



**KISII UNIVERSITY
TENDER FOR REGISTRATION OF SUPPLIERS
YEARS 2023-2024-2025**

**TENDER NUMBER
KSU/T/11/2023-2024**

CONTINUOUS REGISTRATION

2025

Completed registration documents (including attachments) for each category should be scanned from the first page continuously to the last page and submitted as one document to this Email: suppliersqt@kisiiversity.ac.ke

NB: One complete document per Category ie a single document shall not be used to apply for more than one category.

**The Vice Chancellor,
Kisii University,
P.O Box 408 – 40200,
Kisii**

SUPPLIER REGISTRATION DETAILS FORM I

1. Name of Company.....
2. Category Applied for.....
3. Category Number.....

4. Physical Location (ie) Town /County.....

5. Street/Road.....

6. Building Name.....

7. Box Number.....

8. Email address.....

9. Telephone Number.....

10. Name/s of majority shareholders/Directors and their ID Numbers
.....
.....
.....

11. Business registration number.....(As indicated in the certificate of incorporation).
12. Agpo Certificate number.....(Bidders applying for open categories but have AGPO certificates must indicate AGPO number).
13. KRA Pin Number.....

SIGNATUREDate.....Stamp.....



CONFLICT OF INTEREST & CONFIDENTIALITY DECLARATION FORM
TENDER NUMBER

Kisii University operates a procurement process which is fair, transparent and able to withstand probity. In view of this, Kisii University requires that anyone nominated to participate in its procurement processes declares any potential conflicts of interest and maintains strictest confidence. Anyone who does not sign this form will not be permitted to participate in any part of Kisii University's procurement process.

I. Conflict of interest declaration

Potential conflicts of interest include but not limited to:

1. Relationship/ Association with any members of staff.
2. Previously worked with/for any of the members of staff.
3. Involvement in earlier phases of the project for which bids/proposals were sought.
4. Knowledge of a bid or proposal before it was formally opened.
5. Interaction any of the bidders regarding their bid.
6. Shareholder/ Board Member/ Office bearer of firm which is bidding.

If you are in any doubt about whether something is a potential conflict of interest, you are advised to declare it below.

Either:

A) I wish to declare the following conflict(s) of interest -

1.
2.
3.

Or

B) I have no conflicts of interest to declare.

II. Confidentiality Declaration

I confirm that the declarations I have made above are, to the best of my knowledge, correct. I fully understand that, if Kisii University concludes that the declarations I have made are false or materially misleading, Kisii University may refer the matter to the relevant legal authorities for them to investigate as they see fit and to take whatever legal action they may consider appropriate.

Name: Signature: Date:



KISII UNIVERSITY
P.O. BOX 408 – 40200 KISII

TENDER NAME: CONTINUOUS REGISTRATION OF SUPPLIERS
TENDER NO: KSU/T/22/2024/2025

Kisii University invites tenders from interested, eligible and competent candidates for the purpose of registering as suppliers for the supply of goods, works and services for **2025-2026**

CATEGORIES FOR REGISTRATION:

