



BOMET UNIVERSITY COLLEGE

REGISTRATION AND UPDATING OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2021/2022 AND 2022/ 2023

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN YOUTH

PERSONS WITH DISABILITY

YOUTH

TO:
THE PRINCIPAL
BOMET UNIVERSITY COLLEGE
P.O Box 701-20400
BOMET
Email: tenders@buc.ac.ke
WEBSITE: www.buc.ac.ke

Registration and Updating of Suppliers For Goods, Services and Works for Financial Years 2021/2022 and 2022/ 2023

GREEN UNIVERSITY FOR SUSTAINABILITY

TABLE OF CONTENTS:

SECTION 1 Invitation to registration of supplier

SECTION 2 Instruction to applicants

SECTION 3 Application forms

Form (I) Letter of Registration

Form (II) Confidential Business Questionnaire

Form (III) Capability and Competence

Form (IV) Supervisory Personnel

Form (V) Experience

Form (VI) Financial Capability

SECTION V Evaluation criteria

SECTION I- INVITATION FOR REGISTRATION

**REGISTRATION AND UPDATING OF SUPPLIERS OF GOODS, WORKS
AND SERVICES AND UPDATING OF THE SUPPLIERS LIST**

Bomet University College intends to update their Register of suppliers for Various Goods, Works and Services for the financial years 2021/2023 and 2023/2023 Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the suppliers list who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

NO	TENDER NO	ITEM DESCRIPTION	TARGET GROUP
1	BUC/PQ /1/2021-2023	Supply and Delivery of Text Books, and Other Publications	OPEN
2	BUC/PQ /2/2021-2023	Supply and Delivery of General Office Stationery	Reserved for youth ,Women and PWD
3	BUC/PQ /3/2021-2023	Supply and Delivery of Computers, Laptops. UPS, Printers, Scanners, Software, Accessories and Other Consumables	OPEN
4	BUC/PQ /4/2021-2023	Supply and Delivery of Electronic, Radio and Telecommunication Equipment	OPEN
5	BUC/PQ /5/2021-2023	Supply and Delivery of Office Furniture, Furnishing, Fittings and Office Equipment (Including School Desks, Plastic Chairs and Tables)	OPEN

6	BUC/PQ /6/2021-2023	Supply and Delivery of Hardware And Electrical Items	OPEN
7	BUC/PQ /7/2021-2023	Supply and Delivery of fish ,Chicken and eggs	Reserved for youth ,Women and PWD
8	BUC/PQ /8/2021-2023	Supply and Delivery of Motor Vehicle Spare Parts, Tyres, Tubes and Batteries	OPEN
9	BUC/PQ /9/2021-2023	Supply and Delivery of Fuel, Gas Refilling and Oil Products	OPEN
10	BUC/PQ /10/2021-2023	Supply and Delivery of Staff Uniform, Protective ware, curtains, Clothing, Footwear, mosquito nets, linen and Bedding	Reserved for youth ,Women and PWD

Registration and Updating of Suppliers For Goods, Services and Works for Financial Years 2021/2022 and 2022/ 2023

11	BUC/PQ /11/2021-2023	Supply and Delivery of Green groceries :Vegetables and fruits	OPEN
12	BUC/PQ /12/2021-2023	Supply and Delivery of Dry Food Stuffs – E.g. Sugar, Maize ,Wheat Flour, Maize Flour	OPEN
13	BUC/PQ /13/2021-2023	Supply and Delivery of Firewood and Charcoal	Reserved for youth ,Women and PWD
14	BUC/PQ /14/2021-2023	Supply and Delivery of Agricultural Seeds, Veterinary Drugs, Farm Tools and Other Agricultural Utilities	OPEN
15	BUC/PQ /15/2021-2023	Supply and Delivery of Medical Drugs	OPEN
16	BUC/PQ /16/2021-2023	Supply and Delivery of building materials – Sand ,Ballast ,Timbers and Allied Materials	OPEN
17	BUC/PQ /17/2021-2023	Supply and Delivery of Sports Gear, Sports Equipment and Related Items	Reserved for youth ,Women and PWD
18	BUC/PQ /18/2021-2023	Supply and Delivery of Flowers and Indoor Plants	Reserved for youth ,Women and PWD
19	BUC/PQ /19/2021-2023	Supply and Delivery of Mobile Phone Air Time / Calling Cards	Reserved for youth ,Women and PWD
20	BUC/PQ /20/2021-2023-	Supply and Delivery of Fridges, Freezers Water Dispensers And Cookers	Reserved for youth ,Women and PWD
21	BUC/PQ /21/2021-2023	Supply and Delivery of Cleaning Material, Detergents, Disinfectants and Sanitary Towels	Reserved for youth ,Women and PWD

