



## **OFFICE OF THE VICE-CHANCELLOR**

**P.O. Box 1125-30100, Eldoret, Kenya | Tel: 0788 232 004, 0740 354 966 |  
Email: vc@uoeld.ac.ke | Website :www.uoeld.ac.ke**

### **REGISTRATION AND SENSITIZATION OF YOUTH, WOMEN AND PERSONS LIVING WITH DISABILITIES ON REGISTRATION AND GOVERNMENT PROCUREMENT OPPORTUNITIES AT THE UNIVERSITY OF ELDORET**

The University of Eldoret is a public institution established under the University Act 2015. The institution received its Charter in 2013 and its mandate is to provide quality education through training, research and consultancy services

#### **PROCUREMENT ACTIVITIES AT THE UNIVERSITY OF ELDORET**

The University procures goods, works and services to support its core mandate of providing quality education through training, research and consultancy services. To meet the demands of its stakeholders both student and staff population, external providers/suppliers have to be involved to take part in various procurement opportunities available at the University.

The Public Procurement and Asset Disposal Act, 2015 Section 157(10) and The Treasury Circular No.1/2015 provides that 30% of procurements be allocated to youth, women and persons with disabilities and that PWDs be awarded 2% of 30%

#### **OBJECTIVES OF THE SENSITIZATION**

The objective of the sensitization is to create awareness to the youth, women and persons with disabilities on the following;

- 1) Eligibility criteria
- 2) Requirements for Accessing Government Procurement Opportunities (AGPO)
- 3) Where to register for AGPO
- 4) Responding to tenders
- 5) Procurement opportunities available at the University of Eldoret
- 6) Key points to note
- 7) Registration of suppliers/service providers
- 8) Pre-Qualification of Suppliers/Service Providers for Other Categories for FY 2024-2026

## **ELIGIBILITY CRITERIA**

- 1) A tenderer must have a legal capacity, qualification, experience and resources where applicable
- 2) Must not be insolvent, in receivership, bankrupt
- 3) Must not be debarred from participation procurement proceedings
- 4) Have at least 70% of youth, women or persons with disability and the leadership is 100% youth, women or persons with disability
- 5) If foreigner must be in joint-venture or sub-contracting arrangements with citizens

## **REQUIREMENTS FOR AGPO REGISTRATION**

- 1) Identity card(s)/passport(s)
- 2) Business Registration Certificate/Certificate of Incorporation
- 3) PIN/VAT Certificate
- 4) Tac Compliance Certificate
- 5) Partnership deed for Partnership Business
- 6) Memorandum/Articles of Association CR12 Mandatory for Registered Companies
- 7) For Construction Category – Letter/Certificate from the NCA, ERC Or any other Authorized Public Technical Body.

## **WHERE TO REGISTER FOR AGPO**

- 1) Register at The National Treasury
- 2) Log into [www.agpo.go.ke](http://www.agpo.go.ke) and press register **or**
- 3) Visit your nearest Huduma Centre for assistance and guidance

## **RESPONDING TO TENDERS**

### **Step 1.-** Examine the tender request

- a) Instructions about the tender process
- b) List of criteria that providers/suppliers must meet
- c) Read the tender specifications, terms of reference (TORs), bills of quantities (BOQs)/scope of works carefully and familiarize yourself with the guidelines for tendering

### **Step 2.-** Confirm your business capability for the job

- a) Identify the tasks and requirements you confidently meet
- b) Review any similar work you may have done previously
- c) Confirm that you have the necessary licenses, registration or accreditations

### **Step 3.-** Research the University of Eldoret

- a) Gather information about the University
- b) Attend briefing sessions on the tender process

**Step 4.- Plan your tender proposal and submission**

- a) Develop a competitive tender response
- b) Plan to submit your tender response before the deadline

**Step 5.- Bind your bid document according to the instruction to tenderers. Cross check the following;**

- a) Bid securing declaration form
- b) Anti-corruption statement
- c) Serialization of the bid document
- d) Re-check unit price and total price
- e) Re-check price schedule and form of tender
- f) Amount in words and figures
- g) Closing date and time
- h) Number of copies required
- i) Signatures and rubber stamp in the required pages
- j) How the bid document is to be addressed

**PROCUREMENT OPPORTUNITIES AVAILABLE AT THE UNIVERSITY OF ELDORET****REGISTRATION OF SUPPLIERS/ SERVICE PROVIDERS AND CONTRACTORS**

