



EGERTON UNIVERSITY SACCO SOCIETY LIMITED

P.O BOX 178-20115, EGERTON. TEL: 0733999002, 0722144734,

Email: info@egertonsacco.coop

Website: www.egertonsacco.coop

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
THE YEAR 2021-2022**

COMPANY /FIRM.....

CATEGORY NAME.....

CATEGORY CODE.....

CLOSING/OPENING DATE; 4th Thursday, February, 2021



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INVITATION FOR SUPPLIER REGISTRATION FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2021-2022

Egerton University SACCO Society Limited invites interested and eligible bidders for the supply and delivery of goods, works and services for the financial year 2021-2022.

Firms previously pre-qualified **MUST APPLY AFRESH** to be considered/ listed.

For Registration, bidders are informed that Goods, Works and Services will be procured on “As and when need arises basis.”

Category No	Item/ Service Description	Group
EUSACCO/RG/01/2021-22	Supply of General Office stationery and tonners	Reserved
EUSACCO/RG/02/2021-22	Supply of Computers, tablets, mobile phones and related accessories.	Open
EUSACCO/RG/02/2021-22	Supply of printers ,servers and networking Equipment	Open
EUSACCO/RG/03//2021-22	Supply of ICT Network security system, Computer software's and Licenses	Open
EUSACCO/RG/04/2021-22	Supply of Office equipment and tools (telephone and Telecommunication equipment, biometric register ,Photocopying machine and scanners)	Open
EUSACCO/RG/05/2021-22	Supply of Building and Hardware materials	Open
EUSACCO/RG/06/2021-22	Supply and design of Promotional Materials	Reserved
EUSACCO/RG/07/2021-22	Supply of Office furniture and fittings	Open
EUSACCO/RG/08/2021-22	Supply, training and servicing of firefighting equipment	Open
EUSACCO/RG/09/2021-22	Supply of Electrical items and maintenance services	Open
EUSACCO/RG/10/2021-22	Supply ,Maintenance and service of Generator	Open
EUSACCO/RG/11/2021-22	Supply and Maintenance of CCTV'S	Open
EUSACCO/RG/12/2021-22	Supply ,Maintenance and repair of note counters, safes and strong room	Open
EUSACCO/RG/13/2021-22	Supply and maintenance of PABX	Open
EUSACCO/RG/14/2021-22	Supply and Maintenance service of Air conditioner	Open
EUSACCO/RG/15/2021-22	Supply and installation of Human Resource Information System	Open
EUSACCO/RG/16/2021-22	Plumbing works and exhausting services	Open
EUSACCO/RG/17/2021-22	Photography and video services	Open
EUSACCO/RG/18/2021-22	Repair and maintenance of office equipment(printers/scanners, computers etc),	Open
EUSACCO/RG/19/2021-22	Asset tagging and coding	Reserved
EUSACCO/RG/20/2021-22	Printing works	Open
EUSACCO/RG/21/2021-22	ICT Consultancy services	Open
EUSACCO/RG/22/2021-22	Human Resource Consultancy Services	Open
EUSACCO/RG/23/2021-22	Small Works and General Maintenance building contractors	Open
EUSACCO/RG/24/2021-22	Provision of Website/Email Hosting services	Open
EUSACCO/RG/25/2021-22	Provision of Fumigation services	Open

EUSACCO/RG/26/2021-22	Provision of Cleaning Services and associated services	Open
EUSACCO/RG/27/2021-22	Provision of CIT Services	Open
EUSACCO/RG/28/2021-22	Provision of Courier Services	Open
EUSACCO/RG/29/2021-22	Provision of Medical Cover Service	Open
EUSACCO/RG/30/2021-22	Provision of Security(Guarding and Alarm Services)	Open
EUSACCO/RG/31/2021-22	Provision for Legal services	Open
EUSACCO/RG/32/2021-22	Training and consultancy services (members, board and staff)	Open
EUSACCO/RG/33/2021-22	Provision of Electric fencing and associated works	Open
EUSACCO/RG/34/2021-22	Provision for Tax and financial consultancy services	Open
EUSACCO/RG/35/2021-22	Provision of Debt collection services	Open
EUSACCO/RG/35/2021-22	Provision of Auctioneering Services	Open
EUSACCO/RG/35/2021-22	Provision of Asset Valuation services	Open
EUSACCO/RG/36/2021-22	ICT Audit Services	Open

The items that are **Reserved** are for **Youth, Women AND Persons with disability** and must attach a copy of registration certificate from National Treasury. The Special Group are encouraged to apply for open tenders as long as they meet the required qualification.

For further Information on Registration details download bid documents free of charge at the Sacco's website: www.egertonsacco.coop

Bidders who may want to seek clarification can send an email to procurement@egertonsacco.coop CC engigi@egertonsacco.coop.

