

**MINISTRY OF EDUCATION**

**STATE DEPARTMENT FOR VOCATIONAL & TECHNICAL  
TRAINING**

**UGENYA TECHNICAL AND VOCATIONAL COLLEGE**

**Cell 0115107907/0734899999  
Email: [ugenia.techcollege@gmail.com](mailto:ugenia.techcollege@gmail.com)**

**P.O BOX 74-40614  
SEGA-KENYA**



**PRE- QUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
PROCUREMENT OF GOODS, SERVICES AND SMALL WORKS FOR  
2022/2023 F/Y**

**DATED:10<sup>TH</sup> JUNE 2022**

**CLOSING DATE: 24<sup>TH</sup> JUNE 2022**

**AT 10.00 A.M**

**SUBMIT “ORIGINAL” AND A “COPY” TO:**

**THE PRINCIPAL**

**UGENYA TECHNICAL AND VOCATIONAL COLLEGE**

**P.O.BOX 74 – 40614**

**SEGA - KENYA**

## INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: \_\_\_\_\_

Prequalification Reference No.: \_\_\_\_\_

1. Ugenya Technical & Vocational College intends to prequalify Suppliers / Service Providers for the Supply and Delivery of Goods and Provision of Services & Small Works in various categories for 2022/2023 F/Y.
2. It is expected that the Invitation to Tender will be made in June 2022. Tendering will be conducted through National Competitive Bidding procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours, i.e., 8.00 am – 5.00 pm from Monday to Friday at the address given below.
4. A complete set of Prequalification Document in English shall be downloaded by interested applicants from the Institutions website or from the **PPIP portal free of charge**.
5. Applicants upon downloading the Prequalification Document must forward their particulars immediately to [Ugenya.techcollege@gmail.com/supplychain@utvc.ac.ke](mailto:Ugenya.techcollege@gmail.com/supplychain@utvc.ac.ke) to facilitate any further clarification or addendum.
6. Applications for prequalification should be submitted by postal service, or hand/courier delivery in clearly marked envelopes and delivered to the address given below by 24<sup>th</sup> June 2022 at 10.00 a.m.
7. Late applications are liable to be rejected.
8. Address where to submit Applications

**Ugenya Technical & Vocational College**

**P.O Box 74 – 40614 Sega, Kenya.**



## MINISTRY OF EDUCATION

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UGENYA TECHNICAL AND VOCATIONAL COLLEGE

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P.O BOX 74-40614

SEGA-KENYA



### **PREQUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR 2022/2023 F/Y**

Ugenya Technical and Vocational College wishes to source for and/or prequalify suppliers for the supply and delivery of goods, services and works for the 2022/2023 F/Y in the following categories.

