



**GARISSA UNIVERSITY**

**GaU/REG.SP/36**

**REGISTRATION OF SUPPLIERS**

**FOR**

**PROVISION FOR DESIGNING  
CERTIFICATE, TRANSCRIPT  
TEMPLATE AND PRINTING  
SERVICES**

**GARISSA UNIVERSITY  
P.O. BOX 1801-70100  
GARISSA**

**EMAIL: [procurement@gau.ac.ke](mailto:procurement@gau.ac.ke)**

**WEBSITE: [www.gau.ac.ke](http://www.gau.ac.ke)**

## **INVITATION OF REGISTRATION OF SUPPLIERS**

Garissa University intends to invite candidates for the Provision for Designing Certificate, Transcript Template and 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.gau.ac.ke](http://www.gau.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:

**Garissa University,  
Procurement Office,  
P.O. Box 1801-70100,  
Garissa.  
Along University way.**

### **NOTE:**

**GARISSA UNIVERSITY DOES NOT LEVY ANY FEES IN ORDER TO REGISTER BIDDERS OR AWARD TENDERS.THEREFORE BEWARE OF CONMEN WHO CALL TO SOLICIT FOR MONEY IN ORDER TO BE AWARDED TENDERS.**

**EVALUATION CRITERIA: FOR PROVISION OF DESIGNING CERTIFICATE, TRANSCRIPT TEMPLATE AND PRINTING SERVICES**

**EVALAUATION STAGES**

**STAGE 1: MANDATORY REQUIREMENTS**

<b>S/NO.</b>	<b>BIDDERS MUST ATTACH THE BELOW REQUIREMENTS</b>	<b>ATTACH/FILL/ SIGN &amp; STAMP</b>
1.	A copy of Certificate of Incorporation/Registration	Attach
2.	A Copy of a <b>Valid</b> Tax Compliance Certificate	Attach
3.	Duly Filled, Signed and Stamped Declaration for Non- Debarment.	Fill, Sign and Stamp attached Form on <b>Page 4</b>
4.	Duly Filled, Signed and Stamped Declaration Not to Engage in Corrupt or Fraudulent	Fill, Sign and stamp attached Form on <b>Page 5</b>
5.	Duly Completed, Signed and Stamped Confidential Business Questionnaire	Fill attached form Fill and Sign attached Form on <b>Page 6</b>
6.	A copy of AGPO Certificate (Where Applicable)	Attach

**NB: A Bidder who will not meet all the Mandatory Requirements will not proceed to Technical Evaluation Stage:**

**STAGE 2: TECHNICAL STAGE**

<b>S/No.</b>	<b>Particulars</b>	<b>Total Score</b>
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 6 months bank statements	10
	<b>TOTAL</b>	<b>40</b>

**A bidder shall be registered if they attain a minimum score of 30 out of 40 marks.**

**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 of ..... in 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.

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 hereinabove is true to the best of my knowledge, Information and belief.

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

.....  
Bidder Official Stamp

**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.

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 hereinabove is true to the best of my knowledge information and belief.

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

.....  
Bidder's Official Stamp

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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 Email.....

.....

Nature of Business .....

Registration Certificate No. ....

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

Name of your bankers.....

.....

Branch.....

	<b>Part 2 (a) – Sole Proprietor</b>
	Your name in full.....Age.....
	Nationality.....Country of Origin.....
	Citizenship details .....
	<b>Part 2 (b) – Partnership</b>
	Given details of partners as follows
	Name                      Nationality                      Citizenship details                      Shares
	1. ....
	2. ....
	3. ....
	4. ....
	<b>Part 2 (c) – Registered Company</b>
	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. ....
	Date.....Signature of Candidate.....