



MURANG'A UNIVERSITY OF TECHNOLOGY

REGISTRATION OF SUPPLIERS FOR GOODS

2021/2022 & 2022/2023
FINANCIAL YEAR

REGISTRATION NO: MUT/R 34 /2021-2023

PROVISION OF LEGAL SERVICES

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

3.REGISTRATION OF SUPPLIERS (PROVISION OF SERVICES AND WORKS) FOR 2021-2023		
MUT/R 27/2021-2023	Provision of Consultancy Services (Baseline Surveys, ISO and Others)	Open
MUT/R 28/2021-2023	Provision of Event Organizing/Entertainment Services/Hiring of Tents, Chairs, Tables, Public Address System, Decorations and other related items	Open
MUT/R 29/2021-2023	Provision of repair and servicing of Office equipment (Computers, Photocopies, Printers etc.)	Reserved
MUT/R 30/2021-2023	Specialized repair and servicing of Motor Vehicles	Open
MUT/R 31/2021-2023	Provision of Printing Services.	Reserved
MUT/R 32/2021-2023	Provision for Repair and Maintenance of Generators	Open
MUT/R 33/2021-2023	Provision of Fumigation Services	Preference
MUT/R 34/2021-2023	Provision of Legal Services	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 or the government tender portal website at 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 5. WELL-PRESENTED DOCUMENT DETAILING THE FOLLOWING WHICH ARE MANDATORY FAILURE TO WHICH WILL LEAD TO DISQUALIFICATION

- 1. Certificate of Incorporation/Registration
- 2. Valid and Current Tax Compliance Certificate
- 3. Valid practicing Certificate(s)
- 4. Be member of LSK, Certified Public Institution etc.

5. 3 Years audited Financial accounts (2017,2018 & 2019)
 6. Key personnel with minimum of not less than 3 years' experience in the field
 7. Personnel Capability – Attach all documents
 8. Litigation history-
 - a. **Details of contracts of similar works(Nature) and complexity as follows:**
 - i. State year of contract
 - ii. State cause of action (Litigation Claim) and Award
 - b. **Field of Similar Works – Previous cases in the under listed fields:**
 - i. Civil Litigation (Civil law)
 - ii. Employment and labour related laws
 - iii. Land law
 - iv. Constitutional and Administrative law
 - v. Arbitration and Alternative Disputes Resolution
 - vi. Procurement law
 - vii. Construction and Engineering
 - viii. Information and Technology law
 - ix. Public Private Partnership law
 - x. Criminal Law
 - xi. Conveyance; Debt Recoveries and Contract Negotiations
 - xii. Insurance law
 - xiii. Health and safety laws
- Attach precedents

PART 7. 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 8. 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 9 . CHECK LISTS OF MANDATORY DOCUMENTS

Confirm attachment/provision of the mandatory documents/information listed below;

S no	Document/Information to be attached (copies)	Confirm Attachment	Remarks
1.	Copy Certificate of Incorporation/registration		
2.	Copy of valid Tax Compliance		
3.	Valid Practicing Certificates/License		
4.	Be Valid Member of LSK, Certified Public Institution Etc.		
5.	Provided email addresses/ /Telephone(office/mobiles)/Fax No/ Names of Contact person(s)		
6.	Submit copies of Audited Accounts for the last 3 years (2017, 2018 & 2019)		
7.	Dully Signed declaration form		
8.	Keys personnel with a minimum of not less than three (3) years' experience in the field showing their capability – attach all relevant documents		
9.	Duly Filled and signed Anti-corruption Form/ Declaration Form		
10.	Litigation history- Ensure all documents are attached as per Part 6 of the requirements to Bidders.		

Name_____

Signature_____ Position_____

Date:_____ Official Company Stamp

END.