<b>TENDER NO</b>	<b>TENDER DESCRIPTION</b>	<b>CATEGORY</b>
UTVC/01/2022-2023	PROVISION OF SECURITY & GUARDING SERVICES	OPEN
UTVC/02/2022-2023	PROVISION OF INSURANCE SERVICES FOR STUDENTS ON ATTACHMENT	OPEN
UTVC/03/2022-2023	PROVISION OF MOTOR VEHICLE INSURANCE	OPEN
UTVC/04/2022-2023	PROVISION OF REPAIR, MAINTENANCE & SERVICING OF MOTOR VEHICLE	OPEN
UTVC/05/2022-2023	PROVISION OF CONSULTANCY SERVICES & TRAINING	OPEN
UTVC/06/2022-2023	PROVISION AND INSTALLATION OF MANAGEMENT INFORMATION SYSTEMS	OPEN
UTVC/07/2022-2023	PROVISION & INSTATLLATION OF C.C.T. V	OPEN
UTVC/08/2022-2023	PROVISION OF CONFERENCE & HOTEL SERVICES	OPEN
UTVC/09/2022-2023	PROVISION OF FIRE DRILL & FIRE EXTINGUISHERS AND MAINTENANCE	OPEN
UTVC/10/2022-2023	PROVISION OF CONTRACT FOR SMALL WORKS – ELECTRICAL ENGINEERING	OPEN
UTVC/11/2022-2023	PROVISION OF CONTRACT FOR SMALL WORKS – BUILDING & CIVIL ENGINEERING	OPEN
UTVC/12/2022-2023	PROVISION OF CONTRACT FOR SMALL WORKS – MECHANICAL ENGINEERING	OPEN
UTVC/13/2022-2023	PROVISION OF REPAIR, MAINTENANCE & SERVICING OF COMPUTERS AND ICT EQUIPMENTS	OPEN
UTVC/14/2022-2023	SUPPLY AND DELIVERY OF COMPUTER ACCESSORIES, ICT EQUIPMENTS AND SOFTWARE	SPECIAL
UTVC/15/2022-2023	SUPPLY AND DELIVERY OF AGRICULTURAL INPUTS, PESTICIDES AND HERBICIDES	OPEN
UTVC/16/2022-2023	SUPPY AND DELIVERY OF ELECTRICAL EQUIPMENTS, MATERIALS & ELECTRONIC ITEMS	SPECIAL
UTVC/17/2022-2023	SUPPLY AND DELIVERY OF GENERAL HARDWARE MATERIALS & INDUSTRIAL TOOLS AND TRAINING MATERIALS FOR BUILDING AND CIVIL ENGINEERING	OPEN
UTVC/18/2022-2023	SUPPLY AND DELIVERY OF GENERAL STATIONERY	SPECIAL

UTVC/19/2022-2023	SUPPLY AND DELIVERY OF PRINTED MATERIALS AND DIARIES	SPECIAL
UTVC/20/2022-2023	SUPPLY AND DELIVERY OF TOOLS, EQUIPMENTS & TRAINING MATERIALS FOR AUTOMOTIVE ENGINEERING	OPEN
UTVC/21/2022-2023	SUPPLY AND DELIVERY OF PRACTICAL MATERIALS FOR REFRIGERATION AND AIR CONDITIONING	OPEN
UTVC/22/2022-2023	SUPPLY AND DELIVERY OF CLEANING MATERIALS & DETERGENTS	SPECIAL
UTVC23/2022-2023	SUPPLY AND DELIVERY OF SPORTSWEAR, EQUIPMENTS & BRANDED STAFF UNIFORM	SPECIAL
UTVC/24/2022-2023	PROVISION OF E-LEARNING MATERIALS	OPEN
UTVC/25/2022-2023	SUPPLY AND DELIVERY OF FURNITURE AND FITTINGS	SPECIAL
UTVC/26/2022-2023	SUPPLY AND DELIVERY OF AGRICULTURAL MACHINERY ACCESSORIES AND SPARE PARTS	OPEN
UTVC/27/2022 -2023	PROVISION AND EMPTYING OF SANITARY BINS	OPEN
UTVC/28/2022 -2023	SUPPLY AND DELIVERY OF NEWSPAPER AND AIRTIME (SCRATCH CARD)	OPEN
UTVC/29/2022 -2023	SUPPLY AND DELIVERY OF SOFT DRINKS, WATER & ASSORTED GENERAL SHOP ITEMS	SPECIAL
UTVC/30/2022 -2023	SUPPLY AND DELIVERY OF FUELS, OIL & LUBRICANTS	OPEN
UTVC/31/2022 -2023	SUPPLY AND DELIVERY OF CATERING UTENSILS	OPEN

Detailed tender documents shall be downloaded from the College website, [www.utvc.ac.ke](http://www.utvc.ac.ke) or from the Public Procurement Information Portal (PIIP)

Duly completed Bid Documents in plain sealed envelope, clearly marked “the title and the Bid Reference Number” should be addressed to the undersigned and dropped into the TENDER BOX next to the Registrar’s office on or before 24<sup>th</sup> June 2022 at 10.00 a.m. The bid documents will be opened immediately thereafter in the College Staffroom **in the presence of bidders/their representative who choose to attend.**

**Women, youth and persons with disability who are registered with respective bodies are encouraged to apply for the tenders indicated special.**

Late bids shall not be accepted or opened.

