



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

## **REGISTRATION OF SUPPLIERS FOR GOODS**

**2021/2022 & 2022/2023  
FINANCIAL YEAR**

**REGISTRATION NO: MUT/R 12 /2021-2023**

**SUPPLY AND DELIVERY OF TONERS AND CARTRIDGES (HP  
AUTHORIZED DEALERS ONLY)**

**APRIL 2021**

## REGISTRATION OF SUPPLIERS FOR GOODS FOR THE PERIOD JULY 2021 – JUNE 2023

Murang'a University of Technology (MUT) invites eligible candidates to register as suppliers for supply and delivery of goods for the period **1st July 2021 - 30th June, 2023**. Registered youth groups, persons with disability and Small & Medium Enterprises are encouraged to apply.

REGISTRATION OF SUPPLIERS (SUPPLY OF GOODS) FOR 2021-2023			
Reference number	Category	Special Conditions	Target Group
MUT/R 08/2021-2023	Supply and Delivery of Fresh Vegetables and Assorted Fruits		Preference
MUT/R 09/2021-2023	Supply and Delivery of Charcoal and Wood fuels		Preference
MUT/R 10/2021-2023	Supply and Delivery of Hardware, Plumbing Materials, Paints and Related Products		Open
MUT/R 11/2021-2023	Supply and Delivery of Building Materials; Stones, Sand, Timber, Ballast & Other Related Materials.		Open
MUT/R 12/2021-2023	Supply and Delivery of Toners and Cartridges-HP Authorized Dealers only	Valid and Verifiable Proof of Dealership/Manufacturers Authorization	Open
MUT/R 13/2021-2023	Supply and Delivery of Clinical Drugs	Valid License from the Certifying Bodies	Open
MUT/R 14/2021-2023	Supply and Delivery of Tyres, Tubes and Batteries.	Valid and Verifiable Proof of Dealership	Preference
MUT/R 15/2021-2023	Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment	Valid Approval by the Directorate of Occupational Safety & Health Service	Open
MUT/R 16/2021-2023	Supply and Delivery of Electrical Appliances and Fittings		Preference
MUT/R 17/2021-2023	Supply and Delivery of Science Laboratory Chemicals, Reagents and other related Items.	Valid License from the Certifying Bodies	Open
MUT/R18/2021-2023	Supply and Delivery of library books, periodicals, journals and Magazines		Open
MUT/R 19/2021-2023	Supply and Delivery of Computers, Computer Software, Networking Equipment and Other Related Items	Valid Accreditation Certificate from the ICT Authority	Open
MUT/R 20/2021-2023	Supply and Delivery of Furniture, furnishing and fittings		Open
MUT/R 21/2021-2023	Supply and Delivery of Curtains, linen and Staff Uniform and other related items		Open
MUT/R 22/2021-2023	Supply and Delivery of Laboratory and Medical Equipment	Valid License from the Certifying Bodies	Open

MUT/R 23/2021-2023	Supply and Delivery of Hospitality and Catering Appliances and other Related Items		Open
MUT/R 24/2021-2023	Supply and Delivery of General Stationary		Reserved
MUT/R 25/2021-2023	Supply and Delivery of Engineering Training Equipment and other related items.		Open
MUT/R 26/2021-2023	Supply and Delivery of Sportswear and Equipment (Uniforms, Balls and other Related Items)		Open

Interested and eligible candidates may examine and download the Tender and Registration Document(s) free of charge from the University's website: [www.mut.ac.ke](http://www.mut.ac.ke) or the government tender portal website at [www.tender.go.ke](http://www.tender.go.ke)

Sealed and duly completed Bids in plain envelopes clearly marked the “**Tender Number/Registration No and Description**” without identifying the Tenderer should be addressed to:

**The Vice Chancellor**  
**Murang'a University of Technology**  
**P.O Box 75, 10200**  
**Murang'a, Kenya**

And be deposited in the Tender Box located at the Administration Block so as to be received on or before **5<sup>th</sup> May 2021 at 10.00 A.M.** Tender documents will be opened immediately after closing, in presence of Bidders or their representatives who choose to attend the opening session at the **Conference Hall**. Any canvassing will lead to automatic disqualification of the bidder.

**“ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION”**

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

### INSTRUCTIONS TO CANDIDATES

1. You are reminded that it is a serious offence to give false information on any of the Forms, or to canvas, as this will lead to automatic disqualification.
2. Sister Companies **will not** be registered under the same Category.
3. The University will only invite quotations from Registered Suppliers under the indicated categories.
4. Attach list of previous work done or services provided (References) where possible.
5. The University's terms of payment are **30 Days** after delivery and acceptance of goods and services.
6. Firms exempted from paying taxes must attach proof of exemption.
7. All communications shall be in writing
8. **MANDATORY REQUIREMENTS** must be provided. Failure to which will render the bid non-responsive. Non-responsive bid will not be evaluated further.

