



**THE CO-OPERATIVE UNIVERSITY OF KENYA  
FRAMEWORK AGREEMENT TENDER DOCUMENT  
FOR  
SUPPLY AND DELIVERY OF TONNERS**

**TENDER NO: CUK/09/FWAC/2023 – 2024**

**ISSUED ON: 1<sup>st</sup> November, 2023**

**CLOSING DATE: 15<sup>th</sup> November, 2023 AT 12:00 PM.**

***NB: RESERVED FOR PRE-QUALIFIED SUPPLIERS FOR THE PERIOD 2022-2024***

***: TARGET GROUP-AGPO (Youth, Women and PWD's)***

TO:



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M/S .....  
.....  
.....

**FROM:**

**CO-OPERATIVE UNIVERSITY,  
P.O BOX 24814 – 00502,  
NAIROBI**

**STANDARD TENDER DOCUMENT FOR PROCUREMENT OF GOODS**  
**INVITATION TO TENDER**, Tenders will be awarded on the basis of Framework Agreement.  
**INSTRUCTIONS TO TENDERERS**

- (a) “Framework Agreement”.
- (b) “The evaluation and award of contracts will be based on ITEM”.
- (c) **Evaluation and Qualification Criteria**

**MANDATORY EVALUATION CRITERIA**

No.	REQUIREMENT	YES/NO
1.	A valid tax compliance certificate	
2.	Certificate of registration / Cr 12	
3.	Valid AGPO certificate.	
4.	Valid trading license	
5.	Letter of notification as a registered supplier for The Co-operative University of Kenya 2022-2024	
6.	Ensure serialization of all pages of the bid submitted from the first page to the last page in numerical form	

At this stage, the tenderer’s submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further

**PART II - TECHNICAL EVALUATION**

**1. Technical Requirements.**



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**This section (Vendor's Responsiveness) will be marked out of 70 Marks**

<b>S/NO.</b>	<b>TECHNICAL EVALUATION CRITERIA</b>	<b>MARKS ALLOCATED</b>
1.	<b>Duly completed Form of Tender stamped and signed &amp; Schedule of requirements duly filled indicating items offered and their prices. The bid submitted conforms to the required Specifications of the items and the Unit of issue as provided in the tender document(Provide the unit of issue and specifications of the item you are quoting for)</b>	<b>20</b>
2.	<b>Three Recommendation Letters bearing a name, contact person and Three Copies of LPOs or contracts from different Corporate organizations where you have supplied a similar product or service for the last 3 years</b>	<b>25</b>
3	<b>Written confirmation on terms of payment of 90 days credit period on the firm's letterhead.</b>	<b>5</b>
4	<b>Duly completed Declaration form stamped and signed</b>	<b>5</b>
5	<b>Confidential Business questionnaire( CBQ) Duly filled, stamped and signed ..</b>	<b>15</b>
		<b>70</b>

**Only bidders who score 70 marks and above will be subjected to financial evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further**

**PART III - Financial Score (Evaluation)**

Tenderers shall state their tender bid prices as detailed on a schedule outlined in bid **Price Schedule**.

Tenders shall be ranked according to their evaluated price and the successful tender shall be the tender with the lowest evaluated price per item from the bidders who qualify at the Technical stage (**70 marks and above**).



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It is worthy to note that the comparison shall be of the price including all costs as well as duties and taxes payable in the supply and delivery of the tendered items.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offense to give false information on this Form

**Part 1 – General**

Business Name .....  
 Location ..... of ..... Business ..... premises  
 .....  
 Plot No. .... Street/Road  
 .....  
 Postal Address ..... Tel. No.  
 .....  
 Nature of Business  
 .....  
 Current Trade License No. .... Expiring date  
 .....  
 Maximum value of business which you handle at any one time K£.....  
 Name of your Bankers ..... Branch  
 .....  
 Are you an agent of the Kenya National Trading Corporation? YES/NO.

**Part 2(a) – Sole Proprietor**

Your name in full ..... Age  
 .....  
 Nationality .....Country of  
 origin.....  
 Citizenship details  
 .....

**Part 2(b) - Partnership**

S/NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
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1)	..... .	..... ...	..... ...	..... ...	..... .
2)	..... .	..... ...	..... ...	..... ...	..... .
3)	..... .	..... ...	..... ...	..... ...	..... .
4)	..... .	..... ...	..... ...	..... ...	..... .
5)	..... .	..... ...	..... ...	..... ...	..... .

**Part 2(c) - Registered Company**

Private or Public

State the nominal and issued capital of the company

Nominal

K£

.....

