2019**

**TENDER NO KUC/29/2018-2019 TO  
KUC/68/2018-2019**

BIDDER'S NAME:.....

TENDER NO:.....

CATEGORY

DESCRIPTION:.....

**IF SPECIAL GROUP PLEASE INDICATE BELOW:**

(√) **WOMEN**

**YOUTH**

**PERSONS WITH DISABILITIES**

**P.O. BOX 31052 – 00600  
NAIROBI TEL: +254 020  
248627 /2686803 EMAIL:  
[info@utalii.co.ke](mailto:info@utalii.co.ke) WEBSITE:  
[www.utalii.co.ke](http://www.utalii.co.ke)**

**APRIL, 2018**

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**KENYA UTALII COLLEGE  
TENDER ADVERTISEMENT**

**ANNUAL TENDERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL  
2018/2019**

Kenya Utalii College invites interested, competent and eligible bidders to tender and or Register for Supply of goods, services and works for period **2018/2019**

<b>S/N O</b>	<b>TENDER NO</b>	<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>BID BOND</b>	<b>SPECIAL CONDITION OF CONTRACT</b>	<b>REMARKS</b>
	<b>TENDERS</b>	<b>GOODS</b>			
1	KUC/01/2018/2019	Poultry and Poultry Products	30,000		OPEN
2	KUC/02/2018/2019	Pork and Pork Products	30,000		OPEN
3	KUC/03/2018/2019	Beef and Beef Products	30,000		OPEN
4	KUC/04/2018/2019	Fresh Water Fish and Seafood	30,000		OPEN
5	KUC/05/2018/2019	Milk and Milk Products	30,000		OPEN
6	KUC/06/2018/2019	Fresh Fruits and Vegetables	30,000		OPEN
7	KUC/07/2018/2019	Drugs and Pharmaceuticals Products	30,000		OPEN
8	KUC/08/2018/2019	Supply of Dry Foods and General Provisions	30,000		OPEN
9	KUC/09/2018/2019	Supply of Detergents	NIL		WOMEN
10	KUC/10/2018/2019	Supply of Furnace oil CST 125	100,000	Valid Registration License with ERC (Energy Regulatory Authority)	OPEN
11	KUC/11/2018/2019	Supply of Airtime and Calling Cards Persons	NIL		PERSONS WITH DISABILITY

		<b>SERVICES</b>			
12	KUC/12/2018/2019	Security Services	200,000		OPEN
13	KUC/13/2018/2019	Professional Insurance Underwriter Services	100,000		UNDERWRITERS
14	KUC/14/2018/2019	Managed Printing Services	100,000		OPEN
15	KUC/15/2018/2019	Provision of Internet, Offsite Backup, Email Server Management, WIFI and Management Services	150,000		OPEN
16	KUC/16/2017/2018	Request for proposal for upgrade of Navision System from 2009 R2 to version 2017 or latest version	200,000		OPEN
17	KUC/17/2018/2019	Supply, Install & Commission Biometric Time Attendance Access Control system	100,000		OPEN
18	KUC/18/2018/2019	Supply, Install and Commission Library management and Security system	100,000		OPEN
19	KUC/19/2018/2019	Request for Proposal for Telephone System Survey and Upgrade Proposal to Modern IP Phones	100,000		YOUTH
	<b>PREQUALIFICATION</b>				
20	KUC/20/2018/2019	Pre-qualification of suppliers for provision of Building/Works Consultancy	NIL	Valid membership of accredited Professional Body	OPEN
21	KUC/21/2018/2019	Supplier for Building Contractor	NIL	Valid classification and approval by the National Construction Authority <b>(NCA 2 and above )</b>	OPEN
	<b>Reserved Tenders for Special Category - Goods</b>				
22	KUC/22/2018/2019	Toner, Printer Cartridge and Flash disk	NIL		YOUTH

