



**UNIVERSITY OF EMBU**

**REGISTRATION OF SUPPLIERS**

**FOR**

**PROVISION OF PRINTING SERVICES**

## **INVITATION OF REGISTRATION OF SUPPLIERS**

University of Embu intends to invite candidates for **Provision of Printing Services**.

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](http://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 ORDER TO BE AWARDED TENDERS.**

## EVALUATION CRITERIA- PROVISION OF PRINTING SERVICES.

### 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 <b>Valid</b> tax compliance certificate	Attach
3.	Duly completed, sign and stamped Confidential Business Questionnaire	Fill attached form
4.	Declaration not to engage in corruption	Fill, Sign and stamp attached form
5.	A copy of 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	Total Score
1.	Evidence or recommendations from at least three clients that your firm has served in the recent 2 years	30
2.	Audited Copies of financial statements for the last <b>two</b> years OR bank statements	10
	<b>TOTAL</b>	<b>40</b>

**A bidder shall be registered if he attains 30 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 .....
	<ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>

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 .....
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- 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.....**