

**FORM "B"**



**KOITALEEL SAMOEI UNIVERSITY COLLEGE**  
(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

**FORM FOR THE CONTINUOUS REGISTRATION OF SUPPLIERS**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS,  
WORKS AND SERVICES**

Please indicate the item category applied for as follows:-

**ITEM CODE NUMBER:** \_\_\_\_\_

**ITEM DESCRIPTION:** \_\_\_\_\_

**NAME OF SUPPLIER:** \_\_\_\_\_

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**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR PERIOD  
2023-2024**

Koitaleel Samoei University College (KSUC) is a Constituent College of the University of Nairobi.

KSUC invites applications from interested and qualified suppliers and contractors in the several procurement categories as detailed below:-

**A. REGISTRATION OF CITIZEN SUPPLIERS**

Koitaleel Samoei University College invites all eligible and qualified citizen firms to submit sealed applications for Registration for the supply of goods, works or services.

**B. REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME**

Koitaleel Samoei University College wishes to invite firms owned by Youth, Women and Persons Living With Disabilities (YWPD) to register with the Institution for supply of goods, works and services as part of fulfilment of the 30% preference and reservation scheme for the group. In order to be considered for these procurement opportunities, duly registered YWPD firms are required to submit applications for registration for the specified categories of goods, works and services.

The items/categories are as follows:-

SUPPLY OF GOODS				
S/No	ITEM CODE NO	ITEM DESCRIPTION	SPECIAL CONDITIONS (where applicable)	ELIGIBILITY
1.	KSUC/PROC/001/2023-2024	Supply of General Office Stationery.		AGPO
2.	KSUC/PROC/007/2023-2024	Supply of Staff Uniforms, Branded Shirts and T-shirts, Branded Caps, Foot Wear and Protective Clothing.		AGPO
3.	KSUC/PROC/008/2023-2024	Supply of Cleaning Materials - Soap, Detergents and Disinfectants.		AGPO
SERVICES				
4	KSUC/PROC/022/2023-2024	Provision of Event Management Services.		AGPO
5	KSUC/PROC/032/2023-2024	Provision of Pest Control and Fumigation Services.		AGPO

Eligible and qualified firms wishing to be registered under the “open” category should fill **Form A**;

and those under “AGPO” (Preference and Reservations group) should fill **Form B**.

Those who wish to be registered in more than one category will be required to download additional registration documents for each category. Completed documents in a plain, sealed envelope marked with the item code numbers and category description should be addressed to:-

**THE PRINCIPAL  
KOITALEEL SAMOEI UNIVERSITY COLLEGE  
P.O. BOX 5-30307  
MOSORIOT**

and be submitted to the Procurement Office located at the Koitaleel Samoei University College.

## GENERAL INSTRUCTIONS

- 1) 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.
- 2) Koitaleel Samoei University College 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.
- 3) Koitaleel Samoei University College reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly bound** (Preferably perfect binding), **filled and page numbered**. Koitaleel Samoei University College shall not be responsible for Loss of documents not bound (loose documents).

## **1. REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

Koitaleel Samoei University College invites applications from interested and qualified suppliers and contractors in the several procurement categories.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the organization on as and when required.

### **1.3 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Principal, Koitaleel Samoei University College so that they may be registered for submission of quotations/restricted tender as appropriate. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

### **1.4 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.

### **1.5 Registration Document**

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

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

### **1.7 Distribution of Registration Documents**

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

**THE PRINCIPAL  
KOITALEEL SAMOEI UNIVERSITY COLLEGE  
P.O. BOX 5-30307  
MOSORIOT**

Telephone Number: DL+254-20-4915310 (Procurement Office)

Email: [procurement@ksu.ac.ke](mailto:procurement@ksu.ac.ke)

Website: [www.ksu.ac.ke](http://www.ksu.ac.ke)

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the following address:

**PROCUREMENT OFFICE  
KOITALEEL SAMOEI UNIVERSITY COLLEGE  
P.O. Box 5 –30307  
MOSORIOT.**

Email: [procurement@ksu.ac.ke](mailto:procurement@ksu.ac.ke)

## **1.9 Additional Information**

Koitaleel Samoei University College reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for quotations/ restricted tenders will be made available only to those bidders whose qualifications are accepted by the Koitaleel Samoei University College after scoring a minimum of 70% after the completion of the registration process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of all the imported goods and materials.

### **2.3 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 on the authority of the Accounting Officer. Prices quoted shall be inclusive of all delivery charges.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of ninety (90) days or as may be stipulated in the Contract Agreement.

### **3. REGISTRATION DATA INSTRUCTIONS**

#### **3.1 Registration data forms**

The attached questionnaire forms described as part I, II, III, IV, V, VI, VII, VIII & IX are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

**3.1.1** The registered application forms which are not filled out completely and submitted in the prescribed

manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

#### **3.2 Qualification**

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Koitaleel

Samoei University College in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgement of Koitaleel Samoei University College that 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.

#### **3.3 Essential Criteria for Registration**

**3.3.1 (a)** Experience: Prospective bidders shall have at least two (2) years' experience in the supply of goods and services.

(b) Koitaleel Samoei University College reserves to request for additional qualification information at the tender/quotation stage to suit a particular procurement.

#### **3.3.2 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 may be indicated in part VI.



### 3.3 **Statement**

Application must include a sworn in statement on part VI by the Tenderer ensuring the accuracy of the information given.

