



THE MERU NATIONAL POLYTECHNIC

Technology for Innovation & Development

THE MERU NATIONAL POLYTECHNIC

P.O BOX 111-60200 Meru-Kenya

Tel: 0719 347 059

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

Website: www.merunationalpolytechnic.ac.ke

REGISTRATION OF SUPPLIERS FOR GOODS,WORKS & SERVICES FY 2023-2024

TENDERERS NAME: _____

CATEGORY NO: _____

CATERORY DESCRIPTION _____

MAY 2023

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023–2024 AND 2024–2025

1.0 INTRODUCTION

The Meru National Polytechnic (MNP) wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2023/2024 financial year. Suppliers that are currently registered by MNP are required to register afresh if they wish to participate. The categories for consideration are listed below:

2.0 LIST OF CATEGORIES

2.1 Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders are allowed to register up to a **Maximum of two (2)** categories
- iv. Bidders interested in registering for AGPO opportunities **Must** adhere to the categories as reserved either with or without Previous experience.
- v. Bidders **MUST** submit a separate document for each category selected.
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.

No.	Categories	Must indicate Category
A.	Goods	Maximum of Two (2) lots for all categories
B.	Works / Services	

N/B – Bidders who select more than Two (2) categories will be evaluated on the first two (2) ONLY.

REGISTRATION OF SUPPLIERS

CATEGORY A: SUPPLY OF GOODS			SPECIAL CONDITIONS (where applicable)	REMARKS
No	ITEM REFERENCE	ITEM DESCRIPTION / CATEGORY		
1	MNP/001/2023-2024	Registration for supply and delivery of Cereals	-	PWDS
2	MNP/002/2023-2024	Registration for supply and delivery of fresh vegetables	-	Youth/ Women
3	MNP/003/2023-2024	Registration for supply and delivery of fresh milk	Public Health Certificate for Food handlers	Open
4	MNP/004/2023-2024	Registration for supply and delivery of meat i.e., beef, pork, fish fillet, chicken, bones etc.	Public Health Certificate for Food handlers recommendation	Open
5	MNP/005/2023-2024	Registration for supply and delivery of groceries (sugar, rice, maize flour, cooking oil and beverages).	AGPO Certificate	Youth/ Women
6	MNP/006/2023-2024	Registration for supply & delivery of bakeries (bread, cakes etc)	Public Health Certificate for Food handlers	Youth
7	MNP/007/2023-2024	Registration for supply and delivery of firewood.	-	Open
8	MNP/008/2023-2024	Registration for supply and delivery of stationary	-	Youth
9	MNP/009/2023-2024	Registration for supply & delivery of Newspapers	-	Open
10	MNP/010/2023-2024	Registration for supply & delivery of Airtime	-	Open
11	MNP/011/2023-2024	Registration for provision of printing services and promotional materials i.e. Banners, brochures, branded T-shirts etc.	-	Women

12	MNP/012/2023-2024	Registration for supply and delivery of computersoftware, hardware and accessories, printers, tonners, cartridges, and printing ink	-	Youth
13	MNP/013/2023-2024	Registration for supply and delivery of furniture	-	Open
14	MNP/014/2023-2024	Registration for supply and delivery of medical drugs and equipment.	Registration by Pharmacy & Poisons Board	Open
15	MNP/015/2023-2024	Registration for supply and delivery of labchemicals and equipment	Registration by Pharmacy & Poisons Board	Open
16	MNP/016/2023-2024	Registration for supply and delivery of uniforms and other textiles	-	Open
17	MNP/017/2023-2024	Registration for supply and delivery of electrical / electronic materials and equipment	-	Open
18	MNP/018/2023-2024	Registration for supply and delivery of farm inputs, seeds, fertilizer, pesticides, animal feeds and dry hay.	KEPHIS, Pest Control Board or KEBS Certification	Open
19	MNP/019/2023-2024	Registration for supply and delivery of Sporting and games Equipment	-	Youth
20	MNP/020/2023-2024	Registration for supply and delivery of cleaning materials and detergents	-	PWDs
21	MNP/021/2023-2024	Registration for supply and delivery of Timber	-	Open
22	MNP/022/2023-2024	Registration for supply and delivery of Hardware materials, plumbing materials, and fittings	-	Open
23	MNP/023/2023-2024	Registration for supply and delivery of matrasses, cushions, and sheeting	-	Open
24	MNP/024/2023-2024	Registration for supply and delivery of Building and construction materials i.e. sand, ballast, building stones, murrum and dust	-	Open

25	MNP/025/2023-2024	Registration for supply and delivery of cutlery, utensils, and kitchen appliances	-	Open
26	MNP/026/2023-2024	Registration for supply and delivery of library books, periodicals, and journals.	-	Open
27	MNP/027/2023-2024	Registration for supply and delivery of beauty and hairdressing equipment.	-	Women
28	MNP/028/2023-2024	Registration for supply of motor vehicle parts and spares, tires and mechanical parts.	-	Open
29	MNP/029/2023-2024	Registration for supply of fuel and lubricants	Registration by EPRA	Open
30	MNP/030/2023-2024	Registration for supply of LPG gas and accessories	Registration by EPRA	Open
31	MNP/031/2023-2024	Registration for provision of machines and equipment calibration services	Registration by KEBS	Open
32	MNP/032/2023-2024	Registration for provision and servicing of fire extinguishers.	Fire Clearance Certificate	Open
33	MNP/033/2023-2024	Registration for provision of fumigation and pest control services	Licenses from Public Health	Open
34	MNP/034/2023-2024	Registration for small works	NCA License & Certificate for NCA 8 & above	Open
35	MNP/035/2023-2024	Registration for provision of consultancy services	-	Open
36	MNP/036/2023-2024	Registration for provision of veterinary services	Licenses from Kenya Veterinary Board	Open
37	MNP/037/2023-2024	Registration for provision of sanitary bins servicing	Licenses from NEMA	Women
38	MNP/038/2023-2024	Registration for provision of insurance services (WIBA, Students Attachment Covers)	Licenses from IRA	Open
39	MNP/039/2023-2024	Registration for provision of motor	-	Open

