



MAASAI MARA UNIVERSITY

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FY 202/2022 &2022/2023

Name of firm:.....

Category No:.....

Category Name:.....

CLOSING DATE AND TIME

Wednesday, 9th June, 2021 at 12.00 noon

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SECTION I: INVITATION FOR REGISTRATION

1. Maasai Mara University intends to register suppliers for the supply of goods, services and works for the financial years 202/2022 and 2022/2023.
2. Candidates must qualify by meeting the set criteria to perform the contract of supply and delivery of goods / provision of works and services to Maasai Mara University.
3. Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in Tenders/RFQs/RFPs.
4. Interested eligible bidders may obtain further information from and inspect the registration documents at Procurement Office, Maasai Mara University, Main Campus located two kilometers from Narok town along Narok – Bomet road, during official working hours between 8.00am and 5.00pm Monday to Friday.
5. The registration document shall be downloaded from Maasai Mara University website www.mmarau.ac.ke or the Public Procurement Information Portal (PPIP).
6. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box situated at the entrance to the Senate Boardroom or be addressed to:

Ag. Vice Chancellor
Maasai Mara University
P.O. Box 861-20500
Narok, Kenya

so as to be received on or before **Wednesday, 9th June, 2021 at 12.00 noon**

7. Candidates who send their registration documents via postal or courier services should ensure that the registration documents are received in the Procurement Office on or before **Wednesday, 9th June, 2021 at 12.00 noon.**
8. Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend in the Senate Boardroom in strict adherence to Ministry of Health Guidelines on measures to stop the spread of **Covid 19 and PPRA** guidelines on handling of procurement processes during **Covid 19 pandemic.**
9. Only one representative per bidder will be allowed during opening of the registration documents.
10. Late registration documents shall be rejected and returned unopened.
11. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions.
12. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
13. **Registration documents:** The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.
14. Enquiries that may arise from the registration document should be channeled to Maasai Mara University Procurement Office, through the address given above.
15. All registration documents shall be downloaded from our website from www.must.ac.ke or

the Public Procurement Information Portal (PIIP) free of charge.

16. **NOTE:** Candidates who wish to be registered in more than one category shall be required to download additional registration documents for each category. However, a candidate shall be registered for a **maximum of three categories**.
17. The registration document **MUST** be properly bound and sequentially serialized (paginated) on every page. No loose documents shall be accepted.
18. All current registered suppliers **MUST** apply afresh.

Registered candidates will be asked to give quotations for items required during the Financial years on “as and when need arises” basis.

SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FYs 2021/2022 & 2022/2023

Maasai Mara University intends to register suppliers for the supply of goods, services or works for the period **1st July 2021 to 30th June 2023**. Interested eligible candidates are invited to apply for registration, indicating the category in which they wish to supply.

CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS LIVING WITH DISABILITIES (PLWD)

The Youth, Women and persons living with disabilities **MUST** be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates together with the document for registration.

