



EGERTON UNIVERSITY

**APPLICATION DOCUMENT FOR REGISTRATION OF SUPPLIERS FOR
GOODS, SERVICES AND WORKS FOR THE YEAR 2022 -2024**

REG.NO. EU/IFR/001/2022-2024

The Vice Chancellor
Egerton University,
P.O. Box 53-20115,
Egerton-Keya. www.egerton.ac.ke
E-mail: procurement@egerton.ac.ke

**INVITATION FOR REGISTRATION OF SUPPLIERS
 PROCURING ENTITY: EGERTON UNIVERSITY
 NAME AND DESCRIPTION: APPLICATION DOCUMENT FOR REGISTRATION OF
 SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE YEAR 2022 -2024– REG.
 NO. EU/IFR/001/2022-2024**

1. The *Egerton University* intends to register contractors/Suppliers/Service Providers from Citizen Suppliers (CS) for the supply, provision of various under listed goods, works and services for the period 2022-2023/2024: **REG.NO. EU/IFR/001/2022-2024.**
2. applicants **MUST** provide a substantive response in the format provided, irrespective of any attached documents.
3. A complete set of Registration documents may be may be obtained electronically from the Website (s) www.egerton.ac.ke OR www.tenders.go.ke . Registration documents obtained electronically will be free of charge.
4. Candidates who download the Registration document must forward their particulars immediately to procurement@egerton.ac.ke to facilitate any further clarification or addendum.
5. The candidates shall **chronologically serialize all pages** of the registration documents submitted.
6. Completed registration document must be delivered to the address below on or before **11.00 a.m. on 31st August,2022**. Electronic Registration document **will not** be permitted.
7. Registration document will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Registration document will be publicly opened in the presence of the candidates designated representatives who choose to attend at the address below.
8. Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked **“EU/IFR/001/2022-2024 -REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE YEAR 2022 -2024**
CATEGORY:.....
CODENO:
DESCRIPTION:.....

9. Late Registration documents will be rejected.
10. The addresses referred to above are:

A. Address for Submission of Registration documents.

Egerton University,
 Njoro Campus
 Tender Box, Ground Floor, Procurement department Building
 Situated in Nakuru County, along Njoro-Mau Narok Road,

Attn.

Ag. Deputy Chief Procurement Officer,
 P.O. Box 536-20115,
 Egerton
 E-mail: procurement@egerton.ac.ke

B. Address for Opening of registration documents.

Egerton University,
 Njoro Campus
 Tender Box, Ground Floor, Procurement department Building
 Situated in Nakuru County, along Njoro-Mau Narok Road,

Signature ----- Date.....

1. INSTRUCTION TO APPLY FOR REGISTRATION

1.1 Introduction

Egerton University (hereinafter referred to as EU), invites interested individuals and companies to apply so as to register as providers/suppliers of goods, services and works to the University.

The main objective of the registration is to enable the University maintain a register of interested and capable suppliers and service providers who will in the course of the financial years 2022-2023 and 2023-2024 be invited to give quotations or apply for tenders for the supply of the goods and services as and when required.

Notably, registration is not a contractual agreement between the applicant and the University. Contractual agreements will be entered upon when the quotation or tender given by the applicant is accepted by the Corporation.

1.2 Registration of Suppliers/Contractors

It is only the applicants whose registration applications are accepted who will be entered in the EU Register of registered Suppliers. Registration applications will be evaluated as per the criteria set out in this document.

When the need for services or supplies arises, the registered individuals/ companies who will be invited to submit tenders or quotations as appropriate.

1.3 Capacity to Supply

In submitting the registration Application Document, and as detailed therein, the applicant will be required to demonstrate that they have the capacity to supply the goods, services or works they seek to be registered for. Demonstration of experience in supplying similar goods, services or works to institutions of similar or near similar complexities and levels as EU is mandatory.

1.4 Application for Registration

Suppliers interested in applying for registration are required to submit fully and correctly filled registration Application Documents to the Vice Chancellor, EU within the time frame stated in this document. To be considered for registration, the applicant must submit all the information required as indicated in the registration Application Document (PQ-1 to PQ-8 and relevant attachments).

