



**Universities Fund**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2025/2026 & 2026/2027**

**TENDER NO: UF/PREQ/01/2025-2027**

**FIRM'S NAME:**

**CATEGORY NO:**

**CATEGORY DESCRIPTION:** .....  
.....  
.....  
.....

**INDICATE YOUR GROUP BY TICKING  IN THE BOX BELOW:**

**GENERAL**                       **YOUTH**   
**WOMEN**                       **PERSONS LIVING WITH DISABILITIES**   
**GENERAL**

**The Chief Executive Officer  
Universities Fund  
Hazina Trade Centre, 5<sup>th</sup> Floor,  
Monrovia Street  
P.O. BOX 28237-00100  
Nairobi, Kenya  
[Tel:0746737935](tel:0746737935)/[+254207903331](tel:+254207903331)  
Email: [supplychain@ufb.go.ke](mailto:supplychain@ufb.go.ke) and [info@ufb.go.ke](mailto:info@ufb.go.ke)  
Website: [www.universitiesfund.go.ke](http://www.universitiesfund.go.ke)**

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## SECTION I: INVITATION FOR REGISTRATION

### REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025-2026 AND 2026-2027

The Universities Fund (UF) invites applications from eligible firms to be considered for registration as suppliers of goods, works and services for the period between **FY2025-2026 and 2026-2027** under the categories below:

#### CATEGORY A: SUPPLY AND DELIVERY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
UF/A1/2025-2027	Supply and Delivery of General Office supplies and Stationery e.g., photocopying papers, toner cartridges, Photocopier toners and Computer Consumables and Accessories etc.	Youth, Women and Persons Living with Disabilities
UF/A2/2025-2027	Supply and Delivery of Office Furniture, Furnishings including Blinders & Fittings	Youth, Women and Persons Living with Disabilities
UF/A3/2025-2027	Supply and delivery of branded Promotional items E.g., T-shirts, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Research Reports, Business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc.	Youth, Women and Persons Living with Disabilities
UF/A4/2025-2027	Supply, Delivery and Installation of ICT Equipment e.g., Computers, Laptops, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories	Youth, Women and Persons Living with Disabilities
UF/A5/2025-2027	Supply, Delivery & Installation of servers and network infrastructure hardware.	Open
UF/A6/2025-2027	Supply and Delivery of computer Software/ software upgrades, antivirus and licenses-Microsoft licenses, antivirus, firewall and secure socket layer certificate	Open
UF/A7/2025-2027	Supply and Delivery of Drinking Water, Bottled water, Repair and Maintenance of Water Dispensers	Open
UF/A8/2025-2027	Supply and Delivery of toiletries, fresh milk & office sundries, kitchen supplies & consumables	Open
UF/A9/2025-2027	Supply and Delivery of office equipment, utensils and cutlery, domestic appliances and assorted household items	Youth, Women and Persons Living with Disabilities

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UF/A10/2025-2027	Supply and Delivery of Newspapers, Publications, Magazines, Books and Periodicals including ePapers.	Youth, Women and Persons Living with Disabilities
UF/A11/2025-2027	Supply and Delivery of Airtime scratch cards	Open
UF/A12/2025-2027	Supply and Delivery of general cleaning materials, detergents and disinfectants.	Youth, Women and Persons Living with Disabilities
UF/A13/2025-2027	Supply and Delivery of general hardware materials, timber, paints and construction materials	Open
UF/A14/2025-2027	Supply and Delivery of motor vehicle auto spares, motor vehicle accessories, Tyres and batteries	Open
UF/A15/2025-2027	Supply and Delivery of fuels, oils and lubricants	Open

