



Machakos University

REGISTRATION OF SUPPLIERS

TENDER NO: MksU/REG/23/2021/2023

**PROVISION OF EVENT MANAGEMENT SERVICES
(DESIGNS/DECORATIONS, HIRE OF PUBLIC
ADDRESS SYSTEM, TENTS & CHAIRS)
FOR THE PERIOD 2021-2023**

**CLOSING/OPENING DATE: FRIDAY, 9TH JULY, 2021
10:00 AM.**

TENDER/REGISTRATION

Tender No. MksU/REG/23/2021/2023

Tender Title: Provision of Event Management Services

(Designs/Decorations, Hire of Public Address System, Tents & Chairs)

REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2021-2023

Machakos University invites applications for registration of suppliers for the Provision of Event Management Services (Designs/Decorations, Hire of Public Address System, Tents & Chairs) from interested eligible bidders for the period 2021 - 2023.

Interested and eligible candidates may download documents from www.mksu.ac.ke or www.tenders.go.ke at no cost.

Youth, Women and persons with disability are encouraged to apply pursuant to the Public Procurement and Asset Disposal Act 2015.

To be eligible, the candidates **MUST** prove that they qualify to participate in Public Procurement by providing copies of **MANDATORY** documents as stated in the registration documents.

The applicants **MUST** comply with all instructions, terms and conditions and particularly ensure that forms required are properly completed sealed in a plain envelope and clearly marked "CATEGORY NO. ...FOR SUPPLY/PROVISION OF....." addressed to:

**Vice-Chancellor, Machakos University,
P. O. Box 136,
MACHAKOS,**

and deposited in the Tender Box situated at the entrance to the Administration Block, Main Campus so as to reach on or before **Friday, 9th July, 2021 at 10.00 a.m.** Late applications will not be accepted.

Registration applications will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend the opening session at Conference Room 11, Main Campus.

PROF. LUCY W. IRUNGU

VICE-CHANCELLOR

&

PROFESSOR OF ENTOMOLOGY

REGISTRATION OF SUPPLIERS

REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant
2. Physical Address.....
3. Postal Address: 4. Postal Code:
5. E-mail: 6. Mobile Phone No.
7. Are you applying for youth, women or persons with disabilities?
8. Contact Person
9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			
Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES
Part 9 (C) – Registered Company			
State the nominal and issued capital of company			
Nominal KShs.....Issued KShs.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name:
11. Branch of the Bank:
12. Bank Account Number:.....
13. VAT Registration Number:
14. IFMIS Number, where applicable:.....
- 15 Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title:

Signature:Date

PART II: LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/ registration;
2. PIN Certificate;
3. Valid Tax Compliance/ Exemption Certificate;
4. Business/Company profile;
5. Certificate of Registration in a target group issued by the National Treasury;