



*(The Cradle of Knowledge)*

# **TURKANA UNIVERSITY COLLEGE**

*(A Constituent College of Masinde Muliro University of Science and Technology)*

**TENDERNO.TUC/REG/...../2023-2024.**

**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE SUPPLY/PROVISION OF GOODS,  
WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023-2024.**

**CLOSING DATE: FRIDAY 8<sup>TH</sup> JULY 2022 AT 10:00AM.**

**CATEGORY NO.....**

**CATEGORY DESCRIPTION.....**

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 LODWAR,



**TURKANAUNIVERSITY COLLEGE**

**(A constituent college of Masinde Muliro University of Science and Technology)**

**ADVERTISEMENT FOR PREQUALIFICATION OF SUPPLIERS**

Turkana University College - a constituent college of Masinde Muliro University of Science and Technology invites tenders from interested eligible firms (bidders) to apply for prequalification as suppliers for goods, works and services for the financial years 2020/2021, 2021/2022.

	REF.NO.	CATEGORY DESCRIPTION	ELIGIBILITY	TENDER SECURITY
<b>A. FRAME WORK CONTRACTS</b>				
1	TUC/001/2023-2024	Supply and Delivery of Beef, Mutton and Allied products.	Open	N/A
2	TUC/002/2023-2024	Supply and delivery of green grocery vegetables and fruits.	Special group	N/A
3	TUC/003/2023-2024	Supply and delivery of dry foods stuffs .	Special group	N/A
4	TUC/004/2023-2024	Supply and delivery of cereals	Special group	N/A
5	TUC/005/2023-2024	Supply and delivery of firewood and Charcoal	Open	N/A
6	TUC/006/2023-2024	Supply and delivery of chicken, fish and allied products.	Open	N/A
7	TUC/007/2023-2024	Supply, Delivery of stationery	Open	N/A
8	TUC/008/2023-2024	Supply and delivery of library books and other related materials	Open	N/A
9	TUC/009/2023-2024	Provision of maintenance and servicing of motor vehicles	open	N/A
10	TUC/010/2023-2024	Provision of air travel services. {AITA Registered}	Open	N/A
11	TUC/011/2023-2024	Supply and delivery of tonners and cartridges	Open	N/A
12	TUC/012/2023-2024	Supply and Delivery of human drugs,surgical equipment , materials and related products.	Open	N/A
13	TUC/013/2023-2024	Supply, Delivery of fuel and lubricants	Open	N/A
14	TUC/014/2023-2024	Supply, delivery and servicing of teaching laboratory equipment chemicals glassware and reagents	Open	N/A
15	TUC/015/2023-2024	Provision of legal services	Open	N/A
16	TUC/016/2023-2024	Provision of accommodation and catering services.	Open	N/A
17	TUC/017/2023-2024	Supply and delivery of tyres rims tubes and batteries	open	N/A
18	TUC/018/2023-2024	Provision of water bowser tanker services	Open	N/A

<b>B: PREQUALIFICATION OF GOODS</b>				
<b>CATEGORY A: PROVISION OF GOODS</b>				
19	TUC/019/2023-2024	Supply and delivery of insecticides and herbicides	Open	N/A
20	TUC/020/2023-2024	Supply delivery of sportswear, equipment and related materials.	Open	
21	TUC/021/2023-2024	Supply and Delivery and servicing of photocopiers and accessories	Open	N/A
22	TUC/022/20203-2024	Supply and delivery of building and hardware materials.	Open	N/A
23	TUC/023/2023-2024	Supply delivery and servicing of firefighting equipment	Open	N/A
24	TUC/024/2023-2024	Supply delivery and servicing of computers printers LCD Projector machines scanners and related products	Open	N/A
25	TUC/025/2023-2024	Supply delivery and servicing of medical equipment and related materials	Open	N/A
26	TUC/026/2023-2024	Supply and delivery of electrical fittings and materials	Open	N/A
27	TUC/027/2023-2024	Supply and Delivery of bottled soda and water.	Open	N/A
28	TUC/028/2023-2024	Supply and Delivery of cleaning materials soaps and detergents	Special group	N/A
29	TUC/029/2023-2024	Supply and delivery of furniture and fittings open		N/A
30	TUC/030/2023-2024	Supply and delivery of mattresses and beddings	open	N/A
31	TUC/031/2023-2024	Supply and delivery of kitchen utensils	open	N/A
32	TUC/032/2023-2024	Supply and delivery of farm inputs	open	N/A
<b>CATEGORY B: PROVISION OF SERVICES</b>				
33	TUC/033/2023-2024	Provision of creative designing and printing services	Special group	N/A
34	TUC/034/2023-2024	Provision of hire of vehicles and transport	Open	N/A
35	TUC/035/2023-2024	Provision of promotional materials {t shirts caps and other branded materials	Special group	N/A
36	TUC/036/2023-2024	Provision of internal designing services	Open	N/A
37	TUC/037/2023-2024	Provision of fumigation and sanitary services	open	<b>N/A</b>
38	TUC/038/2023-2024	Provision of hotel and accommodation.	Open	N/A
39	TUC/039/2023-2024	Provision of cleaning services	open	N/A
40	TUC/040/2023-2024	Provision of security services	Open	N/A
41	TUC/041/2023-2024	Exhauster services	Open	N/A
42	TUC/042/2023-2024	Plumbing services	open	N/A
43	TUC/043/2023-2024	Provision of consultancy services on environment impact assessments and environmental audit	open	N/A

44	TUC/044/2023-2024	Provision of property and land valuation services	open	N/A
45	TUC/045/2023-2024	Provision of consultancy services for quantity surveying, architectural, structural, electrical and mechanical	open	N/A
<b>CATEGORY A: WORKS</b>				
46	TUC/046/2023-2024	Contractors for general building, repairs and maintenance works	open	N/A
47	TUC/047/2023-2024	Contractors for CCTV and other related security systems	open	N/A

Detailed tender document may be obtained from procurement office in TUC during normal working hours upon payment of non refundable fee of kshs 1000 { kenya shillings one thousand } only, payable at KCB Lodwar branch account no 1218868899 OR downloaded free of charge from the TUC website:www.tuc.ac.ke or ifmis suppliers portal.

The special group consists of Youth Women and people with disability who are registered with National treasury { directorate of procurement }

Dully completed bid document in plain sealed envelopes clearly marked with reference number and category description bearing no other mark, name or indication of the applicant shall be sent to:

**PRINCIPAL  
TURKANA UNIVERSITY COLLEGE  
PO BOX 69-30500  
LODWAR.**

Or dropped in the tender box outside the Principals office at TUC main campus in Lodwar and not any other place, box office or campus so as to reach the TURKANA UNIVERSITY COLLEGE not later than 10:00am on **Friday 8<sup>th</sup> July, 2022**. Opening of the bid document will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

***The University College reserves the right to accept or reject any bid in whole or part and does not bind itself to accept the lowest or any bid.***

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CATEGORY NO.....  
CATEGORYDESCRIPTION.....

## **1.1 REGISTRATION INSTRUCTIONS**

### **1.2 Introduction**

Turkana University College invites interested candidate who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services.

### **1.3 Registration Objective**

The main objective is to supply and deliver assorted items and also provides works and services under relevant Tender/Quotations/Proposals to Turkana University College as and when required.

### **1.4 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **registration documents to Turkana University College** so that they may be registered for submission of tenders/proposals/quotations. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria. Special groups comprising youth, women and persons with disability (AGPO) who are dully registered are encouraged to apply and will be given preference.

### **1.6 Registration Document.**

This document includes business questionnaire forms and documents required of prospective suppliers.

**1.7** In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

**1.8 Submission and receipt of Registration Documents.** One copy of the completed prequalification data and other requested information shall be submitted to reach. Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant envelopes clearly marked with the relevant category number and description only and addressed to:

**THE PRINCIPAL  
TURKANA UNIVERSITY COLLEGE  
P.O. BOX 69 – 30500  
LODWAR.**

**Not later than 10.00am (Local time) on Friday 8<sup>th</sup> July 2022.** Registration/Pre-qualification documents will be opened immediately thereafter at the University Boardroom in the presence of candidates or their duly authorized representatives who choose to attend. Late bid submission shall not be accepted and will be returned.

### **1.9 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Principal, attention to Procurement Officer, whose address is given in Part 1.8 above.

### **1.10 Additional Information**

The Turkana University College reserves the right to request submission of additional information from prospective bidders.

### **1.11 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) when necessary will be made available only to those bidders whose qualifications are accepted by the Turkana University College after scoring **60 points** and above after the registration process.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES.**

### **2.1.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) are donor funded. (Where taxes are paid by the Government).

### **2.2.2 Custom Clearance**

The suppliers shall be responsible for custom clearance of their imported goods and materials.

### **2.2.3 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on authority of the Accounting Officer. Prices quoted should be inclusive of all delivery charges.

### **2.2.4 Payments**

All local purchases/services orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract agreement.

### **3.0 REGISTRATION DATA INSTRUCTIONS**

#### **3.1.1 Registration Data forms (Form RG1)**

The attached questionnaire forms RG-1, RG-2, RG-3, RG-4, RG-5, RG-6, RG-7, RG-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of the specific tender.

The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English Language and in ink only.

#### **3.2 QUALIFICATION.(Form RG2)**

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Turkana University College in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Turkana University college they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **3.3 ESSENTIAL CRITERIA FOR REGISTRATION.**

##### **3.3.1 Experience:**

**(a)** Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items and in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

**(b)** Prospective supplier requires special experience and capability to organize supply and delivery items, or services on short notice.

##### **3.3.2 Personnel (Form RG3)**

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form RG.3.

##### **3.3.3 Financial Condition (Form RG4).**

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential supplier/contractors will be registered on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of completed orders from various contract or order in progress. Data should be provided on Form RG-4. However, potential bidders should provide evidence of financial capability to execute the contract.



### 3.3.4 Past Experience. (Form RG5)

Past performance will be given due consideration in registering bidders. Letters of reference from past customers should be included in form RG 5 where applicable.

### 3.4 SWORN STATEMENT (Form RG8)

Application must include a sworn statement form RG 8 by the Tender ensuring accuracy of the information given.

### 3.5 WITHDRAWAL OF REGISTRATION

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Turkana University College could substantially change performance and qualification of the bidder, but not limited to bankruptcy, change in ownership or new commitment, Turkana University College reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### 3.6 PRE-QUALIFICATION EVALUATION CRITERIA

Required Information	Form Type	Maximum Point Score
1. Registration Documentation	RG-1	30
2. Pre-qualification on Business Data	RG-2	10
3. Supervisory Personnel	RG-3	10
4. Financial Position	RG-4	20
5. Past Experience	RG-5	10
6. Confidential Questionnaire	RG-6	10
7. Litigation History	RG-7	5
8. Sworn Statement	RG-8	5
	<b>Total</b>	<b>100</b>

### 3.8 QUALIFICATION MARK

The qualification mark is **60** points and above.

To qualify the prospective supplier must score not less than 60 Points.

# REQUIREMENTS FOR OPEN GROUP

## FORM RG1 REGISTRATION DOCUMENTATION

### MANDATORY REQUIREMENTS

All firms must provide:

1. Copies of Certificate of Registration/Incorporation
2. Tax Compliance Certificate from Kenya Revenue Authority (**failure to attach this certificate to prove compliance, will lead to automatic disqualification, and thus no further evaluation of the application**).
3. Copies of Pin Certificate of Firm/Company /Individual.
4. Copy of current Trade License.
5. Copy of list of Ownership (Attach CR 12)
6. Properly bound and paginated (Serialized) documents to comply with section 78 (5) of the Public Procurement and Asset Disposal Act

### Additional Pre-requisites for Specialized Categories

- i. Law firms and /or any other professional firms will be required to submit the following documents; Valid Practicing Certificate copies and be current member of good standing.
- ii. Practicing Certificate for all applicants for Consultancy services where applicable
- iii. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant Professional bodies / Authorities e.g. Registration by Chief Mechanical and Transport Engineer for registered garages, Auctioneers Licensing Board, Valuers Registration Board, Pest Control Product Board etc.

**(Failure to attach Valid Professional Certificate) will lead to automatic disqualification**

NOTE:

**For general registration categories, each mandatory requirement properly provided will earn 6 marks.**

**For specialized categories, each mandatory requirement properly provided will earn 5 marks.**

**(30 Points)**

**FORM RG-2 PRE-QUALIFICATION ON BUSINESS DATA REGISTRATION  
OF SUPPLIERS APPLICATION FORM.**

1. I/We.....  
hereby apply for registration as supplier/(s) of

.....  
**Indicate Category description and Category Number**

Official email address.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Official Telephone Number / Mobile Number.....

Name of applicant.....

Other branches location.....

**2. Organization & Business information**

General Manager.....

Directors (Attach CR12).....

Others.....

Partnership (if applicable).....

Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

7. Bonding company reference and address.....

8. Enclose copy of the Organization chart of the Firm indicating the main fields of activities.....  
.....

9. State any technological innovations or specific attributes which distinguish you from Your competitors .....

10. Indicate terms of trade / sale .....

**(10 Points)**

**Full filled-10 marks**

**Partially filled =5 marks**

**Not filled = 0 mark**

**FORM RG-3 SUPERVISORY PERSONNEL**

1.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

2.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

3.

Name.....

Gender.....

Academic qualification.....

Professional qualification.....

Length of service with supplier and position held.....

**(Attach CV and copies of certificates of key personnel in the organization) (10 Points)**

**FORM RG –4 FINANCIAL POSITIONS.**

1. Attach a copy of firm’s financial statement giving summary of current assets and c u r r e n t liabilities/or any financial support for the past two (2) years. ( 10 marks)
2. Attach letters of reference from the bankers regarding supplier’s credit position. (10marks)  
**(20 Points)**

**NOT MANDATORY FOR SPECIAL GROUPS.**

**FORM RG 5: PAST EXPERIENCE**

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years or those who know you (not a requirement for new businesses).

- (i) Name of client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**2. Name of 2nd Client (Organization)**

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**3. Name of 3rd Client (Organization)**

- (i) Name of Client (Organization).....
  - (ii) Address of Client (Organization).....
  - (iii) Name of Contact Person at the client (Organization).....
  - (iv) Telephone No. of Client.....
  - (v) Value of Contract.....
  - (vi) Duration of Contract (date) .....
- (Attach documentary evidence of existence of contract) (3marks)*

**4. Others .....**

(Please note that documentary evidence could be in form of L.P.O’s, L.S.O’s, Agreements, Contracts, and Reference Letters from client etc.). (1mark)

**(10 points)**

**3 marks for each client details properly filled and documentary evidence provided.**

**1 mark for additional client details i.e. more than 3 clients**

## 0 Mark for client details provided with no documentary evidence

### RG-6- CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in your type of business.  
You are advised that it is a serious offence to give false information on this form.

#### Part 1 – General:

Business Name .....  
Location of Business Premises.....  
Plot No. .... Street/Road .....  
Postal address ..... Tel No. ....  
Nature of Business .....  
Current Trade License No..... Expiry date .....  
Maximum value of business which you handle at any one time K£.....  
Name of your bankers ..... Branch .....

#### Part 2 (a) Sole Partnerships.

Your name in full ..... Age .....  
Nationality ..... Country of Origin .....  
Citizenship details .....

#### Part (b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

#### Part 2 (c) - Registered Company Private or Public

State the nominal and issued capital of the company  
Nominal K£.....  
Issued K£ .....  
Give details of all directors as follows:

1.....  
2.....  
3. ....  
4. ....  
5. ....  
Date ..... Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization of Registration.

#### Part 2 (d) - Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts regarding this or any other tender by ORPP and any other public or private institutions

Full Name.....

Signature.....

Dated this.....day of .....2019

In the capacity of .....

Duly authorized to sign Tender for and on behalf of.....

**SIGNATURE AND STAMP ON THIS FORM IS A MUST TO EARN THE ASSIGNED MARKS (10 Points)**

**Duly filled, signed and stamped = 10 points**

**Not duly filled = 0 point**

**FORM RG-7 - LITIGATION HISTORY**

Name of Contract Supplier .....

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>

**(5 Points)**

**Duly filled = 5 points**

**Not duly filled = 0 point**

**FORM RG-8 SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/the state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation
- c) Those pre-qualified bidders will be invited randomly to participate in the tender/ quotations as and when there is a requirement.
- d) We/ I enclose all the required documents and information required for the pre-qualification evaluation.

Name of Company: .....

Represented by .....

Category: .....

**Please indicate the category on this form. ONLY ONE CATEGORY PER TENDER DOCUMENT SHALL BE INDICATED.**

Signature and Official Rubber Stamp: .....

Date .....

**(5 Points) Authorized signature**

**Duly filled, signed and stamped= 5 points**

**Not duly filled, signed and stamped= 0 point**



## **REQUIREMENTS FOR AGPO GROUP**

**Please provide copies as a proof and sign the sworn statement**

### **YOUTH**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names where applicable
- Partnership Deed for partnership business where applicable
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **WOMEN**

- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from Registrar of business names
- Partnership Deed for partnership business
- Valid Tax Compliance Certificate
- Bank statement/bank reference letter
- Valid target group certificate (AGPO Certificate)

### **PERSONS WITH DISABILITY (PWDs)**

- Registration Document from the National Council for Persons with Disabilities.
- Business Registration Certificate/Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Bank statement/bank reference letter
- Valid Tax Compliance Certificate OR Tax Exemption Certificate
- Valid target group certificate (AGPO Certificate)

**SWORN STATEMENT**

Having studied the pre-qualification information for the above tender category we/I state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the opportunity to participate in due time in the submission of a tender or quotation or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We/ I enclose all the required documents and information required for the pre-qualified evaluation.
- d) Our submission document has got..... Pages.

**Date** .....

**Applicants Name**.....

**Represented by**.....

**Signature**  
.....

**(Full name and designation of the person signing and stamp or seal)**

**(5 Points)**

**Duly filled, signed and stamped= 5 points**

**Not duly filled, signed and stamped= 0 point**