### B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
UF/B1/2025-2027	Provision of Audio-Visual, Production, Translation and Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.), and Digital Marketing Services	Open
UF/B2/2025-2027	Provision of Courier Services (Local/ International)	Open
UF/B3/2025-2027	Provision of Bulk SMS services, USSD, Bulk SMS systems, short systems, short codes, Mobile applications Bulk SMS systems, short codes, Mobile Apps	Open
UF/B4/2025-2027	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions, Entertainment Services (DJs, MCs, Bands, Musicians, Theatre Groups)	Open
UF/B5/2025-2027	Provision of Catering Services (Indoor and Outdoor)	Open
UF/B6/2025-2027	Provision of Comprehensive Office Cleaning, Sanitary and Fumigation Services	Youth, Women and Persons Living with Disabilities
UF/B7/2025-2027	Provision of asset valuation, Asset Tags, coding, tagging & Labeling of Assets.	Open
UF/B8/2025-2027	Provision of Travel Agency and Air Ticketing Services (IATA Registered firms)	Open
UF/B9/2025-2027	Provision of Transport, Car Hire and Taxi Services	Open

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UF/B10/2025-2027	Provision of car tracking services & tracking of ICT and Office equipment.	Open
UF/B11/2025-2027	Provision of Hotel (Meals & Accommodation) And Conference Facilities Country Wide.	Open
UF/B12/2025-2027	Repair of Assorted Electrical & Electronic Fittings & Lighting Materials	Youth, Women and Persons Living with Disabilities
UF/B13/2025-2027	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	Open
UF/B14/2025-2027	Repair and Maintenance of Office Furniture	Open
UF/B15/2025-2027	Provision of Internet Service Providers (ISP) & VPN Connectivity,	Open
UF/B16/2025-2027	Repair and Maintenance of Air Conditioners, Fire Extinguishers & Firefighting equipment, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories	Open
UF/B17/2025-2027	Provision of maintenance and Repair of ICT Infrastructure including ICT Equipment, CCTV, Access Control System, ICT Security & Alarm Systems and Data Centre.	Open
UF/B18/2025-2027	Provision of Website Design, support, Hosting and Maintenance Services & Development and Maintenance of online platforms platforms	Open
UF/B19/2025-2027	Provision of Security & Guarding Services	Open
UF/B20/2025-2027	Provision of ICT Disaster Recovery Services	Open
UF/B21/2025-2027	Provision of Medical Insurance, Asset Insurance & Motor Vehicle Insurance	Open
UF/B22/2025-2027	Provision of General Insurance Brokerage Services	Open
UF/B23/2025-2027	Provision of Information technology (IT) system audit services	Open
UF/B24/2025-2027	Provision of motor vehicle repair and maintenance services	Open
UF/B25/2025-2027	Provision of Auctioneering services	Open
UF/B26/2025-2027	Provision of relocation and office movement services	Open
UF/B27/2025-2027	Provision of Team Building Services & Facilitation.	Open

### C) PROVISION OF CONSULTANCY SERVICES

UF/C1/2025-2027	Provision of Human Resource Consultancy Services, Training and Capacity Building, Recruitment, Selection, Performance Management and Review of organization structure.	Open
UF/C2/2025-2027	Provision of Public Relations and Related Consultancy Services.	Open
UF/C3/2025-2027	Provision of OSHA Training, Audit, Fire& First Aid Equipment Training Services	Open
UF/C4/2025-2027	Provision of Consultancy Services for Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NEMA Certified Firms)	Open
UF/C5/2025-2027	Provision of Research Software and ICT related Consultancy Services	Open
UF/C6/2025-2027	Provision of research, monitoring and evaluation and strategic plan development consultancy services	Open
UF/C7/2025-2027	Provision of Consultancy services in risk management, enterprise resource framework, Quality Management System, ISO related consultancy services and business continuity Plan & Management.	Open
UF/C8/2025-2027	Provision of Consultancy Services for Legal and Litigation services	Open
UF/C9/2025-2027	Provision of Consultancy Services for Legal Compliance & Governance Audit	Open
UF/C10/2025-2027	Provision of consultancy for Media, Media Monitoring, Analysis and Reporting Services and communications technical support services	Open

### D) PROVISION OF WORKS

UF/D1/2025-2027	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA)	Open
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Registration documents with detailed information may be viewed and collected at the Fund's offices situated on **5<sup>th</sup> Floor of Hazina Trade Centre** during normal working hours (8:00 a.m. - 1:00 p.m.) and between (2:00 p.m. - 5:00 p.m.) at no cost.