**THE PRINCIPAL,  
UGENYA TECHNICAL AND VOCATIONAL COLLEGE,  
P.O B OX 74 – 40614 SEGA- KENYA.**

# **PART 1 – APPLICATION PROCEDURES**

## **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

### **A. General**

#### **1 Fraud and Corruption**

The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### **2 Collusive practices**

2.1 Ugenya Technical & Vocational requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and / or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

#### **3 Eligible Applicants**

3.1 Applicants shall meet the eligibility criteria as per this ITA.

3.2 Public Officers of Ugenya Technical & Vocational College, their Spouses, Child, Parent, Brothers or Sister, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

3.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a sub - contractor.

3.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for them. All Tenders submitted in violation of this procedure will be rejected.

3.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA Document.

3.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design nor technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of UTVC who:

a are directly or indirectly involved in the preparation of the prequalification Document

or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the UTVC throughout the prequalification, ITT process and execution of the Contract.

3.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)

3.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to UTVC, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

3.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

3.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

3.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to UTVC, as the UTVC shall reasonably request.

## **B. Contents of the Prequalification Documents**

### **4 Sections of Prequalification Document**

4.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued.

#### **PART 1 - Prequalification Procedures**

- i) Section I-Instructions to Applicants (ITA)
- ii) Section II- Prequalification Data Sheet (PDS)
- iii) Section III-Qualification Criteria and Requirements
- iv) Section IV-Application Forms

#### **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

4.2 Unless obtained directly from the Institution, UTVC accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by UTVC shall prevail.

4.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

### **5 Clarification of Prequalification Documents**

5.1 An Applicant requiring any clarification of the Prequalification Document shall

contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received before the deadline for the submission of the Prequalification Document.

5.2 The Applicant is requested to submit any questions in writing, to reach UTVC not later than the deadline for the submission of this document.

## **6 Amendment of Prequalification Document**

6.1 At any time prior to the deadline for submission of Applications, UTVC may amend the Prequalification Document by issuing an Addendum, and if issued, it shall form part of the prequalification document.

6.2 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, UTVC may, at its discretion, extend the deadline for the submission of Applications.

## **C. Preparation of Applications**

### **7 Cost of Applications**

7.1 The Applicant shall bear all costs associated with the preparation and submission of its Application.

### **8 Language of Application**

8.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and UTVC, shall be written in English Language.

### **9 Documents Comprising the Application**

9.1 The Application shall comprise the following:

- a. Application Submission Letter.
- b. Eligibility: documentary evidence establishing the Applicant's eligibility.
- c. Qualifications: documentary evidence establishing the Applicant's qualifications
- d. Any other document required as specified in the PDS.

9.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **10 Application Submission Letter**

10.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **11 Documents Establishing the Qualifications of the Applicant**

11.1 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shillings.

11.2 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether,



according to the classification established by UTVC, a particular contractor or group of contractors' qualifies for a margin of preference. Further the information will enable UTVC identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

11.3 The Applicant shall provide further documentary proof, information or authorizations that UTVC may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant.

11.4 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to UTVC.

11.5 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if UTVC is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

11.6 If information submitted by an Applicant pursuant to these requirements, or obtained by UTVC (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

11.7 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

## **12 Signing of the Application and Number of Copies**

12.1 The Applicant shall prepare one original of the documents clearly mark "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

12.2 The Applicant shall submit copies of the signed original Application, and a copy clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

### **D. Submission of Applications**

## **13 Sealing and Marking of Applications**

13.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a Bear the name and address of the Applicant;
- b Be addressed to UTVC
- c Bear the prequalification Reference Number and Title



13.2 UTVC will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

#### **14 Deadline for Submission of Applications**

14.1 Applicants may either submit their applications by hand delivery/courier services or through post office services, to be received on or before 24<sup>th</sup> June 2022 at 10.00 a.m

14.2 UTVC may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document if need be.

#### **15 Late Applications**

15.1 Applications received after the date and time specified in the Prequalification Document shall be rejected.

#### **20. Opening of Applications**

20.1 UTVC shall open all Applications on or before 24<sup>th</sup> June 2022, at 10.00 a.m in the college staffroom.

20.2 UTVC shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

### **E. Procedures for Evaluation of Applications**

#### **21 Confidentiality**

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants.

