



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

P.O BOX 210 – 40601 BONDO

vc@jooust.ac.ke

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR THE FY 2025 - 2027.**

REG NO. JOOUST/REG/-/2025-2027

CLOSING DATE 20th May, 2025

AT 10:00 A.M

Note: The submission of registration documents shall be continuous after the closing date for bi-annual evaluation and registration through the following email address *tenders@jooust.ac.ke*

1.0 INTRODUCTION

Jaramogi Oginga Odinga University of Science and Technology 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 2025-2027 financial years. Suppliers that are currently registered by JOOUST are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

The submission of registration documents shall be continuous after the closing date for bi-annual evaluation and registration.

2.0 LIST OF JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY PROCUREMENT 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 advised to register for the desired lots by selecting 'YES' in the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the Preferred category either with or without Previous experience.
- v. Bidders **MUST** only submit one Tender Document
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.

CATEGORY - A. SUPPLY OF GOODS

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1.	JOOUST/PQ/G1/2025/2027	SUPPLY AND DELIVERY OF OFFICE STATIONERY, PRINTED MATERIALS, AND GENERAL CONSUMABLES	YOUTH	
2.	JOOUST/PQ/G2/2025/2027	SUPPLY AND DELIVERY OF VARIOUS TONERS AND CARTRIDGES	OPEN	
3.	JOOUST/PQ/G3/2025/2027	SUPPLY AND DELIVERY OF ASSORTED ELECTRICAL ITEMS	OPEN	
4.	JOOUST/PQ/G4/2025/2027	SUPPLY AND DELIVERY OF BOTTLED DRINKING WATER	PERSONS WITH DISABILITY	
5.	JOOUST/PQ/G5/2025/2027	SUPPLY AND DELIVERY OF OFFICE FURNITURE AND RELATED OFFICE EQUIPMENT	OPEN	
6.	JOOUST/PQ/G6/2025/2027	DESIGN, PRINTING, AND SUPPLY OF PRINTED MATERIALS, INCLUDING CALENDARS, DIARIES, ANNUAL REPORTS, EXAM BOOKLETS, GRADUATION BOOKLETS, NEWSLETTERS, AND RELATED ITEMS	WOMEN	
7.	JOOUST/PQ/G7/2025/2027	SUPPLY AND DELIVERY OF VARIOUS KITCHEN EQUIPMENT, APPLIANCES, UTENSILS AND CUTLERY	OPEN	
8.	JOOUST/PQ/G8/2025/2027	SUPPLY AND DELIVERY OF VARIOUS BEVERAGES ITEMS.	YOUTH	
9.	JOOUST/PQ/G9/2025/2027	SUPPLY OF DETERGENT, SANITIZERS, AND CLEANING MATERIALS	OPEN	
10.	JOOUST/PQ/G10/2025/2027	SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT	OPEN	

11.	JOOUST/PQ/G11/2025/2027	SUPPLY OF SCIENTIFIC EQUIPMENT & CONSUMABLES, LABORATORY REAGENTS & CHEMICALS AND INDUSTRIAL GASES	OPEN	
12.	JOOUST/PQ/G12/2025/2027	SUPPLY AND DELIVERY OF TEXTBOOKS, PERIODICALS, E-BOOKS, MAGAZINES, NEWSPAPERS, CATALOGUES, JOURNALS, AND LIBRARY PUBLICATIONS	OPEN	
13.	JOOUST/PQ/G13/2025/2027	SUPPLY AND DELIVERY OF CHARCOAL AND FIREWOOD	PREFERENCE	
14.	JOOUST/PQ/G14/2025/2027	SUPPLY AND DELIVERY OF TYRES, TUBES AND BATTERIES	OPEN	
15.	JOOUST/PQ/G15/2025/2027	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENT	OPEN	
16.	JOOUST/PQ/G16/2025/2027	SUPPLY AND DELIVERY OF GAMES SPORTSWEAR AND EQUIPMENT	OPEN	
17.	JOOUST/PQ/G17/2025/2027	SUPPLY AND DELIVERY OF LABORATORY AND MEDICAL EQUIPMENT	OPEN	
18.	JOOUST/PQ/G18/2025/2027	SUPPLY AND DELIVERY OF LINEN, CURTAINS, STAFF UNIFORM AND PROTECTIVE CLOTHING.	OPEN	
19.	JOOUST/PQ/G19/2025/2027	SUPPLY AND DELIVERY OF WATER TREATMENT CHEMICALS	OPEN	
20.	JOOUST/PQ/G20/2025/2027	SUPPLY AND DELIVERY OF MATTRESSES AND BEDDINGS	OPEN	
21.	JOOUST/PQ/G21/2025/2027	SUPPLY AND DELIVERY OF CATTLE/POULTRY FEEDS, VETERINARY/POULTRY DRUGS AND EQUIPMENT AND FARM INPUTS	PREFERENCE	