Prospective suppliers may also view and download the Documents from the Universities Fund's website: [www.universitiesfund.go.ke](http://www.universitiesfund.go.ke). free of charge. Those who download the documents from the website must forward the category No applied, name of firm, address and telephone number immediately to: [supplychain@ufb.go.ke](mailto:supplychain@ufb.go.ke) for record and communication purposes.

Completed registration documents must be submitted enclosed in plain sealed Envelopes, clearly marked with the Tender name, number, Category number and Category Description as provided in the document and be deposited in the Tender box located at the Universities Fund Reception, so as to be received on or before **Wednesday, 4<sup>th</sup> June 2025** at **11.00 a.m.** Applications will be opened immediately thereafter at the Fund's boardroom in the presence of applicants who choose to attend.

Late applications shall be rejected.

Youth, Women and Persons with Disabilities are encouraged to apply in all the categories where they are eligible.

For further enquiries, please call:

Tel:0746737935/+254207903331

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1. Scope of Tender**

2.1.1. Universities Fund, hereinafter referred to as the procuring entity intends to register suppliers for Goods, Works and Services for the Financial Years 2025/2026 & 2026/2027. It is expected that applications documents will be submitted to be received by the procuring entity not later than Wednesday, 4<sup>th</sup> June 2025 at 11.00 a.m.

2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

### **2.2. Submission of Application**

2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the category name and reference number and deposited in the Tender Box located at the Reception, Universities Fund, or be addressed and posted to address below:

**The Chief Executive Officer**

**Universities Fund**

**Hazina Trade Center, 5<sup>th</sup> Floor, Monrovia Street,**

**P.O. BOX 28237-00100**

**Nairobi, Kenya [Tel:0746737935/+254207903331](tel:0746737935/+254207903331)**

so as to be received on or before **Wednesday, 4<sup>th</sup> June 2025 at 11.00 a.m. Late applications shall be rejected.**

2.2.2. The name and mailing address of the applicant may be marked on the envelope.

2.2.3. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification of the information supplied may result in the applicant's disqualification.

### 2.3. Eligible Candidates

2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Public Procurement and Asset Disposal Act, 2015 and Regulations and as indicated in the appendix to instructions to candidates.

2.3.2. All firms found to have met all the eligibility criteria shall be registered.

### 2.4. Qualification Criteria

2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. Universities Fund reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2. **General Experience.** The applicant shall meet the following minimum criteria

- a) Average annual turnover as a supplier over the last three (3) years of Kshs. 250,000.00.
- b) Successful experience in execution of at least 3 assignments of a similar nature in the last three (3) years.

***Youth, Women and Persons with Disabilities firms are exempted from (a) and (b) requirements***

2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.

2.4.4. Submit **audited Accounts for the last three (3) years (FY2021-2022, FY2022-2023 & FY 2023-2024)** to demonstrate the soundness of the applicant's financial position, showing long-term profitability. Youth, Women and Persons with Disabilities firms are exempted from this requirement.

2.4.5. **Litigation history** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five

years.

## **2.5. Payments**

2.5.1. All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity shall use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

**SECTION III LETTER OF REGISTRATION**

**Registration Category No To:** .....

**The Chief Executive Officer**

**Universities Fund**

**Hazina Trade Center, 5th Floor, Monrovia Street,**

**P.O. BOX 28237-00100**

Dear Sir/Madam,

1. Having examined the application documents including Addenda Nos..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Universities Fund and as may otherwise be directed.....(Category). And in conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer(s) of the institution.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
  - a) That this is not a tender or quotation but an application for consideration to be registered as Universities Fund’s suppliers for goods, works and services included or related to this category during the period between 1st July, 2025 and 30th June 2027.
  - b) That you are not bound to accept this application or any that you may receive.
5. We Have Attached to this letter copies of original documents of:
  - a) Registration/Certificate of Incorporation
  - b) PIN Certificate