<i>SUPPLY AND DELIVERY OF GOODS</i>		
Category reference	Category description	Eligibility
REG/ CAT /1/2022-2024	Supply and Delivery of General Office Stationery	Reserved
REG/ CAT /2/2022-2024	Supply and Delivery of Photocopying Paper	Reserved
REG/ CAT /3/2022-2024	Supply and Delivery of Tonners and Cartridges (Attach Evidence of dealership authorization)	Authorized /dealers
REG/ CAT /4/2022-2024	Provision of Printing Services and Promotional Materials	Reserved
REG/ CAT /5/2022-2024	Supply and Delivery of Dry Foods Stuffs	Reserved
REG/ CAT /6/2022-2024	Supply and Delivery of Perishable Foods Stuffs	Reserved
REG/ CAT /7/2022-2024	Supply and Delivery of Cleaning Materials, Detergents, Disinfectants and Sundry Items	Reserved
REG/ CAT /8/2022-2024	Supply, Delivery and Installation of Computers, Laptops and Accessories	Reserved
REG/ CAT /9/2022-2024	Supply and Delivery of Printers, Photocopiers and Scanners	Open
REG/ CAT /10/2022-2024	Supply, Delivery and Installation of Computer Software and Networking Materials	Reserved
REG/ CAT /11/2022-2024	Supply and Delivery of Motor Vehicle Spare Parts and Batteries	Open
REG/ CAT /12/2022-2024	Supply and Delivery of Tyres and Tubes	Open
REG/ CAT /13/2022-2024	Supply and Delivery of Hardware Materials – cement, plumbing fittings, tools and implements, roofing materials, paints and allied products	Open
REG/ CAT /15/2022-2024	Supply and Delivery of Building materials eg sand, ballast, murram, natural stones, hardcore, baked bricks, concrete blocks and allied products	Open
REG/ CAT /16/2022-2024	Supply and Delivery of Electrical materials	Open
REG/ CAT /17/2022-2024	Supply and Delivery of Glass and related fixtures	Open

REG/ CAT /18/2022-2024	Supply and Delivery of Metal related fixtures – Grills, doors window frames etc	Reserved
REG/ CAT /19/2022-2024	Supply and Delivery of Office Furniture and Fittings	Open
REG/ CAT /20/2022-2024	Supply and Delivery of Timber, round poles, cedar poles and allied products	Open
REG/ CAT /21/2022-2024	Supply ,refill and Delivery of Gas cylinders and Cooking Gas	Open
REG/ CAT /22/2022-2024	Supply and Delivery of Drugs, Dressing and Infusion	Open
REG/ CAT /23/2022-2024	Supply and Delivery of Laboratory Chemicals and Reagents	Open
REG/ CAT /24/2022-2024	Supply and Delivery of Laboratory and Medical Equipment and Glassware	Open
REG/ CAT /25/2022-2024	Supply and Delivery of Laboratory Physics items	Open
REG/ CAT /26/2022-2024	Supply and Delivery of Staff Uniforms, Protective gear, Curtains and beddings	Reserved
REG/ CAT /27/2022-2024	Supply and Delivery of branded items such as T-shirts, clocks, bags, key holders, caps, diaries etc	Reserved
REG/ CAT /28/2022-2024	Supply and Delivery of Farm inputs, chemicals and other consumables and seedlings.	Open
REG/ CAT /29/2022-2024	Supply and Delivery of Games Equipment and Supplies	Open
REG/ CAT /30/2022-2024	Supply and Delivery of Cutlery and Crockery	Reserved
REG/ CAT /31/2022-2024	Supply and Delivery of Charcoal and Dry Firewood	Reserved
REG/ CAT /32/2022-2024	Supply and Delivery of Books, Periodicals, Magazines and other reading materials	Open
REG/ CAT /33/2022-2024	Supply and Delivery of Electronic Components, Instruments and Equipment (TVs, cookers, fridge)	Open
REG/ CAT /34/2022-2024	Supply and Delivery of farm animals eg fingerlings, Cattle, sheep, goat, bees and rabbit etc	Open
REG/ CAT /35/2022-2024	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment and firefighting training services.	Reserved
REG/ CAT /36/2022-2024	Supply and Delivery of Studio and Media Equipment and Public address.	Open
REG/ CAT /37/2022-2024	Supply and Delivery of Printing Press Materials (Offset printer)	Reserved
REG/ CAT /38/2022-2024	Supply and delivery of water plant materials e.g preforms, spares, consumables etc	Open
REG/ CAT /39/2022-2024	Supply & delivery of Newspapers and Online Newspaper Subscription.	Open
REG/ CAT /40/2022-2024	Supply and Delivery of Gifts and Trophies.	Open
REG/ CAT /41/2022-2024	Supply and Delivery of Airtime Vouchers and Data bundles.	Open

