



# **EGERTON UNIVERSITY**

## **CONTINUOUS REGISTRATION OF SUPPLIERS**

**CONTINUATION REGISTRATION OF SUPPLIERS  
FOR GOODS, SERVICES AND WORKS FOR  
FINANCIAL YEARS 2022 - 2023 AND 2023 - 2024**

**EU/IFCR-001/2022-2023**

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## 1.1 INTRODUCTION

### CONTINUOUS REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2021 - 2022 AND 2022 - 2023

Egerton University in compliance with sections 71 and 44 of the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations 2020 Respectively, invites applications for Continuous Registration of suppliers to be included in the current list of registered suppliers in the University for supply of the Goods, Works and Services as listed below;

#### LIST OF EGERTON UNIVERSITY PROCUREMENT CATEGORIES

| <b>CODE NO:EU /GG/2022-24</b> | <b>CATEGORY A: GENERAL GOODS</b>   | <b>ELIGIBILITY</b>                |
|-------------------------------|--|-----------------------------------|
| EU/IFR/GG/001/2022-2024       | Supply and Delivery of General office stationery e.g. Printing papers.                                     | Reserved for disadvantaged groups |
| EU/IFR/GG/002/2022-2024       | Supply and Delivery of Hardware Materials  | Open to all bidders               |
| EU/IFR/GG/003/2022-2024       | Supply and Delivery of Electrical Materials  | Open to all bidders               |
| EU/IFR/GG/004/2022-2024       | Supply and Delivery of General Construction materials e.g. Building stones, ballast etc.                   | Open to all bidders               |
| EU/IFR/GG/005/2022-2024       | Supply and Delivery of Computer Hardware, Laptops, Printers, Scanners, Computer Software and Related Items | Open to all bidders               |
| EU/IFR/GG/006/2022-2024       | Supply of Computer Stationery and Computer Consumables   | Reserved for disadvantaged groups |
| EU/IFR/GG/007/2022-2024       | Supply and Delivery of Electronic Components, Instruments and equipment                                    | Open to all bidders               |
| EU/IFR/GG/008/2022-2024       | Supply and Delivery of Office Equipment  | Open to all bidders               |
| EU/IFR/GG/009/2022-2024       | Supply and Delivery of Billboards, Business Cards, Banners and Signage                                     | Reserved for disadvantaged groups |
| EU/IFR/GG/010/2022-2024       | Supply and Delivery of Timber and Fencing Posts  | Reserved for disadvantaged groups |

|                         |  |                                   |
|-------------------------|--|-----------------------------------|
| EU/IFR/GG/011/2022-2024 | Supply and Delivery of Cleaning Materials  | Reserved for disadvantaged groups |
| EU/IFR/GG/012/2022-2024 | Supply and Delivery of Library Books   | Open to all bidders               |
| EU/IFR/GG/013/2022-2024 | Supply, and delivery of Games Sports Wear and Equipment's                                | Open to all bidders               |
| EU/IFR/GG/014/2022-2024 | Supply and Delivery of Fertilizer, Farm Chemical, Fungicides, Insecticides and Vet Drug. | Open to all bidders               |
| EU/IFR/GG/015/2022-2024 | Supply and Delivery of Teaching and research Chemicals                                   | Open to all bidders               |
| EU/IFR/GG/016/2022-2024 | Supply and Delivery of Teaching and research Equipment                                   | Open to all bidders               |
| EU/IFR/GG/017/2022-2024 | Supply of Office Furniture and Fittings.   | Open to all bidders               |
| EU/IFR/GG/018/2022-2024 | Supply and delivery of Dry foodstuff e.g. sugar, rice, baking flour.                     | Reserved for disadvantaged groups |
| EU/IFR/GG/019/2022-2024 | Supply and delivery of perishable foodstuff (vegetables)                                 | Reserved for disadvantaged groups |
| EU/IFR/GG/020/2022-2024 | Supply and Delivery of Perishable Foodstuffs (Meat and Meat Products)                    | Reserved for disadvantaged groups |
| EU/IFR/GG/021/2022-2024 | Supply and Delivery of Perishable Foodstuffs (Cereals e.g. Maize, beans etc)             | Reserved for disadvantaged groups |
| EU/IFR/GG/022/2022-2024 | Supply & Delivery of Fresh Dressed Chicken and Eggs                                      | Reserved for disadvantaged groups |
| EU/IFR/GG/023/2022-2024 | Supply of Local, International Newspapers, Magazines, Periodicals                        | Reserved for disadvantaged groups |
| EU/IFR/GG/024/2022-2024 | Supply and Delivery of Industrial and Domestic Weighing Scales                           | Open to all bidders               |
| EU/IFR/GG/025/2022-2024 | Design and Printing of Promotional Materials e.g. Banners and Give-away Merchandise      | Reserved for disadvantaged groups |
| EU/IFR/GG/026/2022-2024 | Supply and Delivery of Fire Fighting Equipment   | Open to all bidders               |

