



MAASAI MARA UNIVERSITY

**DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS
AND CONSULTANTS FOR PROVISION GOODS, WORKS AND
SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027**

REFERENCE NUMBER: Mmara-U/RS/2025-2027

NAME OF FIRM:.....

CATEGORY NO:.....

CATEGORY NAME:.....

CLOSING DATE AND TIME

Wednesday, 21st May, 2025 at 12.00 noon

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SECTION I: INVITATION FOR REGISTRATION

DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027

REFERENCE NUMBER: Mmara-U/RS/2025-2027

1.0 Introduction

Maasai Mara University is a Public University established under the Universities Act, 2012. The University wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of Goods, Works and Services for the period 2025/2026 and 2026/2027 financial years.

2.0 LIST OF PROCUREMENT CATEGORIES

2.1 Instructions to eligible suppliers

1. Eligible suppliers must complete the preferred Category as per the Table format provided below.
2. Eligible suppliers **MUST** provide a substantive response in the format provided.
3. Eligible suppliers are allowed to register up to a Maximum of three (3) categories in any of the categories.
4. Eligible suppliers interested in registering for AGPO opportunities must indicate the preferred category either with or without previous experience.
5. Eligible suppliers must only submit one registration document per category.
6. Eligible suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
7. Interested eligible suppliers 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.
8. The registration document shall be downloaded from Maasai Mara University website www.mmarau.ac.ke or the Public Procurement Information Portal (PPIP) free of charge.
9. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box situated at the entrance to the Senate Boardroom or be addressed to:

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

so as to be received on or before **Wednesday, 21st May, 2025 at 12.00 noon**

10. Candidates who send their registration documents via postal or courier services should ensure that the documents are received in the Procurement Office on or before **Wednesday, 21st May, 2023 at 12.00 noon.**
11. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend in the Senate Boardroom, Maasai Mara University.
12. Only one representative per firm will be allowed in the boardroom during opening of the registration documents.
13. Late registration documents shall be received separately and processed later.
14. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions.
15. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
16. **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.
17. Enquiries that may arise from the registration document should be channeled to Maasai Mara University Procurement Office, through the address given above.
18. **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.**
19. The registration document **MUST** be properly bound and sequentially serialized (paginated) on every page.

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 2025/2026 & 2026/2027

3.0 REGISTRATION CATEGORIES

Maasai Mara University intends to register suppliers for the supply of goods, services or works for the period **1st July 2025 to 30th June 2027**. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES

The Youth, Women and persons 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/01/2025-2027	Supply & delivery of general office stationery& rubber stamps
2	Mmara-U/RS/02/2025-2027	Supply and delivery of tonners, cartridges and printing ink
3	Mmara-U/RS/03/2025-2027	Supply & delivery of cleaning materials and detergents
4	Mmara-U/RS/04/2025-2027	Printing, supply and delivery of printed accountable documents
5	Mmara-U/RS/05/2025-2027	Design, printing, supply & delivery of branded promotional materials & branded stationery e.g. envelopes, files etc.
6	Mmara-U/RS/06/2025-2027	Supply and delivery of newspapers and magazines
7	Mmara-U/RS /07/2025-2027	Provision of garbage collection services
8	Mmara-U/RS/08/2025-2027	Supply & delivery of cereals & grains (beans, green grams, maize etc.)
9	Mmara-U/RS/09/2025-2027	Supply & delivery of perishable foodstuff (fruits, vegetables, potatoes etc.)
10	Mmara-U/RS/10/2025-2027	Supply & delivery of non-perishable (dry) foodstuff e.g. rice, maize flour, wheat flour, sugar etc
11	Mmara-U/RS/11/2025-2027	Supply & delivery of poultry and allied products
12	Mmara-U/RS/12/2025-2027	Supply & delivery of meat and allied products
13	Mmara-U/RS /13/2025-2027	Supply and delivery of bottled mineral water
14	Mmara-U/RS/14/2025-2027	Supply & delivery of uniforms, protective gear & other linen e.g. table clothes etc.
15	Mmara-U/RS/15/2025-2027	Provision of air ticketing services
16	Mmara-U/RS/16/2025-2027	Provision of even management services e.g. catering, tents, chairs, public address systems, entertainment, audio visuals, display board, decorations and related services
17	Mmara-U/RS/17/2025-2027	Supply & delivery of office furniture and fittings e.g. curtains, carpets, vertical blinders etc.
18	Mmara-U/RS/18/2025-2027	Provision of asset valuation, tagging and bar-coding services
19	Mmara-U/RS/19/2025-2027	Provision of graphic design and sign works e.g. door labels, signage works etc.

