

**University of Nairobi Enterprises  
and Services Limited**

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## REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES UNES/PRE/2016- 2018

**CATEGORY NO.....**

**CATEGORY  
DESCRIPTION.....**

...adding value to knowledge

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# REGISTRATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2016/2017 & 2017-2018.

## SECTION A: INVITATION FOR REGISTRATION

### 1.1 Introduction

#### **The**

University of Nairobi Enterprises and Services (UNES) Limited was established in 1996 as the commercial arm of the University of Nairobi. It is charged with the responsibility of promoting and coordinating income-generating activities in the University.

#### **Vision**

“A profitable company providing sustainable impact to the university”

#### **Mission**

To provide financial support and inculcate entrepreneurial and best practices to the university through provision of quality consultancy services ,Hospitality Products, Bookstore services and other commercial initiatives

- 1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods ,works and services to the Enterprise .Suppliers who are not registered or failed to meet the registration criteria will not be allowed to participate in the Tenders /RFQS/RFPS
- 1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE MANAGING DIRECTOR,  
UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES  
68241-00200, Nairobi, Kenya  
Telephone: +0204913910/0204913916/7  
0722-205498/0733-333549**

The envelope should indicate the **Registration Number applied for and category description** upon submission, and must be dropped in the tender box **on or before 12<sup>th</sup> April 2016 at 10.00am.**

Documents containing detailed instructions and requirements may be obtained from the University of Nairobi website [www.uonbi.ac.ke](http://www.uonbi.ac.ke) or [www.unes.co.ke](http://www.unes.co.ke) free of charge. Applicants who download the tender documents shall email their names, contact details and item reference numbers to [unes-procurement@uonbi.ac.ke](mailto:unes-procurement@uonbi.ac.ke)

Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

### 1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other Institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria

### **1.5 Registration Documents**

The document includes questionnaire forms and instructions for the prospective suppliers .In order to be considered for registration the prospective supplier must provide requested proof and all other all other information requested.

**1.6** Enquiries that may arise from the Registration Document should be channelled to the Procurement office –UNES, through the given address

### **1.7 Invitation to Tenders/Quotation/Proposals**

Bidding documents will be made available to those bidders whose qualifications score **70%** and above soon after the evaluation process, please note that late submissions will not be accepted.

**SECTION B:****TENDER NOTICE****UNIVERSITY OF NAIROBI ENTERPRISES & SERVICES LIMITED****(UNES)****TENDER NOTICE****INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR 2016-****2018**

The university of Nairobi Enterprises & Services Limited invites applications from interested and competent firms for registration of suppliers for the under listed goods, services and works for the period 2016-2018.

<b>CATEGORY A: SUPPLY OF GOODS</b>				<b>REMARKS</b>
<b>No</b>	<b>ITEM REFERENCE</b>	<b>ITEM DESCRIPTION</b>	<b>SPECIAL CONDITIONS(where applicable)</b>	
		<b>CATEGORY A</b>		
1	UNES/P/001/2016-2018	Supply of General office stationery		OPEN
2	UNES/P/002/2016-2018	Supply of Printed Stationery		OPEN
3	UNES/P/003/2016-2018	Supply of design and printing of stationery and promotional items		OPEN
4	UNES/P/004/2016-2018	Supply of Desktops,Laptops,Servers,Printers and related hardwares	Proof of dealership/manufacturer's authorization.	OPEN
5	UNES/P/005/2016-2018	Supply of Computers, Computers accessories and Software.	Proof of dealership/manufacturer's authorization.	OPEN
6	UNES/P/006/2016-2018	Supply of Office Equipments		OPEN
7	UNES/P/007/2016-2018	Supply of office furniture, curtains, furnishings and fittings		OPEN
8	UNES/P/008/2016-2018	Supply of Fresh milk		OPEN
9	UNES/P/009/2016-2018	Supply of Buildings materials, plumbing and General Hardware		OPEN
10	UNES/P/010/2016-2018	Supply of Electrical equipments, material and fittings		RESERVED GROUPS
11	UNES/P/011/2016-2018	Supply of staff uniforms and protective clothes		OPEN
12	UNES/P/012/2016-2018	Provision of repairs, servicing and maintainance of buildings		OPEN
13	UNES/P/013/2016-2018	Provision of clearing agents		OPEN
14	UNES/P/014/2016-2018	Provision of Building works	Valid classification and approval from National Construction Authority	OPEN
15	UNES/P/015/2016-2018	Provision of Civil works		OPEN
16	UNES/P/016/2016-2018	Provision of Mechanical works		OPEN
17	UNES/P/017/2016-2018	Supply of Tents and event items		OPEN