Completed registration documents in plain sealed outer envelope enclosing separately sealed envelopes (in “**Original**” and “**One copy**” properly bound) **ALL** clearly marked **EU REG. NO EU /IFR/001/2022/2023-24 – REGISTRATION OF SUPPLIERS: - CATEGORY**CODE NO..... and bearing no indication of the applicant should be addressed to:-

**THE VICE CHANCELLOR
EGERTON UNIVERSITY P.O. BOX 536-20115
EGERTON.**

To be considered, the application must be received on or before **31ST August,2022 at 11:00 a.m. local time**

1.5 Obtaining the Registration application document

Complete registration documents with detailed information may be downloaded from EU official website (<https://www.egerton.ac.ke/>) OR www.tenders.go.ke

Note: This registration document is not for sale and shall therefore be provided with no charge.

1.6 Questions Arising from the Document

If the applicant has any questions regarding the registration Application Document or process, they should address those questions, only in writing, to the address indicated in clause 1.4.

1.7 Additional Information

EU reserves the right to request submission of additional information from prospective suppliers.

1.8 Registration Decision

EU reserves the right to accept or reject any application for registration without assigning any reason(s) thereto.

1.9 Communication to Applicants

After evaluation of the registration Application Documents, the University will communicate, in writing, to the applicants to inform them of the decision made regarding their application by uploading names of successful applicants in EU website.

2.GOODS, SERVICES AND WORKS OFFERED FOR APPLICATION FOR REGISTRATION

Interested applicants are invited to apply to register for the supply of any of the following goods, services or works. **Each application Document is valid for only one item/reference/code number.**

CODE NO: EU /GG/2022-24	CATEGORY A: GENERAL GOODS	ELIGIBILITY
EU/IFR/GG/001/2022-2024	Supply and Delivery of General office stationery e.g. Printing papers.	Reserved for disadvantaged groups
EU/IFR/GG/002/2022-2024	Supply and Delivery of Hardware Materials	Open to all bidders
EU/IFR/GG/003/2022-2024	Supply and Delivery of Electrical Materials	Open to all bidders
EU/IFR/GG/004/2022-2024	Supply and Delivery of General Construction materials e.g. Building stones, ballast etc.	Open to all bidders
EU/IFR/GG/005/2022-2024	Supply and Delivery of Computer Hardware, Laptops, Printers, Scanners, Computer Software and Related Items	Open to all bidders
EU/IFR/GG/006/2022-2024	Supply of Computer Stationery and Computer Consumables	Reserved for disadvantaged groups
EU/IFR/GG/007/2022-2024	Supply and Delivery of Electronic Components, Instruments and equipment	Open to all bidders
EU/IFR/GG/008/2022-2024	Supply and Delivery of Office Equipment	Open to all bidders
EU/IFR/GG/009/2022-2024	Supply and Delivery of Billboards, Business Cards, Banners and Signage	Reserved for disadvantaged groups
EU/IFR/GG/010/2022-2024	Supply and Delivery of Timber and Fencing Posts	Reserved for disadvantaged groups
EU/IFR/GG/011/2022-2024	Supply and Delivery of Cleaning Materials	Reserved for disadvantaged groups
EU/IFR/GG/012/2022-2024	Supply and Delivery of Library Books	Open to all bidders
EU/IFR/GG/013/2022-2024	Supply, and delivery of Games Sports Wear and Equipment's	Open to all bidders
EU/IFR/GG/014/2022-2024	Supply and Delivery of Fertilizer, Farm Chemical, Fungicides, Insecticides and Vet Drug.	Open to all bidders
EU/IFR/GG/015/2022-2024	Supply and Delivery of Teaching and research Chemicals	Open to all bidders
EU/IFR/GG/016/2022-2024	Supply and Delivery of Teaching and research Equipment	Open to all bidders
EU/IFR/GG/017/2022-2024	Supply of Office Furniture and Fittings.	Open to all bidders
EU/IFR/GG/018/2022-2024	Supply and delivery of Dry foodstuff e.g. sugar, rice, baking flour	Reserved for disadvantaged groups
EU/IFR/GG/019/2022-2024	Supply and delivery of perishable foodstuff (vegetables)	Reserved for disadvantaged groups
EU/IFR/GG/020/2022-2024	Supply and Delivery of Perishable Foodstuffs	Reserved for disadvantaged groups

