



NATIONAL DEFENCE UNIVERSITY-KENYA

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NAKURU

REGISTRATION OF SUPPLIERS

FOR

**GOODS, WORKS AND SERVICES TO BE PROCURED
IN THE FINANCIAL YEARS 2022 - 2023 AND
2023 - 2024**



NATIONAL DEFENCE UNIVERSITY-KENYA

REGISTRATION NOTICE

FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2022-2023 AND 2023 – 2024 FINANCIAL YEARS.

National Defence University–Kenya invites eligible firms for registration of suppliers as described in the table below for provision of goods, works and services for the financial years 2022- 2023 and 2023 – 2024. Interested and competent firms specializing in the provision of goods, works and services mentioned below are invited to apply.

LIST OF GOODS, WORKS AND SERVICES TO BE PROCURED IN THE FINANCIAL YEARS 2022 – 2023 AND 2023 – 2024

| S/NO. | TENDER NUMBER | DESCRIPTION OF GOODS, WORKS & SERVICES | TARGETED CATEGORY |
|-------|------------------------|---|------------------------|
| 1. | NDU-K/PRQ/1/2022-2024 | Supply & Delivery of General Office Stationery | Youths, Women and PWDs |
| 2. | NDU-K/PRQ/2/2022-2024 | Supply & Delivery of Genuine Toners & Cartridges | Youths, Women and PWDs |
| 3. | NDU-K/PRQ/3/2022-2024 | Supply & Delivery of Office Furniture, Fittings & General Equipment. | |
| 4. | NDU-K/PRQ/4/2022-2024 | Supply & Delivery of Motor Vehicles Spare parts, Tires, Batteries | |
| 5. | NDU-K/PRQ/5/2022-2024 | Supply & Delivery of General Hardware, Electricals & Plumbing Materials & General Building Materials | |
| 6. | NDU-K/PRQ/6/2022-2024 | Design, Printing, Supply & Delivery of Branded Promotional Materials, Creative Designs & Other Printing Materials | Youths, Women and PWDs |
| 7. | NDU-K/PRQ/7/2022-2024 | Supply of Cleaning Items | Youths, Women and PWDs |
| 8. | NDU-K/PRQ/8/2022-2024 | Supply & Delivery of Text books, Periodicals, Journals | |
| 9. | NDU-K/PRQ/9/2022-2024 | Supply & Delivery of Uniforms, Protective Wears, Corporate wears | |
| 10. | NDU-K/PRQ/10/2022-2024 | Supply& Delivery of Refined fuel and lubricants | |
| 11. | NDU-K/PRQ/11/2022-2024 | Supply & Delivery of Drugs & Other Pharmaceuticals Items | |
| 12. | NDU-K/PRQ/12/2022-2024 | Supply of Computers and Computer Accessories | |
| 13. | NDU-K/PRQ/13/2022-2024 | Supply of Newspapers | |
| 14. | NDU-K/PRQ/14/2022-2024 | Supply and Delivery of Food and Rations | |
| 15. | NDU-K/PRQ/15/2022-2024 | Supply and Delivery of Liquefied Petroleum Gas (LPG) | |
| 16. | NDU-K/PRQ/16/2022-2024 | Supply and Delivery of Technical Stores | |

| PROVISION OF SERVICES | | | |
|-----------------------|------------------------|--|------------------------|
| 17. | NDU-K/PRQ/17/2022-2024 | Provision of Courier and Postal Services | |
| 18. | NDU-K/PRQ/18/2022-2024 | Provision of Accommodation, Conference & Other Hotel Services | |
| 19. | NDU-K/PRQ/19/2022-2024 | Provision of Air Travel Services | |
| 20. | NDU-K/PRQ/20/2022-2024 | Provision of Repair Services and Maintenance of Office Equipment/ Fax/Printers & Computers | Youths, Women and PWDs |
| 21. | NDU-K/PRQ/21/2022-2024 | Provision of ICT Services | |
| 22. | NDU-K/PRQ/22/2022-2024 | Provision of Repair, Services and Maintenance of Motor Vehicles | |
| 23. | NDU-K/PRQ/23/2022-2024 | Provision of Laundry & Cleaning Services | |
| 24. | NDU-K/PRQ/24/2022-2024 | Provision of Tentage Furnishing Ablution Public Address System and Event Management Services | Youths, Women and PWDs |
| 25. | NDU-K/PRQ/25/2022-2024 | Garbage Collection & Sanitary Services | Youths, Women and PWDs |

It is expected that invitation to bid for the goods and services will be soon after the registration and is to be completed not before **24 October 2022**.

