



UNIVERSITY OF EMBU

REGISTRATION OF SUPPLIERS

FOR

**PROVISION GENERAL INSURANCE (MOTOR
VEHICLE & PROPERTY)**

INVITATION OF REGISTRATION OF SUPPLIERS

University of Embu intends to invite candidates for **Provision General Insurance (Motor Vehicle & Property)**.

1. Pursuant to Public Procurement and Asset Disposal Act Sec 71, registration of suppliers is continuous and therefore interested bidders may apply for registration any time.
2. Eligible candidates may obtain the tender document **FREE** from the website www.embuni.ac.ke,
3. The registration is for new suppliers who are not in our data base and therefore those already registered need **NOT** apply.
4. Registered suppliers will be invited to tender/ quote competitively as and when need arises.
5. Bidders must provide reliable email addresses and mobile phones in the Confidential Business Questionnaire form attached for communication purposes.
6. Bidders should meet the criteria attached and complete the attached documents.
7. Registration documents indicating the category the bidder is interested in may be submitted to Procurement Office during working hours or sent by **courier** to:

**University of Embu
Procurement Office
P.o.Box 6-60100
Embu
Along Embu-Meru Road
Tel:0714243682**

NOTE: UNIVERSITY OF EMBU DOES NOT LEVY ANY FEES IN ORDER TO AWARD TENDERS. THEREFORE BEWARE OF CONMEN WHO CALL TO SOLICIT FOR MONEY IN ORDERTO BE AWARDED TENDERS.

**EVALUATION CRITERIA FOR PROVISION OF GENERAL INSURANCE
(PROPERTY & MOTOR VEHICLES)**

EVALUATION STAGES

STAGE 1: MANDATORY REQUIREMENTS

| S/No. | Bidders must attach the below requirements | Attach/ Fill |
|--------------|--|------------------------------|
| 1. | A copy of certificate of Incorporation/Registration | Attach |
| 2. | A Copy of a valid tax compliance certificate | Attach |
| 3. | Must be registered with Insurance Regulatory Authority | Attach |
| 4. | Dully completed Confidential Business questionnaire | Fill the attached form |
| 5. | Declaration not to engage in corruption | Sign and stamp attached form |
| 6. | AGPO Certificate (where applicable) | Attach |

NB: A bidder who will not meet all the mandatory requirement will not proceed for Technical Evaluation:

STAGE 2: TECHNICAL STAGE

| S/No | Particulars | Maximum Score |
|-------------|---|----------------------|
| 1. | Evidence or recommendations from at least three clients that your firm has served in the recent 2 years | 30 |
| 2. | Company profile | 10 |
| 3. | Audited Copies of financial statements for the last two years | 10 |
| | TOTAL | 50 |

A bidder shall be registered if he attains 40 marks out of 50 marks

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to 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. Fax E mail

Nature of Business ,.....

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details
-

Part 2 (b) Partnership

Given details of partners as follows:

| Name | Nationality | Citizenship Details | Shares |
|---------|-------------|---------------------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

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

Date Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

DECLARATION NOT TO ENGAGE IN CORRUPTION

I hereby declare that I will not engage in corrupt or fraudulent practices and I have not been debarred from participating in procurement proceedings.

SIGNED..... DATE.....

STAMP.....