



KENYATTA UNIVERSITY-SUPPLIER REGISTRATION FORM FOR VARIOUS CATEGORIES

REGISTRATION OF SUPPLIERS FOR PROVISION OF MINOR WORKS AT MAIN CAMPUS AND NAIROBI REGION CAMPUSES (CITY, KU MODEL SCHOOL AND PARKLANDS CAMPUSES)

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 or None?
8. Contact Person
9. Completed registration forms must be delivered to at Kenyatta University,
Main Campus P.O Box 43844-00100 Nairobi
10. To be dropped at KU Main Campus Central Administration complex, ground
floor office Number 9 on or before 17th January 2025. Electronic registration
forms will not be permitted.

PROCUREMENT DEPARTMENT
P.O. BOX 43844 - 00100 NAIROBI



11. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Limited Company]	[Partnership] [Others Specify]
Maximum value of business which the Tenderer can handles. 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:	
Identity/Passport No./Incorporation 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

12. Bank Account Name:

13. Branch of the Bank:

14. Bank Account Number:

15. VAT Registration Number:

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name.....

Title or Designation.....

Signature:Date

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

- a. Copy of certificate of incorporation/registration;
- b. Copy of Valid Tax Compliance/ Exemption Certificate
- c. Business/Company profile
- d. Copy of Valid Business Permit
- e. Where Applicable include a valid Agpo Certificate of Registration in the target group –Youth, Women and Persons with disability issued by the National Treasury.
- f. Valid NCA 6 and above registration certificate for any of the following categories
 - a. Electrical works
 - b. Mechanical works
 - c. Building, and construction works
 - d. civil works
 - e. Water works

Approved by: Head Procurement Department

Signature.....Date.....