CATEGORY B: REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS

SUPPLY AND DELIVERY OF GOODS/WORKS		
20	Mmara-U/RS/20/2025-2027	Supply, delivery and installation of computer hardware & software, printers etc.
21	Mmara-U/RS/21/2025-2027	Supply & delivery of general hardware materials, pipes and fittings i.e. Plumbing materials, paints and allied products.
22	Mmara-U/RS/22/2025-2027	Supply & delivery of building and construction materials e.g. building sand, hard core, ballast, quarry stones, murram etc.),
23	Mmara-U/RS/23/2025-2027	Supply and delivery of timber and allied products
24	Mmara-U/RS/24/2025-2027	Supply & delivery of electrical items, fittings & electronics
25	Mmara-U/RS/25/2025-2027	Supply & delivery of students' furniture e.g. Chairs, beds, tables etc.,
26	Mmara-U/RS/26/2025-2027	Supply & delivery of students' mattresses
27	Mmara-U/RS/27/2025-2027	Supply & delivery of petroleum products i.e. petrol, diesel, oils, lubricants & cooking gas
28	Mmara-U/RS/28/2025-2027	Supply & delivery of fresh processed milk
29	Mmara-U/RS/29/2025-2027	Supply & delivery of library books, journal & periodicals.
30	Mmara-U/RS/30/2025-2027	Supply, Installation & commissioning of structured cabling (IP) PABX, networking equipment.
31	Mmara-U/RS/31/2025-2027	Supply & Delivery of Audio-Visual items e.g. LCD Projectors, PA systems Cameras etc.
32	Mmara-U/RS/32/2025-2027	Supply, delivery, installation, testing & commissioning of security equipment, CCTV cameras, biometric & communication equipment, walk through metal detectors etc.
33	Mmara-U/RS/33/2025-2027	Supply & delivery of human / Pharmaceutical drugs & dressings
34	Mmara-U/RS/34/2025-2027	Supply & delivery of laboratory reagents, glassware & equipment's for the medical laboratory.
35	Mmara-U/RS/35/2025-2027	Supply & delivery of laboratory reagents, glassware & equipment's for teaching Departments.
36	Mmara-U/RS/36/2025-2027	Supply, delivery & installation of housekeeping, kitchen & laundry equipment (large & small)
37	Mmara-U/RS/37/2025-2027	Supply & delivery of motor vehicle spare parts, tyres, tubes & batteries
38	Mmara-U/RS/38/2025-2027	Supply & delivery of games equipment, sportswear & allied products
39	Mmara-U/RS/39/2025-2027	Supply, Installation, testing & maintenance of water pumps, lawn mowers & allied items
40	Mmara-U/RS/40/2025-2027	Supply & delivery of camping equipment's e.g. tents (all types & sizes), binoculars etc.
41	Mmara-U/RS/41/2025-2027	Supply, delivery, installation & service of media broadcast equipment for both radio & television.