|                                    |  |                                   |
|------------------------------------|--|-----------------------------------|
| EU/IFR/GG/027/2022-2024            | Supply and Delivery of Supply & Delivery of LPG gases  | Open to all bidders               |
| EU/IFR/GG/028/2022-2024            | Supply and delivery of Cartridges & Toners.  | Reserved for disadvantaged groups |
| EU/IFR/GG/029/2022-2024            | supply & delivery of staff uniforms & protective gear, tailoring items, linen, curtain materials and rails | Reserved for disadvantaged groups |
| EU/IFR/GG/030/2022-2024            | Supply and delivery of printing materials for the University press e.g. Ink                                | Reserved for disadvantaged groups |
| EU/IFR/GG/031/2022-2024            | Supply and delivery of water treatment and swimming pool chemicals   | Open to all bidders               |
| EU/IFR/GG/032/2022-2024            | Supply & Delivery of Printing Materials For University Press (Ink, Bond Papers)                            | Open to all bidders               |
| EU/IFR/GG/033/2022-2024            | supply and delivery of motor vehicle spare parts   | Open to all bidders               |
| EU/IFR/GG/034/2022-2024            | supply and delivery of tyres, tubes and batteries  | Open to all bidders               |
| EU/IFR/GG/035/2022-2024            | supply & delivery of fuels, lubricants & oil.  | Open to all bidders               |
| EU/IFR/GG/036/2022-2024            | supply & delivery of bottled water and soft drinks   | Reserved for disadvantaged groups |
| <b>CODE NO:<br/>EU /MS/2022-24</b> | <b>CATEGORY B: MEDICAL SUPPLIES</b>  |                                   |
| EU/IFR/MS/001/2022-2024            | Supply and Delivery of Dental Equipment and Materials.   | Open to all bidders               |
| EU/IFR/MS/002/2022-2024            | Supply of Teaching Lab Chemical, Reagents and Consumables.   | Open to all bidders               |
| EU/IFR/MS/003/2022-2024            | Supply and Delivery of Medical Laboratory Reagent and Equipment's  | Open to all bidders               |
| EU/IFR/MS/004/2022-2024            | Supply and Delivery of pharmaceutical Drugs and IV Fluids  | Open to all bidders               |
| EU/IFR/MS/005/2022-2024            | Supply and Delivery of Non-pharmaceutical Drugs  | Open to all bidders               |

|                                    |   |                                   |
|------------------------------------|---|-----------------------------------|
| EU/IFR/MS/006/2022-2024            | Supply and Delivery of Surgical Materials   | Open to all bidders               |
| <b>CODE NO:<br/>EU /GS/2022-24</b> | <b>CATEGORY C: PROVISION OF<br/>GENERAL SERVICES</b>  |                                   |
| EU/IFR/GS/001/2022-2024            | Provision of Travel Air Ticketing Services  | Open to all bidders               |
| EU/IFR/GS/002/2022-2024            | Provision of Printing services  | Reserved for disadvantaged groups |
| EU/IFR/GS/003/2022-2024            | Provision of accommodation and conference facilities  | Open to all bidders               |
| EU/IFR/GS/004/2022-2024            | Provision of Fumigation and Pest Control Services   | Open to all bidders               |
| EU/IFR/GS/005/2022-2024            | Servicing Repair and Calibration of Equipment (e.g. Medical & Lab Equipment etc)                | Open to all bidders               |
| EU/IFR/GS/006/2022-2024            | Provision and Maintenance of ICT and Office Equipment: Computer,                                | Open to all bidders               |
| EU/IFR/GS/007/2022-2024            | Installation, Commissioning & Repair of Multimedia Equipment (CCTVs, Audio Vision Service etc.) | Open to all bidders               |
| EU/IFR/GS/008/2022-2024            | Servicing and Cleaning Borehole, Pump sets, Motors and Cables                                   | Open to all bidders               |
| EU/IFR/GS/009/2022-2024            | Servicing of Games Sports Ware and Equipment's  | Open to all bidders               |
| EU/IFR/GS/010/2022-2024            | Provision of Public Address System, Hire of Chairs and Tents                                    | Reserved for disadvantaged groups |
| EU/IFR/GS/011/2022-2024            | Provision of Courier Services   | Open to all bidders               |
| EU/IFR/GS/012/2022-2024            | Provision of Dry Cleaning Services of Graduation Attire   | Open to all bidders               |
| EU/IFR/GS/013/2022-2024            | Servicing of Games Sports Wear and Equipment's  | Open to all bidders               |
| EU/IFR/GS/014/2022-2024            | Provision of Lifting and lowering Services  | Open to all bidders               |
| EU/IFR/GS/015/2022-2024            | Provision of repair and servicing of farm machinery   | Open to all bidders               |