Eligible applicants may obtain the registration documents from Procurement Department, NDU-K, Lanet upon payment of a non-refundable fee of Kenya **Shillings Five Hundred only (Kshs 500.00)** per set of documents payable to the Director Finance and Accounts, National Defence University–Kenya (NDU-K) through bankers cheque or download from the NDU-K website www.ndu.ac.ke at no cost. Bidders who download documents from the website should register tenders at Procurement Office, during normal working hours, or email to procurement@ndu.ac.ke before the closing date and time.

The bid must not bear the name of the applicant but should be clearly marked with the details of registration category number and name.

Requirements for registration are set in the registration document. Submission of applications for registration shall be received in sealed plain envelopes and dropped in the Tender Box situated at the National Defence University–Kenya/Kenya Military Academy Main Gate and be addressed to:

**Vice Chancellor
National Defence University-Kenya
P. O. Box 370-20100
Nakuru**

So as to reach him on or before **24/10/2022 at 10.00 A.M.**

The University reserves the right to accept or reject any application either in part or in whole and is not bound to give reasons for the decision taken.

Vice-Chancellor, National Defence University-Kenya

REGISTRATION OF SUPPLIERS

Name/Firm

.....

Address.....

Physical address.....

Item Registering for:

| S/No: | Tender Number | Description of goods, works & services | Remarks |
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Contact person:

| Name: | Phone Number | Email/ Fax |
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Instructions:

In line with Section 57 (1) & (2) read together with Section 55 of Public Procurement and Asset Disposal Act (PPAD) of 2015. The Head of Procurement shall maintain an updated list of registered Suppliers, Contractors and Consultants in the categories of goods, works or services in accordance with the NDU-K needs. To register Suppliers/Contractors shall furnish NDU-K with;

a. Limited Companies, Partnerships & Sole Proprietors

- (1) Registration/Incorporation Certificate.
- (2) CR12 Certificate.
- (3) Pin Certificate.
- (4) Tax Compliance Certificate (Subject to verification on (TCC Checker)
- (5) Valid AGPO Certificate (Where Applicable)
- (6) Company Profile
- (7) List of Current /Former Clients (Give Contact Person for each Client Listed)

b. Individual Consultants

- (1) Pin Certificate
- (2) Tax Compliance Certificate.
- (3) Application Letter for the relevant category plus Resume
- (4) List of Current /Former Clients (Give Contact Person for each Client Listed)

Bidders with certificates from The National Treasury for Women, Youth and People with Disability shall be required to keep track of the expiry dates of the certificates to prevent disqualifications from procurement proceedings. NDU-K shall endeavor to give equal opportunity to all registered bidders where alternative methods of procurement are applied. This shall be in line with the requirements set out in the Public Procurement and Asset Disposal Act, 2015 and its subsequent regulations and manuals.

A. BIDDER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Bidder

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Bidder is a JV*. Bidder is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

| | ITEM | DESCRIPTION |
|----|---|---|
| 1 | Name of the Procuring Entity | |
| 2 | Reference Number of the Bidder | |
| 3 | Date and Time of Bidder Opening | |
| 4 | Name of the Bidder. | |
| 5 | Full Address and Contact Details of the Bidder. | Country City Location Building Floor Postal Address Name and email of contact person. |
| 6 | Current Trade License Registration Number and Expiring date | |
| 7 | Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency | |
| 8 | Description of Nature of Business | |
| 9 | Maximum value of business which the Bidder handles. | |
| 10 | If a Kenyan Bidder, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority. | |

| | | |
|----|---|--|
| 11 | State if Bidder Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange | |
|----|---|--|

SELF-DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/ BIDDER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

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 herein above is true to the best of my knowledge, information and belief.

..... (Signature) (Date) (Title)

Bidder Official Stamp

SELF DECLARATION THAT THE BIDDER 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 a 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 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 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 herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,(person) on behalf of **(Name of the Business/ Company/ Firm)** declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory

Sign.....

Position.....

Office address..... Telephone..... E-mail

.....

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date

BIDDER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

BID No.:

Alternative No.:

| |
|---|
| 1. Bidder's Name <i>[insert Tenderer's legal name]</i> |
| 3. Bidder's actual or intended country of registration: |
| 4. Bidder's year of registration: |
| 5. Bidder's Address in country of registration: |
| 6. Bidder's Authorized Representative Information Name: Address: Telephone: Email Address: |
| 7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity |
| 2. Included are the organizational chart and a list of Board of Directors |

REFERENCE LIST

Tenderers to list here below names of references in form of Institutions (Public or private).

| S/NO | Name and Location of Institution | Tel Contact | Contact Person |
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