



**NYANDARUA INSTITUTE OF SCIENCE AND
TECHNOLOGY**

P.O BOX 2033-20300, NYAHURURU
TEL:0727256001 EMAIL: nyandarua institute2006@gmail.com

**CONTINUOUS REGISTRATION OF SUPPLIERS
FOR PROVISION OF SERVICES AND SUPPLY OF
GOODS FINANCIAL YEAR 2020-2021 & 2021-2022**

**CLOSING DATE: TUESDAY 28TH JULY 2020
AT 10.00A.M**

CATEGORY NIST/CR/001-047/2020-2022

COMPANY NAME:.....

TENDER NO:.....

TENDER DESCRIPTION:.....

PLEASE INDICATE YOUR GROUP BELOW: (X)

WOMEN

YOUTH

PERSONS WITH DISABILITY

OPEN

SECTION 1



INVITATION FOR REGISTRATION OF SUPPLIERS

DATE.....

NYANDARUA INSTITUTE intends to register and update its suppliers list hence invites applications from interested, eligible, capable and competent firms for supply and delivery of **GOODS, WORKS ,SERVICES, AND CONSULTANCY**. for the years 2020-2021 & 2021-2022 in the following categories:-

CATEGORY A (TENDER FOR GOODS AND MATERIALS)			
	TENDER NO	DESCRIPTION	ELIGIBILITY
1	NIST/CR/001/2020/2021-2022	SUPPLY AND DELIVERY OF BREAD	OPEN
2	NIST/CR/002/2020/2021-2022	SUPPLY AND DELIVERY OF BEEF MEAT	OPEN
3	NIST/CR/003/2020/2021-2022	SUPPLY AND DELIVERY OF DRY CEREALS	RESERVED
4	NIST/CR/004/2020/2021-2022	SUPPLY AND DELIVERY OF FRUITS AND VEGETABLES	RESERVED
5	NIST/CR/005/2020/2021-2022	SUPPLY AND DELIVERY OF NEWS PAPERS	OPEN
6	NIST/CR/006/2020/2021-2022	SUPPLY AND DELIVERY OF BUILDING AND HARDWARE MATERIALS	OPEN
7	NIST/CR/007/2020/2021-2022	SUPPLY AND DELIVERY OF MEDICAL EQUIPMENT AND MATERIALS	OPEN
8	NIST/CR/008/2020/2021-2022	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENT	OPEN
9	NIST/CR/009/2020/2021-2022	SUPPLY AND DELIVERY OF TONNERS,PRINTING CARTRIDGES AND PHOTOCOPIER INK	RESERVED
10	NIST/CR/010/2020/2021-2022	SUPPLY AND DELIVERY OF OFFICE EQUIPMENT AND FURNITURE	OPEN
11	NIST/CR/011/2020/2021-2022	SUPPLY AND DELIVERY OF OFFICE STATIONERY	RESERVED
12	NIST/CR/012/2020/2021-2022	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONICS MATERIALS	OPEN