22.	JOOUST/PQ/G22/2025/2027	SUPPLY AND DELIVERY OF CATTLE FOR BEEF	PREFERENCE	
23.	JOOUST/PQ/G23/2025/2027	SUPPLY AND DELIVERY OF TENTS AND CAMPING EQUIPMENT	WOMEN	
24.	JOOUST/PQ/G24/2025/2027	SUPPLY AND DELIVERY OF AIR CONDITIONERS AND MECHANICAL VENTILATORS	OPEN	
25.	JOOUST/PQ/G25/2025/2027	SUPPLY AND DELIVERY OF PRINTERS, LAPTOPS, COMPUTERS AND COMPUTER ACCESSORIES AND EQUIPMENT, NETWORKING AND RELATED ITEMS AND PHOTOCOPIERS.	OPEN	
26.	JOOUST/PQ/G26/2025/2027	SUPPLY AND DELIVERY OF FARM MACHINERIES, PLANT MACHINERIES & EQUIPMENT E.G GENERATORS, WATER PUMPS, LAWN MOWERS AND ALLIED ITEMS	OPEN	
27.	JOOUST/PQ/G27/2025/2027	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF SECURITY EQUIPMENT E,G. CCTV CAMERAS, WALK THROUGH METAL DETECTORS E.T.C	OPEN	
28.	JOOUST/PQ/G28/2025/2027	SUPPLY AND DELIVERY OF COOKING GAS	OPEN	
29.	JOOUST/PQ/G29/2025/2027	SUPPLY AND DELIVERY OF RUBBER STAMPS AND SEALS	PWDS	
30.	JOOUST/PQ/G30/2025/2027	SUPPLY AND DELIVERY OF GENUINE MOTOR VEHICLE SPARE PARTS	OPEN	
31.	JOOUST/PQ/G31/2025/2027	SUPPLY AND DELIVERY OF LAND SCAPING MATERIALS, SOIL,	YOUTH	

		SEEDLINGS, GRASS, FLOWER POTS E.T.C		
32.	JOUST/PQ/G32/2025/2027	SUPPLY AND DELIVERY OF FURNITURE AND OFFICE BLINDS	OPEN	
33.	JOUST/PQ/G33/2025/2027	SUPPLY AND DELIVERY OF HARDWARE AND BUILDING MATERIALS	OPEN	
34.	JOUST/PQ/G34/2025/2027	SUPPLY AND DELIVERY OF ELECTRONIC APPLIANCES (FRIDGES, DISPENSERS, MICROWAVES, TVS, DEEP FREEZERS E.T.C)	OPEN	
35.	JOUST/PQ/G35/2025/2027	SUPPLY AND DELIVERY OF COMPUTER SOFTWARE AND LICENSES	OPEN	
36.	JOUST/PQ/G36/2025/2027	SUPPLY AND DELIVERY OF LABORATORY REAGENTS, CONSUMABLES, NURSING DRESSINGS, CHEMICALS, AND OTHER RELATED ITEMS	OPEN	
37.	JOUST/PQ/G37/2025/2027	SUPPLY AND DELIVERY OF HUMAN DRUGS (MEDICAL DRUGS),	OPEN	
38.	JOUST/PQ/G40/2025/2027	SUPPLY AND DELIVERY OF DRY FOODSTUFF	WOMEN	
39.	JOUST/PQ/G41/2025/2027	SUPPLY AND DELIVERY OF DRY CEREALS	WOMEN	
40.	JOUST/PQ/G42/2025/2027	SUPPLY AND DELIVERY OF FRESH BEEF AND BEEF PRODUCTS, FISH, CHICKEN AND ALLIED PRODUCTS	PREFERENCE	
41.	JOUST/PQ/G43/2025/2027	SUPPLY AND DELIVERY OF FRESH VEGETABLES AND ASSORTED FRUITS	PREFERENCE	