<b>SUPPLY OF GOODS AND PROVISION OF SERVICES (RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES)</b>		
<b>S/NO</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
1.	Supply and Delivery of ICT Hardware, allied Accessories and Consumables (HDD, RAM, Motherboard, DVD Drive etc)	Reserved for Youth, Women & PWDS
2.	Supply and Delivery of Uniform, Promotional Material, Corporate Wear, Protective Wear/Clothing, Textile and Linen,	Reserved for Youth, Women & PWDS
3	Supply and Delivery of Cleaning Materials, Detergents and Toiletries	Reserved for Youth, Women & PWDS
4.	Supply of Dispensers, Drinking Water and Disposal Cups	Reserved for Youth, Women & PWDS
5.	Designing and Stitching of Office Curtains and Blinders	Reserved for Youth, Women & PWDS
6.	Provision of Asset Engraving/Tagging and Sign writing Services	Reserved for Youth, Women & PWDS
7.	Repair and Maintenance of Office Furniture and Fittings	Reserved for Youth, Women & PWDS
8.	Provision of Courier and Mail Delivery Services	Reserved for Youth, Women & PWDS
9.	Provision of Photography, Video Graphic and Integrated Digital Communication Services	Reserved for Youth, Women & PWDS
10.	Provision of Event Organizing Services (Tents, Chairs, Interior Décor, Public address systems).	Reserved for Youth, Women & PWDS

11.	Hiring of Portable Toilets	Reserved for Youth, Women & PWDS
12.	Supply and Delivery of Charcoal and Dry Firewood	Reserved for Youth, Women & PWDS
13.	Supply and Delivery of Gunny Bags	Reserved for Youth, Women & PWDS
14.	Supply and Delivery of Timber, Round Poles, and Allied Products	Reserved for Youth, Women & PWDS
15.	Supply and Delivery of Cutlery, Crockery, Kitchen Appliances, Fridges, Freezers and Cookers (Gas & Electric)	Reserved for Youth, Women & PWDS
16.	Supply and Delivery of Animal Feeds, Ingredients (Cotton Seed Cake, Soya Bean Meal, Wheat Pollard, Rice Bran, Premix Etc)	Reserved for Youth, Women & PWDS
17.	Supply and Delivery of Assorted Tailoring Materials and other Accessories	Reserved for Youth, Women & PWDS
18.	Provision of Small Works (Building Construction, General Civil Works, Electric Works and Plumbing Works)	Reserved for Youth, Women & PWDS

## FRAMEWORK AGREEMENT TENDERS

FRAMEWORK AGREEMENT TENDER (RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES)		
S/NO	ITEM DESCRIPTION	CATEGORY
1.	Provision of Air Travel Ticketing Services under Framework Contract for a period of Two Years	Reserved for Women
2.	Supply and Delivery of General Office Stationary and other Materials under Framework Agreement for a period of Two Years	Reserved for Youth, Women & PWDS
3.	Supply and Delivery of Assorted Tonners and Cartridges under Framework Agreement for a period of Two Years	Reserved for Youth, Women & PWDS
4.	Supply and Delivery of Foodstuffs, (Perishables) under Framework Agreement for a period of Two Years	Reserved for Youth, Women & PWDS
5.	Supply and Delivery of Dry Foodstuffs, (Non-Perishables) under Framework Agreement for a period of Two Years	Reserved for Youth, Women & PWDS
6.	Supply and Delivery of Hardware and General Building Materials under Framework Agreement for a period of Two Years	Reserved for Youth, Women & PWDS

## **KEY POINTS TO NOTE**

**Price;** - The University of Eldoret considers the lowest evaluated price for goods, works and services and the highest bidder for renting of business premises and disposal of assets.

**Quality;** - Only quality goods that meet the specifications are accepted by the Inspection and acceptance committee.

**Competition;** - Goods are procured through competitive bidding process.

**Payment;** - Payments are made promptly into the suppliers account for the already inspected and accepted goods works and services.

**Integrity /corruption;** - Corruption is not condoned and integrity is observed at the University of Eldoret.

## **ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS/CONTRACTORS**

Advertisement and Registration of suppliers/service providers/Contractors will take place as from Tuesday, 24<sup>th</sup> June, 2025 to Tuesday, 8<sup>th</sup> July, 2025 and placed at University of Eldoret, website [www.uoeld.ac.ke](http://www.uoeld.ac.ke) and in My GOV Newspaper.

Interested Suppliers/Service Providers are invited to register their details through [purchasing@uoeld.ac.ke](mailto:purchasing@uoeld.ac.ke) and to participate in the registration process by downloading the registration document placed at University of Eldoret, website [www.uoeld.ac.ke](http://www.uoeld.ac.ke), [free](#) of charge.

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