13	NIST/CR/013/2020/2021-2022	SUPPLY AND DELIVERY OF MOTOR VEHICLE FUEL(Petrol, diesel), LUBRICANTS AND LPG Gas	OPEN	
14	NIST/CR/014/2020/2021-2022	SUPPLY AND DELIVERY OF SPORT AND GAMES EQUIPMENT	OPEN	
15	NIST/CR/015/2020/2021-2022	SUPPLY AND DELIVERY OF UNIFORMS AND PROTECTIVE CLOTHES	OPEN	
16	NIST/CR/016/2020/2021-2022	SUPPLY AND DELIVERY OF CLEANING MATERIALS	RESERVED	
17	NIST/CR/017/2020/2021-2022	SUPPLY AND DELIVERY OF FARM INPUTS/AGRICULTURE MATERIALS AND EQUIPMENT	OPEN	
18	NIST/CR/018/2020/2021-2022	SUPPLY AND DELIVERY OF CATERING/HOSPITALITY EQUIPMENTS	RESERVED	
19	NIST/CR/019/2020/2021-2022	SUPPLY AND DELIVERY OF AUTOMOTIVE AUTO PAINTS	OPEN	
20	NIST/CR/020/2020/2021-2022	SUPPLY AND DELIVERY OF AUTOMOTIVE/MOTOR VEHICLE MATERIALS	OPEN	
21	NIST/CR/021/2020/2021-2022	SUPPLY AND DELIVERY OF SHOP/SUPERMARKET GROCERIES	RESERVED	
22	NIST/CR/022/2020/2021-2022	SUPPLY AND DELIVERY OF FLOUR AND COOKING FAT	RESERVED	
23	NIST/CR/023/2020/2021-2022	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN	
24	NIST/CR/024/2020/2021-2022	SUPPLY AND DELIVERY OF LAPTOPS,COMPUTERS AND COMPUTER ACCESSORIES	OPEN	
25	NIST/CR/025/2020/2021-2022	SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND MATERIALS	OPEN	
26	NIST/CR/026/2020/2021-2022	SUPPLY AND DELIVERY OF ANIMAL FEEDS AND SUPPLEMENTS	RESERVED	
27	NIST/CR/027/2020/2021-2022	SUPPLY AND DELIVERY OF TEXTILE EQUIPMENT AND MATERIALS	RESERVED	
28	NIST/CR/028/2020/2021-2022	SUPPLY AND DELIVERY OF SURVEYORS EQUIPMENT	OPEN	
29	NIST/CR/029/2020/2021-2022	SUPPLY AND DELIVERY OF MECHANICAL MATERIALS FOR MILLING MACHINE AND LATHE MACHINE	OPEN	
30	NIST/CR/030/2020/2021-2022	SUPPLY AND DELIVERY OF SOLAR AND MECHATRONICS MATERIALS	OPEN	
CATEGORY B:(TENDER FOR SERVICES)				
	TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY	
31	NIST/CR/031/2020/2021-2022	PROVISION Of PRINTING And SUPPLY Of BRANDING MATERIALS(T-shirts,banners)	RESERVED	

32	NIST/CR/032/2020/2021-2022	PROVISION OF REPAIRS AND MAINTENANCE OF COMPUTERS,PHOTOCOPIERS AND PRINTERS	RESERVED	
33	NIST/CR/033/2020/2021-2022	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE GENERATORS	OPEN	
34	NIST/CR/034/2020/2021-2022	PROVISION OF REPAIR AND MAINTENANCE OF INSTITUTE MOTOR VEHICLES	OPEN	
35	NIST/CR/035/2020/2021-2022	PROVISION OF VERTINARY SERVICES AND DRUGS	OPEN	
36	NIST/CR/036/2020/2021-2022	PREQUALIFICATION FOR CONSTRUCTION AND BUILDING RENOVATIONS	OPEN	
37	NIST/CR/037/2020/2021-2022	PROVISION OF SANITARY AND FUMIGATION	RESERVED	
38	NIST/CR/038/2020/2021-2022	INSTALLATION OF CCTV CAMERAS, ACCESSORIES AND EXPANSION OFFICE PHONES	OPEN	
39	NIST/CR/039/2020/2021-2022	PROVISION OF REPAIR AND MAINTENANCE OF MECHANICAL MACHINES i.e, MILLING AND LATHE MACHINE	OPEN	
40	NIST/CR/040/2020/2021-2022	PROVISION OF CONSULTANCY SERVICES	OPEN	
41	NIST/CR/041/2020/2021-2022	INSTALLATION OF KITCHEN GAS BOILERS/STEENLESS SUFURIA WITH GAS HEATED BURNER.	OPEN	
42	NIST/CR/042/2020/2021-2022	PROVISION OF ASSET TAGGING SERVICES	RESERVED	
43	NIST/CR/043/2020/2021-2022	PROVISION OF ASSET VALUATION	OPEN	
44	NIST/CR/044/2020/2021-2022	PROVISION OF SOLAR TUBE HOT WATER SYSTEM MAINTANANCE AND INSTALLATION	OPEN	
45	NIST/CR/047/2020/2021-2022	INSTALLATION OF MANAGEMENT INFORMATION SYSTEM AND MAINTENANCE	OPEN	

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015, NIST wishes to update list of registered suppliers, contractors and consultants in various specific categories of goods, works and services.

In order to be considered for procurement opportunities, interested firms are required to submit registration application documents for the specified category/ies.

Registration document are downloaded free of charge from NIST website:

nyandarua.institute.ac.ke or from the public procurement information portal(ppip): www.tenders.go.ke. OR obtained from **NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY** upon payment of a non- refundable fee of **kshs.1, 000 AT ACCOUNTS OFFICE** within working hours from 9:00 AM - 4:00 PM.

