

**UNIVERSITY OF EMBU**

**Sensitization for Youth, Women and  
Persons with Disabilities on Government  
Procurement Procedures, Registration  
and Procurement Opportunities at  
University of Embu**



ISO 27001:2013 Certified

*Knowledge Transforms*



ISO 9001:2015 Certified

# **INTRODUCTION**

## **ABOUT UNIVERSITY OF EMBU**

The University of Embu (UoEm) is located on the S.E. slopes of Mt. Kenya, in Embu County. It was established as an Agricultural College in 1947 and converted to Embu Institute of Agriculture after independence. The Institute changed to Embu Agricultural Staff Training College (EAST) in 1990. EAST was then converted to Embu University College (EUC), a Constituent College of the University of Nairobi in 2011. EUC awarded Charter in 2016 to become a fully-fledged University which is the University of Embu.

The University has the six (6) Schools, namely, Agriculture, Pure & Applied Sciences, Business & Economics, Education & Social Sciences, Nursing and School of Law.

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

The University procures goods works and services to support its core mandate of teaching, research and extension. When the University started as a University College, there were only two (2) Schools, namely Agriculture and Pure and Applied Sciences which have increased to a total of six (6) Schools. This has resulted in an increased student and staff population, translating into an upsurge for demand of goods, works and services. This demand has to be met by external providers through the various procurement activities.

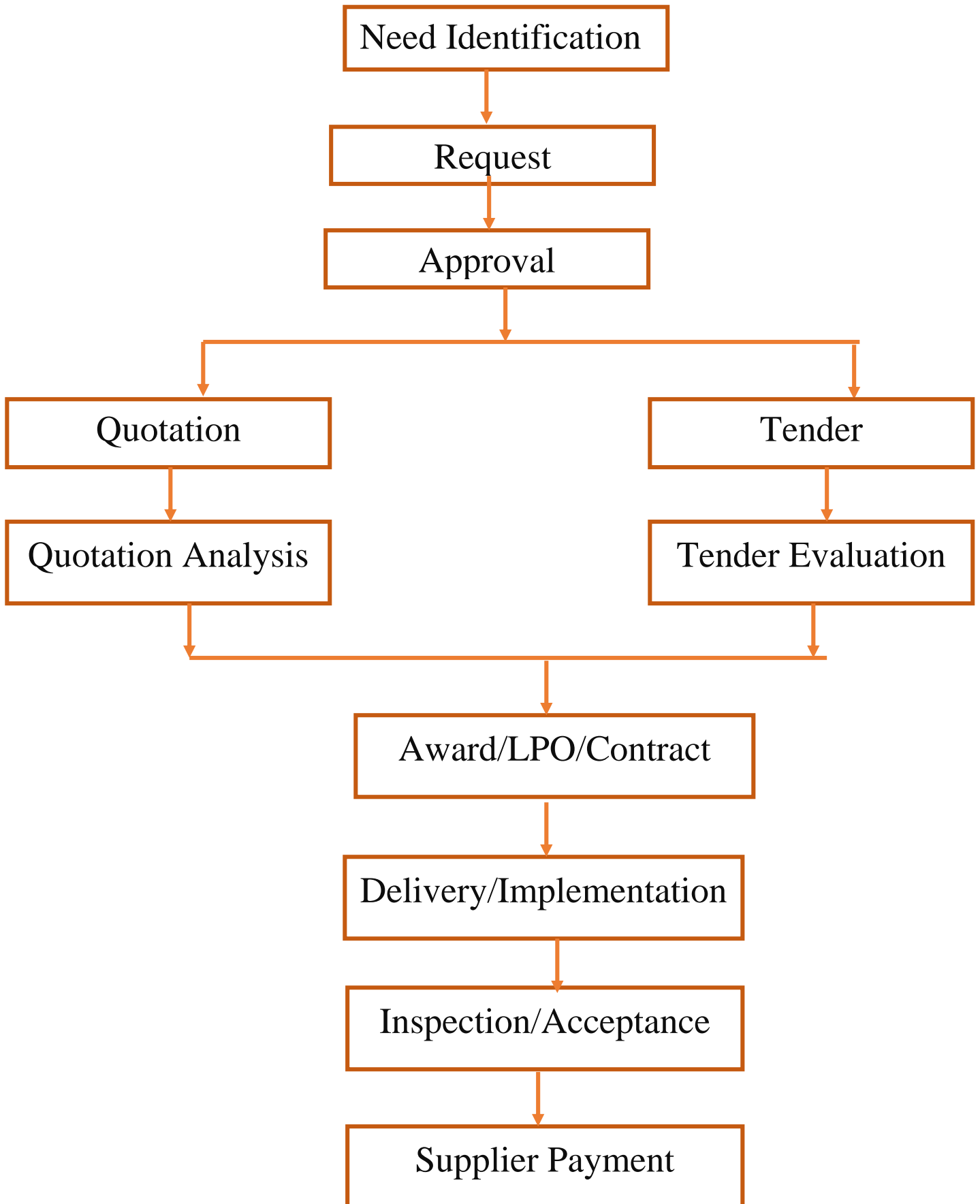
The Public Procurement and Asset Disposal Act 2015 Section 157 (10) and Treasury Circular No. 1/ 2015 provides that 30% of procurements be allocated to Youth, Women and Persons with Disabilities and that PWDs be awarded not less than 2% of the 30%. In this regard, the University reserves some categories of goods and services to this category in particular to compete amongst themselves.