S/No	CATEGORY NUMBER	CATEGORY DESCRIPTION
1	MMara-U /RS/01/2021-2023	Supply & delivery of general office stationery& rubber stamps
2	MMara-U /RS/02/2021-2023	Supply & delivery of cleaning materials e.g. detergents ,brooms, mops etc.
3	MMara-U /RS/03/2021-2023	Supply & delivery of uniforms ,protective gear & other linen e.g. table clothes etc.
4	MMara-U /RS/04/2021-2023	Supply and delivery of printed accountable documents
5	MMara-U /RS/05/2021-2023	Supply & delivery of perishable foodstuff (fruits, vegetables, potatoes etc.)
6	MMara-U /RS/06/2021-2023	Supply & delivery of poultry and allied products
7	MMara-U /RS /07/2021-2023	Supply & delivery of dry (non-perishable) foodstuff e.g. rice, maize flour, wheat flour ,sugar etc.
8	MMara-U /RS/08/2021-2023	Supply & delivery of cereals & grains (beans, Green grams, maize etc.)
9	MMara-U /RS/09/2021-2023	Supply & delivery of printed promotional materials, accountable documents & branded stationery e.g. envelopes, files etc.
10	MMara-U /RS/10/2021-2023	Provision of graphic design, corporate branding, signage works, asset tagging and bar coding services.
11	MMara-U /RS/11/2021-2023	Provision of garbage collection services
12	MMara-U /RS/12/2021-2023	Provision of hire services for tents ,chairs, PA system, decoration etc. for events
13	MMara-U / RS /13/2021-2023	Provision of air ticketing(Membership Certificate of KATA must be attached) & travel arrangements
14	MMara-U /RS/14/2021-2023	Supply & delivery of office furnishings and fittings e.g. curtains, carpets, vertical blinders etc.
15	MMara-U /RS/15/2021-2023	Supply & delivery of meat and allied products
16	MMara-U /RS/16/2021-2023	Supply and delivery of newspapers and magazines
17	MMara-U /RS/17/2021-2023	Supply and delivery of bottled mineral water
18	MMara-U /RS/18/2021-2023	Supply and delivery of tonners, cartridges and printing ink (Manufacturer's authorization letter must be attached)
19	MMara-U /RS/19/2021-2023	Provision of graphic design and sign works e.g. door labels, signboards etc.
CATEGORY B: REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS		
SUPPLY AND DELIVERY OF GOODS/WORKS		
20	MMara-U /RS/20/2021-2023	Supply, delivery and installation of computer hardware & software, printers etc., data software.
21	MMara-U /RS/21/2021-2023	Supply & delivery of hardware materials, plumbing material ,paints and allied products

22	MMara-U /RS/22/2021-2023	Supply & delivery of building materials (building sand, hard core, ballast, quarry stones, murram etc.),
23	MMara-U /RS/23/2021-2023	Supply and delivery of timber and allied products
24	MMara-U /RS/24/2021-2023	Supply & delivery of electrical items, fittings & electronics
25	MMara-U /RS/25/2021-2023	Supply & delivery of office & student's furniture e.g. Chairs, beds, tables etc.,
26	MMara-U /RS/26/2021-2023	Supply & delivery of students mattresses
27	MMara-U /RS/27/2021-2023	Supply & delivery of petrol, diesel, oils, lubricants & cooking gas
28	MMara-U /RS/28/2021-2023	Supply & delivery of fresh processed milk
29	MMara-U /RS/29/2021-2023	Supply & delivery of library books, journal & periodicals.
30	MMara-U /RS/30/2021-2023	Supply, Installation & Commissioning of structured cabling (IP) PABX, networking equipment.
31	MMara-U /RS/31/2021-2023	Supply & Delivery of Audio-Visual items e.g. LCD Projectors, PA systems Cameras etc.
32	MMara-U /RS/32/2021-2023	Supply, installation ,testing & commissioning of security equipment e.g. CCTV cameras, walk through metal detectors, etc.
33	MMara-U /RS/33/2021-2023	Supply & delivery of human / Pharmaceutical drugs & dressings
34	MMara-U /RS/34/2021-2023	Supply & delivery of laboratory reagents, glassware & equipment's for the medical laboratory.
35	MMara-U /RS/35/2021-2023	Supply & delivery of laboratory reagents, glassware & equipment's for teaching Departments.
36	MMara-U /RS/36/2021-2023	Supply , delivery & installation of housekeeping , kitchen & laundry equipment (large & small)
37	MMara-U /RS/37/2021-2023	Supply & delivery of motor vehicle spare parts ,tyres , tubes & batteries
38	MMara-U /RS/38/2021-2023	Supply & delivery of games equipment ,sportswear & allied products
39	MMara-U /RS/39/2021-2023	Supply, Installation , testing & maintenance of water pumps, lawn mowers & allied items
40	MMara-U /RS/40/2021-2023	Supply & delivery of camping equipment's e.g. tents (all types & sizes) , binoculars etc.
41	MMara-U /RS/41/2021-2023	Supply, delivery, installation & service of Media Broadcast Equipment for both radio & television.
42	MMara-U /RS/42/2021-2023	Supply and servicing of Air conditioning units
43	MMara-U /RS/43/2021-2023	Repair, servicing, maintenance and calibrating of Laboratory, Hospital, Medical Laboratory Equipment and office equipment
44	MMara-U /RS/44/2021-2023	Supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds, organic dry animal manures and related items
45	MMara-U /RS/45/2021-2023	Supply and delivery of photocopiers, printers, laptops, tablets, mobile phones, projectors, computers, servers, UPS and consumables / associated supplies
46	MMara-U /RS/46/2021-2023	Supply and delivery of live farm animals and Biological assets e.g. beef bulls, dairy cattle, rabbits, poultry etc
47	MMara-U /RS/47/2021-2023	Provision of asset tagging and inventory valuation
48	MMara-U /RS/48/2021-2023	Supply and delivery of Graduation Attire and labelling (Gowns, Hoods and Caps)
49	MMara-U /RS/49/2021-2023	Supply, delivery, installation & maintenance of firefighting equipment
50	MMara-U /RS/50/2021-2023	Supply, delivery, installation & maintenance of solar power system.
PROVISION OF SERVICES		
51	MMara-U /RS/51/2021-2023	Provision of fumigation ,pest control and sanitary services