22	BUC/PQ /22/2021-2023	Supply and Delivery of Pipes, Fittings, Pumps and Accessories	OPEN
23	BUC/PQ /23/2021-2023	Supply and Delivery, installation servicing and maintenance of Fire Fighting Equipment.	OPEN

24	BUC/PQ /24/2021-2023	Supply and Delivery science laboratory equipment,Chemicals,Reagents,Capital Equipment and Glassware	OPEN
25	BUC/PQ /25/2021-2023	Supply and Delivery of Medical laboratory Equipment, Lab Reagent, and related materials.	OPEN
26	BUC/PQ /26/2021-2023	Supply and Delivery of Pharmaceuticals and non-pharmaceutical clinic supplies	OPEN
27	BUC/PQ /27/2021-2023	Supply and Delivery of Fungicides, Insecticides and Sprays	OPEN
28	BUC/PQ /28/2021-2023	Supply and Delivery of Toners and Cartridges	OPEN
29	BUC/PQ /29/2021-2023	Supply and Delivery of Beef, Goat meat and allied products	OPEN
30	BUC/PQ /30/2021-2023	Supply of Plumbing materials	OPEN
31	BUC/PQ /31/2021-2023	Supply and Delivery of cutlery Crockery and kitchen equipment's	OPEN
32	BUC/PQ /32/2021-2023	Supply and Delivery of branded promotional items (such as T-shirts Polo shirts, caps, Umbrellas, key rings, pens, mugs etc.)	OPEN
33	BUC/PQ /33/2021-2023	Supply and Delivery of Newspapers and Periodicals	OPEN
34	BUC/PQ /34/2021-2023	Supply and Delivery of mineral water, milk and soft drinks	OPEN
35	BUC/PQ /35/2021-2023	Provision of Accommodation, Conference Facilities and Catering Services in (BOMET and Other Major Town)	OPEN

Registration and Updating of Suppliers For Goods, Services and Works for Financial Years 2021/2022 and 2022/ 2023

36	BUC/PQ /36/2021-2023	Provision off Water Tracking Services. (Emergency Water Supply)- Truck Loads	OPEN
37	BUC/PQ /37/2021-2023	Provision of Repair Services and Maintenance of Motor Vehicles, Motor Cycle, Plant and Equipment	OPEN
38	BUC/PQ /38/2021-2023	Provision of Repair Services and Maintenance of Office Equipment, Furniture and Machines	Reserved for youth ,Women and PWD
39	BUC/PQ /39/2021-2023	Provision of Qualified Transport and Relocation Services	OPEN
40	BUC/PQ /40/2021-2023	Repair and Maintenance of Generators, Air Conditioning Equipment, Water Pumps	OPEN
41	BUC/PQ /41/2021-2023	Provision and Maintenance of Telecommunication and Networking Equipment	Reserved for youth ,Women and PWD
42	BUC/PQ /42/2021-2023	Provision of Event Organizing Services (Provision of Tents, Plastic chairs, Display Boards, Public Address System, Deco and Related Services	OPEN
43	BUC/PQ /43/2021-2023	Provision of Printing Services, e.g., Banners, Calendars, Diaries, newsletter Notebooks, Posters etc.	Reserved for youth ,Women and PWD
44	BUC/PQ /44/2021-2023	Provision of Fumigation and Pest Control Services	OPEN
45	BUC/PQ /45/2021-2023	Provision of Insurance Cover (Motor Vehicles,	OPEN

46	BUC/PQ /46/2021-2023	Provision of Air Travel and Ticketing Agency Services	OPEN
47	BUC/PQ /47/2021-2023	Supply and Maintenance of Outdoor Advertising Items (Directional Boards and Roads Signs, Billboards, Light boxes)	Reserved for youth ,Women and PWD S

48	BUC/PQ /48/2021-2023	Supply and Installation of CCTV, Access Control, Intruder Alarms	OPEN
49	BUC/PQ /49/2021-2023	Supply, Installation and Servicing of Street Lights	OPEN
50	BUC/PQ /50/2021-2023	Repair and Maintenance of Survey Equipment, Plotters and Related Items	OPEN
51	BUC/PQ /51/2021-2023	Repairs and Servicing of Chemistry Analyzer, Hematology Analyzer and, Anesthetic Machine and Ventilator	OPEN
52	BUC/PQ /52/2021-2023	Asset Tagging and Bar Coding Management System	Reserved for youth ,Women and PWD
53	BUC/PQ /53/2021-2023	Provision of litigation services and alternative dispute resolution	OPEN
54	BUC/PQ /54/2021-2023	Provision of occupational safety and health advisory services (that is audits, assessments and trainings)	OPEN
55	BUC/PQ /55/2021-2023	Provision of staff development and training services(psychometric testing, soft skills training, technical skills, business acumen skills)	OPEN