Completed tender documents shall be sealed and CLEARLY marked the Category NO.and Category Description and addressed to:

The Chief Executive Officer
Egerton University Sacco Society LTD
P.O BOX 178-20115
EGERTON.

And physically deposited in the tender box situated in the ground floor Egerton University Sacco Plaza Reception on or before **4th Thursday February 2021 at 12:00noon(EAT)**. Bidders are requested to register their details as they drop their bids. Tenders will be opened thereafter in the presence of bidders or their representatives at the Sacco conference room.

INVITATION LETTER

DATE: 20/01/2021

TENDER NAME: REGISTRATION OF SUPPLIERS 2021-2022

1.1 Egerton University Sacco Society invites sealed applications from eligible and interested candidates for registration of Suppliers for goods, works and services for the year 2021-2022.

This document includes a questionnaire to be completed and returned and be supported by the requisite documents from eligible and competent bidders. All statutory requirements are compulsory.

1.2 Detailed Registration documents may be obtained from Egerton University Sacco website - www.egertonsacco.coop/downloads free of charge.

1.3 Duly filled pre-qualification documents in plain sealed envelopes, clearly marked:

CATEGORY CODE.....

CATEGORY DESCRIPTION.....

And marking each “**ORIGINAL**” and “**COPY**” The envelopes shall then be sealed in an outer envelope and should be deposited in the Tender Box provided at the reception, Egerton University Sacco Plaza and be addressed and posted to:

**Chief Executive Officer,
Egerton University Sacco,
P.O. Box 178-20115,
EGERTON.**

ON or BEFORE, Thursday, 4th February 2021 at 12:00noon(EAT).

Opening of the submitted BIDS will take place immediately thereafter at EGERTON UNIVERSITY SACCO PLAZA Conference Hall in the presence of bidders/their representatives who may wish to attend.

CPA. JANE KAIMURI

CHIEF EXECUTIVE OFFICER.

GENERAL INFORMATION:

INTRODUCTION

1. Eligible applicant

- 1.1** This invitation for supplier registration application is open to all suppliers and manufacturers eligible as described in the application documents.
- 1.2** Applicants should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).
- 1.3** Applicants shall bear all costs associated with the submission of their applications and Egerton University Sacco will in no case be liable for such costs, regardless of the conduct or outcome of the prequalification process.
- 1.4** The applicant shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if it is accepted.
- 1.5** The documentary evidence of the applicant qualification to perform the contract if the application for registration is accepted shall establish to the Sacco's satisfaction.
- a) That in the case of an applicant offering goods which the applicant do not manufacture or otherwise produce, the applicant has been duly authorized by the goods' manufacturer or producer to supply them.
 - b) That the applicant has financial, technical and production capability necessary to perform the contract.
 - c) That the applicant has an established physical and postal address for ease of contact and he/she is licensed by the Kenyan Government to trade in the category applied for.
 - d) That the applicant is willing to do business with Egerton University Sacco and shall allow credit facilities and acceptable trade terms.

2. GOODS ELIGIBILITY AND CONFORMITY

- 2.1** The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all goods that the applicant proposes to supply if accepted.
- 2.2** The documentary evidence of the eligibility to supply goods and service shall consist of a price schedule, brochures, catalogues of the goods and services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.3** The documentary evidence of conformity of the goods to the application documents may be in the form of literature, drawings and data and shall consist of: -

- a) Where applicable a detailed description of essential technical and performance characteristics of the goods.
- b) A list giving full particulars including available sources and current prices of the spare part, special tools etc, necessary for the proper and continued functioning of the goods for a period of one (1) years following commencement of the use of the goods.

3. SUBMISSION OF APPLICATION

3.1 Validity of Tenders

- 3.1.1 Tenders shall remain valid for 150 days. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.
- 3.1.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

3.2 Format and Signing of Tender

- 3.2.1 The tenderer shall prepare two copies of the tender, clearly / marking each **“ORIGINAL”** and **“COPY,”** as appropriate. In the event of any discrepancy between them, the **original** shall govern.
- 3.2.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 3.2.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

3.3 Sealing and Marking of Tenders

- 3.3.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL”** and **“COPY.”** **The envelopes shall then be sealed in an outer envelope.**
- 3.3.2 The inner and outer envelopes shall:
 - (a) be addressed to the Procuring entity at the address given in the invitation to tender
- 3.3.1 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared **“late”**.

- 3.3.2 If the outer envelope is not sealed and marked as required by paragraph 3.3.2 the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.
- 3.4 Applications must be received by the Sacco at the address, date and time specified on the invitation for Supplier registration.
- 3.5 The Sacco may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Sacco and applicants previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

4. MODIFICATION AND WITHDRAWAL OF APPLICATION

- 4.1 The applicant may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Sacco prior to the deadline prescribed for submission of applications.
- 4.2 The applicant's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by cable, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.
- 4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

5. OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening

Egerton University Sacco will open all the applications in the presence of applicant's representatives who choose to attend in the designated place as per invitation to Supplier Registration. Applicant's representatives who choose to witness the opening shall sign a register evidencing their attendance.