|                                    |  |                                   |
|------------------------------------|--|-----------------------------------|
| EU/IFR/GS/016/2022-2024            | Provision of repair and servicing of generators                          | Open to all bidders               |
| EU/IFR/GS/017/2022-2024            | Provision of repair and servicing of Lifts                               | Open to all bidders               |
| EU/IFR/GS/018/2022-2024            | Provision of repair and servicing of ICT equipment                       | Open to all bidders               |
| EU/IFR/GS/019/2022-2024            | Repair and Servicing of Printing Equipment e.g. GTO Machines             | Open to all bidders               |
| EU/IFR/GS/020/2022-2024            | Repair and Servicing of air conditioning and cold rooms services         | Open to all bidders               |
| EU/IFR/GS/021/2022-2024            | Repair and Servicing of firefighting equipment                           | Open to all bidders               |
| EU/IFR/GS/022/2022-2024            | Provision of car hire services   | Open to all bidders               |
| EU/IFR/GS/023/2022-2024            | Provision of garages for repair and maintenance of motor vehicles        | Open to all bidders               |
| <b>CODE NO:<br/>EU /SS/2022-24</b> | <b>CATEGORY D: PROVISION OF SPECIAL SERVICES</b>                         |                                   |
| EU/IFR/SS/001/2022-2024            | Provision of financial Auditing services                                 | Open to all bidders               |
| EU/IFR/SS/003/2022-2024            | Provision Of Auctioneer Services   | Open to all bidders               |
| <b>CODE NO:<br/>EU /CS/2022-24</b> | <b>CATEGORY E: PROVISION OF CONSULTANCY SERVICES</b>                     |                                   |
| EU/IFR/CS/001/2022-2024            | Consultants for customer satisfaction and corruption eradication surveys | Reserved for disadvantaged groups |
| EU/IFR/CS/002/2022-2024            | Consultants for training & institutional development services            | Reserved for disadvantaged groups |
| EU/IFR/CS/003/2022-2024            | Consultants for baseline surveys   | Reserved for disadvantaged groups |
| <b>CODE NO:<br/>EU /PW/2022-24</b> | <b>CATEGORY F: PROVISION OF WORKS</b>                                    |                                   |
| EU/IFR/PW/001/2022-2024            | Provision of works e.g. Building works, water works and civil works      | Reserved for disadvantaged groups |
| EU/IFR/ PW /002/2022-2024          | Provision of small construction works e.g. minor repairs, painting etc.  | Reserved for disadvantaged groups |
| EU/IFR/ PW /003/2022-2024          | Provision of desludging and radial arms services                         | Open to all bidders               |

- 1.1.1 A complete set of bidding documents in English may be obtained from Egerton University website [www.egerton.ac.ke](http://www.egerton.ac.ke) or the Government Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) Tenderers who download the tender document must forward their particulars immediately to [procurement@egerton.ac.ke](mailto:procurement@egerton.ac.ke) to facilitate any further clarification or addendum free of charge.
- 1.1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids MUST be submitted in plain sealed envelopes clearly marked **“EU/IFCR/001/2022-2024 -REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE YEAR 2022 -2024**

**CATEGORY**.....

**CODE NO:** .....

**DESCRIPTION**.....

**In compliance with section 57(2) of the PPAD ACT 2015, The Submission of request Shall Be Continuous and Registration list shall be updated periodically.**