Completed registration documents enclosed in a plain sealed envelopes,clearly indicating:- **“TENDER NUMBER”** and **“NAME”** be deposited in the **TENDER BOX** situated at **ADMINISTRATION BLOCK** or be addressed to:-

**THE PRINCIPAL
NYANDARUA INSTITUTE OF SCIENCE AND TECHNOLOGY
P.O. BOX 2033-20300
NYAHURURU**

To be received **on or before 10:00AM on TUESDAY 28TH JULY 2020, FRIDAY 11TH DECEMBER 2020. AS WELL AS on or before 10:00AM on FRIDAY 25TH JUNE 2021 and FRIDAY 10TH DECEMBER 2021.**

Note:

LATE BIDS SHALL NOT BE ACCEPTED.

SECTION II: GENERAL REQUIREMENTS FOR REGISTRATION OF SUPPLIERS

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES

1. Name of Applicant/Firm.....
2. Physical Address
3. Postal Address:4. Postal Code:
5. E-mail:6. Mobile Phone No.
7. Are you applying for open, youth, women or persons with disabilities?
8. Contact Person

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees (please tick one)	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover Kshs)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full..... Age.....

Identity/Passport No.....

Part 9 (b) - Partnership Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued kshs.....

Directors' Details

NAMES	NATIONALITY	ID/PASSPORT NO	% SHARES

10. Bank Account Name:Branch.....

11. Bank Account Number:

12. Current Trade Licence:

13. VAT Registration Number:

14. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

15. Your trade terms(mode of payment- cash or credit) credit period allowed.....

Title:

Signature: Date

PART II:EXPERIENCE (OPEN)

Applicant's three (3) reputable clients in the last three(3) years.

Attach proof of experience relevant to the category you choose to apply for by attaching the any of the following documents:-

- a) Copies of LPO
- b) Letter of award
- c) Completion certificate
- d) Contract document e.t.c

PARTIII: FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach copy of Audited Accounts for the last two years(2) (open tender)

(2) Attach certified letters of reference from the bankers regarding supplier's credit position(general)

(3) Original Bank Statement/Bank reference of not more than three months from date of applying(general)

LIST OF ATTACHMENTS

MANDATORY FOR RESERVED GROUP

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. Valid Tax Compliance/ Exemption Certificate;
4. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
5. Business/Company profile;
6. Valid Certificate of Registration in a target group issued by the National Treasury(AGPO certificate);
7. National IDs/ Passports.
8. Valid NCA certificate for works
9. All forms should be filled in Section III

MANDATORY FOR GENERAL

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE, FOOD AND BEVERAGE BOARD CERTIFICATE e.t.c);
Where applicable.
6. Copy of current Trade License.
7. Audited Accounts for the last two years
8. Business/Company profile;
9. All forms should be filled in Section III

SECTION III:

FORM I: CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES.

1. What products/services do you want to be considered to supply.....
.....
2. Which quality standards certification have you attained in the last two years?(attach copies)
3. Are you a manufacturer/wholesaler/retailer/other?(please specify).....
4. What is your average response time to a request for quotation/proposal?.....
5. What is your average response to delivery of goods/services after issuance of an L.P.O?.....
6. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?.....
.....
7. If you are a current or previous supplier of goods or services to Nyandarua Institute of Science and Technology (**NIST**), have you at any one time been issued with L.P.O and failed to supply goods within the agreed time or supplied inferior goods not within the specification).....
.....
8. 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.....
.....
9. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity.....
.....

FORM II: ELIGIBILITY & LITIGATION HISTORY

Name of contractor/supplier.....

1. Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. (If YES attach the Legal documentary evidence that you are cleared)

year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount(current Value,ksh(Equivalent))

2. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the public procurement regulatory authority or related public bodies?.....

FORM III: SWORN STATEMENT

Having studied the pre-qualification /registered information, we/I hereby state that:-

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Nyandarua institute of science and technology.
- c. When the call for quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify Nyandarua institute of science and technology and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. Date.....

Applicant's Name

.....
.....

Represented by

.....
.....

Signature

.....
.....

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

FORM IV: SELF DECLARATION FORMS

(r.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED
IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT 2015.

I,, of Post Office Box
..... being a resident ofin the
Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal
Officer/Director of (insert name of the
Company) who is a Bidder in respect of Tender No. for
.....(insert tender title/description) for(insert
name of the Procuring entity) and duly authorized and competent to make this
statement. Kenya Subsidiary Legislation, 2020 853

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been
debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge,
information and belief.
..... (Title) (Signature)

(Date).....