- 5.2 The applicant's names, modifications or withdrawals and other details the Sacco considers appropriate will be announced at the opening.
- 5.3 The Sacco will prepare minutes of the opening.

6. CLARIFICATION OF APPLICATION

- 6.1 To assist in the examination, evaluation and comparison of applications, the Sacco may at its discretion ask the applicant for clarification of his/her application. The

request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted.

- 6.2** Any effort by the applicant to influence the Sacco during evaluation, application comparison or acceptance decision making may result in rejection of the applicant's application.

7. EXAMINATION FOR ACCEPTANCE

- 7.1** Prior to the detailed evaluation, the Sacco will determine the substantial, responsiveness of each application document. A substantially responsive application is one which conforms to all the terms and conditions without material deviations. The Sacco's determination of applicants' responsiveness will be based on the content of the application without re-course to extrinsic evidence.

- 7.2** If an application is not substantially responsive, it will be rejected by the Sacco and may not subsequently be made responsive by applicant through correcting the non-conformity.

8. EVALUATION AND COMPARISON OF APPLICATIONS

- 8.1** The Sacco will only evaluate and compare applications that have been determined to be substantially responsive.

- 8.2** The Sacco's evaluation of an application will also take into account the eligibility of the applicant and the evaluation criteria as attached.

9 CORRUPT AND FRAUDULENT PRACTICES

- 9.1** The Sacco requires that applicants observe the highest standard of ethics during the procurement process. In pursuance of this policy the Sacco: -

- Defines for the purpose of this provision, the terms set forth below as follows: -
 - "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Sacco official in the procurement process or in contract execution including acceptance of this application.
 - "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Sacco and includes collusive practice among suppliers (prior to or after application submission) designed to establish item prices at artificial noncompetitive levels and to deprive the Sacco of the benefit of free and open competition.
- Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question'.
- Will declare an applicant ineligible, either indefinitely or for a period of time and blacklist them for award of any Sacco contract if at any time it is determined that the applicant has engaged in corrupt or fraudulent practices.

10 REGISTRATION/PREQUALIFICATION STANDARD FORMS

These Forms shall include:

- a) Form A – Registration /Prequalification Documents
- b) Form B – Registration/Prequalification Submission
- c) Form C - Confidential Business Questionnaire
- d) Form D - Financial Position.
- e) Form E - Format of Curriculum Vitae (CV) for Proposed Staff (**One Technical Staff.**)
- f) Form F – Firm’s References (**to be filled by Three Referees, three forms are attached**)
- g) Form G - Credit Facility Declaration
- h) Form H-Declaration/Sworn Statement

FORM A: REGISTRATION /PRE-QUALIFICATION DOCUMENTS

All firms must provide: -

1. Copy of Certificate of Registration/ Incorporation
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Pin Certificates of firm/company/individual.
4. Copy of current Business permit/Trade License
5. Registration with the National treasury (Directorate of Procurement) for The Special groups
6. Audited financial statements for 2 most current years. **(Special groups exempted)**
7. Valid Copy of relevant and current Registration Certificate/permits/licenses specific to your line of business from applicable relevant regulatory bodies.
8. Valid NCA certificate category 7 and above for small works/general maintenance building contractors, electric fence and associated works (Mandatory for item EUSACCO/RG/23/2021-22 AND EUSACCO/RG/33/2021-22)

NOTE: Only Valid Documents will be accepted.

(ALL THESE ARE MANDATORY, AND FAILURE TO ATTACH ANY OF THEM WILL LEAD TO AN AUTOMATIC DISQUALIFICATION)

FORM B: PREQUALIFICATION/REGISTRATION SUBMISSION

Date _____

To: _____
[name and address of procuring entity]

Gentlemen and/or Ladies:

We, the undersigned, submit our registration /prequalification form for _____

_____ in accordance with
(Title of Registration/Prequalification bid)

Requested for Registration/Prequalification No _____
(Tender No)

Dated _____ and our Proposal. We are hereby submitting our

Registration/Prequalified documents which include the following attachments;

Our Price list as submitted by us shall be binding upon us up to expiration of validity period specified in the instruction to candidate. We undertake that if our application is acceptable we will deliver goods/services in accordance with the delivery schedule as requirement or official an order signed by authorized officer(s) of the Sacco.

We understand that you are not bound to accept the lowest bid or any tender you may receive.

We remain

Yours Sincerely

Duly authorized to sign for and on behalf of

Name and title of signature and stamp

Name of Applicant's company.....

