



# **KENYA UTALII COLLEGE**

## REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR FINANCIAL YEARS 2020-21 TO 2021-22

### REGISTRATION DOCUMENT

**BIDDER'S**

**NAME:**.....

**TENDER**

**NO:**.....

**CATEGORY**

**DESCRIPTION:**.....

**MARCH, 2021**

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## INVITATION FOR REGISTRATION

Date: **March, 2021**

### **1.0 Section A: Invitation for Registration**

1.1 Kenya Utalii College is in the process of registering suppliers for supply of various goods and services for the financial years 2020-2021 to 2021-2022.

1.2 Registration categories are as follows: -

<b>S/ NO</b>	<b>TENDER NO</b>	<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>SPECIAL CONDITION OF CONTRACT</b>
1	KUC/REG/03/2021-2022	Suppliers for provision of tents, chairs (all on hire) and other related party accessories.	
2	KUC/REG/08/2021-2022	Supply and Delivery of Guest Amenities	
3	KUC/REG/12/2021-2022	Supply and Delivery Covid-19 Management and related Items	
4	KUC/REG/13/2021-2022	Suppliers for Servicing and Maintenance of Kitchen equipment	Manufacturer's Authorization
5	KUC/REG/14/2021-2022	Suppliers for Servicing and Maintenance of Laundry Equipment	Manufacturer's Authorization
6	KUC/REG/15/2021-2022	Suppliers for Spares, Servicing and Maintenance of Boilers	Manufacturer's Authorization
7	KUC/REG/16/2021-2022	Suppliers for Servicing and Maintenance of Weighing Scale	Manufacturer's Authorization
8	KUC/REG/17/2021-2022	Supply and Delivery of Motor Vehicle Spare Parts and Tires	Manufacturer's Authorization
9	KUC/REG/18/2021-2022	Supply, Delivery and Fitting Motor vehicle Speed Governor	Manufacturer's Authorization
10	KUC/REG/19/2021-2022	Suppliers for Servicing and Maintenance of Air-Condition	Manufacturer's Authorization
11	KUC/REG/20/2021-2022	Suppliers for Servicing and Maintenance of Printing and Photocopier Machines	Manufacturer's Authorization
12	KUC/REG/21/2021-2022	Supply and Delivery of Milk and Milk Products	
13	KUC/REG/22/2021-2022	Suppliers for Photography & videography	
14	KUC/REG/23/2021-2022	Suppliers for LPG Gas	Valid Registration License with EPRA (Energy and Petroleum Regulatory Authority)

15	KUC/REG/24/2021-2022	Suppliers for Furnace Oil	Valid Registration License with EPRA (Energy and Petroleum Regulatory Authority)
16	KUC/REG/25/2021-2022	Suppliers for Detergents & Cleaning Materials	
17	KUC/REG/26/2021-2022	Suppliers for Dry Foods and General Provisions	
18	KUC/REG/27/2021-2022	Suppliers for Supply of Games, Sport items and related Equipment	
19	KUC/REG/28/2021-2022	Suppliers for Training First Aid and ambulance services.	Valid registration with NITA/Ministry of Health
20	KUC/REG/29/2021-2022	Suppliers for Commercial/Heavy Duty Kitchen Equipment	
21	KUC/REG/30/2021-2022	Suppliers for Commercial/Heavy Duty Laundry Equipment and Machines	
22	KUC/REG/31/2021-2022	Suppliers for Spares, Servicing and Maintenance of Deep freezer & Cold-room Facilities	

1.3 Registration documents may be obtained FREE OF CHARGE from the Supplier.treasury.go.ke or KUC Website [www.utalii.ac.ke](http://www.utalii.ac.ke)

1.4 Enquiries can be made via email address: [purchasing@utalii.ac.ke](mailto:purchasing@utalii.ac.ke)

1.5 Candidates are advised to regularly visit the KUC website to obtain any additional information/addendum on the tender.

1.7 All submissions in one original, properly filled in, and enclosed in plain envelopes must be delivered to the address below and addressed as follows:

**TENDER NO NUMBER:**

**"DO NOT OPEN BEFORE 10.00 AM ON WEDNESDAY 07<sup>TH</sup> APRIL, 2021"**

**THE CHIEF EXECUTIVE OFFICER & PRINCIPAL**

**KENYA UTALII COLLEGE,  
P.O BOX 31052-00600,  
NAIROBI.  
E-mail: [purchasing@utalii.ac.ke](mailto:purchasing@utalii.ac.ke)**

And should be placed in the Tender Box at the College Reception, not later than 10:00 a.m. on the closing date Wednesday, **07<sup>TH</sup> APRIL, 2021**. Under **strict** observance of Government protocols on Covid -19; the tenders will be opened on the said date at 10:15 a.m. at the College's Madaraka Hall in the presence of tenderers/representatives who may wish to attend.

## **INSTRUCTIONS TO CANDIDATES**

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

- 2.1.1. Kenya Utalii College hereinafter referred to as the procuring entity intends to register suppliers and service provider for Goods, Services and Small for the **Financial 2020/2021-2021/2022**. It is expected that registration applications will be submitted to be received by the procuring entity not later than Wednesday 07<sup>TH</sup>, APRIL, 2021.
- 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:

**Principal &CEO  
Kenya Utalii College  
P. O. Box 31052 – 00600,  
Nairobi**

- 2.2.2. **so as to be received on or before Wednesday 07<sup>TH</sup> APRIL, 2021 at 10:00 am.** 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 sub 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 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 minimum criteria
- a) 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 **two (2) years ( 2018 and 2019 OR 2019 and 2020)** 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.