## **OBJECTIVES OF THE SENZITIZATION**

The objective of the sensitization is to create awareness to the Youth, Women and Persons With Disabilities on the following:

1. The Government Procurement Procedure
2. Requirements for Accessing Government Procurement Opportunities (AGPO)
3. Specific Procurement Opportunities at the University of Embu

# THE PROCUREMENT PROCESS



## **PROCUREMENT PROCESS FOR AN OPEN TENDER**

Open Tendering (is the preferred method where applicable). Framework agreement tenders which is used for commonly used and standard items follow the same process.

- a) Preparation of Procurement Plans
- b) Preparation of procurement specifications and initiation of the procurement process
- c) Preparation of Prequalification/Tender/Bid documents
- d) Advertisement/initiation of bids
- e) Receiving and Opening Bids
- f) Evaluation of Bids
- g) Contract Award
- h) Notification of Contract Award
- i) Negotiations (where applicable)
- j) Preparation and Signing of Contract
- k) Contract Administration
- l) Receipt Inspection and Acceptance of goods, works, services and consulting services.
- m) Storage and Inventory Management

## **PROCUREMENT PROCESS FOR A REQUEST FOR QUOTATION (RFQ)**

**Most items are procured using this method from suppliers who have been registered with the University**

1. Identification of the need
2. Preparation of specifications
3. Preparation of purchase request
4. Approval of the purchase request
5. Preparation of request for quotation
6. Sending request for quotation to suppliers
7. Suppliers filling the quotations
8. Suppliers send back the quotations
9. Receipt, opening and analysis of the quotations
10. Approval of the quotation analysis
11. Preparation of the Purchase order
12. Processing of the Purchase order
13. Sending the purchase order to the supplier

14. Receipt, inspection and acceptance of goods
15. Processing supplier payment and actual payment

## **QUALIFICATIONS FOR REGISTRATION UNDER ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)**

For the purpose of benefiting from preference and reservations schemes, an enterprise owned by Youth, Women or Persons With Disabilities shall be a legal entity that:

- a) Is registered with the relevant government body;
- b) Has at least seventy percent membership of Youth, Women or Persons With Disabilities and the leadership shall be one hundred percent (100%) Youth, Women and Persons With Disabilities, respectively

## **REGISTRATION PROCESS**

**Step 1** – Register a business enterprise at the Attorney General’s Office in the form of a sole proprietorship business, partnership business or a limited company. The enterprise owned by Youth, Women or Persons with Disabilities shall be a legal entity that -

- a) is registered with the relevant government body; and
- b) has at least seventy percent (70%) membership of Youth, Women or Persons With Disabilities and the leadership shall be one hundred percent (100%) Youth, Women and Persons with Disabilities, respectively.