		<b>CATEGORY B</b>		
18	UNES/P/018/2016-2018	Supply of international and Local Library books		OPEN
19	UNES/P/019/2016-2018	Supply of Laboratory chemicals, reagents and other related consumables	Licenses from relevant certifying /regulatory bodies	OPEN
20	UNES/P/020/2016-2018	Supply of Coffins & related items to Chiromo Funeral Parlour		OPEN
21	UNES/P/021/2016-2018	Supply of Dental consumables and Equipments	Licenses from relevant certifying /regulatory bodies	OPEN
22	UNES/P/022/2016-2018	Supply of Boma Rhodes hay		OPEN
23	UNES/P/023/2016-2018	Provision of Guards and security services		OPEN
24	UNES/P/024/2016-2018	Provision of fumigation services		OPEN
25	UNES/P/025/2016-2018	Provision of Air travel agency services		OPEN
26	UNES/P/026/2016-2018	Maintenance of Office Equipments i.e photocopiers, computers etc		OPEN
27	UNES/P/027/2016-2018	Provision of Insurance services		OPEN
28	UNES/P/028/2016-2018	Provision of Motor vehicle spare parts		OPEN
29	UNES/P/029/2016-2018	Provision of Motor vehicle Tyres & Tubes and bateries	Proof of dealership	OPEN
30	UNES/P/030/2016-2018	Provision of exhauster services and related services		OPEN
31	UNES/P/031/2016-2018	Provision of photography /video graphics, public address and related services		OPEN
32	UNES/P/032/2016-2018	Provision of HR,training ,Development and Consultancy services		OPEN
33	UNES/P/033/2016-2018	Provision of Management consultancy services		OPEN
34	UNES/P/034/2016-2018	Provision of Software Licenses		OPEN
35	UNES/P/035/2016-2018	Provision of services for repair, servicing & Maintainance of Cold rooms, coffin cabinets, refrigerator systems ,ventilations etc		OPEN
36	UNES/P/036/2016-2018	Provision of Repair, servicing and maintenance of Generators		OPEN
37	UNES/P/037/2016-2018	Provision of Auctioneering services		OPEN
38	UNES/P/038/2016-2018	Supply and maintenance of Fire Fighting Equipments & Alarm Systems		OPEN

39	UNES/P/039/2016-2018	Supply of detergents, general cleaning and stain removal areas		RESERVED GROUPS
40	UNES/P/040/2016-2018	Provision of Veterinary products		OPEN
41	UNES/P/041/2016-2018	Repair & Maintenance of Office Equipments i.e photocopies, computers etc		OPEN
42	UNES/P/042/2016-2018	Maintenance and Repair of Radiology machines	Licenses from relevant certifying /regulatory bodies	OPEN
43	UNES/P/043/2016-2018	Maintenance and repair of Dental Equipments	Licenses from relevant certifying /regulatory bodies	OPEN
44	UNES/P/044/2016-2018	Provision of Asset Valuation services.		OPEN
45	UNES/P/045/2016-2018	Provision of Events services		OPEN
46	UNES/P/046/2016-2018	Provision of Interior design, furnishing & decorations and landscaping		OPEN
47	UNES/P/047/2016-2018	Supply of Bulky Cooking gas		OPEN
48	UNES/P/048/2016-2018	Supply of Meat and related meat products		OPEN
49	UNES/P/049/2016-2018	Supply of fish and sea food products		OPEN
50	UNES/P/050/2016-2018	Supply of dry foodstuffs i.e. Spices, Flour, cooking oil etc		RESERVED GROUPS
51	UNES/P/051/2016-2018	Supply of vegetables and related perishables		OPEN
52	UNES/P/052/2016-2018	Supply of cutlery, glassware ,crockery and kitchen equipments		OPEN
53	UNES/P/053/2016-2018	Provision of tents and chairs		OPEN
54	UNES/P/054/2016-2018	Supply of Sodas		OPEN
55	UNES/P/055/2016-2018	Supply and Maintenance of CCTV system		OPEN
56	UNES/P/056/2016-2018	Supply and delivery of cartridges and toners	Proof of dealership/genuine products	Open