	(Meat and Meat Products)	
EU/IFR/GG/021/2022-2024	Supply and Delivery of Perishable Foodstuffs (Cereals e.g. Maize, beans etc)	Reserved for disadvantaged groups
EU/IFR/GG/022/2022-2024	Supply & Delivery of Fresh Dressed Chicken and Eggs	Reserved for disadvantaged groups
EU/IFR/GG/023/2022-2024	Supply of Local, International Newspapers, Magazines, Periodicals	Reserved for disadvantaged groups
EU/IFR/GG/024/2022-2024	Supply and Delivery of Industrial and Domestic Weighing Scales	Open to all bidders
EU/IFR/GG/025/2022-2024	Design and Printing of Promotional Materials e.g. Banners and Give-away Merchandise	Reserved for disadvantaged groups
EU/IFR/GG/026/2022-2024	Supply and Delivery of Fire Fighting Equipment	Open to all bidders
EU/IFR/GG/027/2022-2024	Supply and Delivery of Supply & Delivery of LPG gases	Open to all bidders
EU/IFR/GG/028/2022-2024	Supply and delivery of Cartridges & Toners.	Reserved for disadvantaged groups
EU/IFR/GG/029/2022-2024	supply & delivery of staff uniforms & protective gear, tailoring items, linen, curtain materials and rails	Reserved for disadvantaged groups
EU/IFR/GG/030/2022-2024	Supply and delivery of printing materials for the University press e.g. Ink	Reserved for disadvantaged groups
EU/IFR/GG/031/2022-2024	Supply and delivery of water treatment and swimming pool chemicals	Open to all bidders
EU/IFR/GG/032/2022-2024	Supply & Delivery of Printing Materials For University Press (Ink, Bond Papers)	Open to all bidders
EU/IFR/GG/033/2022-2024	supply and delivery of motor vehicle spare parts	Open to all bidders
EU/IFR/GG/034/2022-2024	supply and delivery of tyres, tubes and batteries	Open to all bidders
EU/IFR/GG/035/2022-2024	supply & delivery of fuels, lubricants & oil.	Open to all bidders
CODE NO: EU /MS/2022-24	CATEGORY B: MEDICAL SUPPLIES	
EU/IFR/MS/001/2022-2024	Supply and Delivery of Dental Equipment and Materials.	Open to all bidders
EU/IFR/MS/002/2022-2024	Supply of Teaching Lab Chemical, Reagents and Consumables.	Open to all bidders
EU/IFR/MS/003/2022-2024	Supply and Delivery of Medical Laboratory Reagent and Equipment's	Open to all bidders
EU/IFR/MS/004/2022-2024	Supply and Delivery of pharmaceutical Drugs and IV Fluids	Open to all bidders
EU/IFR/MS/005/2022-2024	Supply and Delivery of Non-pharmaceutical	Open to all bidders