21.2 From the deadline for submission of Applications, any Applicant that wishes to contact UTVC on any matter related to the prequalification process may do so only in writing after 30 days.

#### **22 Clarification of Applications**

22.1 If an Applicant does not provide clarifications and/or documents requested in the Prequalification Document, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

#### **23 Responsiveness of Applications**

23.1 UTVC may reject any Application which is not responsive to the requirements of the Prequalification Document.

#### **24 Margin of Preference**

24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

### **F. Evaluation of Applications and Prequalification of Applicants**

#### **25 Evaluation of Applications**

25.1 UTVC shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used.

25.2 Only the qualifications of the Applicant shall be considered.

**26 UTVC’s Right to Accept or Reject Applications**

27.1 UTVC reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

**27 Prequalification of Applicants**

28.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified. UTVC shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified and also those who have been disqualified, citing the reasons for disqualification.

**28 Invitation to Tender**

29.1 Promptly after the notification of the results of the prequalification, UTVC shall invite the prequalified suppliers from time to time to submit their quotations of the requested items.

28.2 The successful Applicant shall be awarded the LPO/LSO/Contract Document.

**SECTION II - PREQUALIFICATION DATA SHEET (PDS)**

<b>A. General</b>	
ITA 1.1	The Procuring Entity is: Ugenya Technical & Vocational College, P.O. Box 74 – 40614 Segu, <a href="mailto:ugenya.techcollege@mail.com">ugenya.techcollege@mail.com</a> , <a href="http://www.utvc.ac.ke">www.utvc.ac.ke</a> , 0115107907  Prequalification Ref. No:..... .....  Prequalification Title:..... .....
ITA 1.2	Questions and requests for clarification made in writing or by email shall reach the UTVC not later than 24 <sup>th</sup> at 10.00 a.m
ITA 1.3	Addendum issued shall be published at the website: <a href="http://www.utvc.ac.ke">www.utvc.ac.ke</a>
<b>B. Preparation of Applications</b>	
ITA 2.1	The Applicant shall submit with its Application, the following additional documents:  For preliminary evaluation: -

<b>A. General</b>	
ITA 3.1	In addition to the original, submit a copy of the prequalification document clearly marked “COPY”
<b>C. Submission of Applications</b>	
ITA 4.1	The deadline for Application submission is:  Date:24/06/2022  Time: 10.00 a.m.
ITA 4.2	Late Applications will be returned unopened to the Applicants
ITA 4.3	The opening of the Applications shall be on 24 at 10.00 a.m. in the College Staffroom

**SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS**

1. This section contains all the methods, criteria, and requirements that UTVC shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”.

**E 2.1: PRELIMINARY EVALUATION CRITERIA**

1. Attach the following Mandatory Documents: Business Registration Certificate, Valid Tax Compliance Certificate/ Certificate of Exemption, Valid KRA Pin, Valid Trading License/Business Permit and Valid AGPO Certificate for Special Category.
2. Submit the Application Document in the required format and submit all the required documents.
3. Submit fully authorized and duly signed C. Vs of staff.
4. Provide telephone/ voice or e-mail communication facility that is working and reliable.

**E. 3.0 TECHNICAL EVALUATION CRITERIA (SELECTION PROCEDURE)**

Candidates are requested to read this section carefully before filling in any information. In this selection procedure, the firm that attains the pass mark of 80 points out of 100 points specified in the criteria will be considered for prequalification.