### 3.5 **Withdrawal of Registration.**

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, Koitaleel Samoei University College reserves the right to reject the tender from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed **Business Premise** and must be registered in Kenya, with certificate of Registration, Incorporation, and certificate of registration for Youth, Women and Persons with Disabilities.

3.6.1 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).

#### 4. EVALUATION CRITERIA

##### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Firms who wish to be registered under the 30% Preference and Reservation scheme must submit the documents below for consideration:-

	<b>Requirements</b>	<b>Score</b>
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	The National Treasury AGPO Certificate for Youth, Women and Persons Living with Disability and necessary registration for those seeking consideration for works	Mandatory
3.	Copy of VAT/PIN Registration Certificate	Mandatory
4.	Copy of a Valid Tax Compliance Certificate	Mandatory
5.	Latest CR 12 Certificates for Companies	Mandatory
6.	List of Directors/ Proprietors and their identification documents	Mandatory
7.	Single Business Permit from County Government indicating physical registered office	Mandatory
8.	For the Category of Persons with Disability with exemption on tax, please attach the exemption certificate from KRA.	Where applicable

##### B: TECHNICAL EVALUATION

	<b>Requirements (submit evidence)</b>	<b>PART No.</b>	<b>Score (%)</b>
1.	Registration Documentation	I	20
2.	Supplier Registration Data & Company details	II& III	30
3.	Manpower/Key Personnel	IV	30
4.	Litigation History/Disclosure	V	10
5.	Sworn in statement	VI	10
	<b>Total</b>		<b>100</b>

The minimum score to qualify for prequalification shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

## **PART I: REGISTRATION DOCUMENTATION**

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Copy of VAT Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual
5. Copy of current Single Business Permit from County Government
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK, LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.
7. Copies of current practicing Certificates for all professionals where applicable from relevant/ applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

**PART II**

**1. SUPPLIER REGISTRATION DATA**

**A. Business Name**

\_\_\_\_\_

Pin No. \_\_\_\_\_ VAT Reg. No \_\_\_\_\_

*(Attach copy of registration certificate)*

**B. Address**

P.O. Box \_\_\_\_\_

Postal Address \_\_\_\_\_ Code \_\_\_\_\_

City/Town \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Website address (If any) \_\_\_\_\_

**C. Physical Address**

Business Location \_\_\_\_\_

Name of building \_\_\_\_\_

Plot Number \_\_\_\_\_

Road/Street Name \_\_\_\_\_

Floor Number \_\_\_\_\_ Room Number \_\_\_\_\_

**PART III COMPANY DETAILS**

**A Sole Proprietor**

Your name in full \_\_\_\_\_

Age \_\_\_\_\_ Nationality \_\_\_\_\_

Country of origin \_\_\_\_\_

Citizenship details \_\_\_\_\_

**B Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship	Details Shares
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**C Registered Company:**

Private or

Public \_\_\_\_\_

State the nominal and issued capital of company-

Nominal Kshs. \_\_\_\_\_

Issued Kshs. \_\_\_\_\_

Given details of all directors as follows:-

Name	Nationality	Citizenship	Details Shares
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\*If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

**D. Registration with Registrar of Companies**

1) Date of Registration \_\_\_\_\_ Registration Number \_\_\_\_\_  
**(Attach copy/copies of registration certificate)**

2) Registration with Ministry of Public Works

Date of Registration \_\_\_\_\_ Registration Number \_\_\_\_\_

Present Category \_\_\_\_\_

**(Attach copy/copies of current registration certificate)**

3) Registration with any other bodies/authority relevant to your line of business e.g.

AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc

Date of Registration \_\_\_\_\_ Registration Number. \_\_\_\_\_

Present Category \_\_\_\_\_

**(Attach a copy/copies of registration certificates)**

**A. Attach Practising Certificates (Attach copy)**

## **2. TRADE LICENCES**

Single Business Permit held – City Council of Nairobi /County Government/Municipality Councils

1) Licence Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Licensed for \_\_\_\_\_

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Commissions etc.

1) Licence Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

2) Licence Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

3) Licence Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**(Attach copy/copies of registration certificate)**

## **3. NATURE OF BUSINESS**

**A.** Please list the goods or services you provide specific to item Code, Item

Description

applied for:

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**B.** For Contractors, state your area of specialisation specific to item Code, Item

Description applied for: -

- 1) 

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- 2) 

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- 3) 

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**PART VI: MANPOWER**

a) Name of Chief Executive Officer/Principal Officer

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b) How many staff does your organization have? \_\_\_\_\_

c) Indicate the number in each category:

(i) Technical (Permanent \_\_\_\_\_ Temporary \_\_\_\_\_)

(ii) Semi Skilled (Permanent \_\_\_\_\_ Temporary \_\_\_\_\_)



## PART V : BUSINESS PROBITY AND LITIGATION HISTORY

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 Koitaleel Samoei University College supplier.

No.	PARTICULARS	RESPONSE
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 and 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 by Koitaleel Samoei University College 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	Please indicate if your firm or any of your directors/ partners has ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)	

**PART VI : 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 Koitaleel Samoei University College (KSUC).

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

1. 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 Koitaleel University College.
2. 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.
3. We enclose all the required documents and information required for the registration evaluation.
4. We will not engage in corrupt practices with Koitaleel Samoei University College /Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

<b>FORM COMPLETED BY</b>	
Date:	
Name:	
Signature:	
Stamp or seal	

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