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- c) Valid Tax Compliance Certificate
  - d) Audited accounts for the last three (3) financial years (FY2021-2022, FY2022- 2023& FY 2023-2024))
  - e) CR 12 for limited companies or partnership deed for partnership business.
  - f) Youth, Women and Person with Disabilities should indicate their registration number with National Treasury and Names of Directors
  - g) National Council for Persons with Disabilities Certificate where applicable
  - h) National Construction Authority Certificate where applicable
  - i) Certification from relevant regulatory/professional bodies
  - j) Attach copy of registration with Insurance Regulatory Authority
  - k) Attach copy of membership of Association of Insurance Brokers
  - l) Attach copy of current practicing certificate (Legal Services)
  - m) Attach copy of membership to law society of Kenya (Legal Services)
  - n) Attach a copy of Registration with Auctioneer’s Licensing Board of Kenya (Auctioneering Services)
6. We make this application with the full understanding that;
- a) Registered applicants will be subjected to verification of all information provided.
  - b) Universities Fund reserves the right to accept or reject any application, cancel the registration process and reject all applications.

Request for quotations and bids will only be called from registered bidders who meet the requirements. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp.....

In the presence of:

Name.....Sign:.....

Designation:..... Date.....

**SECTION IV – APPLICATION FORMS**

**FORM I - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

Part 1 – General Business Name ..... Location of business Premises..... Plot No. .... Street/Road ..... Postal Address: .....Tel No: ..... Fax..... Email..... Nature of business:..... Registration Certificate No.:.....(Attach Copy) Maximum value of business which you can handle at any one time – ..... Name of your bankers: ..... Branch: ..... KRA Tax Compliance Certificate No ..... <b>(ATTACH COPY)</b>	
	<b>Part 2 (a) – Sole Proprietor</b> Your Name in full ..... Age ..... Nationality ..... ..... Country of origin ..... * Citizenship details .....
	<b>Part 2 (b) Partnership</b> Given details of partners as follows: Name Nationality Citizenship Details Shares 1. .... 2. .... 3. .... 4. ....
	<b>Part 2 (c) – Registered Company</b> Private or Public ... State the nominal and issued capital of company – Nominal Kshs..... Issued Kshs..... Given details of all directors as follows Name Nationality Citizenship Details Shares 1. .... 2. .... 3. ....
	Date ..... Seal/Signature of Candidate .....

*If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth or Naturalization*

**FORM II – CAPABILITY TO DELIVER GOODS OR SERVICES**

1. What products/services do you want to be considered to supply?  
.....  
.....
2. How many employees do you have? .....How many are permanent?..... How many are temporary? .....
3. Which quality standards certification have you attained in the last two years? (Attach copies)  
.....
4. Are you a manufacturer/wholesaler/retailer/other? (Please Specify)  
.....
5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Universities Fund?  
.....  
.....
6. What is your average response time to a request for quotation/proposal? .....
7. What is your average response to delivery of goods/services after issuance of an LPO?.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?.....
9. If you are a current or previous supplier of goods and services to Universities Fund Fund, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
.....

### **FORM III - EXPERIENCE**

Applicant's three (3) reputable clients in the last three (3) years

Applicants should attach proof of relevant experience in the category applied by providing any of the following documents: (Youth, Women and Persons with Disabilities) are exempted from this requirement.

1. Copies of previous LPOs
2. Completion certificates
3. Contract documents etc.

## **FORM IV – FINANCIAL CAPABILITY**

### **Name of Applicant**

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply. : **(Youth, Women and Persons with Disabilities)** are exempted from this requirement.