**NB. Reserved groups this are Youth, Women and Persons with Disability registered under the National treasury.**

**The reserved Groups are to apply and should attach:**

- 1. Attach a copy of Certificate from National Treasury indicating the category you are in.**
- 2. Valid tax compliance**
- 3. Company Profile**

**4. For the Category of Persons with Disability with exemption on tax, please attach the exemption certificate from KRA.**

**5. Should be registered for VAT in KRA itax plat form.**

Documents containing detailed instructions and requirements may be obtained from the University of Nairobi website [www.uonbi.ac.ke](http://www.uonbi.ac.ke) or [www.unes.co.ke](http://www.unes.co.ke) free of charge. Applicants who download the tender documents shall email their names, contact details and item reference numbers to [unes-procurement@uonbi.ac.ke](mailto:unes-procurement@uonbi.ac.ke)

Those who wish to be registered in more than one category will be required to download additional registration documents for each category.

Complete documents in a plain, sealed envelope marked category number and category description should be addressed to

**THE MANAGING DIRECTOR  
UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LTD  
P.O BOX 68241-00200  
Nairobi Kenya**

And deposited in the **TENDER BOX** at the **University of Nairobi Bookstore reception** so as to be received on or before **12<sup>TH</sup> April 2016 At 10.00AM**. The documents will be opened on the same day at **10.00am** in the meeting room at the bookstore and bidders or their representatives are welcome to witness the opening .

**Late applications shall not be accepted.**



## SECTION C: PRELIMINARY EVALUATION

The list of documents below are mandatory to all vendors and must be submitted:

1. Certificate of Incorporation , Partnership or Business registration
2. A copy of valid tax compliance, pin certificate and Vat certificate.and also be registered under itax with a VAT
3. A copy of Business Permit.
4. Letter of recommendation from two major clients. (Not applicable to Youth, Women and Persons with Disability.)

**NB. Please note that any firm which does not have all mandatory requirements will not be evaluated any further and the application will be rendered non-responsive.**

### EVALUATION CRITERIA

	Required information	Allocated scores
1	<b>Financial capability</b> <ul style="list-style-type: none"><li>• Audited reports for the last 3years</li><li>• Mode of payment and willingness to give credit</li></ul>	2 1
2	<b>Past experience and performance</b> <ul style="list-style-type: none"><li>• Number of years in business</li><li>• Five referees (preferably clients)attach proof</li></ul> <b>(Proof Copies of LPO, Letter of award, Completion certificate of contracts)</b>	2 2
5	<b>Confidential business questionnaire</b> <ul style="list-style-type: none"><li>• Duly filled</li><li>• Fixed premises with telephone facilities (will be inspected /verified by a team from UNES</li></ul>	1
6.	Litigation history	1
7.	Certified copies with relevant regulatory authorities. i.e KEBS,IATA,NCA etc	1
		10

**NB; Youth, women and persons with disabilities shall be exempted from the above Evaluation criteria upon submission of requisite certificate from National Treasury.**

**SECTION D: APPLICATION FORM**

Official Receipt No. (Of purchase of prequalification document)..... (Attach copy)

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we (**firm name**)

.....hereby apply for

registration as a supplier  
for.....

(Category code  
no).....  
..

Postal  
address.....  
.....

Telephone Number (fixed  
line).....mobile.....

E-mail  
Address.....Fax.....  
.....

Town.....street.....  
.....

Building.....Floor.....Room/office.....  
.....

Other branches/location.....  
.....  
.....

Full name of authorized signatory.....

Designation.....

Official Rubber stamp and signature.....

## SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 (a) and either part 2(a), (2b) or 2(c) whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

### Part 1s: General information

<b>Business Name</b>	
<b>Physical location of business</b>	<b>Town</b> .....
<b>Premises (Note that a visit to your office may be conducted, Information provided as part of the evaluation)</b>	<b>Street</b> .....
	<b>Building Name</b> .....
	<b>Floor</b> .....
<b>Business operations</b>	<b>Year established</b> ..... <b>Duration of business operations</b> .....
<b>Principal contact person</b>	<b>Name</b> ..... <b>Position</b> .....
<b>Postal Address</b>	<b>P.O BOX</b> ..... <b>Code</b> .....
<b>Nature of business</b>	
<b>Muximum value of business which you can handle at any one time</b>	<b>Ksh</b> .....
<b>Name of your bankers</b>	<b>Branch</b> .....