## **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.

## Qualification Criteria

Pre-qualification will be based on meeting all the following **MANDATORY** requirements to pass in the criteria set as shown below: -

NO.	ITEM UNDER CONSIDERATION	REMARK
1.	Company profile (Max. Five Pages)	All Applicants
2.	Table of Content and Page numbering in a consistent sequence	All Applicants
3.	Duly signed and stamped Application letter	All Applicants
4.	Copy of Certificate of Incorporation/Registration	All Applicants
5.	CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), Name of Proprietor (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) - as applicable	All Applicants
6.	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker	All Applicants
7.	Copies of National IDs/Passports for all directors, partners and sole proprietor	All Applicants
8.	Valid Business Permit where the business operations of tenderer are domiciled	All Applicants
9.	Duly filled, signed and stamped Confidential Business questionnaire.	All Applicants
10.	Duly filled, signed and stamped Declaration Form	All Applicants
11.	Duly filled, signed and stamped Anti-Corruption Declaration Commitment/ Pledge	All Applicants
12.	Certified Audited Accounts for the last two (2) years, 2018 and 2019 or 2019 and 2020	All Applicants
13.	Duly filled, signed and stamped litigation history form	All Applicants
14.	Undertaking that Supplier will supply genuine parts (Provide dully signed commitment letter)	Category 13-20
15	Evidence of three (No.3) contracts of similar nature regarding the category applied for in registration (Award letter, L.P.O or Contracts)	All Applicants



4. Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) for key items of equipment in full good working order and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.
- 2.4.7 The Audited Accounts for the last Two (2) years 2018 and 2019 or 2019 and 2020 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.
- 2.4.8 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 may result in failure of the application.
- 2.4.9 Applicants must provide details of Facilities, Business Premises and Workshops
- 2.4.10 Any other information that would support your application for registration

## 2.6 Public Sector Companies

- 2.6.1 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.

## 2.7 Updating Pre-qualification Information

- 2.7.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification 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.
- 2.8.1 Applicants are required to submit a form for Category Application in the format contained herein alongside their Letters of Application clearly indicating the category that they are applying for. Applicants are advised to apply for only those categories they conduct their business.

## **LETTER OF APPLICATION**

### **Notes** on letter of application

1. The letter of application will be prepared by the applicant and will follow the form presented herein.
2. The letter of application will be prepared on the **letterhead** of the applicant and will include full postal address, telephone numbers, fax number and domain email address.
3. The letter of application will be signed by duly authorized representatives of the applicant.
4. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**LETTER OF APPLICATION (MANDATORY)**

Date.....

To.....

\_\_\_\_\_  
(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of

\_\_\_\_\_  
(name of firm) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for Category (number and name)

2. Attached to this letter are copies of original documents defining:

- (a) The Applicant's legal status
- (b) The principal place of business and
- (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves; to verify statements and information provided in this application such as, the resources, experience, and competence of the Applicant. .

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact person(s)	Telephone Number & Email Address

5. This application is made with the full understanding that:

(a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

(b) Your Agency reserves the right to:

- amend the scope and value of any contract bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
- reject or accept any application, cancel the prequalification process, and reject all applications

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

SIGNED:	
NAME:	
FOR AND ON BEHALF OF (NAME OF APPLICANT)	

**CONFIDENTIAL BUSINESS QUESTIONNAIRE(MANDATORY)**

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.	PIN Certificate No: (Attach Copy)	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license no. (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	

	<b>Names</b>	<b>Nationality</b>	<b>% of Shares</b>
1.			
2.			
3.			
4.			

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration

**BANK DETAILS (MANDATORY)**

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

SWIFT Code

Bank \_\_\_\_\_

Branch \_\_\_\_\_

Address of banker \_\_\_\_\_

Telephone \_\_\_\_\_

Contact name and title \_\_\_\_\_

**LITIGATION HISTORY (MANDATORY)**

Applicants should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution

Name of Applicant				
Year	Award FOR or AGAINST Applicant	Name of litigation, dispute	client, cause of and matter in	Disputed amount (current value KShs.)

**DECLARATION FORM (MANDATORY)**

We hereby confirm that the above information is correct and true to the best of our knowledge.

We further declare that should we be Pre-qualified as a Supplier and later the above information turns out to be untrue, we shall indemnify Kenya Ports Authority the full cost of the Contract, the advertisement charges of this tender plus all other damages that may accrue due to our false declaration.

Name and Address of Company:

M/s.....

P. O Box.....

Town.....

Telephone No.....

Fax No.....

E-Mail Address.....

Signature.....

Name in full.....

Position.....

Official Rubber Stamp.....

Date. ....



**ANTI-CORRUPTION DECLARATION COMMITMENT/PLEDGE (MANDATORY)**

I/We/Messrs.....

of Street, Building, P O Box.....

---

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No .....for or in the subsequent performance of the contract if I/We am/are successful.

Authorized  
Signature

.....

Name and Title of Signatory.....