23	KUC/23/2018/2019	Supply and Delivery of Stationery	NIL		YOUTH
	<b>Reserved Tenders for Special Category - Services</b>				
24	KUC/24/2018/2019	Gardening Services	NIL		YOUTH
25	KUC/25/2018/2019	Garbage Collection Services	NIL		YOUTH
26	KUC/26/2018/2019	Sanitary Disposal Services	NIL		WOMEN
27	KUC/27/2018/2019	Provision of Cleaning Services	NIL		YOUTH
28	KUC/28/2018/2019	Preventive Maintenance Service and repair of Computers, Printers, Network Points, Photocopiers and other Office Equipment	NIL		YOUTH
	<b>REGISTRATION</b>				
29	KUC/29/2018/2019	Suppliers for Provision of Linen.	NIL		YOUTH
30	KUC/30/2018/2019	Suppliers for Provision of design & Printing of branded promotional materials & signage services e.g. banners, T-shirt and brochures	NIL		WOMEN
31	KUC/31/2018/2019	Suppliers for Supply and Delivery of computer, Photocopier, LCD Projectors and Accessories	NIL		YOUTH
32	KUC/32/2018/2019	Suppliers for Provision of Wines & Spirit	NIL		YOUTH
33	KUC/33/2018/2019	Suppliers for Provision of Audio Visual, ceremonial lighting and other related equipment's on hire.	NIL		YOUTH
34	KUC/34/2018/2019	Suppliers for provision of tents, chairs (all on hire) and other related party accessories.	NIL		WOMEN
35	KUC/35/2018/2019	Suppliers for Provision of Crockery, Cutlery, & Glassware & Kitchen Tools	NIL		OPEN

36	KUC/36/2018/2019	Suppliers for Provision of Fresh Flowers	NIL		WOMEN
37	KUC/37/2018/2019	Suppliers for Provision of Hardware items	NIL		YOUTH
38	KUC/38/2018/2019	Suppliers for Provision of Electrical Items	NIL		WOMEN
39	KUC/39/2018/2019	Suppliers for Provision of Office Furniture	NIL		PERSONS WITH DISABILITY
40	KUC/40/2018/2019	Supplier for Supply Bulk LPG(Gas)	NIL	A proof of registration with Energy Commission of Kenya	OPEN
41	KUC/41/2018/2019	Suppliers for Provision of Kitchen Equipment Heavy duty	NIL	Proof of dealership/Manufacturers' authorization	OPEN
42	KUC/42/2018/2019	Provision of Air Ticketing and Related Services	NIL	(IATA) registered firms only	OPEN
43	KUC/43/2018/2019	Supplier for Boiler services & Maintenance	NIL		OPEN
44	KUC/44/2018/2019	Suppliers for Supply of Games, Sport item and Equipment	NIL	Proof of dealership/Manufacture authorization	OPEN
45	KUC/45/2018/2019	Suppliers for Training First Aid	NIL		OPEN
46	KUC/46/2018/2019	Suppliers for Supply of college Books	NIL		OPEN
47	KUC/47/2018/2019	Suppliers for supply of computer software's, Network switches, firewall appliances, routers, antivirus & firewall licenses, structured cabling, DR/Data centre solution, UPS and virtualization.	NIL	Proof of dealership/m manufacturer authorization	youth
48	KUC/48/2018/2019	Suppliers for Motor Vehicle Repairs and Maintenance Services (Garages)	NIL		OPEN
49	KUC/49/2018/2019	Suppliers for provision of legal services.	NIL	Valid practicing certificate of Professional Body (LSK)	OPEN

50	KUC/50/2018/2019	Suppliers for Provision of Medical Consultancy Services	NIL	Valid membership of Professional Body. Indicate consultancy fee per visit	OPEN
51	KUC/51/2018/2019	Suppliers for provision of fumigation & Pest Control Services.	NIL	Approval by the Directorate of Occupational Safety & Health Services	YOUTH
52	KUC/52/2018/2019	Suppliers for Repairs, Maintenance and Service of laundry machines and Equipment.	NIL		OPEN
53	KUC/53/2018/2019	Suppliers for servicing firefighting equipment and related items	NIL		YOUTH
54	KUC/54/2018/2019	Suppliers for cleaning and extraction of kitchen hoods	NIL		OPEN
55	KUC/55/2018/2019	Suppliers of Vehicle tyres, batteries and spare parts	NIL		OPEN
56	KUC/56/2018/2019	Suppliers of Human Resources Training and consultancy services	NIL	As per requirements on Form IV (attach relevant CVs & Certificates)	OPEN
57	KUC/57/2018/2019	Suppliers for Auctioneer services	NIL		OPEN
58	KUC/58/2018/2019	Suppliers for servicing and Maintenance of air conditioners	NIL		OPEN
59	KUC/59/2018/2019	Suppliers for Maintenance and servicing of CCTVs.	NIL		OPEN
60	KUC/60/2018/2019	Suppliers for Hiring of Ambulance Services.	NIL		OPEN
61	KUC/61/2018/2019	Suppliers for service and Maintenance of Kitchen Equipment's.	NIL		OPEN
62	KUC/62/2018/2019	Suppliers for PABX and Telephone line maintenance	NIL		OPEN
63	KUC/63/2018/2019	Supplier for Small works	NIL	NCA 6 and above	open