### Part 2(a)-sole proprietor

<b>Your name in full</b>	..... .....
<b>Age</b>	..... .....
<b>Nationality</b>	..... .....
<b>Country of origin</b>	..... .....
<b>Citizenship details</b>	..... .....

**Part 2 (b)-partnership**

Give details of partners as follows

NO	NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARE
1				
2				
3				
4				
5				

**Part2 (c)-Registered Company**

<b>Private or Public</b>	..... .....																																			
<b>State the nominal and issued capital of the company</b>	<b>Nominal ksh.....</b> <b>Issued ksh.....</b>																																			
<b>Give details of all directors</b>	<table border="0"> <thead> <tr> <th>Name</th> <th>nationality</th> <th>citizenship</th> <th>details</th> <th>share</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	nationality	citizenship	details	share	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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Date .....signature of tenderer .....

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS/CAPABILITY TO DELIVER GOODS, WORKS OR SERVICES**

1. Certificate of Registration /Incorporation..... (Attach copy)

2. Valid Trade License..... (Attach copy)

3. State VAT Registration NO..... (Attach copy)

4. PIN NO..... (Attach copy)

5. Attach Proof of being up to date in VAT and Income Tax Returns..... (Attach copy of current Tax compliance Certificate)

6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative Receivership or any other form of liquidation as defined by the applicable law

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

7. State whether you are a manufacturer, dealer or appointed distributor (Agent), Wholesaler, Compliance etc.....

.....  
.....

8. If a manufacturer or service organization or retailer/others, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?

Yes/No..... (Attach documentary evidence of certification)

9. State any Technological Innovations or specific attributes which distinguish you from your competitors.....

10. Other important certifications e.g KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.)Please attach proof

11.What is average response to delivery of goods/services after issuance of LPO?

.....  
13.What is the maximum of business which you can handle at any one time?  
Kshs.....

14. What is your average response time to request for quotation/proposal?

.....

## **SECTION G: FINANCIAL POSITION & TERMS OF TRADE**

### **PART 1**

#### **AUDITED FINANCIAL REPORTS**

- Attach copies of Audited Financial reports for the last 3 years

### **PART II**

#### **TERMS OF TRADE (PAYMENT TERMS)**

UNES would wish to work on deliveries after issuance of a local purchase /service order and payment after deliveries are made. Our payment terms are 30 days from date of invoice.

Confirm acceptance of this:

**Acceptable/Not Acceptable**

## **SECTION H: LITIGATION /ARBITRATION INCIDENTS**

### Litigation and Arbitration incidences

- (a) Enumerate any past litigation and arbitration incidences encountered by the firm.
  
- (b) State if the company is/was a subject of bankruptcy proceedings, in receivership Administration receivership or any other form of liquidation as defined by the applicable law.

## SECTION I: CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods /services applied for. (Attach proof)

1. Organization Name.....

Address.....

Tel. No.....

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....Date.....

Company stamp

2. Organization Name.....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

E-mail address.....

Signature of contact person .....Date.....

Company stamp

3. Organization Name.....

Address.....

Tel No.....

Contact person.....

Position in the organization.....

E-Mail Address.....

Signature of contact person.....Date.....

Company stamp



4. Organization Name.....  
Address.....  
Tel. No.....  
Contact Person.....  
Position in the Organization.....  
E-Mail Address.....  
Signature of contact person .....Date.....  
Company stamp

5. Organization Name.....  
Address.....  
Tel. No.....  
Contact person.....  
Position in the organization.....  
E-mail  
Address.....  
Signature of conduct person.....Date.....  
Company stamp

## SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of contract .Attach (Curriculum Vitae CV's).The CVs should be duly signed by the proposed personnel.

position	Name	Qualifications	Experience in proposed position

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods /services to university of Nairobi enterprises and services Ltd?

If yes, give details

.....  
.....

Indicate three of the latest orders with UNES Ltd.

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

Do you have any pending orders with UNES Ltd? If so give details

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

Have you ever failed to honour UNES Local Purchase Order? If so give details

.....

Has your contract ever been terminated by university of Nairobi enterprises and services Ltd ?

YES.....NO.....

If yes, attach details.

## **SECTION L: DECLARATION**

I/We declare that i/we have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled Herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped.....

Name.....

Position in the Company.....

Date.....