52	MMara-U /RS/52/2021-2023	Repair & maintenance of motor vehicles (panel beating, spray painting etc.
53	MMara-U /RS/53/2021-2023	Repair & maintenance of cold room and kitchen equipment's
54	MMara-U /RS/54/2021-2023	Repair and maintenance of generators, lawnmowers and related equipment
55	MMara-U /RS/55/2021-2023	Provision of repairs & servicing of office equipment's e.g. photocopiers, printers, LCD screens & projectors etc.
56	MMara-U /RS/56/2021-2023	Provision of courier services
57	MMara-U /RS/57/2021-2023	Provision of insurance services
58	MMara-U /RS/58/2021-2023	Provision of Human Resource Training, Development Services, Consultancy Services & Capacity Building.
59	MMara-U /RS/59/2021-2023	Provision of consultancy services on Environmental Impact Assessment & Environmental Audit.
60	MMara-U /RS/60/2021-2023	Provision of property valuation services
61	MMara-U /RS/61/2021-2023	Provision of legal services
62	MMara-U /RS/62/2021-2023	Provision of land survey services
63	MMara-U /RS/63/2021-2023	Provision of consultancy services in waste management disposal
64	MMara-U /RS/64/2021-2023	Provision of minor works services; buildings, electrical, mechanical, civil, tile works, repainting. Landscaping, repairs and maintenance (registered building & civil contractors NCA 6 and below.
65	MMara-U /RS/65/2021-2023	Provision of fabrication and welding services.
66	MMara-U /RS/66/2021-2023	Provision of office design and partitioning services
67	MMara-U /RS/67/2021-2023	Provision of building consultancy services (Architectural, Structural, Quantity Surveying, Landscaping, Electrical and Mechanical Works)
68	MMara-U /RS/68/2021-2023	Provision of energy audit services
69	MMara-U /RS/69/2021-2023	Provision of interior design services
70	MMara-U /RS/70/2021-2023	Printing of certificates with security features
71	MMara-U /RS/71/2021-2023	Provision of data backup and recovery services
72	MMara-U /RS/72/2021-2023	Provision of taxi hire services and airport transfers
73	MMara-U /RS/73/2021-2023	Provision of internet services
74	MMara-U /RS/77/2021-2023	Provision of Hotel accommodation, Conference / Training Facility and Related Services
75	MMara-U /RS/75/2021-2023	Provision of laundry and dry cleaning services
76	MMara-U /RS/76/2021-2023	Provision of car tracking services
77	MMara-U /RS/77/2021-2023	Provision of borehole drilling services, test pumping and related services

The registration document shall be downloaded from the University website www.mmarau.ac.ke or the Public Procurement Information Portal (PIIP) at no cost.

Completed Registration document enclosed in plain sealed envelopes clearly marked with “**Category No. and Category Description**” as described in the Notice should be addressed to:

**Ag. Vice Chancellor,
Maasai Mara University,
P.O BOX 861 – 20500,
Narok**

and, be placed in the **Tender Box** situated at the entrance to the Senate Boardroom or sent by post / courier so as to reach the above address on or before **Wednesday, 9th June, 2021 at 12.00 noon.**

Opening of the Registration documents will be done publicly soon after closing time in the Senate Boardroom in strict adherence with the Ministry of Health Guidelines on measures to stop the spread of **Covid 19 and PPRA** guidelines on handling of procurement processes during **Covid 19 pandemic period**. Only one representative per bidder will be allowed during opening of the registration documents.