**GENERAL INFORMATION**

Applicants **MUST** provide and complete part **1 to 6**.

**PART 1 GENERAL**

BUSINESS NAME: \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ CODE \_\_\_\_\_ TOWN \_\_\_\_\_

TELEPHONE NO (S); \_\_\_\_\_

FAX NO; \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON(S) \_\_\_\_\_

**LOCATION OF BUSINESS**

a) Premises/building: \_\_\_\_\_

b) Plot No: \_\_\_\_\_

c) Road/Street: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Single Business Permit/License No. (Attach copy if applicable) \_\_\_\_\_

Registration Certificate No. (Attach copy); \_\_\_\_\_

Certificate of Incorporation No. (Attach copy if applicable) \_\_\_\_\_

Personal Identification Number (P.I.N) (attach copy); \_\_\_\_\_

VAT registration certificate (attach copy if applicable) \_\_\_\_\_

Current KRA tax compliance certificate (attach copy if applicable) \_\_\_\_\_

Maximum Value of Business which you can handle at any time in **Ksh**; \_\_\_\_\_  
(Attach copies of LPOs/LSO/contracts where necessary)

Name of your bankers; \_\_\_\_\_

Branch; \_\_\_\_\_

**PART 2: SOLE PROPRIETOR**

YOUR FULL NAMES:

Surname \_\_\_\_\_ First \_\_\_\_\_ others \_\_\_\_\_

AGE \_\_\_\_\_

NATIONALITY; \_\_\_\_\_ BY \_\_\_\_\_  
(Birth/Naturalization/Registration)

COUNTRY OF ORIGIN (if applicable) \_\_\_\_\_

**PART 3: PARTNERSHIP**

NUMBER OF PARTNERS \_\_\_\_\_

GIVE PARTNERS DETAILS AS FOLLOWS:  
**NAME/NATIONALITY/CITIZENSHIP DETAILS/SHARES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**PART 4: REGISTERED COMPANY**

a) Private Limited Company

b) Public Limited Company

Nominal Capital of the Company (Ksh) \_\_\_\_\_

Issued Capital of the Company (Ksh) \_\_\_\_\_

Number of Directors \_\_\_\_\_

Give partners Details as Follows:

**NAME/NATIONALITY/CITIZENSHIP DETAILS/SHARES**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**PART5. REGISTERED GROUPS, YOUTHS, AND WOMEN & PERSONS LIVING WITH DISABILITY**

BUSINESS NAME: \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ CODE \_\_\_\_\_ TOWN \_\_\_\_\_

TELEPHONE NO (S): \_\_\_\_\_

FAX NO; \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON(S) \_\_\_\_\_

**LOCATION OF BUSINESS**

a) Premises/building: \_\_\_\_\_

b) Plot No: \_\_\_\_\_

c) Road/Street: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**PART6. DIRECTORSHIP TO OTHER COMPANIES**

a) Are you or any of the above Directors also directors in other companies that are Seeking Registration? \_\_\_\_\_ (Yes/No)

b) If yes complete the table below.

S/no	Name of the Director	Name & address of Company	Certificate of incorporation	No. of share Holding
1				
2				
3				

**PART 7. DECLARATION FORM (mandatory)**

**Bidders are required to sign the declaration below:**

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name \_\_\_\_\_

Signature: \_\_\_\_\_ Position \_\_\_\_\_

Date: \_\_\_\_\_



**MANDATORY; MUST BE FILLED BY ALL BIDDERS**

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

*(Section 62 of the PPAD Act, 2015)*

I/We/M/S.....  
of Street, Building, P O Box.....  
.....

Contact/Phone/E mail.....

Declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....

that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender No .....

For or in the subsequent performance of the contract if I/We am/are successful

Authorized Signature.....

Name and Title of Signatory.....

**PART 7 . CHECK LISTS OF MANDATORY DOCUMENTS**

Confirm attachment/provision of the mandatory documents/information listed below (where applicable)

S no	Document/Information to be attached (copies)	Confirm Attachment	Remarks
1.	Copy of Business permit/license from the respective county's		
2.	Copy of Registration certificate		
3.	Copy of Valid Tax Compliance Certificate		
4.	Copy of Valid and Verifiable Proof of Dealership/Manufacturers Authorization		
5.	Reference letter from the company bankers		
6.	Provided email addresses/ /Telephone(office/mobiles)/Fax No/ Names of Contact person(s)		
7.	Copy of LPOs/LSOs/Contracts/ reference letters		
8.	Signed declaration form		
9.	Registration certificates for Youths, women & persons with disability ( <b>Not Mandatory</b> )		
10.	Filing of the Anti-corruption Form/ Declaration Form		

Name \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Date: \_\_\_\_\_ Official Company Stamp

**END.**