**Step 2** – If business is a partnership, get a partnership deed from a lawyer, if it is a limited company get a CR12 from the Registrar of business names.

**Step 3** – Acquire a PIN and tax compliance/ tax exemption certificate from the Kenya Revenue Authority website

**Step 4** – Acquire all required certifications from professional bodies and authorities such as National Construction Authority, Insurance Regulatory Authority, ICPAK, LSK, National Council for Persons with Disability, NEMA, ERC and all other authorized bodies as might be necessary.

**Step 5** – Open a bank account for the business and acquire a bank reference from the bank.

**Step 6** – Access the website [www.agpo.go.ke](http://www.agpo.go.ke) and register online or visit your nearest Huduma Center for assistance

# **REQUIREMENTS FOR AGPO REGISTRATION**

## **REQUIREMENTS FOR YOUTH**

Original scanned copies of:

- National Identity Card/ Passport – youth are from ages 18 years to 34 years old
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Tax compliance certificate
- National Construction Authority Letter/ Certificate for construction category

## **REQUIREMENTS FOR PERSONS WITH DISABILITIES**

Original scanned copies of:

- National Identity Card/ Passport
- Registration Document from the National Council for Persons with Disabilities (NCPWD)
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Tax Compliance Certificate
- National Construction Authority Letter/ Certificate for construction category
- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Tax compliance certificate
- National Construction Authority Letter/ Certificate for construction category

## **REQUIREMENTS FOR WOMEN**

Original scanned original copies of:

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Tax compliance certificate
- National Construction Authority Letter/ Certificate for construction category

## **PROCUREMENT OPPORTUNITIES AT THE UNIVERSITY OF EMBU**

- The procurement opportunities available at the University of Embu may be divided into two broad categories:
- Procurement through framework agreements for commonly used and standard items. This is done by advertising for the same and suppliers fill the tender documents including the prices. The lowest evaluated bidders are awarded to supply the goods for a period of one year.
- Registration of suppliers is where the registered suppliers are invited to participate in other common alternative methods like restricted tender and request for quotations.

**NOTE: Youth, Women and PWDs may also participate in the open categories ( see table below), but the other suppliers cannot participate in the reserved categories.**

# PROCUREMENT OPPORTUNITIES FRAMEWORK

## AGREEMENT TENDERS

S/No.	Item Description	Category
1.	Supply and Delivery of Office Stationery	Reserved for Youth, Women & PWDS
2.	Supply and Delivery of Toners and Cartridges	Open
3.	Supply and Delivery of Hardware and General Building Materials	Open
4.	Supply and Delivery of Electrical Fittings & Materials	Open
5.	Supply and Delivery of Dry Foodstuff and Perishables	Reserved for Youth, Women & PWDS
6.	Supply and Delivery of Groceries	Open
7.	Supply and Delivery of Meat and Meat Products	Open
8.	Supply and Delivery of Charcoal & Gas	Reserved for Youth, Women & PWDS
9.	Supply and Delivery of Tents, Chairs and Decor	Open
10.	Supply and Delivery of Animal Feeds Ingredients	Open
11.	Supply and Delivery of Farm Inputs	Open
12.	Supply and Delivery of Spare parts, Tyres and Batteries	Open
13.	Supply and Delivery of Graduation Gowns	Open
14.	Supply and Delivery of Detergent Making Materials	Open
15.	Supply and Delivery of Laboratory Chemicals, Reagents and Glassware	Open
16.	Hire of Cutlery and Kitchen Equipment	Open
17.	Supply and Delivery of Non-pharmaceuticals	Open