**The Registration list shall be updated every 3 months. Bidders are encouraged to submit their request on or before the respective closing dates as shown below.**

| <b>S/No</b> | <b>Registration Month</b> | <b>Deadline for submission</b>             |
|-------------|---------------------------|--|
| <b>1.</b>   | December,2022             | 2 <sup>nd</sup> December,2022 at 10.00 am  |
| <b>2.</b>   | March ,2023               | 2 <sup>nd</sup> March,2023 at 10.00 am     |
| <b>3.</b>   | June,2023                 | 2 <sup>nd</sup> June,2023 at 10.00 am      |
| <b>4.</b>   | September,2023            | 4 <sup>th</sup> September,2023 at 10.00 am |
| <b>5.</b>   | December,2023             | 4 <sup>th</sup> December,2023 at 10.00 am  |
| <b>6.</b>   | March ,2024               | 4 <sup>th</sup> March,2024 at 10.00 am     |
| <b>7.</b>   | June,2024                 | 4 <sup>th</sup> June,2024 at 10.00 am      |
| <b>8.</b>   | September,2024            | 4 <sup>th</sup> September,2024 at 10.00 am |
| <b>9.</b>   | December,2024             | 4 <sup>th</sup> December,2024 at 10.00 am  |

**Registration documents will be opened immediately thereafter at the Procurement department in the presence of candidates or their duly authorized representatives who choose to attend.**



1.1.3 Submission of registration documents shall be continuous with the register being updated every three months. The applications MUST include:

- (a) Copy of Certificate of Registration/Incorporation
  - (b) Valid Tax Compliance Certificate from Egerton University (failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application).
  - (c) Company profile
  - (e) Dully filled, signed & stamped confidential business questionnaire in the format provided.
  - (f) Must attach a current CR12 showing the shareholding of the firm
  - (g) Registered with “National Construction Authority (NCA)- Category 8 and above in building/civil/ electrical works for those in Building industry.
  - (h) Certification from Kenya Bureau of standards for the Registration of drinking water.
  - (i) Valid Registration with the National Industrial Training Authority (NITA) for local bidders.
-

## REGISTRATION INSTRUCTIONS

### 1.2 Registration Objectives

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 71 and section 44 of the PPAD ACT 2015 And PPAD Regulations 2020 Respectively.

### 1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to **The Deputy Chief Procurement Officer** so that they may be registered for submission of Tenders/Quotations. The University requires prospective suppliers to provide mandatory information for registration.

### 1.4 Experience

Past Experience in the supply and deliver of similar items/services is Mandatory for under OPEN category (Documentary evidence to be submitted). However, for the youth, women and other disadvantaged groups is exempted for the youth, women and other disadvantaged groups.

### 1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

### 1.6 Distribution of Registration Documents

Registration documents shall be downloaded from the University website [www.egerton.ac.ke](http://www.egerton.ac.ke). The documents are available for inspection from the Procurement Department, Egerton University – Procurement building 1<sup>st</sup> floor tender section office, during normal working hours.

### 1.7 Questions Arising From Documents

Questions that may arise from the Registrations documents should be directed **The Deputy Chief Procurement Officer** during official working hours, or email [procurement@egerton.co.ke](mailto:procurement@egerton.co.ke)

**1.8 Additional Information**

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

**1.9 Invitation to Tenders / Quotations**

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by The University after evaluating of the documents presented and after the completion of the registration process.

**BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes**

The supplier will have to pay VAT as applicable for all goods to be supplied

**2.2 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

**2.3 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

## REGISTRATION DATA INSTRUCTIONS

### 3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Quotations for Supply of Goods, Services and Works to the University.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

### 3.2 Qualification

3.2.1 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 qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.2.2 Prospective bidders may not be considered qualified unless in the judgment of The University they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

### 3.3 Essential Criteria for Registration

3.3.1 **Experience:** Prospective bidder shall **NOT BE** required to have experience in the supply of goods, services and works in the categories reserved to the Women, Youth or PLWD's owned enterprises. However, experience of at least 2 years shall be required for other categories where the eligibility is **OPEN** to all. In case of potential supplier should show competence, willingness and capacity to service the contract. However, the youth, women and other disadvantaged groups may be exempted from this requirement. Bidders can only participate up-to a maximum of four (4) categories and where bidders surpass the limitation that will lead to disqualification and will not be evaluated further.