Bidder Official Stamp

FORM V: SELF DECLARATION FORMS

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement. *854 Kenya Subsidiary Legislation, 2020*

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

(Title) Signature..... Date.....

Bidder's Official Stamp

FORM VI: CONFLICT OF INTEREST DECLARATION FORM

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Nyandarua institute of science and technology employee.

Do you have a relationship with any employee that would cause conflict of interest?

.....
.....

I.declare, for and on behalf of.....(company/firm) that all the information furnished Nyandarua institute of science and technology in connection with this registration is true and accurate in all material respect. The institute is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by.....

Title.....

Signature.....Date.....

Stamp/seal.....

SECTION IV: EVALUATION CRITERIA

Nyandarua institute of science and technology will examine the tenders to determine sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrix below:

EVALUATION CRITERIA I - (AGPO) RESERVED ONLY

A	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
A1	Copy of certificate of incorporation/registration	
A2	PIN Certificate	
A3	Valid Tax Compliance/ Exemption Certificate	
A4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
A5	Valid Certificate of Registration in a target group issued by the National Treasury (AGPO certificate)	
A6	Business/Company profile	
A7	10. National IDs/ Passports.	

EVALUATION CRITERIA II - GENERAL PUBLIC(OPEN)

B	MANDATORY REQUIREMENTS	COMPLIANCE YES/NO
B1	Copy of certificate of incorporation/registration	
B2	PIN Certificate	
B3	Valid Tax Compliance/ Exemption Certificate	
B4	VAT Registration Certificate	
B5	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability, Valid NCA certificate for works)	
B6	Copy of certificate of registration with relevant regulatory bodies (NCA, HEALTH CERTIFICATE,	

	FOOD AND BEVERAGE BOARD CERTIFICATE e.t.c); Where applicable.	
B7	Copy of current Trade License	
B8	Audited Accounts for the last two years	
B9	Business/Company profile	

EVALUATION CRITERIA III - GENERAL REQUIREMENTS

C	GENERAL REQUIREMENTS	SCORES
C1	<p>PART 1: DETAILS OF THE APPLICANT/BUSINESS QUESTIONNAIRES</p> <ul style="list-style-type: none"> ➤ Address, Telephone no and email (3) ➤ Type of Ownership (5) ➤ Number of employees (3) ➤ Bank Account Name & branch (3) ➤ Type of business (3) ➤ Sign and date (3) 	20
C2	<p>PART II: EXPERIANCE (for open)</p> <p>Reserved not required</p> <p>Indicate having undertaken similar assignment with at least 3 firms. Attach proof: copies of LPOs/ LSOs, letter of awards, contract or completion certificate.</p> <p>3 firms (18)</p> <p>2firms (12)</p> <p>1firm (6)</p> <p>No attachment (0)</p>	18
C3	<p>PART III: FINANCIAL</p> <ul style="list-style-type: none"> ➤ Attach certified letters of reference from the bankers regarding supplier's credit position(general) (10points) ➤ Original Bank Statement/Bank reference of not more than three months from date of applying(general) (10points) ➤ Supply capacity:-(5points) <p>-1 million and above (5points)</p>	30

	-0.5 - 1million (4points) -100,000 - 0.5 million (3points) ➤ Credit Period(5points) -60days (5points) -30days (3points) -less than 30 days (1points)	
C4	➤ Capability and Competence to deliver goods or services.(12points) -Time of response and delivery One week (12points) Two week (6points) Three week (3points) One month (1point) ➤ Eligibility&Litigation history (5points) ➤ Sworn Statement (5points) ➤ Self Declaration forms(SD1 and SD2 (5points) ➤ Conflict of Interest Declaration form (5points)	32
		100

NB: Bidders must meet all the mandatory requirements to qualify.

THE PASS MARK FOR REGISTRATION SHALL BE 70%

(the technical evaluation team will verify the information submitted by applicants and may visit the physical premises. This will form part of the evaluation process).

Declaration(for tenderer only)

The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria.

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender?(tick appropriately below)

NO YES

Sign.....Date.....Stamp.....

FOR OFFICIAL USE ONLY

EVALUATOR 1

ACCEPT

REJECT

EVALUATOR 2

ACCEPT

REJECT

EVALUATOR 3

ACCEPT

REJECT

The team leader of evaluation team will make comments below based on the findings

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

APPROVED

NOT APPROVED

Evaluated on date.....

By :-

Name sign.....

Namesign.....

Namesign.....

Namesign.....

Namesign.....