42	Mmara-U/RS/42/2025-2027	Supply and servicing of Air conditioning units
43	Mmara-U/RS/43/2025-2027	Repair, servicing, maintenance and calibrating of Laboratory, hospital, medical laboratory equipment and office equipment
44	Mmara-U/RS/44/2023-2025	Supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds, organic dry animal manures and related items
45	Mmara-U/RS/45/2023-2025	Supply and delivery of photocopiers, printers, laptops, tablets, mobile phones, projectors, computers, servers, UPS and consumables/associated supplies
46	Mmara-U/RS/46/2023-2025	Supply and delivery of farm animals and biological assets e.g. bulls, dairy cattle, rabbits, poultry etc
47	Mmara-U/RS/47/2023-2025	Supply and delivery of Graduation Attires (Gowns, Hoods and Caps)
48	Mmara-U/RS/48/2023-2025	Supply, delivery, installation & maintenance of firefighting equipment
49	Mmara-U/RS/49/2023-2025	Supply, delivery, installation & maintenance of solar power system.
PROVISION OF SERVICES		
50	Mmara-U/RS/50/2023-2025	Provision of fumigation, pest control and sanitary services
51	Mmara-U/RS/51/2023-2025	Repair & maintenance of motor vehicles (panel beating, spray painting etc.
52	Mmara-U/RS/52/2023-2025	Repair & maintenance of cold room and kitchen equipment.
53	Mmara-U/RS/53/2023-2025	Repair and maintenance of generators, lawnmowers and related machines
54	Mmara-U/RS/54/2023-2025	Provision of repairs & servicing of office equipment e.g. photocopiers, printers, LCD screens & projectors etc.
55	Mmara-U/RS/55/2023-2025	Provision of courier services
56	Mmara-U/RS/56/2023-2025	Provision of insurance services
57	Mmara-U/RS/57/2023-2025	Provision of Human Resource Training, Development Services, Consultancy Services & Capacity Building.
58	Mmara-U/RS/58/2023-2025	Provision of consultancy services on Environmental Impact Assessment & Environmental Audit.
59	Mmara-U/RS/59/2023-2025	Provision of property valuation services
60	Mmara-U/RS/60/2023-2025	Provision of legal services
61	MMara-U/RS/61/20232025	Provision of land survey services
62	Mmara-U/RS/62/2023-2025	Provision of consultancy services in waste management disposal
63	Mmara-U/RS/63/2023-2025	Provision of minor works services; buildings, electrical, mechanical, civil, tile works, repainting. Landscaping, repairs and maintenance (registered building & civil contractors NCA 6 and below.
64	Mmara-U/RS/64/2023-2025	Provision of fabrication and welding services.
65	Mmara-U/RS/65/2023-2025	Provision of office design and partitioning services

66	Mmara-U/RS/66/2023-2025	Provision of building consultancy services (Architectural, Structural, Quantity Surveying, Landscaping, Electrical and Mechanical Works)
67	Mmara-U/RS/67/2023-2025	Provision of energy audit services
68	Mmara-U/RS/68/2023-2025	Provision of interior design services
69	Mmara-U/RS/69/2023-2025	Printing of certificates with security features
70	Mmara-U/RS/70/2023-2025	Provision of data backup and recovery services
71	Mmara-U/RS/71/2023-2025	Provision of taxi hire services and airport transfers
72	Mmara-U/RS/72/2023-2025	Provision of internet services
73	Mmara-U/RS/73/2023-2025	Provision of hotel accommodation, conference / training facility and related services
74	Mmara-U/RS/74/2023-2025	Provision of laundry and dry-cleaning services
75	Mmara-U/RS/75/2023-2025	Provision of car tracking services
76	Mmara-U/RS/76/2023-2025	Provision of borehole drilling services, test pumping and related services
77	Mmara-U/RS/77/2023-2025	Provision of guidance and counselling services
78	Mmara-U/RS/77/2023-2025	Provision of health/hospital 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:

**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, 21st May, 2025 at 12.00 noon**. Opening of the Registration documents will be done publicly soon after closing time in the Senate Boardroom. Only one representative per firm will be allowed during opening of the registration documents.