		vehicle servicing		
40	MNP/040/2023-2024	Registration for provision of event management (tents, decorative services, sound systems & mobile toilets)	-	Open
41	MNP/041/2023-2024	Registration for provision of catering services	Public Health Certificate for Food handlers	Women
42	MNP/042/2023-2024	Provision of advertisement services i.e., print media, radio & TV	Licenses from CAK or Media Council of Kenya	Open
43	MNP/043/2023-2024	Provision of generator servicing	Registration by NCA to provide Electrical	Open
44	MNP/044/2023-2024	Provision of conference facilities	-	Open
45	MNP/045/2022-2023	Provision of air ticketing services	Registration by IATA	Open
46	MNP/046/2022-2023	Provision exhauster services	NEMA	Open

Interested bidders may view and download the above registration documents from Public Procurement Information Portal website www.tenders.go.ke or MNP website www.mnp.ac.ke/procurement Interested and eligible applicants are required to download and fill the registration documents from the website free of charge.

Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked: -

CATEGORY NAME & CATEGORY NUMBER:

and addressed to:

**THE CHIEF PRINCIPAL
MERU NATIONAL POLYTECHNIC
P.O BOX 111 - 60200, MERU
info@merunationalpolytechnic.ac.ke
Tel: 0719 347 059**

Completed Forms should be deposited in the Tender Box located at The Administration Block so as to be received on or before **12th June, 2023 at 10:00 a.m.**

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

MNP attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

MNP reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential.

This Registration Document is eligible for one specific lot which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. MNP shall not be responsible for Loss of documents not bound together.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

The Meru National Polytechnic (MNP) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the MNP to perform the contract of supply and delivery or provision of goods, works and services to MNP.

4.2 Registration Objective

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to MNP on and as when required during the stated period.

4.3 Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Principal, MNP, so that they may be registered under the specific Lots. Bids will be submitted in separate Envelopes for every Lot Singly. The prospective suppliers are required to supply mandatory information for Registration.

4.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

4.5 Registration Document

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

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

4.6 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

THE CHIEF PRINCIPAL
MERU NATIONAL POLYTECHNIC
P.O BOX 111 - 60200, MERU
info@merunationalpolytechnic.ac.ke
Tel: 0719 347 059

On or before 12th June 2023 at 10:00am

4.7 Additional Information

The Meru National Polytechnic (MNP) reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by The Meru National Polytechnic upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific Lot.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by MNP in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of MNP 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.

5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, 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 of items, or services at short notice.
- c) MNP reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

5.4 Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

5.5 Financial Condition

- a) The Supplier's financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

5.6 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

5.7 Statement

Application must include a sworn statement on PART IX by the Tenderer ensuring the accuracy of the information given.

5.8 Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the MNP reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from MNP panel of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to MNP.

6.0 REGISTRATION EVALUATION

CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
5	Firm's audited accounts for previous one year.(attach proof)	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	Letter of Reference from the bank regarding credit position	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & YWPD: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- h) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

SUPPLIER REGISTRATION DATA

Business Name

Pin No.....

Reg. Certificate No.....

(Attach copy registration certificate)

Address

P.O. Box..... Postal Code.....City/Town.....

Telephone Nos Mobile Nos.....

Email Address:

Website address (If any)

Physical Address

Business Location

Name of building

Plot No.Road/Street NameFloor No.

Room No.

NATURE OF BUSINESS

Please list the goods or services you provide specific to Lot. No, Lot Description applied for:

1.....

2.....

3.....

4.....

For Contractors, state your area of specialization specific to Lot. No, Lot Description applied for: -

- 2.....
- 3.....
- 4.....

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs:

State terms of payment in preference order

- i.
-
- ii.
-
- iii.
-
- iv.
-

Note: MNP prefers payment to be made within 30 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Member of MNP? Yes/NoIf

answer in '3' is YES give the relationship.

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.....
Does an Employee or Member of MNP sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

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.....

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by MNP to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

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.....

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES give details:

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.....

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

Have you offered or given anything of value to influence the procurement process? Yes/No

If answer in above is YES give details

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

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of candidate

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary.....)

Semi-Skilled.....

(Permanent.....Temporary.....).

generally enable you to effectively and efficiently undertake the services that you are applying for as required by MNP.

Attach CV's of key professional / technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held
.....

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

i. Name of Client
.....

ii. Address of Client
.....

iii. Name of Contact Person at the client
.....

iv. Telephone Contact.....

v. Value of Contract
.....

vi. Duration of
Contract(date).....

vii. Signature and
Date.....

viii. Company
Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

i. Name of Client

ii. Address of Client

iii. Name of Contact Person at the client

iv. Telephone Contact.....

v. Value of Contract

vi. Duration of Contract(date).....

vii. Signature and Date.....

ix. Company
Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

i. Name of Client

ii. Address of Client

iii. Name of Contact Person at the client

iv. Telephone Contact.....

- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 4th Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by MNP? Yes/NoIf yes give reasons for cancellation

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Have you ever been issued with a tender/quotation document by MNP and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

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.....

Do you have any objection in MNP obtaining a confidential financial report from your bankers?

.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

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.....

PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential MNP supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of the of MNP and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with MNP.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with MNP.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.
We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)