	Drugs	
EU/IFR/MS/006/2022-2024	Supply and Delivery of Surgical Materials	Open to all bidders
CODE NO: EU /GS/2022-24	CATEGORY C: PROVISION OF GENERAL SERVICES	
EU/IFR/GS/001/2022-2024	Provision of Travel Air Ticketing Services	Open to all bidders
EU/IFR/GS/002/2022-2024	Provision of Printing services	Reserved for disadvantaged groups
EU/IFR/GS/003/2022-2024	Provision of accommodation and conference facilities	Open to all bidders
EU/IFR/GS/004/2022-2024	Provision of Fumigation and Pest Control Services	Open to all bidders
EU/IFR/GS/005/2022-2024	Servicing Repair and Calibration of Equipment (e.g. Medical & Lab Equipment etc)	Open to all bidders
EU/IFR/GS/006/2022-2024	Provision and Maintenance of ICT and Office Equipment: Computer, Laptops, Printers, Scanners, Photocopiers, Shredder)	Open to all bidders
EU/IFR/GS/007/2022-2024	Installation, Commissioning & Repair of Multimedia Equipment (CCTVs, Audio Vision Service etc.)	Open to all bidders
EU/IFR/GS/008/2022-2024	Servicing and Cleaning Borehole, Pump sets, Motors and Cables	Open to all bidders
EU/IFR/GS/009/2022-2024	Servicing of Games Sports Ware and Equipment's	Open to all bidders
EU/IFR/GS/010/2022-2024	Provision of Public Address System, Hire of Chairs and Tents	Reserved for disadvantaged groups
EU/IFR/GS/011/2022-2024	Provision of Courier Services	Open to all bidders
EU/IFR/GS/012/2022-2024	Provision of Dry Cleaning Services of Graduation Attire	Open to all bidders
EU/IFR/GS/013/2022-2024	Servicing of Games Sports Wear and Equipment's	Open to all bidders
EU/IFR/GS/014/2022-2024	Provision of Lifting and lowering Services	Open to all bidders
EU/IFR/GS/015/2022-2024	Provision of repair and servicing of farm machinery	Open to all bidders
EU/IFR/GS/016/2022-2024	Provision of repair and servicing of generators	Open to all bidders
EU/IFR/GS/017/2022-2024	Provision of repair and servicing of Lifts	Open to all bidders
EU/IFR/GS/018/2022-2024	Provision of repair and servicing of ICT equipment	Open to all bidders
EU/IFR/GS/019/2022-2024	Repair and Servicing of Printing Equipment e.g. GTO Machines	Open to all bidders
EU/IFR/GS/020/2022-2024	Repair and Servicing of air conditioning and	Open to all bidders

	cold rooms services	
EU/IFR/GS/021/2022-2024	Repair and Servicing of firefighting equipment	Open to all bidders
EU/IFR/GS/022/2022-2024	Provision of car hire services	Open to all bidders
EU/IFR/GS/023/2022-2024	Provision of garages for repair and maintenance of motor vehicles	Open to all bidders
CODE NO: EU /SS/2022-24	CATEGORY D: PROVISION OF SPECIAL SERVICES	
EU/IFR/SS/001/2022-2024	Provision of financial Auditing services	Open to all bidders
EU/IFR/SS/002/2022-2024	Provision of legal services	Open to all bidders
EU/IFR/SS/003/2022-2024	Provision Of Auctioneer Services	Open to all bidders
CODE NO: EU /CS/2022-24	CATEGORY E: PROVISION OF CONSULTANCY SERVICES	
EU/IFR/CS/001/2022-2024	Consultants for customer satisfaction and corruption eradication surveys	Reserved for disadvantaged groups
EU/IFR/CS/002/2022-2024	Consultants for training & institutional development services	Reserved for disadvantaged groups
EU/IFR/CS/003/2022-2024	consultants for baseline surveys	Reserved for disadvantaged groups
CODE NO: EU /PW/2022-24	CATEGORY F: PROVISION OF WORKS	
EU/IFR/PW/001/2022-2024	Provision of works e.g. Building works, water works and civil works	Reserved for disadvantaged groups
EU/IFR/ PW /002/2022-2024	Provision of small construction works e.g. minor repairs,paiting etc.	Reserved for disadvantaged groups
EU/IFR/ PW /003/2022-2024	Provision of desludging and radial arms services	Open to all bidders

3. QUALIFICATION CRITERIA AND REQUIREMENTS

Introduction

The EU will apply the following criteria when assessing the applications for Registration. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the Registration Application Documents Elements, which is a checklist and award system.

Registration Application Document Elements

a) This Registration Application Document comprise of the following components that must be filled by the applicant.