*Attach a copy of firm's three years Audited Accounts/certified financial statements giving summary of assets and current liabilities/or any other financial support.*

**FORM V – ELIGIBILITY & LITIGATION HISTORY**

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies? .....
2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent) .....
3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

<b>Year</b>	<b>Award for or against applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount</b>

**FORM VI - PERSONNEL CAPABILITY**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF (2) staff**

Position:.....

Name of Firm:.....

Name of Staff: Profession: .....

Date of Birth: Years with Firm: .....

Nationality: .....

Membership in Professional Societies: .....

Detailed Tasks Assigned: .....

**Key Qualifications:**

Give an outline of **two** staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Education:**

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.

.....  
.....  
.....  
.....

**Employment Record:** .....

Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date: .....

*[Signature of staff member]*

Date: .....

*[Signature of authorized representative of the firm]*

Full name of staff member: .....

Full name of authorized representative: .....

## SECTION V - EVALUATION CRITERIA

The Universities Fund will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

### EVALUATION CRITERIA I – For AGPO Registered Special Groups

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES / NO)</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) Certificate for the group enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of Registration as Youth, Women & PWD owned Enterprises issued by the National treasury/Other: - Names of Directors (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	

### EVALUATION CRITERIA II – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES / NO)</b>
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
B2	Personal Identification Number (PIN) Certificate (Attach copy)	
B3	Current Business Permit/License (Attach copy)	
B4	Current/Valid Tax Compliance Certificate	
B5	Physical location of business premises (see business questionnaire)	
<b>C</b>	<b>GENERAL REQUIREMENTS</b>	
<b>C1</b>	<b>Supplier Availability:</b>	
	- Postal Address (2.5) - Telephone number (2.5)	<b>10</b>
	- Website (2.5) - Email Address (2.5)	
<b>C2</b>	<b>Business Ownership</b> Company/Business Profile Disclosure of Directors/Partners/Sole Proprietor	<b>10</b>

<b>C3</b>	<b>Financial Capability</b> Audited accounts for the last three years. (FY2021-2022, FY2022- 2023& FY 2023-2024))	10
<b>C4</b>	<b>Personnel capability</b> Indicate the qualifications of key personnel. Education, Professional qualifications, experience and their functions ( <b>Attach CVs and certificates</b> )	20
<b>C5</b>	<b>Experience</b> Indicate having undertaken similar assignment with at least 3 firms ( <b>Attach proof: copies of LPO's, completion certificates or contracts</b> )	20
<b>C6</b>	<b>Supply capacity</b> Maximum volume of business handled in the last two years - <b>2 million and above (12)</b> - <b>1 - 2 million (9)</b> - <b>250,000 - 1. million (6)</b>	12
<b>C7</b>	<b>Credit period</b> Indicate credit period willing to offer - <b>90 days (12)</b> - <b>60 days (9)</b> - <b>30 days (6)</b>	12
<b>C8</b>	<b>Eligibility and Disclosure of Litigation history</b>	6
<b>TOTAL</b>		<b>100</b>

NB: Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 85%**

(The Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

**Declaration (For the Tenderer only)**

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)

**NO**

**YES**

Official stamp: ..... Sign: .....

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(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

Accept the firm: ..... Reject the firm: .....

Sign: .....

Date: .....

Approved / Not Approved: .....

.....

**SECTION VI – DECLARATIONS**

**DECLARATION OF CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Universities Fund employee.

Do you have a relationship with any Universities Fund employee that would cause conflict of interest?

.....  
.....

I.....declare, for and on behalf of

.....

(company/firm) that all the information furnished Universities Fund in connection with this registration is true and accurate in all material respect. Universities Fund is hereby authorized to make such inquiries to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by:

Title: .....

Signature: .....

Stamp: .....

**SECTION VII - SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the Registration evaluation.
- e) We accept liability / penalty arising from Misleading or incorrect Information / Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to register our Firm/Company. We are aware that Universities Fund is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f) We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Universities Fund.

Date: .....

Applicant's name: .....

Designation: .....

Signature: .....

Dated ..... Stamp/seal.....