



KENYATTA UNIVERSITY

PROCUREMENT DEPARTMENT

Email: procurement@ku.ac.ke 208703245/Ext: 3245

P.O Box 43844-00100 Nairobi

SENSITIZATION FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES ON PROCUREMENT PROCEDURES, REQUIREMENTS FOR ACCESSING PROCUREMENT OPPORTUNITIES AVAILABLE AT KENYATTA UNIVERSITY

Introduction

Access to Government Procurement Opportunities (AGPO) provides that women, youth and persons with disabilities access 30% of Government Procurement opportunities. Kenyatta University has spearheaded efforts to ensure that Youth, Women and Persons with Disability, who own businesses, can easily access opportunities for University tenders and contracts. This is in compliance with the Constitution of Kenya, 2010 Article 227 founded on the fair equitable, transparent and cost-effective public procurement of goods and services, the Constitution of Kenya, 2010 Article 55 on affirmative action, and the Public Procurement and Asset Disposal Act, 2015.

Basic Requirements

- Eligibility - the bidder/supplier must meet the minimum requirement for bidding (must have a valid AGPO certificate)
- Company profile should be well documented/outlined to give a true picture of the company's organizational operations.
- Business Registration Certificate/ Certificate of Incorporation – the bidder must have the business duly registered with the relevant authority
- AGPO certificate - the bidder must ensure that the AGPO certificate is valid/ renewed when due
- Business Permit should be in line the nature of business the bidder offers and is bidding for
- Tax Compliance Certificate should be valid/provide a tax exemption certificate
- Business Questionnaire – when filling a tender document, the bidder should ensure that the business questionnaire is completely filled to avoid missing information about the bidder
- Presentation of the bid/tender document is key – the document should be well arranged, pages serialised/paginated. Any attached page should be well bound to the whole document.
- Bidder/supplier should ensure that submission of bid document is done on or before the stated closing time.

NOTE:

1. Youth, Women and PWDs may also participate in the open categories as long as they meet the stated criteria but the other suppliers cannot participate in the reserved categories.
2. Price: Kenyatta University considers the lowest *evaluated* price for goods, works and services
3. Quality: Only goods that meet our specifications are accepted
4. Competition: Goods are procured through competition and you do not need to know anyone at the University in order to win
5. Integrity/ Corruption: Kenyatta University is a Corruption free zone. Corruption is totally discouraged and a high level of integrity is observed at the University. In this regard, a bidder who is

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corrupt, collusive, fraudulent or has a conflict of interest is disqualified. In addition, during bidding, every bidder signs a self-declaration form that he/she will not engage in any corrupt or fraudulent practice.

6. To access Kenyatta University tenders, kindly visit Kenyatta University website – www.ku.ac.ke or Government portal. Kenyatta University also advertises their Tenders on Daily Newspapers.

A handwritten signature in blue ink, appearing to be 'Mrs. Muema V.S.', written over a horizontal line.

MRS MUEMA V.S.,
HEAD, PROCUREMENT MANAGER
/fkw