- PQ-1 Statement of Application
- PQ-2 Basic Applicant Data
- PQ-3 Statement of Supply Methods and Procedures
- PQ-4 Financial Information
- PQ-5 Past Experience
- PQ-6 Litigation History
- PQ-7 Documents to Submit
- PQ-8 Affirmation

b) Only English language is to be used in this Registration Application Document

c) The Registration Application Document must be typed or clearly written in indelible ink

d) The applicant will submit PQ-1 to PQ-8 together with the required attachments

Information used to assess applicant

The EU will use the information provided by the applicant in this Registration Application Document to reach a decision, but reserves the right to ask for further information from any or all of the applicants as well as from the references provided as proof.

Preliminary Evaluation Criteria for Registration

To register, all applicants **MUST** meet the following **mandatory** requirements for preliminary evaluation:

Important Pre-Requisites

MANDATORY REQUIREMENTS TO ALL FIRMS:

- a) Must be a registered firm in Kenya with a certificate of registration or incorporation copies of which must be attached
- b) Attach PIN Certificates,
- c) Tax compliance certificates
- d) Attach a Bank references

MANDATORY QUALIFICATION OF SUPPLIERS	GENERAL CATEGORY	AGPO GROUPS
Copy of certificate of Registration/Incorporation	√	√
Copy of Valid KRA Tax Compliance certificate	√	√
Copy of Valid Current Business License	√	√
Copy of KRA PIN Certificate	√	√
AGPO Registration Certificate	X	√

- e) Provide a copy of license certificate for registration by N.C.A (National Construction Authority in the relevant field) for the following categories (*where applicable*).

Contractors of Building works, Contractors for water works (borehole drilling and equipping works; Contractors for C i v i l w o r k ; Contractors for Electrical works; Contractors for minor building and civil works;

f) **Individual professional experts to provide engineering services when required (all kinds of professions);**

2. **FOR SUPPLY & DELIVERY OF COMPUTERS, IPADS, TABLETS, COMPUTER ACCESSORIES/ACCOMPANIMENTS & SOFTWARE/ HARWARE INSTALLATION;** in addition to mandatory criteria above Attach the following:

- i. copy of dealership certificate
- ii. Must be registered as a contractor/ supplier with ICT Authority of Kenya

3. For the following categories, provide latest copy of Registration as a Valid Training Provider by National Industrial Training Authority (NITA): -

- a) **Consultants for customer satisfaction and corruption eradication surveys;**
- b) Consultants for training & institutional development services;
- c) **Consultants for baseline surveys;**

4. **FOR PROVIDERS OF LEGAL SERVICES,** in addition to mandatory criteria above, applicants must provide

- i. Proof that all Advocates in the law firm are registered members of the Law Society of Kenya by way of submitting copies of current practicing certificates.
- ii. Proof of good standing from the Law society of Kenya.
- iii. Professional indemnity of a minimum of kshs.10 million.
- iv. Managing partners and Associate Advocates must have a minimum practicing experience of 10 and 5 years respectively.

Current and Future Status of the Applicant

EU recognizes that the information presented in this Registration Application Document represents the status as at the point of application, and that this may change in the course of the year. Should conditions arise between the Registration of the applicant and the time when tenders or quotations are asked for, EU will evaluate the tenders or quotations based on the status of the applicant that will be prevailing then.

PQ-1 STATEMENT OF APPLICATION

Name of Applicant:

Goods, Services or works Applied For:

Reference Number:

Date:

Signature:

PQ-2 BASIC APPLICANT DATA

1. Name

Legal Name of Firm:

Physical Premises:

Post Office Address:

Street and Address:

City / Town:

Country:

Telephone:

Email:

Website:

Contact Person:

Title:

2. Incorporation and Registration

Date of Incorporation:

Date of Registration:

Nature of Business:

License No.Date Licensed to transact:.....