- NB.**
1. All current registered suppliers **MUST APPLY** afresh.
 2. Youth, Women and persons living with disability are encouraged to apply.
 3. To accord other **AGPO** members opportunity to participate, the University will only register a firm in at most three categories under Preference and Reservation.

SECTION III: GENERAL INSTRUCTIONS TO APPLICANTS

1. Introduction

- i. Maasai Mara University intends register bidders for the supply of goods, works and services from among those who will have submitted their registration documents in accordance with the registration requirements to undertake the assignments described herein.
- ii. All suppliers currently registered with Maasai Mara University should note that they too have to reapply afresh for the FY 2021/2022 and 2022/2023.
- iii. Bidders are invited to submit the required registration details for supply of goods, works and services for the various categories listed.
- iv. The registration tender document and the Tenderers response thereof shall be the basis for registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- v. Maasai Mara University does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services are treated equitably.
- vi. Tenderers will meet all costs associated with preparation and submission of their applications.
- vii. Maasai Mara University requires that tenderers observe the highest standard of professional and moral ethics during the selection and execution of contracts. In pursuit of this, Maasai Mara University defines for the purpose of this provision, the terms set forth below as follows:
 - a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the registration process; and
 - b) "Fraudulent practice" means a misrepresentation of facts in order to influence the registration process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non- competitive levels and to deprive the Purchaser (Maasai Mara University) of the benefits of free and open competition.
 - c) Will reject a Tender for registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
 - d) Will declare a Tender ineligible for registration if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;
 - e) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - f) Will have the right to inspect the business premises of the tenderer;
 - g) Will declare a Tender ineligible for registration if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
 - h) Will declare a Tender ineligible for registration if at any time Maasai Mara University determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
 - i) Will declare a Tender ineligible for registration if at any time Maasai Mara University

determines that the tenderer is related to an employee of the University or a Member of Council or Management Board of the University unless otherwise pre-declared to avoid conflict of interest.

- j) Will declare a Tender ineligible for registration of suppliers if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

viii. Tenderers shall furnish information as described in the registration of suppliers' tender document.

- ix. Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020.

2. Clarification of Documents

- i. Prospective tenderer making inquiries of the tender document may notify Maasai Mara University by post, fax or by email at the Maasai Mara University's address indicated in the Invitation to Tender. Maasai Mara University will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the University. Written copies of the University's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.
- ii. Maasai Mara University shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4 Amendment of the Tender Document

- i. At any time prior to the deadline for submission of the tenders, Maasai Mara University, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.
- ii. In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, Maasai Mara University may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

5. Language of Tender

- i. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Maasai Mara University shall be in Written English language.

6. Documents Comprising the Tender

- i. This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for registration prospective bidders must submit all the information herein requested.

7. Submission of Application

- i. The registration document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the registration document.
- ii. The registration document should be prepared and submitted as specified in the Invitation for

- Registration of Suppliers on or before **Wednesday, 9th June, 2021 at 12.00 noon.**
- iii. Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

8. Eligible Candidates

- i. This registration document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement and Asset Disposal Act, 2015 and Public Procurement and Asset Disposal Regulations, 2020.
- ii. All bidders who pass the set criteria shall be registered.
- iii. Due diligence will be undertaken and any bidder found to be in breach or has provided false information shall be automatically disqualified.

9. Tender Evaluation

- i. Maasai Mara University will examine the tenders to determine to determine completeness, general orderliness and sufficiency in responsiveness.
- ii. Tenderers shall not contact the Maasai Mara University on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence Maasai Mara University in the evaluation shall result in the cancellation of their tender.
- iii. Registration will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- iv. The applicants must have registered offices and Maasai Mara University reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- v. Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- vi. Maasai Mara University reserves the right to accept or reject any or all tenders.