64	KUC/64/2018/2019	Supplier for service and maintenance of Borehole	NIL		Open
65	KUC/65/2018/2019	Supplier for Provision of Hotel Conference facility (Nairobi, Kisumu, Nakuru, Mombasa, Eldoret, Naivasha)	NIL		OPEN
66	KUC/66/2018-2019	Supplies for maintenance of Weighing Scales	NIL		OPEN
67	KUC/67/2018-2019	Supplies of Mineral Water	NIL		OPEN
68	KUC/68/2018-2019	Suppliers of Refrigeration equipment & Cold Room Spares	NIL		YOUTH

Details of these tenders can be accessed through link [supplier.treasury.go.ke](http://supplier.treasury.go.ke) or **KUC Website** [www.atalii.ac.ke](http://www.atalii.ac.ke)  
Downloaded documents **must** be registered with purchasing department Kenya Utalii College before the closing date on **Monday 7<sup>th</sup> May, 2018**.

Completed Tender documents in plain sealed envelopes clearly indicating the tender number and name as indicated in the list should be addressed to: -

**THE PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE  
P O BOX 31052 – 00600 NGARA  
NAIROBI**

And should be placed in the Tender Box at the College Reception, not later than **10:00 a.m.** on the closing date **Monday 7<sup>th</sup> May, 2018**. The tenders will be opened on the same day at **10:15 a.m.** at the College’s **Madaraka Hall** in the presence of tenderers/representatives who may wish to attend.

Canvassing will lead to automatic disqualification. Report corruption issues to: [reportcorruption@atalii.co.ke](mailto:reportcorruption@atalii.co.ke)

**THE PUBLIC IS ADVISED TO DISREGARD ANNUAL TENDER ADVERT FOR KENYA UTALII COLLEGE THAT APPEARED IN “MY GOV” NEWSPAPER ON 17<sup>TH</sup> APRIL,2018.**

**PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE**

**ISO 9001:2008  
Certified**





## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1. Scope of Tender**

- 2.1.1. Kenya Utalii College hereinafter referred to as the procuring entity intends to prequalify contractors for the following Goods, Services and Small works for the **Financial 2018/2019** It is expected that registration applications will be submitted to be received by the procuring entity not later than **Monday 7<sup>th</sup> May, 2018**
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2. Submission of Application**

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located at Kenya Utalii College reception ,Thika Road or be addressed and posted to address below:

**THE PRINCIPAL & CHIEF EXECUTIVE OFFICER  
KENYA UTALII COLLEGE  
P O BOX 31052 – 00600 NGARA  
NAIROBI**

- 2.2.2. **so as to be received on or before Monday 7<sup>th</sup> May, 2018 at 10:00am.** Late applications will be rejected.
- 2.2.3. All the information requested for registration shall be provided in the English language..
- 2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### **2.3. Eligible Candidates**

- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

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

## 2.4. **Qualification Criteria**

- 2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Kenya Utalii College reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2. **General Experience.** The applicant shall meet the following minimum criteria
  - a) average annual turnover as a supplier over the last two (2) years of Kshs. 0.5 million.
  - b) successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.
- 2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.
- 2.4.4. **The audited Accounts** for the last **two (2) years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.
- 2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5. **Public Sector companies**

- 2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially

autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

**2.6. Conflict of Interest**

- 2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other registration and bidding documents for

the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.7. Updating Registration Information**

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

## **3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **3.1. Taxes on Imported Materials**

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

### **3.2. Contract Price**

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

### **3.3. Payments**

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

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

### **Notes on the appendix to instructions to Candidates**

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

**SECTION III: LETTER OF REGISTRATION**

**Registration Category Ref No.....**

To  
The Principal & CEO,  
Kenya Utalii  
College  
P.O. Box **31052-00600**,  
Nairobi

**Dear Sir,**

1. Having examined the application documents including Addenda Nos. .... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Kenya Utalii College and as may otherwise be directed,..... (Category). And conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services with accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of the College
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
  - a) That this is not a tender or quotation but an application for consideration to be registered as Kenya Utalii College’s suppliers for goods/services included or related to this category during the period between **1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019**.
  - b) That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter are copies of original documents of:
  - a) Registration /Incorporation Certificate
  - b) PIN Certificate

- c) VAT Certificate/Vat Exemption certificate
  - d) Valid Tax Compliance Certificate
  - e) Audited accounts for the last two (2) financial years
6. We make this application with the full understanding that;
- a) Bids by registered applicants will be subject to verification of all information submitted.
  - b) Kenya Utalii College reserves the right to accept or reject any application, cancel the registration process and reject all applications.
  - c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