56	BUC/PQ /56/2021-2023	Provision of IT security audit	OPEN
57	BUC/PQ /57/2021-2023	Repair and maintenance of laboratory equipment's	OPEN
58	BUC/PQ /58/2021-2023	Provision of Bulk SMS	OPEN
59	BUC/PQ /59/2021-2023	Provision of Car Hire and Taxi services (VEHICLE MUST BE COMPREHENSIVELY INSURED)	OPEN
60	BUC/PQ /60/2021-2023	Provision of internet services and web domain hosting services	OPEN

Registration and Updating of Suppliers For Goods, Services and Works for Financial Years 2021/2022 and 2022/ 2023

61	BUC/PQ /61/2021-2023	Provision of professional and ordinary photography, videographer and related services (television production houses included)	Reserved for youth ,Women and PWD
62	BUC/PQ /62/2021-2023	Provision of entertainment services, DJ, PA system, audio-visuals, display boards	Reserved for youth ,Women and PWD
63	BUC/PQ /63/2021-2023	Provision of TV and Radio commercial production houses	OPEN
64	BUC/PQ /64/2021-2023	Provision of advertising services	OPEN
65	BUC/PQ /65/2021-2023	Provision of Legal Services	OPEN
66	BUC/PQ /66/2021-2023	Provision of Consulting Services for The Provision of Survey Services	OPEN
67	BUC/PQ /67/2021-2023	Provision of Consultancy Services for Preparation of Bill of Quantities	OPEN
68	BUC/PQ /68/2021-2023	Provision of Consultancy Services for Research, Policy Formulation and Strategic Plan	OPEN
69	BUC/PQ /69/2021-2023	Provision of Consultancy Services for Environmental Impact Assessment Reports and Environmental Audit	OPEN
70	BUC/PQ /70/2021-2023	Provision of Minor civil work, Building Construction General Civil works ,Electricals and Plumbing works.	OPEN

1.2 Documents containing detailed instructions and requirements may be downloaded from the Bomet University College website www.buc.ac.ke
Those wishing to register in more than one category will be required to download documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015

- ii. Reserved is open to women, youth and people with disability only
- iii. In the open category; Women, youth and people with disability are eligible to participate

Completed registration documents in a plain sealed envelope, clearly marked **“REGISTRATION OF SUPPLIERS FOR “2021/2023 AND 2023/2023”** and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at the **University Tuition block main entrance** or sent by registered post to:

**TO:
THE PRINCIPAL
BOMET UNIVERSITY COLLEGE
P.O Box 701-20400
BOMET**

So as to be received on or before 13th April .2021, at 10.00am

**SENIOR PROCUREMENT OFFICER, PROCUREMENT DEPARTMENT
For: PRINCIPAL, BOMET UNIVERSITY COLLEGE**

Registration and Updating of Suppliers For Goods, Services and Works for Financial Years 2021/2022 and 2022/ 2023

GREEN UNIVERSITY FOR SUSTAINABILITY

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Bomet University College referred to as the procuring entity intends to register/prequalify suppliers for the mentioned goods, services and small works.

2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the **Principal, Bomet University College** so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.

2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

2.2.1 Applications for registration shall be submitted in a sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Tuition Block, Bomet University College Main Campus OR be addressed and posted by registered mail to:

TO:

THE PRINCIPAL

BOMET UNIVERSITY COLLEGE

P.O Box 701-20400

BOMET

So as to be received on or before 13th April .2021, at 10.00am,

2.2.2 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.3 Eligibility of applicants

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

2.3.2 The Bomet University College employees, Committee Members, Board Members and their Relatives' (Spouse and Children) **are not eligible to participate.**

2.3.3 Any public owned sector or Company 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 defendant agency of another public entity

2.4 Qualification Criteria

2.4.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be registered as suppliers.

2.4.2 The registration application forms which are not filled out completely and submitted in the prescribed manners will not be considered.

All the documents that form part of the proposal must be written in English and indelible ink.

2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
Average turnover of over Kshs. 500,000 for the last 2 years (not applicable to Youth, Women and Persons with Disability)

Confirmation of experience using attachment of reference letters from at least 3 customers.

2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last two years audited financial statement submitted with the application documents as well as letters of reference from previous performances.** Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.

2.4.5 **Litigation history:** the applicant should provide accurate information about ligation or arbitration resulting from contracts completed or uncompleted under its execution.

2.4.6 **Past Performance:** will be given due consideration in registration of suppliers. Letters of reference from past customers should be included.

2.4.7 **Statement:** Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

2.4.8 Business premises: The firm must have a fixed Business premise and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.

2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

2.4.11 Youth, Women and People with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

Registration category Ref No:

Category description.....