3. Top Leadership of the Firm

Chief Executive Officer/Managing Director:

Operations Manager:

Marketing Manager:

Finance Manager:

Others or Not Applicable:

4. Ownership / Management of Firm

a) Partnership

Nature of Partnership:

Kindly give the following details of partners:

Name	Nationality	Citizenship Details	Shares

If “Nationality” is Kenyan, kindly indicate the nature of your citizenship in “Citizenship Details” (whether you are citizen by Birth, Naturalization or Registration)

b) Registered Company

Private or Public:

Capital:
Nominal (KShs):

Issued (KShs):

Kindly give the following details of the Directors of the Company:

Name	Nationality	Citizenship Details	Shares

If "Nationality" is Kenyan, kindly indicate the nature of your citizenship in "Citizenship Details" (whether you are citizen by Birth, Naturalization or Registration)

c) Business Name Registration / Sole Proprietorship

Business Name:

Your Name in full:

Date of Birth:

Nationality:

Citizenship Details:

If "Nationality" is Kenyan, kindly indicate the nature of your citizenship in "Citizenship Details" (whether you are citizen by Birth, Naturalization or Registration)

5. Supervisory Personnel

Kindly give the following details regarding the person to be in charge of the provision of goods, service or works applied for:

Name:

Date of Birth:

Academic Qualification:

Date position assumed:
.....

6. Technical Personnel

Kindly give the following details regarding the person (s) to be directly responsible for the technical delivery of the goods, service or works applied for: Include an organizational chart.

Name	Responsible For	Qualification	Date responsibility assumed

PQ-3 STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use to supply the goods, services or works applied for should you be awarded a contract. This should include all activities and/or processes you will engage in as well as equipment and/or personnel that will be involved so as to ensure timely delivery of goods, services or works as well as compelling value additives that give you competitive advantage.

Knowledge of Activities &/or processes:

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Suitability of Equipment&/or Competency of personnel:

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Value Addition and competitive advantage:

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PQ-4 FINANCIAL INFORMATION

Net Worth of Business (Kshs):

Maximum Value of Contract you can handle at one time (Kshs):.....

Your Bankers (Name):

Your Bankers (Branch):

Your Bankers (Postal Address):

Your Auditors (Name):

PQ-5 PAST EXPERIENCE

In this section, kindly give details and proof (copies of LPO/LSO/Contract/Completion certificates) of 3 clients that you have supplied with goods, services or works similar to what you have applied for. Greater merit will go to firms that have supplied goods, services or works to clients who are of similar complexity or nature as EU.

Client 1:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 2:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

Client 3:

- a) Name of Client.....
- b) Contact Person in Client Organization:
- c) Postal Address:.....
- d) Telephone:.....
- e) Character / Nature of Contract.....
- f) Contract Value.....
- g) Location of Execution of Contract.....
- h) Period of Contract.....

PQ-6 LITIGATION HISTORY

Kindly supply information regarding any litigation or arbitration resulting from the contracts you've executed in the last five (5) years or currently under execution. If **none**, state so by indicating N/A to mean Not Applicable.

Year	Award for or Against	Litigant (who sued)	Cause of Litigation / Details of the case	Disputed Amount (Kshs)

PQ-7 DOCUMENTS SUBMISSION CHECKLIST

Candidates **shall** tick against each document, indicating that the firm has provided. If a document is not applicable to an applicant's category, an N/A should replace the tick to earn marks

	Document	(tick) or N.A	marks
1.	Certificate of Registration and/or Incorporation		1
2.	VAT Registration Certificate		1
3.	PIN Certificate		1
4.	Valid Tax Compliance Certificate		1
5.	Dealership certificate		1
6.	NCA registration		1
7.	LSK registration		1

PQ-8 AFFIRMATION

I / We hereby state:-

1. That the information given in this Registration Application Document is true and accurate to the best of our knowledge. We therefore give EU University to seek any other references concerning my/our firm from whatever sources deemed relevant e.g. Law Society of Kenya, Insurance Regulatory University , Kenya Credit Reference Bureau, office of the registrar of companies, Bankers etc.
2. We acknowledge that Registration is not a contractual agreement between us and EU but rather a right to submit tenders and quotations whenever such opportunity arises.
3. I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this exercise or any other tender by EU and any other public or private institutions.

Date:.....

Applicants Name:

Represented by:

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

Signature: