



**THE MERU NATIONAL
POLYTECHNIC**

Technology for Innovation & Development

THE MERU NATIONAL POLYTECHNIC

P.O BOX 111-60200 Meru-Kenya

Tel: 0742 428095 / 0793937581

Email: info@mernationalpolytechnic.ac.ke / procurement@merunationalpolytechnic.ac.ke

Website: www.merunationalpolytechnic.ac.ke

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS &
SERVICES**

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION

IF SPECIAL GROUP PLEASE INDICATE BELOW: (√)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TABLE OF CONTENTS

SECTION A: INSTRUCTIONS FOR
REGISTRATION1
SECTION B: TENDER
NOTICE..... 3
SECTION C: EVALUATION
CRITERIA..... 7
SECTION D: APPLICATION FORM..... 8
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY.....11
SECTION G: FINANCIAL POSITION & TERMS OF TRADE12
SECTION H: LITIGATION /ARBITRATION INCIDENCES13
SECTION I: CLIENTS DETAILS14
SECTION J: MANPOWER AND EXPERTISE OF STAFF16
SECTION L: DECLARATION17

SECTION E: CONFIDENTIAL BUSSINESS
QUESTIONNAIRE 9
SECTION K: PAST
PERFORMANCE 19

REGISTRATIONS OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2019/2020.

SECTION A: INVITATION FOR REGISTRATION

1.1 Introduction

- i. The Meru National Polytechnic invites sealed bids from interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, services and works.
- ii. Completed bid documents must be received by MNP at the address below not later than **25th June 2019 at 12:00 noon** in plain sealed envelopes clearly marked ". Do not open before **25th June 2019**.
- iii. Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Polytechnic. Suppliers who are not registered or fail to meet the registration criteria will not be allowed to participate in the Tenders /RFQs/RFPs
- iv. The application should be in a sealed envelope to maintain confidentiality and addressed to:

**THE PRINCIPAL
MERU NATIONAL POLYTECHNIC
P.O BOX 111 - 60200, MERU**

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 **25th June 2019 at 12:00 noon**.

Documents containing detailed instructions and requirements may be obtained from The Meru National polytechnic website www.merunationalpolytechnic.ac.ke or Kenya Government tenders portal: <http://tenders.go.ke> Free of charge. Applicants who download the tender documents shall email their Company/ Business names, contact details and item reference number to procurement@merunationalpolytechnic.ac.ke

NB: 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 channeled to the Procurement Office 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
MERU NATIONAL POLYTECHNIC (MNP) INVITATION FOR REGISTRATION OF SUPPLIERS FOR YEAR 2019-2020

CATEGORY A: SUPPLY OF GOODS			SPECIAL CONDITIONS (where applicable)	REMARKS
No	ITEM REFERENCE	ITEM DESCRIPTION / CATEGORY		
1	MNP/001/2019-2020	Registration for supply and delivery of Cereals	AGPO Certificate	Reserved
2	MNP/002/2019-2020	Registration for supply and delivery of fresh vegetables	AGPO Certificate	Reserved
3	MNP/003/2019-2020	Registration for supply and delivery of fresh milk	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
4	MNP/004/2019-2020	Registration for supply and delivery of meat i.e. beef, pork, fish fillet, chicken, bones etc.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
5	MNP/005/2019-2020	Registration for supply and delivery of groceries (sugar, rice, maize flour, cooking oil and beverages).	AGPO Certificate	Reserved
6	MNP/006/2019-2020	Registration for supply and delivery of firewood.	Letters of recommendation	Open
7	MNP/007/2019-2020	Registration for supply and delivery of stationary	AGPO Certificate	Reserved
8	MNP/008/2019-2020	Registration for provision of printing services and promotional materials i.e. Banners, brochures, branded T- shirts etc.	AGPO Certificate	Reserved
9	MNP/009/2019-2020	Registration for supply and delivery of computer software, hardware and accessories, printers, tonners, cartridges and printing ink	AGPO Certificate	Reserved
10	MNP/010/2019-2020	Registration for supply and delivery of furniture	Letters of recommendation	Open
11	MNP/011/2019-2020	Registration for supply and delivery of Medical drugs and equipment.	Licenses from relevant certifying /regulatory bodies & Letters of recommendation	Open
12	MNP/012/2019-2020	Registration for supply and delivery of lab chemicals and equipment	Licenses from relevant certifying /regulatory & Letters of recommendation	Open
13	MNP/013/2019-2020	Registration for supply and delivery of uniforms and other textiles	Letters of recommendation	Open