10. Notification of registration

- i. Information relating to preliminary evaluations of all the applications and also those who qualify for registration shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of registration results is made to all applicants.
- ii. After the list of those who succeeded to be registered has been approved, Maasai Mara University shall notify all those applicants who have been registered. At the same time, those whose applications were unsuccessful shall be informed the reasons as to why their applications were rejected.

SECTION IV: REGISTRATION OF SUPPLIERS EVALUATION TOOL (OPEN CATEGORY)

Stage 1: Mandatory Documents

These are mandatory requirements and bidders are expected to **attach all the documents** in order to proceed to the next stage of evaluation. This stage shall be evaluated on a **YES/NO** basis.

S/No.	Particulars	YES/No
1.	Form of Tender (duly filled, signed and stamped by the tenderer)	
2.	Valid and up to date Tax Compliance Certificate (TCC) from KRA (Will be verified online through KRA's TCC Checker)	
3.	A copy of PIN/VAT certificate	
4.	A copy of valid Trading License/Business Permit(for 2021)	
5.	Copy of Certificate of registration/Incorporation/CR12 and/or change of name	
6.	Confidential Business Questionnaire Form (duly filled, signed and stamped)	
7.	Tender document MUST be sequentially serialized (paginated) on every page. No loose documents will be accepted.	
8.	Tenderer MUST fill in all forms as provided in the registration document	
9.	Must provide company profile	

NB: Bidders should note that all the above requirements are mandatory; failing to meet any will lead to automatic disqualification at this stage.

STAGE 2: Technical evaluation

This stage will be evaluated on a scoring basis as follows:

S/no	Evaluation Attributes	Scores	Max Scores
1.	Supplier availability	Provide the following details 1. Name of Firm (2mks) 2. Physical address (1mk) 3. Contact person(s) (2mks) 4. Telephonenumbers (2mks) 5. Postal address (1mk) 6. Valid Emailaddress(2mks)	10
2.	Evidence of availability of office premises (Attach copy of title deed, lease/tenancy agreement or a current utility bill)	Copy of title deed, lease/tenancy agreement/current utility bill (5mks)	5
3.	Number of years in the business (Provide business registration/certificate of incorporation)	2 years and above - 6mks Below 2 years – 1mk	6
4.	Give details of five referees (Clients) that you are currently dealing with or dealt with within the last three years. Attach evidence of performing a contract by submitting copies of LPOs/LSOs/Contracts awarded in the area of specialization within the last three years	Each referee with evidence attached @ 5mks Max 25mks	25

5.	Certification by regulatory bodies e.g. KEBS, registration with MOPW, NCA, ERB, other Professional bodies certification (IATA a must for Air Travel Agent), Authorized dealers, resellers, distributors etc depending on the category applied for.	Copy of certification by regulatory body/ies @5mks, Max 15	15
6.	Qualifications and experience of 3 key personnel (Attach signed CVs)	Each signed CV @5mks, Max 15	15
7.	Provision of the following financial/payment details (This information is very critical for online payment). a) PAYE NAME b) BANK NAME c) BRANCH NAME d) ACCOUNT No.	Each item@2mks, Max 8	8
8.	Litigation History (If none, indicate so)	Indicated litigation history @5mks	5
9.	Past/Current performance as a supplier with Maasai Mara University (Attach evidence)	Evidence attached @5mks	5
10.	Submission of audited accounts for the last two years (2018, 2019)	2018 audited accounts @5mks 2019 audited accounts @5mks	10
Total marks			100

NOTE:

The firm that attains the pass mark of 60 points out of 100 points will be considered for registration EXCEPT for Youth, Women and Persons living with disability only attach Registration documents (Copy of certificate of incorporation/registration, AGPO certificate and Tax Compliance certificate) from National Treasury.

SECTION V: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this Form.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this Form. Part 1 – General

Business

Name.....

Location of business premises; Country/Town.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....

Nature of Business.....

Current Trade Licenses No.....Expiring date..... Maximum

value of business which you can handle at any time: Kshs.....

Nature of your bankers.....

Branch

Part 2 (a)- Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership

Give details of partners as follows:

	Name in full	Nationality	Citizenship Details	Shares
1
2
3

I certify that the information above is correct. Full name and designation of authorized signatory.

.....