**Sign and stamp**.....

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

**Designation** .....**Date**  
.....

## **SECTION IV - APPLICATION FORMS**

### **FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE**

1	Name of Firm:		
2	Postal Address		
3	Telephone Office: Mobile:	Name of Contact Person:	
4	E-mail:	Website:	
5.	Exact Physical Location street, building:		
6.	Legal Status (partnership/sole proprietor /Ltd. Company)		
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:		
8.	VAT Reg. Certificate No: (Attach Copy)	PIN Certificate No: (Attach	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)		
10.	Current trade license (Attach Copy)		
11.	Nature of business		
12.	Maximum Value of Business which you can handle at a time Kshs:		
13.	Name of your Bankers: Branch:		
14.	Your trade terms (mode or payment- cash..... or credit .....credit period allowed		

### **FORM II - DETAILS OF DIRECTOR/PARTNERS**

	Names	Nationality	%of Share
1			
2			
3			
4			
5			



**FORM III - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

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

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

**FORM IV - SUPERVISORY PERSONNEL**

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

Provide a list of your key supervisory personnel and in particular:

<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Position/Job title</b>	<b>Academic Qualificati</b>	<b>Profession al</b>

(Attach copies of certificates/CVs of key personnel in the organization)

**Applicable for Category KUC/52/2018-2019(supplier of Human Resource Training and Consultancy services only).**

## **ORM V - EXPERIENCE**

### **Applicant's three (3) reputable clients in the last three (3) years**

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Copies invoices
3. Letters of Award
4. Completion certificates
5. Contract documents etc

## FORM VI - FINANCIAL CAPABILITY

<b>Name of Applicant</b>
--------------------------

The applicant shall demonstrate 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 Bank Statements for the last six months)

- (1) Attach a copy of firm's two Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support

<b>Financial information in</b>	
1. Total assets	
2. Current assets	
3. Total liabilities	
4. Current liabilities	

<b>Banker</b>	Name of banker
	_____
	Address of banker
	.....
	Telephone                                                  Contact name and title
_____	
Fax                                                                                                  E mail	

**FORM VII - ELIGIBILITY & LITIGATION HISTORY**

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

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

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

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

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of Client, cause of litigation, and matter in</b>	<b>Disputed amount</b>

## SECTION V - EVALUATION CRITERIA

Kenya Utalii College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### EVALUATION CRITERIA 1 – For Registered Special Groups (Youth, Women & PWD Only)

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration ( <b>Attach copy</b> )	
<b>A2</b>	Personal Identification Number(PIN) certificate for the	
<b>A3</b>	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury ( <b>Attach copy</b> )	
<b>A4</b>	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal	
<b>A5</b>	CR-12 FORM	

### EVALUATION CRITERIA II – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
B1	Valid Certificate of Incorporation/Business Registration ( <b>Attach copy</b> ) Personal Identification Number(PIN) certificate ( <b>Attach copy</b> ) Valid Tax Compliance Certificate ( <b>Attach copy</b> ) Current Business Permit/License ( <b>Attach copy</b> )	YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>	
C1.	<b>Supplier Availability:</b> - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	10
C2.	<b>Business Ownership:</b> -Disclosure of Directors/Partners /Sole Proprietor	10
C3.	<b>Financial Capability:</b> Certified Audited Accounts for the last 2 years.	20
C4.	<b>Financial Stability</b> – Evidence of profit making in the attached 2 years audited reports	10

C5.	<b>Experience:</b> Indicate having undertaken similar assignment. <b>(Attach Proof of Four copies of either LPOs, invoices, Contract or Completion Certificates) 5 marks each</b>	20
-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----



C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6)	12
C7.	<b>Credit Period:</b> Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C9	Eligibility & Disclosure of litigation history	6
	<b>TOTAL</b>	<b>100</b>

**NB:** Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 70%**

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

**Declaration (For the Tenderer only)**

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

**Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?** *(Tick appropriately below)*

**No**

**Yes**

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

**For Official Use Only**

*(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)*

-----  
-----  
-----  
-----  
-----  
-----

**Accept the Firm**

**Reject the Firm**

**Sign .....****Date .....**

**Approved /Not Approved**

**SECTION VI- DECLARATIONS**

**DECLARATION ON CONFLICT OF INTEREST**

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

Do you have a relationship with any Kenya Utalii College employee that would cause conflict of interest?

.....  
.....

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

.....  
.....

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

**Information submitted by.....** ...

**Title .....**

**Signature.....**

**Stamp.....**

**SWORN STATEMENT**

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that Kenya Utalii College is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Kenya Utalii College

**Date**

.....

**Applicant's Name** .....

**Represented by**

..... **Signature**

..... **(Full**

**name and designation of the person signing and stamp or seal)**

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_