CATEGORY - B PROVISION OF SERVICES

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY
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				(INDICATE YES/NO)
1.	JOOUST/PQ/S1/2025/2027	PROVISION OF REPAIR, MAINTENANCE, AND UPGRADE SERVICES FOR ICT AND OFFICE EQUIPMENT, INCLUDING COMPUTERS, PRINTERS, UPS, BIOMETRIC DEVICES, LAPTOPS, SERVERS, PROJECTORS, SHREDDERS, DOCUMENT SCANNERS, FRANKING MACHINES, DOCUMENT SEALS, BINDING MACHINES, ASSET INVENTORY/TAGGING, AND RELATED REPAIRS	OPEN	
2.	JOOUST/PQ/S2/2025/2027	SUPPLY, REPAIR, AND MAINTENANCE OF ELECTRONIC EQUIPMENT AND SYSTEMS	OPEN	
3.	JOOUST/PQ/S3/2025/2027	MAINTENANCE AND REPAIR OF MOTOR VEHICLES.	OPEN	
4.	JOOUST/PQ/S4/2025/2027	PROVISION OF AUCTIONEERING SERVICES, LICENSED BY THE AUCTIONEERS LICENSING BOARD	OPEN	
5.	JOOUST/PQ/S5/2025/2027	PROVISION OF LEGAL SERVICES	OPEN	
6.	JOOUST/PQ/S6/2025/2027	PROVISION OF TRANSLATION AND INTERPRETER SERVICES	OPEN	
7.	JOOUST/PQ/S7/2025/2027	PROVISION OF EVENT MANAGEMENT SERVICES, INCLUDING THE DESIGN, MOUNTING AND MANAGEMENT OF TRADE FAIRS, EXHIBITIONS, ROADSHOWS, AS WELL AS VIDEO SHOOTING, EDITING,	YOUTH	

		PHOTOGRAPHY, AND COVERAGE SERVICES.		
8.	JOOUST/PQ/S8/2025/2027	PROVISION OF LAUNDRY SERVICES	OPEN	
9.	JOOUST/PQ/S9/2025/2027	PROVISION OF GRAPHIC DESIGN AND CREATIVE SERVICES, INCLUDING BRANDING SERVICES SUCH AS SIGNAGES, DISPLAY BOARDS, BILLBOARDS, AND EXHIBITION BOOTHES/STRUCTURES	YOUTH	
10.	JOOUST/PQ/S10/2025/2027	PROVISION OF BREAKDOWN AND TOWING SERVICES COUNTRY WIDE	OPEN	
11.	JOOUST/PQ/S11/2025/2027	BULK PRINTING AND BINDING SERVICES	WOMEN	
12.	JOOUST/PQ/S12/2025/2027	PROVISION OF PUBLIC RELATIONS AGENCY SERVICES, ADVERTISEMENT, CREATIVE SERVICE AGENCY, COMMUNICATION AUDITS AND CUSTOMER SATISFACTION SURVEYS.	OPEN	
13.	JOOUST/PQ/S13/2025/2027	PROVISION OF BULK SMS COMMUNICATION SERVICES	OPEN	
14.	JOOUST/PQ/S14/2025/2027	PROVISION OF MAINTENANCE SERVICES FOR FIREFIGHTING EQUIPMENT	OPEN	
15.	JOOUST/PQ/S15/2025/2027	PROVISION OF VETERINARY SERVICES	OPEN	
16.	JOOUST/PQ/S16/2025/2027	PROVISION OF EVENT MANAGEMENT SERVICES; (NORMAL TENTS WITH DESIGNS/DECORATIONS, NORMAL TENTS, PUBLIC ADDRESS SYSTEM, CHAIRS AND CATERING SERVICES)	OPEN	