Supplier availability	:	10 Points
Supplier relevance of the business	:	20 Points
Supplier’s experience	:	20 Points
Supplier capability	:	20 Points
Legality of Supplier’s business	:	30 Points

**E 3.1 SUPPLIER AVAILABILITY : 10 Points**

Name .....

Physical Location.....

Town/ City.....

Street.....

Floor.....

Door No.....

Other Land Mark.....

Mobile No.....

Email Address.....

Postal Address.....

**E.3.2 SUPPLIER RELEVANCE : 20 Points**

- Nature of Business related to the tender applied for
- Relevant Government or state corporations’ tenders awarded in the last five (5) years – 10 Points (Attach Evidence)
  - Qualifications & Experience of Staff - 5 Points
  - Reputation of the firm - 5 Points

**E.3.3 SUPPLIER'S EXPERIENCE : 20 POINTS**

Usual Business transacted for the last 5 years

- Any one related worth Ksh.500,000 or more - 10 Points
- Attached authentic Award Letters, LPO, s, LSO's and Contracts - 10 Points

**E. 3.4 SUPPLIER FINANCIAL CABAILITY : 20 POINTS**

Financial Capability	Audited reports for the last one (1) year or Bank statement for 6 months	Audited reports for the last one (1) year or Bank statement for 6 months – 5 Points
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**SECTION IV-APPLICATION FORMS**

**1. Application Submission Letter**

Date: .....

Prequalification Ref. No: .....

Prequalification Title: .....

To Ugenya Technical & Vocational College We, the undersigned, apply to be prequalified for the referenced above.

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s).
- b) No conflict of interest: We have no conflict of interest.
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA Document; we have not been suspended by UTVC based on execution of a Tender / Proposal-Securing Declaration in accordance with ITA Document

**F. 1 SWORN STATEMENT (MUST BE FILLED, STAMPED AND SIGNED)**

Having studied the registration document, I hereby state;

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) 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 when invited/requested to do so by Ugenya TVC.
- c) When the call for Quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify UTVC and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the registration evaluation.
- e) We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedures in process.
- f) That shall not engage in any form of corrupt practice during and after the tendering process.

Date.....Applicant's Name.....

Represented By.....

Sign.....

Full Name and Designation of the person signing and stamp or seal

Name.....Designation..... Sign.....

Sign/Seal.....



**F.2: - ETHICS AND INTERGITY PACT**

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt business, and in full support of the worthy goals of this Integrity Pact, concerning the present proposals for.....,

I (Lead consultants name in the case of an individual consultancy) /all personnel of (name of association, partnership, corporation or other entity being a non – individual consultant) and its sub- contractors and agents hereby agree that:

- I. I / We understand that UTVC is / are a law – abiding institution and I / We undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and procurement of goods and services by public agencies in Kenya. I / We shall not conduct any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid rigging, collusive bidding, canvassing.
- II. I / We shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to any officials of the UTVC or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the goods and / or services herein or the performance of any contract arising from procurement process.
- III. In bidding for the goods or services herein and in the course of any contract that may arise therefrom, I / We shall not make any statement which is untrue based on our knowledge, information and belief. I / We shall fully and truthfully declare my / our ability to provide the goods and / or perform the services and we will not bid for the supply of goods or provisions of services which we do not have the capacity to provide whether at all or under the terms required by UTVC.
- IV. I / We declare that we have the legal and operational capacity to make a bid for the goods and / or services herein, including but not limited to the fact that I / We am/are not an undercharged bankrupt, under receivership or liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make our bid or our ability to provide the goods and / or services herein legally or operationally untenable.
- V. I / We declare that there is no conflict – of – interest situation existing between myself / us on the one hand and UTVC on the other hand with regard to the supply of the goods and / or provision of the services herein that would make our bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusions of any contract arising therefrom, I / We shall fully and truthfully declare such conflict to UTVC.
- VI. I / we understand that the violation of this pact may lead to the disqualifications of my / our bid, to the termination of any contract or obligation between myself / us and UTVC.

Name.....

Signature.....

Stamp.....