<i>WORKS AND SERVICES</i>		
Category reference	Category description	Eligibility
REG/ CAT /42/2022-2024	Provision of Ground maintenance and landscaping services	Reserved
REG/ CAT /43/2022-2024	Provision of maintenance and repair for printer, photocopier and scanner services.	Open
REG/ CAT /44/2022-2024	Provision of data backup services (cloud)	Open
REG/ CAT /45/2022-2024	Provision of software development, installation and commission services	Open
REG/ CAT /46/2022-2024	Ground maintenance and waste management services eg cutting grass, maintain flowers, Garbage Collection and disposal	Reserved
REG/ CAT /47/2022-2024	Provision of Architectural Services	Open
REG/ CAT /48/2022-2024	Provision of Quantity Survey Services	Open
REG/ CAT /49/2022-2024	Provision of Property ,Valuation Services and asset tagging	Open
REG/ CAT /50/2022-2024	Provision of Taxi Services eg Saloon cars, pick up, canters, Lorries, mini bus and buses	Reserved
REG/ CAT /51/2022-2024	Provision of Sanitary Bins and Sanitary Services	Reserved
REG/ CAT /52/2022-2024	Provision of Fumigation and Pest control	Reserved
REG/ CAT /53/2022-2024	Design and Printing of Accountable Documents and other materials e.g certificates, student IDs etc	Open
REG/ CAT /55/2022-2024	Repair of Motor Vehicles Services –SMES	Open
REG/ CAT /56/2022-2024	Specialized Servicing of Motor Vehicles i.e Toyota, Nissan, Isuzu and Ford registered dealers only	Open
REG/ CAT /57/2022-2024	Provision of Civil Works	Open
REG/ CAT /58/2022-2024	Provision of Veterinary Services	Open
REG/ CAT /59/2022-2024	Provision of Medical Services (Referral Hospitals)	Open
REG/ CAT /60/2022-2024	Provision of Air Ticketing and Travel Arrangements Agents (KCAA Registered Firms).	Reserved
RE-G / CAT /61/2022-2024	Servicing and Repairs of Electronic Equipment	Open
REG / CAT /62/2022-2024	Provision of Human Resource Training, Development Services, Consultancy Services and Capacity Building	Open
REG/ CAT /63/2022-2024	Provision of Consultancy Services on Environmental Impact Assessment and Environmental Audit	Open
REG/ CAT /64/2022-2024	Provision of Print and Electronic Media Services	Open
REG/ CAT /65/2022-2024	Provision of Event Organizing Services	Reserved
REG/ CAT /66/2022-2024	Hiring of Tents, Chairs and Public address System etc	Open
REG/ CAT /67/2022-2024	Design, supply, delivery and installation of Bill Boards, Banners and Signages	Reserved
REG/ CAT /68/2022-2024	Provision of Painting Works	Reserved
REG/ CAT /69/2022-2024	Provision of clearing and forwarding services (agents)	Open
REG/ CAT /70/2022-2024	Provision of legal services	Open
REG/ CAT /71/2022-2024	Provision of borehole drilling services	Open
REG/ CAT /72/2022-2024	Provision of Hydrological survey services	Open
REG/ CAT /73/2022-2024	Provision of Hotel Catering, Boarding, Conference Reservation	Open