## REGISTRATION OF SUPPLIERS

1.	Registration of Suppliers for Provision of Air Travel Agent Services	Open
2.	Registration of Suppliers for Provision of Garbage Collection Services	Open
3.	Registration of Suppliers for Supply and Delivery of Furniture	Open
4.	Registration of Suppliers for Supply and Delivery of Firefighting Equipment and Repairs	Open
5.	Registration of Suppliers for Supply and Delivery of Library Text Books	Open
6.	Registration of Suppliers for Supply & Delivery of Staff Uniforms, Protective Clothing, Textiles and Linen	Open
7.	Registration of Suppliers for Provision of Printing Services	Reserved for Youth, Women & PWDS
8.	Registration of Suppliers for Provision of General Insurance (Motor Vehicle and Property)	Open
9.	Registration of Suppliers for Provision of Fumigation and Pest Control	Reserved for Youth, Women & PWDS
10.	Registration of Suppliers for Provision of Security Guards Services	Open
11.	Registration of Suppliers for Provision of Training Services	Open
12.	Registration of Suppliers for Provision of Staff Insurances	Open
13.	Registration of Suppliers for Provision of Group Life Insurance	Open
14.	Registration of Suppliers for Supply and Delivery of Computers, Printers and Accessories	Open
15.	Registration of Suppliers for Supply and Delivery of Laboratory Chemicals, Reagents, Glassware and Equipment	Open
16.	Registration of Suppliers for Supply and Delivery of Pharmaceuticals and Non - Pharmaceuticals	Open
17.	Registration of Suppliers for Provision of Valuation Services	Open

18.	Registration of Suppliers of EIA Experts	Open
19.	Registration of Suppliers for Provision of Legal Services	Open
20.	Registration of Suppliers for Provision of Sanitary Services	Reserved for Youth, Women & PWDS
21.	Registration of Suppliers for Provision of Dry Cleaning Services	Open
22.	Registration of Suppliers for Stitching, Supply, Delivery and Fixing of Curtains	Open
23.	Registration of Suppliers for Supply and Delivery of Cutlery and Kitchen Equipment	Open
24.	Registration of Suppliers for Supply and Delivery of Cleaning Materials	Open
25.	Registration of Suppliers for Provision of Catering Services and Hire of Catering Equipment	Open
26.	Registration of Suppliers for Hire of Public Address System	Open
27.	Registration of Suppliers for Provision of Videography and Photography Services	Open
28.	Registration of Suppliers for Provision of Branding Services	Open
29.	Registration of Contractors	Open
30.	Registration of Suppliers for Supply and Delivery of Research Materials	Open
31.	Registration of Suppliers for Supply, Delivery, Installation, Repair and Maintenance of Air Conditioners and Service Providers	Open
32.	Registration of Suppliers for Provision of Networking Services	Open
33.	Registration of Suppliers for Provision of Calligraphy Services	Open

## IMPORTANT POINTS TO NOTE

1. **Price:** The University of Embu considers the lowest *Evaluated* Price for goods works and services and the highest bidder for renting of business premises and disposal of idle assets
2. **Quality:** Only goods that meet our specifications are accepted
3. **Competition:** Goods are procured through competition and you do not need to know anyone at the University of Embu in order to win
4. **Payment:** Payments are made promptly into the supplier's account
5. **Integrity/ corruption:** Corruption is totally discouraged and high level of integrity is observed at the University of Embu. In this regard a bidder who is corrupt, collusive, fraudulent or has 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.

**Website: [www.embuni.ac.ke](http://www.embuni.ac.ke)**

Sensitization for Youth, Women  
and Persons with Disabilities



**UNIVERSITY OF EMBU**

P.O. Box 6 - 60100, EMBU, KENYA

Tel: (+254-20) 2444136

Website: [www.embuni.ac.ke](http://www.embuni.ac.ke)