Address.....

In presence of Witness name and signature.....

Date.....

FORM C: CONFIDENTIAL BUSINESS QUESTIONNAIRE -

You are requested to give the particulars indicated:

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

PART 1 – GENERAL

- a) Business Name
- b) Location of business premises County//Town
- c) Street / Road.....
- d) Building.....
- e) Plot Number
- f) Postal Address Telephone No.
- g) Email Address.....
- h) Nature of Business And Specialization.....
- i) Current Single business permit/Trade License
No. Expiring Date. (Attach copy)
- j) Certificate of Incorporation..... (Attach copy)
- k) Current Valid Tax Compliance Certificate/ or Exemption letter from VAT Dep't
No..... Expiring Date (Attach copy)
- l) Maximum Value of Business which you can handle at any one time Kshs.....
- m) Name of your Bankers Branch
- n) Your trade terms (including mode of payment, credit allowed and discount)
.....

- o) Banker Certificate on the applicant's liquidity, suitability and credit limitation
.....
- p) Name and Telephone of contact person
.....
- q) Any other
.....

PART 2 (A) – SOLE PROPRIETORS

- a) Your name in full Age
- b) Nationality Country of Origin
- Citizenship details

PART 2 (B) – PARTNERSHIP

Give details of partners as follows: -

NAME	NATIONALITY	SHARES
1.
2.
3.
4.

PART 2(C) REGISTERED COMPANY

a) **Private or Public** State the nominal and

Issued capital of the company: -

Nominal Kshs.

Issued Kshs......

b) Details of Directors:

NAME	NATIONALITY	SHARES
1.
2.
3.
4.

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

FORM D: FINANCIAL POSITION

Attach a copy of firm's latest two years certified audited financial statements, three months' bank statement, giving summary of assets and liabilities or any other financial support.

**FORM E: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF -
(Qualifications and experience of ONE TECHNICAL STAFF proposed for
administration and execution of the contract, both on and off site)**

Proposed Position: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ **Nationality:** _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education: _____

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Full name of staff member: _____

[Signature of staff member]: _____

Contact (Mobile) number: _____

Date: _____

Full name of authorized representative: _____

[Signature of authorized representative of the firm]: _____

Contact (Mobile) number: _____

Date: _____

FORM F: FIRM'S REFERENCES – REFEREE THREE 3

Relevant Services carried out in the last three Years that Best Illustrate Qualifications. Relevant projects done with Public Institution for the last three years would be an added advantage. **Minimum required referees are three (3).**

(MUST ATTACH EVIDENCE e.g. LOCAL PURCHASE ORDER, AWARD LETTER)

1. Name of 1st client (Organization).....

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

2. Name of 2nd client (Organization).....

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

3. Name of 3rd Client (Organization).....

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

FORM G: CREDIT FACILITY DECLARATION FORM-

Will you offer credit to the Institution if awarded the tender?

(Please tick (√) appropriately)

.....
YES

.....
NO

If yes, please indicate number of credit days.....

FORM H: DECLARATION/ SWORN STATEMENT FORM-

Having studied the registration /pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge and I/we have not been debarred from participating in public procurement in Kenya.

Name

For and on behalf of.....

Position.....

Date.....

Sign.....

Seal/Stamp.....

(Full Name of the person signing and Stamp OR Seal.)

EVALUATION CRITERIA

All applicants for Registration/Pre-qualification are requested to submit the below listed requirements without which they shall be disqualified: -

The following Evaluation criteria will be used: -

S/No	Evaluation Attribute	Remarks
1	A copy of certificate of Registration/incorporation	Mandatory
2	Valid Tax compliance Certificate	Mandatory
3	Pin Certificate	Mandatory
4	Two(2) Years audited accounts and a Three(3) months current bank statement	Mandatory/ Not mandatory for special groups
5	Letters of recommendation from your current corporate clients	Technical requirement
6	Professional certification where applicable with their CV	Technical requirement
7	Certification from Regulatory bodies	Technical requirement
8	Registration with Contractor category "7" and above.	Mandatory for small/building, electrical works category only.

SCORE

S/NO	REQUIRED INFORMATION	FORM REF.	SCORE
1	Prequalification documents	Form A	20
	Prequalification submission	Form B	15
2	Confidential Business Questionnaire	Form C	15
3	Financial position	Form D	15
4	Curriculum Vitae	Form E	10
5	Firms Referees	Form F	15
6	Credit Facility	Form G	10
7	Declaration/Sworn Statement	Form H	-
	TOTAL		100

NOTE:

1. Kindly note that evaluation will be based on the above mentioned requirements. Firms that attain a pass mark of **70** shall be registered in the list of suppliers.
2. The mandatory requirements must be met in order to qualify for the technical evaluation.