MURANG’A UNIVERSITY OF TECHNOLOGY

REGISTRATION OF SUPPLIERS FOR GOODS

2021/2022 & 2022/2023
FINANCIAL YEAR

REGISTRATION NO: MUT/R 24 /2021-2023

SUPPLY AND DELIVERY GENERAL STATIONARY

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.

<table>
<thead>
<tr>
<th>Reference number</th>
<th>Category</th>
<th>Special Conditions</th>
<th>Target Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT/R 08/2021-2023</td>
<td>Supply and Delivery of Fresh Vegetables and Assorted Fruits</td>
<td>Preference</td>
<td></td>
</tr>
<tr>
<td>MUT/R 09/2021-2023</td>
<td>Supply and Delivery of Charcoal and Wood fuels</td>
<td>Preference</td>
<td></td>
</tr>
<tr>
<td>MUT/R 10/2021-2023</td>
<td>Supply and Delivery of Hardware, Plumbing Materials, Paints and Related Products</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 11/2021-2023</td>
<td>Supply and Delivery of Building Materials; Stones, Sand, Timber, Ballast &amp; Other Related Materials.</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 12/2021-2023</td>
<td>Supply and Delivery of Toners and Cartridges-HP Authorized Dealers only</td>
<td>Valid and Verifiable Proof of Dealership/Manufacturers Authorization</td>
<td>Open</td>
</tr>
<tr>
<td>MUT/R 13/2021-2023</td>
<td>Supply and Delivery of Clinical Drugs</td>
<td>Valid License from the Certifying Bodies</td>
<td>Open</td>
</tr>
<tr>
<td>MUT/R 14/2021-2023</td>
<td>Supply and Delivery of Tyres, Tubes and Batteries.</td>
<td>Valid and Verifiable Proof of Dealership</td>
<td>Preference</td>
</tr>
<tr>
<td>MUT/R 15/2021-2023</td>
<td>Supply, Delivery, Servicing and Maintenance of Fire Fighting Equipment</td>
<td>Valid Approval by the Directorate of Occupational Safety &amp; Health Service</td>
<td>Open</td>
</tr>
<tr>
<td>MUT/R 16/2021-2023</td>
<td>Supply and Delivery of Electrical Appliances and Fittings</td>
<td>Preference</td>
<td></td>
</tr>
<tr>
<td>MUT/R 17/2021-2023</td>
<td>Supply and Delivery of Science Laboratory Chemicals, Reagents and other related Items.</td>
<td>Valid License from the Certifying Bodies</td>
<td>Open</td>
</tr>
<tr>
<td>MUT/R 18/2021-2023</td>
<td>Supply and Delivery of library books, periodicals, journals and Magazines</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 19/2021-2023</td>
<td>Supply and Delivery of Computers, Computer Software, Networking Equipment and Other Related Items</td>
<td>Valid Accreditation Certificate from the ICT Authority</td>
<td>Open</td>
</tr>
<tr>
<td>MUT/R 20/2021-2023</td>
<td>Supply and Delivery of Furniture, furnishing and fittings</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 21/2021-2023</td>
<td>Supply and Delivery of Curtains, linen and Staff Uniform and other related items</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 22/2021-2023</td>
<td>Supply and Delivery of Laboratory and Medical Equipment</td>
<td>Valid License from the Certifying Bodies</td>
<td>Open</td>
</tr>
<tr>
<td>Tender Code</td>
<td>Description</td>
<td>Status</td>
<td></td>
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<tr>
<td>-----------------</td>
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<td>---------</td>
<td></td>
</tr>
<tr>
<td>MUT/R 23/2021-23</td>
<td>Supply and Delivery of Hospitality and Catering Appliances and other Related Items</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 24/2021-23</td>
<td>Supply and Delivery of General Stationary</td>
<td>Reserved</td>
<td></td>
</tr>
<tr>
<td>MUT/R 25/2021-23</td>
<td>Supply and Delivery of Engineering Training Equipment and other related items.</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>MUT/R 26/2021-23</td>
<td>Supply and Delivery of Sportswear and Equipment (Uniforms, Balls and other Related Items)</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

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 5th 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:** ________________________________
PART 6. 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.

<table>
<thead>
<tr>
<th>S/no</th>
<th>Name of the Director</th>
<th>Name &amp; address of Company</th>
<th>Certificate of incorporation</th>
<th>No. of share Holding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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)*

<table>
<thead>
<tr>
<th>S no</th>
<th>Document/Information to be attached (copies)</th>
<th>Confirm Attachment</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of Business permit/license from the respective county’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Copy of Registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Copy of valid Tax Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Reference letter from the company bankers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Provided email addresses/Telephone(office/mobiles)/Fax No/Names of Contact person(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copy of LPOs/LSOs/Contracts/ reference letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Signed declaration form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Registration certificates for Youths, women &amp; persons with disability <em>(Mandatory)</em></td>
<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Filing of the Anti-corruption Form/Declaration Form</td>
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</tr>
</tbody>
</table>

Name______________________________________________________________

Signature________________________________ Position____________________

Date:__________________________ Official Company Stamp

**END.**