Issued

K£

.....

**Details of all directors**

NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1					
2					
3					
4					
5					
6					

Date ..... Signature and Stamp of Tenderer .....

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or registration.

**Multiple Contracts**



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Tenders are invited for individual lots, the contract will be awarded to the tenderer offering a substantially responsive Tender(s) and the lowest evaluated cost for individual lots, subject to the selected tenderer(s) meeting the required qualification criteria (this Section III, Sub-Section ITT 36 Qualification Requirements) for each lot. In determining tenderer that offer the lowest evaluated cost to the Procuring Entity for each lot, the Procuring Entity shall apply the following steps in sequence:

- (a) Evaluate individual lots to determine the substantially responsive Tenders and corresponding evaluated costs;
- (b) For each lot, rank the substantially responsive Tenders starting from the lowest evaluated cost for the lot;
- (c) Apply to the evaluated costs listed in (b) above, any applicable discounts/price reductions offered by a tenderer (s) for the award of each Lot based on the discounts and the methodology for their application offered by the respective Tenderer; and
- (d) Determine contract award based on the lots that the tender offers each of which has the lowest evaluated cost to the Procuring Entity.

#### Section V: Schedules of Requirement,

Table of Price Schedule, Lot No.”.

THE CO-OPERATIVE UNIVERSITY OF KENYA						
COMPUTER STATIONERY						
Lot No	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	REMARKS
1)	TONNER LASER JET 80A	PCS	1			
2)	TONNER LASER JET 05A	PCS	1			
3)	Kyocera Printer Toner - 590C	PCS	1			
4)	Kyocera Printer Toner -590Y	PCS	1			
5)	Kyocera Printer Toner -590K	PCS	1			
6)	Kyocera Printer Toner -590M	PCS	1			
7)	NRG PRINT CARTRIDGE BLACK MP C305H	PCS	1			
8)	NRG PRINT CARTRIDGE CYAN MP C305H	PCS	1			
9)	NRG PRINT CARTRIDGE YELLOW MP C305H	PCS	1			
10)	NRG PRINT CARTRIDGE MAGENTA MP C305H	PCS	1			
11)	TONER 26A	PCS	1			
12)	TONER 083A	PCS	1			
13)	TONER LASERJET 410A BLACK	PCS	1			



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14	TONER LASERJET 410A MAGENTA	PCS	1			
15	TONER LASERJET 410A CYAN	PCS	1			
16	TONER LASERJET 410A YELLOW	PCS	1			
17	TONER TK475	PCS	1			
18	TWO IN ONE FLASH DISK 64GB	PCS	1			
19	TONER CF 30A	PCS	1			
20	TONER TK 5230 K	PCS	1			
21	TONER TK 5230 C	PCS	1			
22	TONER TK 5230 M	PCS	1			
23	TONER TK 5230 Y	PCS	1			
24	TONER TK 5240 K	PCS	1			
25	TONER TK 5240 C	PCS	1			
26	TONER TK 5240 M	PCS	1			
27	TONER TK 5240 Y	PCS	1			
28	TONER 136 A	PCS	1			
29	TONER TK 6115	PCS	1			
30	TONER TK 1170	PCS	1			

**NB: Prices quoted should be inclusive of all taxes**

**FORM OF TENDER**

(a) The total price of our Tender, excluding any discounts offered in item (v) above as per listed Lots (list each lot with its price and then the total of all tendered for lots)  
*[insert the prices of the Tender in words and figures, indicating the various amounts for lots and the respective currencies]*

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**CONDITIONS OF CONTRACT**

**4.1.2 Framework Agreement**

4.1.2.1 The Parties shall enter into a Framework Agreement within 14 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.



- 4.1.2.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a Firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.
- 4.1.2.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to the possible number of packages to carry out.
- 4.1.2.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.
- 4.1.2.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.
- 4.1.2.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement if the agreement period is less than three (3) years, if the initial engagement has been satisfactory.
- 4.1.2.7 Call-off Contracts; for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a particular package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.
- 4.1.2.8 Specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

**FORM OF TENDER-SECURING DECLARATION**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:..... *[Insert number of tendering process]*

To:.....*[insert complete*

*name of Purchaser]* I/We, the undersigned,



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declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....[insert number of months or years] starting on .....[insert date], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....  
.....

Capacity / title (director or partner or sole proprietor, etc.) .....

Name:  
.....  
.

Duly authorized to sign the bid for and on behalf of: .....[insert complete name of Tenderer]. Dated on ..... day of..... [Insert date of signing].



Seal or stamp.



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