14	MNP/014/2019-2020	Registration for supply and delivery of electrical / electronic materials and equipment	Letters of recommendation	Open
15	MNP/015/2019-2020	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and dry hay.	Licenses from relevant certifying /regulatory bodies	Open
16	MNP/016/2019-2020	Registration for supply and delivery of Sporting and games Equipment	Letters of recommendation	Open
17	MNP/017/2019-2020	Registration for supply and delivery of cleaning materials and detergents	AGPO Certificate	Reserved
18	MNP/018/2019-2020	Registration for supply and delivery of Timber	Letters of recommendation	Open
19	MNP/019/2019-2020	Registration for supply and delivery of Hardware materials, plumbing materials and fittings	Letters of recommendation	Open
20	MNP/020/2019-2020	Registration for supply and delivery of mattresses, cushions and sheeting	Letters of recommendation	Open
21	MNP/021/2019-2020	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, murrum and dust	Letters of recommendation	Open
22	MNP/022/2019-2020	Registration for supply and delivery of cutlery, utensils and kitchen appliances	Letters of recommendation	Open
23	MNP/023/2019-2020	Registration for supply and delivery of library books, periodicals and journals.	Letters of recommendation	Open
24	MNP/024/2019-2020	Registration for supply and delivery of beauty and hairdressing equipment.	AGPO Certificate	Reserved
25	MNP/025/2019-2020	Registration for supply of motor vehicle parts and spares, tires and mechanical parts.	Letters of recommendation	Open
26	MNP/026/2019-2020	Registration for supply of fuel and lubricants	Licenses from relevant certifying /regulatory bodies	Open
27	MNP/027/2019-2020	Registration for supply of LPG gas	Letters of recommendation	Open
28	MNP/028/2019-2020	Registration for provision of machines and equipment calibration services	Letters of recommendation	Open
29	MNP/029/2019-2020	Registration for provision and servicing of fire extinguishers.	Letters of recommendation	Open
30	MNP/030/2019-2020	Registration for provision of fumigation and pest control services	Licenses from relevant certifying /regulatory bodies	Open
31	MNP/031/2019-2020	Registration for small works	NCA Certificates	Open
32	MNP/032/2019-2020	Registration for provision of consultancy services	Licenses from relevant certifying /regulatory bodies	Open
33	MNP/033/2019-2020	Registration for provision of veterinary services	Licenses from relevant certifying /regulatory bodies	Open

NB: RESERVED these are Youth, Women and Persons with Disability registered under the National treasury.

The AGPO Groups are to apply and attach:

1. A copy of the AGPO Certificate from National Treasury indicating the category you are in.
2. KRA Pin Certificate
3. Valid tax compliance
4. Company profile
5. Valid tax compliance
6. A valid business permit

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

**THE PRINCIPAL
MERU NATIONAL POLYTECHNIC
P.O BOX 111-60200
MERU.**

And deposited in the TENDER BOX at the polytechnic reception so as to be Received on or before **25th June 2019**.The documents will be opened on the same day at 12:00 noon in the main boardroom and bidders or their representatives are welcome to witness the opening.

Late applications shall not be accepted.

SECTION C: PRELIMINARY EVALUATION

The lists 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 i-tax in KRA portal
3. A copy of Business Permit.
4. Licenses from relevant certifying /regulatory bodies for the categories indicated.
5. Letter of recommendation from two major clients.

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

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 1a): General information

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

Part 2(a)-sole proprietor

Your name in full	
Age	
Nationality	
Country of origin	
Citizenship Details (Attach copies of IDs)	

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

Private or Public				
State the nominal and issued capital of the company	Nominal ksh			
Give details of all directors	Name	Nationality	Citizenship (Attach Copies of IDs)	Share

Date:.....

Name of tenderer

.....

Signature.....

SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS / CAPACITY 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. Other important certifications e.g. KEBS, registration with MOPW, Certificate with Professional bodies (IATA a must for Air Travel Agent.) Please attach proof.

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

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

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

SECTION G: FINANCIAL POSITION & TERMS OF TRADE PART 1

PART 1

AUDITED FINANCIAL REPORTS

Attach copies of Audited Financial reports for the last 2 years

PART II

TERMS OF TRADE (PAYMENT TERMS)

The Meru National Polytechnic 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

Name..... Signature

SECTION H: LITIGATION /ARBITRATION INCIDENCES

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.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT
CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT, NO. 33 2015.

I, of P.O. Boxbeing a
Resident ofin the Republic of Kenya do hereby make
oath and state as follows: -

- 1) That I am the.....; (Chief Executive/Managing or Director/Principal Officer/Director) of (Name of the Business) which is a Candidate in respect of Tender Number..... to Supply goods, render services and/or carry out works for Meru National Polytechnic and duly authorized and competent to make this Affidavit
- 2) THAT the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Meru National Polytechnic , which is the procuring entity.
- 3) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Meru National Polytechnic.
- 4) THAT the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5) THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at.....by the said}

..... }

on this..... day of.....20 }

}

DEPONENT

}
}

Before me
Commissioner for Oaths

}

SECTION I: CLIENTS DETAILS

Give details of at least 3 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

2. Organization Name

Address.....

Tel. No.....

Contact Person

Position in the Organization

3. Organization Name

Address.....

Tel. No.....

Contact Person

Position in the Organization

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least three key personnel proposed for

Position	Name	Qualifications	Experience in proposed position

administration and execution of contract .Attach (Curriculum Vitae CV's).The CVs should be duly signed by the proposed personnel. _____

SECTION K: PAST PERFORMANCE

Have you previously been supplying goods /services to Meru National Polytechnic?
If yes, give details

.....
.....
.....
..... Indicate three of the latest orders with
MNP.....
.....
.....
.....

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

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

Has your contract ever been terminated by Meru National Polytechnic?

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.

The procuring entity's employees/ members, Council members and their relative (spouse and , council members children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act .

A declaration form that the director of the firm has never been debarred from participating in Public Procurement Tender and is not involved in corruption.

Signed and Stamped

Name

Position in the Company

Date