	and Booking Services	
REG/ CAT /74/2022-2024	Repair and Maintenance of Generator Generator320 KVA, 500 KVA and 30 KVA	Open
REG/ CAT /75/2022-2024	Provision of fuel smart card Services	Open
REG/ CAT /76/2022-2024	Provision of bulk message services (bulk SMS).	Open
REG/ CAT /77/2022-2024	Provision of whats app services	Open
REG/ CAT /78/2022-2024	Provision of Courier Services local and International	Open
REG/ CAT /80/2022-2024	Repair of Office Furniture	Open
REG/ CAT /83/2022-2024	Provision of Repairs for Passenger Lifts(ERA approved)	Open
REG/ CAT /84/2022-2024	Provision of Website Design ,Hosting and Maintenance Services	Open
REG/ CAT /85/2022-2024	Supply ,Installation Commissioning and servicing CCTVs.	Open
REG/ CAT /86/2022-2024	Provision of ICT Data Recovery Services	Open
REG/CAT/89/2022-2024	Servicing, Calibration and repair of laboratory equipment and machines.	Open
REG/CAT/90/2022-2024	Provision of Energy Audit Services	Open
REG/CAT/91/2022-2024	Provision of professional Dry Cleaning and laundry services	Open
REG/CAT/92/2022-2024	Provision of repair ,servicing and maintenance of water plant	Open
REG/CAT/93/2022-2024	Provision of Interior Design and Sound Proofing Services	Open
REG/CAT/94/2022-2024	Provision of Press and Publicity	Open
REG/CAT/95/2022-2024	Provision of Carpets and Deco	Open
REG/CAT/96/2022-2024	Provision of Chattered flight services	Open
REG/CAT/97/2022-2024	Communication ,Image and Branding Consultancy Services	Open
REG/CAT/98/2022-2024	Provision of Fire Safety and Audit Services	Open
REG/CAT/99/2022-2024	Supply and Delivery of Tents	Open
REG/CAT/100/2022-2024	Servicing of Library Security Equipment	Open
REG/CAT/101/2022-2024	Provision of Water Audit Services	Open

Bidders are only required to submit dully filled and scanned in PDF document to this Email:suppliersqt@kisiuuniversity.ac.ke

Reserved means: Only Women, Youth and Persons with Disabilities should apply.

Open means: All bidders may apply for these categories.

The University reserves the right to accept or reject any applicant either in whole or part.

SECTION I

INFORMATION TO CANDIDATES

1.0 INTRODUCTION

- 1.1. Kisii University will continuously register and enlist on need basis prospective bidders for the supply of various 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 **for a determined period of time.**
- 1.2. Bidders are invited to submit a Registration documents for the Supply of various goods, works and / or services.
- 1.3. The Registration 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 the response.
- 1.4. Kisii University does not bind itself to assign supply of any items but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.5. Applicants will be informed in via email of the results of the application.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is Kisii University's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, Kisii University:
 - a) Defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "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 Registering process; and
 - (ii) "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 of the benefits of free and open competition.
 - b) Will reject a Tender for Registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c) Will declare a Tender ineligible, for Registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - d) Will have the right to examine financial records relating to the performance of such services to determine capability.

e) Will have the right to inspect the business premises of the tenderer.

1.8 Tenderers shall furnish information as described in the Registration document.

1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2.0 DOCUMENTS COMPRISING THE REQUEST FOR REGISTRATION

Tenderers may request a clarification on the Tender Registration document before submission. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3.0 PREPARATION OF REGISTRATION DOCUMENTS

3.1 Tenderers are requested to submit a document written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for Registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the Registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit **Registration** document. **Only Registration document, which fulfill these requirements, will be considered.**

3.4 The Registration documents shall not include any financial proposal information.

3.5 Period of Validity

The request for Registration must remain valid for not less than **120 days** from the date of submission.

SUBMISSIONS, RECEIPT, AND OPENING OF REGISTRATION SUPPLIERS

4.1 Submission of documents shall be Electronic to this Email:

Email: suppliersqt@kisiiversity.ac.ke

4.4 Deadline for Submission

Submission shall be continuous and electronically

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General Requirements

- 5.1 Kisii University will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Applicants shall not contact Kisii University on the matter relating to their Registration Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence Kisii University in the Registration Document evaluation shall result in the rejection of their application.
- 5.3 Registration will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4 **Kisii 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/services or works.**
- 5.5 Applicants who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required **for a determined period.**
- 5.6 Kisii University reserves the right to **accept or reject** any or all registration Documents without the obligation to assign any reason (s) for its decision thereof.
- 5.7 ***Litigation***
Applicants must disclose any current litigation involving the firm.

