



NATIONAL DEFENCE UNIVERSITY-KENYA

**NATIONAL DEFENCE UNIVERSITY-
KENYA**

P O BOX 3812

20100

TEL 0733544585

NAKURU

EMAIL:

info@ndu.ac.ke

REGISTRATION OF

SUPPLIERS FOR

**GOODS, WORKS AND SERVICES TO BE
PROCURED IN THE FINANCIAL YEARS**

2024 - 2025 AND 2025 - 2026



NATIONAL DEFENCE UNIVERSITY-KENYA

REGISTRATION NOTICE

FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2024-2025 AND 2025 – 2026 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 2024- 2025 and 2025 – 2026. 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 2024 – 2025 AND 2025 – 2026

SER	TENDER NUMBER	DESCRIPTION OF GOODS, WORKS & SERVICES	TARGETED CATEGORY
1.	NDU-K/PRQ/1/2024-2026	Supply & Delivery of General Office Stationery	Youths, Women and PWDs
2.	NDU-K/PRQ/2/2024-2026	Supply & Delivery of Genuine Toners & Cartridges	Youths, Women and PWDs
3.	NDU-K/PRQ/3/2024-2026	Supply & Delivery of Office Furniture, Fittings & General Equipment.	
4.	NDU-K/PRQ/4/2024-2026	Supply & Delivery of Motor Vehicles Spare parts, Tires, Batteries	
5.	NDU-K/PRQ/5/2024-2026	Supply & Delivery of General Hardware, Electricals & Plumbing Materials & General Building Materials	
6.	NDU-K/PRQ/6/2024-2026	Design, Printing, Supply & Delivery of Branded Promotional Materials, Creative Designs & Other Printing Materials	Youths, Women and PWDs
7.	NDU-K/PRQ/7/2024-2026	Supply of Cleaning Items	Youths, Women and PWDs
8.	NDU-K/PRQ/8/2024-2026	Supply & Delivery of Text books, Periodicals, Journals	
9.	NDU-K/PRQ/9/2024-2026	Supply & Delivery of Uniforms, Protective Wears, Corporate wears	
10.	NDU-K/PRQ/10/2024-2026	Supply & Delivery of Refined fuel and lubricants	
11.	NDU-K/PRQ/11/2024-2026	Supply & Delivery of Drugs & Other Pharmaceuticals Items	
12.	NDU-K/PRQ/12/2024-2026	Supply of Computers and Computer Accessories	
13.	NDU-K/PRQ/13/2024-2026	Supply of Newspapers	
14.	NDU-K/PRQ/14/2022-2024	Supply and Delivery of Food and Rations	
15.	NDU-K/PRQ/15/2024-2026	Supply and Delivery of Liquefied Petroleum Gas (LPG)	
16.	NDU-K/PRQ/16/2024-2026	Supply and Delivery of Technical Stores	

PROVISION OF SERVICES			
17.	NDU-K/PRQ/17/2024-2026	Provision of Courier and Postal Services	
18.	NDU-K/PRQ/18/2024-2026	Provision of Accommodation, Conference & Other Hotel Services	
19.	NDU-K/PRQ/19/2024-2026	Provision of Air Travel Services	
20.	NDU-K/PRQ/20/2024-2026	Provision of Repair Services and Maintenance of Office Equipment/ Fax/Printers & Computers	Youths, Women and PWDs
21.	NDU-K/PRQ/21/2024-2026	Provision of ICT Services	
22.	NDU-K/PRQ/22/2024-2026	Provision of Repair, Services and Maintenance of Motor Vehicles	
23.	NDU-K/PRQ/23/2024-2026	Provision of Laundry & Cleaning Services	
24.	NDU-K/PRQ/24/2024-2026	Provision of Tentage Furnishing Ablution Public Address System and Event Management Services	Youths, Women and PWDs
25.	NDU-K/PRQ/25/2024-2026	Garbage Collection & Sanitary Services	Youths, Women and PWDs
26.	NDU-K/PRQ/26/2024-2026	Supply of Cover Outer for	

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 **25 October 2024**.

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-KenyaP.
O. Box 370-20100
Nakuru**

So as to reach him on or before **25/10/2024** 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:

Ser	Tender Number	Description of goods, works & services	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Contact person:

Name:	Phone Number	Email/ Fax

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	
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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.

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

Bidder Official Stamp

SELF DECLARATION THAT THE BIDDER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Boxbeing 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).

Ser	Name and Location of Institution	Tel Contact	Contact Person
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			