TO:

**THE PRINCIPAL
BOMET UNIVERSITY COLLEGE
P.O Box 701-20400
BOMET**

Dear Sir:

1. **Having examined the application documents including Addenda No/s** of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Bomet University College and as may otherwise be directed **(Category Number and name)** and in conformity with the said application documents all or part of the items/supply/services/works 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 University.
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 a Bomet University College Supplier for goods, services and works included or related to this category during the period between **1st July 2021 and 30th June 2023**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years **OR**

f) Bank statement of the last six (6) months (special groups)

We make this application with full understanding that:

- i. Bids by registered applicants will be subject to verification of all information submitted.
- ii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

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

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

1	Name of The Firm:	
2	Postal Address	
3	Office Telephone No: Mobile No:	
4	Email Address	Website:
5	Physical Address. Location Street /Plot Number and Building	
6	Legal Status (Partnership/Sole/or Company)	
7	Company Registration No/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:	
8	VAT Registration No: (Fill and Attach Copy)	
9	PIN Certificate No: (Fill and Attach Copy)	
10	Current Tax Compliance Certificate/VAT Exemption Certificate(Attach Copy)	
11	Current Trade License (Fill and attach Copy)	
12	Nature of Business	
13	AGPO Certificate No:	
14	Your Credit Terms: (Credit Period)	
15	Maximum Value of Business You Can Handle at a Time Kshs.	

Company profile (**attach copies**)

A. **Nature of the company** (sole proprietorship, partnership or registered company)

Name of Directors/Partners/owners

1. NameNationality.....ID/Passport No.....
2. NameNationality..... ID/Passport No.....
3. Name.....Nationality.....ID/Passport No.....
4. NameNationality.....ID/Passport No.....

B. Contact persons:

1. Name Phone No.....ID/passport No.....
2. Name Phone No.....ID/passport No.....
3. NamePhone No.....ID/passport No.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor.....?
4. Can we trade on e-procurement platform with your company (yes/No)?
.....
.....
5. What is your average response time to a request for quotation/proposal?
.....
6. What is your average response time to delivery of goods/service after issuance of a purchase order/s.....
7. Have you at any one time been requested to quote for the supply of goods services and failed to return the quotation without assigning reason for your action?.....
8. If you are a current or previous supplier of goods and services to Bomet University College, have you at any time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
9. Indicate the maximum amount of business with (in financial terms) your company can handle at any given time Kshs
.....

Form IV: Experience

I. Number of years the company has been in operation.....

Referees:

Applicant's three reputable clients in the last 3 years (filled and signed by the clients)

1. Name of company.....

Postal address

Contact person

Signature

Company rubber stamp.....

2. Name of company.....

Postal address

Contact person

Signature

Company rubber.....

3. Name of company.....

Postal address

Contact person

Signature

Company rubber.....

Applicants must attach proof of experience relevant to the category they choose to apply.

They may any attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

FORM VI – FINANCIAL CAPABILITY

Name applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Bomet University College by showing 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 banks 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.

(2) Credit period: please indicate the credit period you are willing to offer Bomet University College.....

(3) Annual turnover: what is your annual **turnover?**

(4) Banker Name of the Bank.....

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Fax

Email Address.....

PROCLAMATION /SWORN STATEMENT/DECLARATION (To Be Certified By Commissioner of Oaths)

I/We the undersigned, state that, ALL the information we have given provided in this document is correct/accurate to the best of our knowledge and that I/We give Bomet University College authority to seek any reference it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any public procurement proceeding.

Name of applicant..... Designation..... Signature.....

Witnessed by..... Designation..... Signature.....

Official rubber stamp

State if you have any relationship with or related to any Bomet University College employee (how)

.....
.....

Information submitted by.....

Title.....

Signature

Stamp.....

DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)

1. . _____

2. . _____

3. . _____

4. . _____

5. . _____

6. . _____

7. . _____

8. . _____

9. . _____

10 . _____

SECTION V – EVALUATION CRITERIA

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

Serial No	MANDATORY REQUIREMENT
i.	Valid certificate of Incorporation/Business Registration
ii.	VAT/PIN Certificate
iii.	Valid AGPO certificate
iv.	Current /Valid Tax Compliance Certificate
v.	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open group Mandatory requirements

	Requirements
i	Company Registration Certificate (Registration Certificate/Certificate of Incorporation)
ii.	VAT/PIN Registration Certificate
iii	Valid Trading License/Permit
iv	Current/Valid Tax Compliance Certificate
v	Dully filled confidential business questionnaire with disclosure of directors/ partners /sole proprietors
vi	Certified copies of the audited account for the last 2 years.
vii	Availability of physical office

The suppliers who do not satisfy any of the above requirements shall be considered Nonresponsive