Date.....Signed.....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

*Attach proof of citizenship

SECTION VI: REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name) _____
hereby apply for registration as a supplier for

(Category No.) _____

Postal Address _____

Telephone Number (Fixed Line)

Mobile No. _____

Email Address _____

Fax _____

Town _____ Street _____

Building _____

Floor _____ Room/Office _____

Other branches/Locations _____

Full name of authorized signatory _____

Designation _____

Official Rubber Stamp

Signature _____

Date: _____

SECTION VII: TENDER SUBMISSION FORM

Having studied the registration information for the above tender category, We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being registered we/I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. The registered bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the registration evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of registered suppliers.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date: _____

Applicant's Name _____

Represented by _____

Signature _____

(Full name and designation of the person signing and stamp or seal).

SECTION VIII: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/ Incorporation_____ (Attach copy)
2. Valid Trade License _____(Attach copy)
3. State VAT Registration No _____(Attach copy)
4. PIN NO _____(Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of valid Tax Compliance Certificate).
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law _____

7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc

8. State any technological innovations or specific attributes which distinguishes you from your competitors

9. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies' certification (IATA a must for Air Travel Agent.) Please attach proof.

SECTION IX: FINANCIAL POSITION & TERMS OF TRADE

**PART A:
AUDITED REPORTS**

- Attach copies of audited reports for the last two (2) years.

**PART B:
TERMS OF TRADE (PAYMENT TERMS)**

Maasai Mara University would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

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

SECTION X: LITIGATION/ARBITRATION INCIDENTENCES

Litigation and Arbitration incidences.

- Enumerate any past litigation and arbitration incidences encountered by the firm.
- State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION XI: CLIENTS DETAILS

Give details of at least three reputable organizations where you are supplying the category of goods/services applied for. (Attach proof)

- Organization Name _____
Address _____
Tel. No _____
Contact Person _____
Position in the Organization _____
E-Mail Address _____
Sign _____
Date _____
Company Stamp

2. Organization Name _____
 Address _____
 Tel. No _____
 Contact Person _____
 Position in the Organization _____
 E-Mail Address _____
 Sign _____
 Date _____
 Company Stamp

3. Organization Name _____
 Address _____
 Tel. No _____
 Contact Person _____
 Position in the Organization _____
 E-Mail Address _____
 Sign _____
 Date _____
 Company Stamp

SECTION XII: MANPOWER AND EXPERTISE OF STAFF

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

Position	Name	Qualifications	Experience in proposed position

SECTION XIII: PAST PERFORMANCE

Have you previously been supplying goods/services to Maasai Mara University?

If yes, give details

Indicate three of the latest orders with Maasai Mara University

Do you have any pending orders with Maasai Mara University?? If so give details

Have you ever failed to honour Maasai Mara University LPO? If so give details

Has your contract ever been terminated by Maasai Mara University?

YES _____ NO _____

If yes, give details on a separate paper **SECTION**

XIV: DECLARATION

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

Signed and Stamped _____

Name _____

Position in the Company _____

Date _____

SECTION XV: ELEVENTH SCHEDULE (r. 146(1)) – DISADVANTAGED GROUPS

ELEVENTH SCHEDULE (r. 146(1)) REGISTRATION OF DISADVANTAGED GROUPS

REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

- 1. Name of Applicant _____
- 2. Physical Address _____
- 3. Postal Address: _____ 4. Postal Code: _____
- 5. E-mail: _____ 6. Mobile Phone No. _____
- 7. Are you applying for youth, women or persons with disabilities? _____
- 8. Contact Person _____

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (b) - Partnership Details			
Name	Nationality	ID/Passport No.	% Shares
Part 9 (C) – Registered Company			
State the nominal and issued capital of company Nominal			
KShs _____			
Issued KShs _____			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name: _____

11. Branch of the Bank: _____

12. Bank Account Number: _____

13. VAT Registration Number: _____

14. IFMIS Number, where applicable: _____

15. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title: _____

Signature: _____ Date _____

PART II: LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;
5. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
6. Business/Company profile;
7. Evidence of having paid the non-refundable fee for the Application Form;
8. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
9. Certificate of Registration in a target group issued by the National Treasury;
10. National IDs/Passports.