17.	JOOUST/PQ/S17/2025/2027	PROVISION OF EVENT MANAGEMENT SERVICES; (DOME TENTS, A FRAME TENTS WITH PUBLIC ADDRESS SYSTEM, CHAIRS AND CATERING SERVICES)	OPEN	
18.	JOOUST/PQ/S19/2025/2027	PROVISION OF DESLUDGING SERVICES	OPEN	
19.	JOOUST/PQ/S20/2025/2027	PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR CCTV CAMERAS, WALK-THROUGH METAL DETECTORS, AND ELECTRICAL ACCESSORIES	OPEN	
20.	JOOUST/PQ/S21/2025/2027	PROVISION OF LAND SURVEYING SERVICES	OPEN	
21.	JOOUST/PQ/S22/2025/2027	PROVISION OF AUDIT SERVICES	OPEN	
22.	JOOUST/PQ/S23/2025/2027	PROVISION OF BINDING SERVICES (BOOKS, MAGAZINES, NEWSLETTERS E.T.C)	PERSONS WITH DISABILITY	
23.	JOOUST/PQ/S24/2025/2027	PROVISION OF HUMAN RESOURCE TRAINING, DEVELOPMENT SERVICES, CONSULTANCY SERVICES, AND CAPACITY BUILDING, INCLUDING BASELINE SURVEYS, CUSTOMER SATISFACTION, EMPLOYEE SATISFACTION, STAFF COMPETENCY DEVELOPMENT, ISO, WORK ENVIRONMENT, AND ALCOHOL AND SUBSTANCE ABUSE SURVEYS.	OPEN	
24.	JOOUST/PQ/S25/2025/2027	PROVISION OF BUILDING CONSULTANCY SERVICES (STRUCTURAL, CIVIL AND MECHANICAL ENGINEERING) ARCHITECTURAL SERVICES	OPEN	

		AND QUANTITY SURVEYING SERVICES		
25.	JOOUST/PQ/S26/2025/2027	PROVISION OF MEDIA CONSULTANCY AND MEDIA MARKETING SERVICES	OPEN	
26.	JOOUST/PQ/S27/2025/2027	PROVISION OF REPAIR AND SERVICING OF LABORATORY EQUIPMENT	OPEN	
27.	JOOUST/PQ/S28/2025/2027	PROVISION OF SMALL BUILDING WORKS	YOUTH	
28.	JOOUST/PQ/S29/2025/2027	PROVISION OF AIR TICKETING AND TRAVEL ARRANGEMENTS (IATA ACCREDITED)	OPEN	
29.	JOOUST/PQ/S30/2025/2027	PROVISION OF HOTEL, ACCOMMODATION, CONFERENCING SERVICES, OUTSIDE CATERING, AND RELATED FACILITIES COUNTRYWIDE	OPEN	
30.	JOOUST/PQ/S31/2025/2027	PROVISION OF FUMIGATION SERVICES	OPEN	
31.	JOOUST/PQ/S32/2025/2027	PROVISION OF WELDING SERVICES, FABRICATION AND METAL WORKS	YOUTH	
32.	JOOUST/PQ/S33/2025/2027	PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR MOTOR VEHICLE UPHOLSTRY SERVICES, BRAKE SHOES REBONDING SERVICES	OPEN	
33.	JOOUST/PQ/S34/2025/2027	PROVISION OF MAINTENANCE SERVICES FOR FARM AND PLANT MACHINERY, INCLUDING GENERATORS, WATER PUMPS, PLUMBING SYSTEMS, AND CLEANING OF WATER STORAGE TANKS	OPEN	
34.	JOOUST/PQ/S35/2025/2027	PROVISION OF LANDSCAPING SERVICES.	YOUTH	

35.	JOUST/PQ/S36/2025/2027	REPAIR AND MAINTENANCE OF COLD ROOMS, FRIDGES, GAS COOKERS, GAS PLANT, KITCHEN EQUIPMENT & APPLIANCES, KITCHEN HOODS, CHIMNEYS, AIR CONDITIONERS, AND MECHANICAL VENTILATORS.	OPEN	
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CATEGORY - C. PROVISION OF MINOR WORKS