Please note:

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

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

Maasai Mara University attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

Maasai Mara University reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential. This Registration Document is eligible for one specific category which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. Maasai Mara University shall not be responsible for Loss of documents not bound together.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

Maasai Mara University would like to invite interested candidates who must qualify by meeting the set criteria as provided by the University to perform the contract of supply and delivery or provision of goods, works and services.

4.2 Registration Objective

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to Maasai Mara University on and as when required during the stated period.

4.3 Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Vice Chancellor, so that they may be registered under the specific categories. Bids will be submitted in separate Envelopes for every category singly. The prospective suppliers are required to supply mandatory information for Registration.

4.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

4.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

4.6 Submission of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

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

4.7 Additional Information

Maasai Mara University reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by the University upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by the University in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of the University they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) Maasai Mara University reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

5.4 Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

5.5 Financial Condition

The Supplier's financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding

suppliers/contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

5.6 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

5.7 Statement

Application must include a sworn statement on PART IX by the tenderer ensuring the accuracy of the information given.

5.8 Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the University reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from the University list of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to the University.

6.0 REGISTRATION EVALUATION

CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES

S/No	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Valid registration certificate from The National Treasury for firms owned by Youth, Women and persons with Disability (AGPO)	Mandatory
5.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

CATEGORY B: OPEN CATEGORY

S/No	Requirements	Score
1.	Copy of certificate of registration/incorporation	Mandatory
2.	Copy of valid tax compliance certificate from KRA	Mandatory
3.	A copy of CR12 for companies issued within the last 6 months	Mandatory
4.	Valid single Business permit from County Government	Mandatory
5.	Certificate from affiliated professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6.	Firm's audited accounts for previous one year. (attach proof)	Mandatory

7.	All the pages of the tender document/attachments must be serialized	Mandatory
8.	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & Youth, Women and Person with Disability: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreement.

PART II: SUPPLIER REGISTRATION DATA

Business Name

Pin No.....

Reg. Certificate No.....
(Attach copy registration certificate)

Address

P.O. Box..... Postal Code.....City/Town.....

Telephone Nos Mobile Nos.....

Email Address:

Website address (If any)

Physical Address

Business LocationName of building

Plot No.Road/Street Name

Floor No. Room No.

NATURE OF BUSINESS

Please list the goods or services you provide specific to category. Number, category description applied for:

1.....

2.....

3.....

4.....

For Contractors, state your area of specialization specific to category. Number, category description applied for: -

1.....

2.....

3.....

4.....

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

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

State terms of payment in preference order;

i.....

ii.....

iii.....

iv.....

Note: Maasai Mara University prefers payment to be made within 90 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Council Member of Maasai Mara University? Yes/No If answer is YES give the relationship.

.....

.....

.....

.....

.....

Does an Employee or Council Member of Maasai Mara University sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No If answer in above is YES give details.

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

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Maasai Mara University to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

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

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No If answer in above is YES give details:

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

Have you offered or given anything of value to influence the procurement process? Yes/No If answer in above is YES give details

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

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of candidate

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary.....)

Semi-Skilled.....

(Permanent.....Temporary.....)

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by Maasai Mara University.

Attach CV's of key professional / technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held.....

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

i. Name of Client

ii. Address of Client

iii. Name of Contact Person at the client

iv. Telephone Contact.....

- v. Value of Contract
- vi. Duration of Contract (date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract (date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 4th Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by Maasai Mara University?

Yes/No

If yes give reasons for cancellation

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

Have you ever been issued with a tender/quotation document by Maasai Mara University and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

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

.....

Do you have any objection in Maasai Mara University obtaining a confidential financial report from your bankers?

.....

.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

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.....

PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Maasai Mara University supplier.

S/No	Particulars	Responses
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in	
	Kenya or the country in which it is established?	
2.	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5.	Please state if any Director/Partner and/or Company Secretary of the Organization has a close relative who is employed or member of the University and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children.	
6.	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Maasai Mara University.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Maasai Mara University.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation:	
Signature:	
Stamp or Seal:	

(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name _____

Title or Designation_____

(Signature)

(Date)