5.8 *Evaluation Criteria*

The parameters to evaluation criteria are as per the following evaluation criteria matrix as applicable in line with the PPADA 2015.

	<i>Name of Company:</i> <i>Category Applied For:</i>		
No	<i>Evaluation Attribute WOMEN, YOUTH AND PERSONS WITH DISABILITIES or reserved categories</i>	Evaluation Parameters	Attached or Not attached
i.	Dully filled, signed and stamped continuous supplier registration document.	Mandatory	
ii.	Company Certificate of registration or incorporation	Mandatory	
iii.	Attach a copy of company valid certificate of Youth, Women and persons with disability (YWPD)	Mandatory	
iv.	Copy of ID of Directors	Mandatory	
	Responsive..... Non Responsive..... Tick appropriately :For official use only		

NB:

1. Bidders should note that, Additional mandatory documents such as Valid Tax Compliance, Valid Business Permit, Professional licenses and Certifications etc...may be required during quotations or tendering process.
2. Documents presented during bidding must be valid as at the date of tender/quotation opening and due diligence where applicable.
3. The University will publish in the University Website the list of registered suppliers and report of non-responsive bidders.
4. Bidders may provide a brochure of works or contracts for works undertaken before.

	<i>OPEN CATEGORIES</i> <i>Name of Company:</i> <i>Category Applied For:</i>		
No	<i>Evaluation Attribute for Open Categories</i>	Evaluation Parameters	Attached or Not attached
i.	Dully filled ,signed and stamped continuous supplier registration document.	Mandatory	
ii.	Company Certificate of registration or incorporation	Mandatory	
iii.	Copy of ID of Directors	Mandatory	
	Responsive..... Non Responsive..... Tick appropriately :For official use only		

NB: Bidders should note that, Additional mandatory documents such as Valid Tax Compliance, Valid Business Permit, Professional licenses and Certifications etc...may be required during quotations or tendering process.

Documents presented during bidding must be valid as at the date of tender/quotation opening and due diligence.

The University will publish in the University Website the list of registered suppliers and report of non-responsive bidders.

5.9 CONFIDENTIALITY

Information relating to evaluation of Registration Documents and recommendations concerning Registration shall not be disclosed to the applicants until the registered firms have been advised accordingly.

N/B: FILL THE ABOVE INFORMATION WITHOUT CHANGING THE FORMAT PROVIDED ABOVE

FORMS

Part 3 – ELIGIBILITY STATUS FORM

3.1 Are you related to an Employee, Committee Member or Board Member of Kisii University?

Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.

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

3.3 Does an Employee, Committee Member, Board Member of Kisii University sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures?

Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.

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

3.5 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 Kisii 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 _____

3.6 If answer in '3.5' above is **YES** give details.

.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?

YES _____ No _____

3.8 If answer in '3.7' above is **YES** give details:

.....

.....

3.9 Have you offered or given anything of value to influence the procurement process in any organization?

Yes _____ No _____

3.10 If answer in '3.7' above is **YES** give details

.....

.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give Kisii University authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, insurers, EACC or any other similar organizations.

Date

Signature of Candidate

stamp

NB: If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

NATURE OF BUSINESS

DEFINATION OF BUSINESS

(Indicate whether sole proprietor, Company or partnership)

Specify and give descriptive details of the goods/services you wish to render

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

Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.

DISCLOSURE

ASSOCIATE COMPANIES

A)..... (E).....

B)..... (F).....

C)..... (G).....

D)..... (H).....

PERIOD IN BUSINESS.....

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.....

.....

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND
ASSET DISPOSAL ACT 2025.**

I, of Post Office Box
.....being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of
(insert name of the Company) who is a Bidder in respect of Tender No.
for.....(insert tender title/description) for(insert name of the Procuring entity) and duly authorized
and competent to make this statement

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement
proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

.....

(Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box..... being a resident

of in the Republic of..... do hereby make Statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of Tender No. for (insert tendertitle/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

.....

(Title) (Signature) (Date

Stamp

Bidder's Official