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	JOUST/PQ/W1/2025/2027	REPAIR AND MAINTENANCE OF BUILDINGS, OFFICE PARTITIONING CIVIL WORKS, ELECTRICAL WORKS, PLUMBING AND SEWERAGE SERVICES.	YOUTH	
2	JOUST/PQ/W2/2025/2027	INTERIOR DESIGN AND RELATED SERVICES.	WOMEN	

"Preference" means the right or opportunity to prioritize the selection of individuals, businesses, or groups from the region surrounding the procuring entity, ensuring their participation and advancement in procurement processes.

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

Please deposit your registration documents in the tender box located at the entrance to the Administration block. Ensure that all pages of the tender documents are sequentially paginated and clearly marked: -

JOUST/REG/-/2025-2027 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD FINANCIAL YEAR 2025 -2027.

and addressed to:

VICE CHANCELOR

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O BOX 210-40601 BONDO

BONDO – USENGE RD

The registration documents received will be opened on 20th May, 2025 at 10:00 a.m. Thereafter, the documents will be opened in the presence of bidders' representatives who may choose to attend at the JOOUST East African Hall, Ground Floor, Bondo. Late tenders will not be accepted.

The submission of registration documents for AGPO will continue after the closing date.

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.

JOOUST 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.

JOOUST 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 supplier which should be clearly written at the top of the form.

Your registration documents should be submitted in hard copy. All pages of the tender documents must be duly paginated sequentially.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

The Jaramogi Oginga Odinga University of Science and Technology (JOOUST) would like to invite interested candidates who must qualify by meeting the set criteria as provided by JOOUST to perform the contract of supply and delivery or provision of goods, works and services to JOOUST.

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 JOOUST 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 Vice Chancellor JOOUST, so that they may be registered under the specific Lots. 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. While for Youth, Women and Persons with Disability no previous experience is required.

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 VICE CHANCELOR
JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
BONDO – USENGE ROAD
P.O BOX 210-40601 BONDO
Telephone 057-2058000/057-2501804
Email: proc@jooust.ac.ke
Website: www.jooust.ac.ke**

4.7 Additional Information

The Jaramogi Oginga Odinga University of Science and Technology (JOOUST) 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 Jaramogi Oginga Odinga University of Science and Technology 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 JOOUST 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 JOOUST 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) JOOUST 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
- g) Public Officers of the Procuring Entity, their spouses, child, parent, brothers or sister, child, parent, brother or sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.

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 letters of reference from their bankers regarding suppliers/contractors' signatories for the AGPO group or latest audited accounts for the Open groups. 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 where applicable 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 JOOUST 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 JOOUST panel of suppliers.

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	Mandatory
5	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6	Firm's audited accounts for previous one year signed by the Auditor and Director(s) of the Company. (attach proof)	Mandatory
7	Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2)	Mandatory

8	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory
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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 Bank Signatories who must appear in the AGPO Registration Certificate with the National Treasury.	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) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

PART II:

SUPPLIER REGISTRATION DATA

Business Name
.....

Pin No.....
...

Reg. Certificate
Number.....

(Attach copy registration and PIN 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: -

1.....
.....
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 the Bank signatories.

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

State terms of payment in preference order

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

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

PART IV: ELIGIBILITY

Are you related to an Employee of JOOUST? Yes/No

If answer is YES, give the relationship.

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

Does an Employee or Commission Member of JOOUST 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 JOOUST 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.....
....).

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by JOOUST.

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 yopgpgu ever had an order/contract issued and cancelled in whole or part by JOOUST? Yes/No

If yes give reasons for cancellation

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

If yes give reasons for not submitting:

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.....

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.....

.....
.....

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

.....
.....

.....
.....

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

If yes, give details

.....
.....

.....
.....

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 JOOUST 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, Ethics & Anti-Corruption Commission 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 has a close relative who is an employee of JOOUST 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 JOOUST.

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 JOOUST.

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 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)