3.3.2 **Personnel:** The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3

3.3.3 **Past Performance:** Past performance will be given due consideration in pre- qualification bidders. Letters of reference from past customers **MUST** be submitted along with Form RQ-4.

### 3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The University Could substantially change the Performance and Qualification of the bidder or his 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 he was initially registered.

### 3.6 Registration Criteria

The listed forms will form the criteria of evaluation. Bidders to duly fill, sign and stamp forms. Where a certain form is not applicable, the bidders should indicate “**NOT APPLICABLE**”

| <b>Required Information</b>                       | <b>Form Type</b> |
|---|------------------|
| 1. Registration Documentation                     | RQ-1             |
| 2. Registration Data                              | RQ-2             |
| 3. Supervisory Personnel                          | RQ-3             |
| 4. <b>Past Experience for category (FOR OPEN)</b> | RQ-4             |
| 5. Sworn Statement                                | RQ-5             |
| 6. Confidential Questionnaire                     | RQ-6             |
| 7. Litigation History                             | RQ-7             |

## FORM RQ -1

### MANDATORY REGISTRATION DOCUMENTATION

| NO. | REQUIREMENT  | Required<br>(Yes /No) |
|-----|--|-----------------------|
| 1.  | Dully filled signed and stamped standard forms, RQ-1, RQ-2, RQ3, RQ4(only for open), RQ5, RQ6 and RQ-7-- <b>All categories</b>   | Yes                   |
| 2.  | Copy of Certificate of Registration/Incorporation – <b>All categories</b>  | Yes                   |
| 3.  | Valid Tax Compliance Certificate from Kenya Revenue Authority - <b>All categories</b>  | Yes                   |
| 4.  | Valid AGPO Certificate- <b>Where applicable.</b>   | Yes                   |
| 5.  | Current CR12 showing the shareholding of the firm (Not older than six months) - <b>All categories</b>  | Yes                   |
| 6.  | Company Profile - <b>All categories</b>  | Yes                   |
| 7.  | Dully filled, signed and stamped business questionnaire in the format provided.- <b>All categories</b>   | Yes                   |
| 8.  | At least two years of Experience for Supply and delivery of Similar Goods, Services or Works (Attach Orders or Contracts or reference letters at least two (2)) <i>where Eligibility is Open</i>                       | Yes                   |
| 9.  | Registration with National Construction Authority (NCA) category 8 and above in building / civil works for those in Building industry accompanied by the Annual Practicing Licenses.- <i>Applicable for category F</i> | Yes                   |
| 10. | Certificate from Kenya Bureau of standards for the Registration of Drinking water. <i>Applicable for category A Specifically For Drinking Water Only.</i>  | Yes                   |
| 11. | Valid Registration with the National Industrial Training Authority (NITA) for local bidders <i>Applicable for category No. E: PROVISION OF CONSULTANCY SERVICES</i>  | Yes                   |

### VENDOR EVALUATION CRITERIA

| No.                     | Requirement   | Required<br>(Pass or Fail)  |
|-------------------------|---|---|
| 1.                      | <b>Firms Experience</b><br>Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services/ Works to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria. <b>(Past Performance with The University will be measured as an indicator for satisfactory services rendered)</b> | attach at least 1 delivery note of the past undertaking .the delivery MUST have been done within the specified contract time. |
| <b>PAST PERFORMANCE</b> |   |   |

|    |  |  |  |
|----|--|--|--|
| 1. | <b>POST QUALIFICATION-<br/>(DUE DILIGENCE)</b> | Bidders' documents will be subjected to verification for confirmation of the authenticity on the following: (Valid tax compliance, Valid National Construction Authority certificates, |  |
|----|--|--|--|

**FORM RQ - 2 REGISTRATION DATA**

- 1. Category to be Registered .....
  
- 2. Legal name of firm..... Post  
Office address.....  
Street and Address ..... City  
.....  
Country..... Telephone  
No.....  
Email address ..... Person to contact.....  
Title.....
  
- 3. Full name(s) of Director (s).....  
.....  
.....  
.....  
.....
  
- 4. Disadvantaged Group (e.g. Youth, PWD, Women etc.).....
  
- 5. AGPO Certificate No.....
  
- 6. Incorporation or Registration Certificate No.....



### FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below:

| No. | Name | Position | Telephone No. | Email Address |
|-----|------|----------|---------------|---------------|
| 1.  |      |          |               |               |
| 2.  |      |          |               |               |
| 3.  |      |          |               |               |
| 4.  |      |          |               |               |
| 5.  |      |          |               |               |

## FORM RQ - 4: PAST EXPERIENCE

### NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. i) Name of client (Organization).....  
ii) Address of Client  
(Organization).....  
iii) Name of contact person at the client (Organization).....  
iv) Telephone No. of  
Client.....  
v) Value of contract..... vi)  
Duration of contract (date).....

2. Name of 2nd Client  
(Organization).....  
i) Name of client (Organization).....  
ii) Address of Client (Organization).....  
.....  
iii) Name of contact person at the client (Organization) .....  
iv) Telephone No. of  
Client.....  
v) Value of contract.....  
.....  
vi) Duration of contract (date).....

3. Name of 3rd Client (Organization)  
i) Name of client (Organization):.....  
ii) Address of Client (Organization)...  
.....  
iii) Name of contact person at the client (Organization): .....  
iv) Telephone No. of Client.....  
v) Value of contract...  
.....  
vi) Duration of contract (date).....

4. Others  
.....

**Note** The information provided in Items **1, 2, 3 and 4** should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

## FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/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.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which The University relies on it to registration of our Firm/Company. I/We are aware that The University is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature..... (Full

name and designation of the person signing and stamp or seal)



**EGERTON UNIVERSITY**

**FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

| <b>Part 1 – General</b>             |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
|-------------------------------------|---|----------------------------|--------------------|----------------------------|---------------|--|--|--------|--|--|-------|--|--|--------|--|--|-------|--|--|--------|--|--|-------|--|--|--------|--|--|
| 1.1                                 | Business Name.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.2                                 | Location of Business Premises.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.3                                 | Plot No.....<br>Street/Road .....<br>Postal Address.....<br>Tel No..... Fax.....<br>Email.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.4                                 | Nature of Business.....   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.5                                 | Registration Certificate No.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.6                                 | Maximum Value of Business which you can handle at any one time – KSHS.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.7                                 | Name of your Bankers .....<br>Branch .....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| <b>Part 2 (a) – Sole Proprietor</b> |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 2a.1                                | Your Name in Full.....<br>Age .....   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 2a.2                                | Nationality .....<br>Country of Origin .....<br>Citizenship Details.....  |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| <b>Part 2 (b) Partnership</b>       |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 2b.1                                | Given details of Partners as follows:   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 2b.2                                | <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Nationality</u></th> <th><u>Citizenship Details</u></th> </tr> </thead> <tbody> <tr> <td><u>Shares</u></td> <td></td> <td></td> </tr> <tr> <td>1.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> </tr> </tbody> </table> | <u>Name</u>                | <u>Nationality</u> | <u>Citizenship Details</u> | <u>Shares</u> |  |  | 1..... |  |  | ..... |  |  | 2..... |  |  | ..... |  |  | 3..... |  |  | ..... |  |  | 4..... |  |  |
| <u>Name</u>                         | <u>Nationality</u>  | <u>Citizenship Details</u> |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| <u>Shares</u>                       |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 1.....                              |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| .....                               |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 2.....                              |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| .....                               |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 3.....                              |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| .....                               |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |
| 4.....                              |   |                            |                    |                            |               |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |       |  |  |        |  |  |

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**Part 2 (c) – Registered Company**

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2c.1 Private or Public .....

2c.2 State the Nominal and Issued Capital of Company-  
 Nominal KSHS. ....  
 Issued KSHS. ....

2c.3 Given details of all Directors as follows

| <u>Name</u>   | <u>Nationality</u> | <u>Citizenship Details</u> |
|---------------|--------------------|----------------------------|
| <u>Shares</u> |                    |                            |
| 1.....        |                    |                            |
| 2.....        |                    |                            |
| 3.....        |                    |                            |
| 4.....        |                    |                            |
| 5.....        |                    |                            |

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

3.3 Does an Employee, Committee Member, Board Member of Egerton 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 Egerton 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? Yes  
\_\_\_\_No\_\_\_\_

3.10 If answer in '3.9' 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  
.....

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

## RQ - 7 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) |
|------|-------------------|--|--|
|      |                   |  |  |
|      |                   |  |  |
|      |                   |  |  |
|      |                   |  |  |

Note: where there is no litigation history, bidders to indicate N/A