



SOUTH EASTERN KENYA UNIVERSITY

**APPLICATION FOR OPERATION OF
TUCK - SHOPS IN MAIN CAMPUS**

2020/2021 FINANCIAL YEAR

**CLOSING DATE: 14TH JANUARY 2020
10:00 AM.**

www.seku.ac.ke

Table of Contents

		Page
SECTION 1	- Invitation for Application	3
SECTION 11	- Instruction to Candidates	5
SECTION111	- Application Form/evaluation criteria	7

SECTION 1- INVITATION FOR APPLICATION FOR TUCKSHOP

1. South Eastern Kenya University (SEKU) now invites individual /groups of Students with registered firms to submit sealed applications for the operation of Tuck shops in the Main campus for the 2020 – 2021 financial year.
2. Interested eligible candidates may inspect and download the Application documents by visiting the University’s website www.seku.ac.ke
3. This offer is in line with the governments’ policy of offering the youth procurement and business opportunities.
4. The documents are available free of charge and **MUST** only be obtained from the website link listed above and are not from any other administrative offices of the University.
5. A single application is required per student/group of students.
6. To be eligible, the applicant must prove that they qualify to participate in public procurement by providing all the documents as listed in the evaluation criteria under preliminary and mandatory requirements.
7. The candidates will thereafter have to prove their competency by fully complying with the instructions as listed in the Evaluation criteria under detailed evaluation.
8. The duly completed applications must be submitted in a sealed envelope clearly marked with the respective required tuck shop and dropped in the tender/ Quotation Box in the procurement office. You are hereby requested to note that incorrectly addressed envelopes will not be opened.
9. All the successful candidates will be appropriately notified through emails provided in the application and any other approved channels as directed by the University.
10. South Eastern Kenya University reserves the right to authenticate information provided herein without reverting to the candidates.

Yours Faithfully

Head of Procurement
For: Vice Chancellor

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

South Eastern Kenya University (hereinafter referred to as the procuring entity) intends to allocate tuck-shops under various categories to interested students. Submitted applications should be received not later than **14th January 2020 10:00AM**

All applicants currently running tuck shops should note that they too have to re-apply afresh as all other previous allocations shall stand expired on **14th January 2020**.

2.2 Submission of Application

2.2.1 Applications for allocation of tuck shops shall be submitted in plain sealed envelopes clearly marked with the Tuck-shop category name and deposited in the tender box situated at the Procurement Block, South Eastern Kenya University, Main Campus so as to be received on or before **14th January 2020** at 10.30am.

2.2.2 Incorrectly addressed envelopes will NOT be opened. Late submissions will also NOT be accepted.

2.2.3 All the information requested for shall be provided in English Language.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's application, or provision of false information and documentation, will result in the application being disqualified.

2.3 Eligible Candidates

2.3.1 This invitation for application of Tuck-shops is open to all SEKU registered students.

2.4 Pagination of the document

2.4.1 The submitted document should be properly bond and paginated including all attachments from the 1st to the last page.

2.4 Qualification Criteria

2.4.1 The allocation of Tuck-shop will be based on meeting the minimum requirements in the criteria set as shown in the application form which will constitute 50 percent of the marks, the other 50 percent will be on the basis of the highest bidder for the tuck shop.

2.4.2 South Eastern Kenya University requires that applicants observe highest standards of ethics during the operation of the tuck-shops. The following rules will apply:

(a) South Eastern Kenya University will reject an application for allocation of Tuck-shop if it determines that an applicant has engaged in corrupt or fraudulent activities in competing for the allocation of the tuck-shop.

(b) We will declare the applicant ineligible for allocation of a tuck-shop if at any time South Eastern Kenya University determines that the applicant is related to an employee of the University unless otherwise pre-declared to avoid conflict of interest.

(c) We will declare an applicant ineligible for allocation of tuck-shop if at any time, it determines that the applicant has committed an offence relating to procurement, has breached regulations for procurement before in another public entity, has in procurement proceedings given false information about its actions and has been debarred or been blacklisted before by another public entity.

SECTION III- APPLICATION FORM/EVALUATION CRITERIA

OPERATION OF TUCK SHOPS IN SEKU MAIN CAMPUS- KITUI

PART A – GENERAL (50 Marks)

S/NO	PARTICULARS	MARKS
1.	COMPANY DETAILS	2Marks
a	Company Name/ Applicant Name	
b	Physical Address	
c	Contact person	
d	Type of Company (private, public, partnership etc)	
2.	REGISTRATION DETAILS	4 Marks
a	Date of Registration	
b	Registration No.(attach copy of certificate)	
3.	LEGAL REQUIREMENTS	12 marks (3marks each)
a	VAT Certificate No. (attach copy)	
b	Pin Certificate No. (attach copy)	
c	Tax Compliance certificate (attach copy)	
d	Trade License (attach copy)	
4	OWNERSHIP DETAILS	2Marks
a	Names of Directors, Gender, Age and % of shares held	1.
		2.
		3.
		4.
		5.
		6.
		7.
b	Name of Managing Director	
5	FINANCIAL STANDING	20 Marks
a	State the amount to be invested in the business	
b	Prove of Financing e.g. by bank (attach copy of statement)	
c	Financial guarantee (if any)	

6	NATURE OF BUSINESS		
a	Main business to be operated e.g. M-pesa, Fast food, Mobile Repair, Salon, General grocers etc		2Marks
b	State any other complementary businesses which you may wish to operate in the tuck-shop		
c	State the time you will operate the shop e.g. 8am-6pm		
d	When do you intent to commence the business?		
7	LOCATION PREFERENCE		2Marks
a	Where do you prefer to be allocated the shop?(please indicate by ticking)	1. Recreation centre 2. Victoria Hostel 3. Elmentaita Hostel 4. Turkana Hostel 5. Other (state).....	
8	REFERENCES		2marks
a	State where else you have operated a similar business if applicable		
b	Name of referees if any		
9	PERSONNEL		2marks
a	List the personnel who will work in the shop (attach details)		
10	PRESENTATION AND PEGINATION OF THE APPLICATION DOCUMENT		2Marks
		TOTAL	50 Marks

PART B – FINANCIAL (50 Marks)

The University offers tuck shops to students for rent on monthly basis, the reserve rental amounts (minimum rent payable) is Ksh.3,000/ per month however applicants may offer to pay amounts above the minimum rent payable.

In Part B, applicants will be scored on the basis of the rent they offer with those offering to pay the minimum rent (Ksh.3,000/-) being scored zero.

Example if the overall highest rent offered for a tuck shop is Ksh. 7,500/-, the applicant will be scored 50marks under Part B the other applicants will then be ranked on the basis of the highest offer.

The rent offered is exclusive of water, electricity and any other costs incurred during the rental period.

S/NO	TYPE OF BUSINESS APPLIED FOR	ANTICIPATED START DATE	RENT OFERRED
1			
2			
3			

NB: Tuck shops will be offered to the highest bidders.

COMMITMENT TO ABIDE TO RULES AND REGULATIONS

I/We the undersigned commit ourselves to abide to the rules and regulations which may from time to time be put in place to govern the operation of businesses in the University.

We further commit ourselves to carry out legal businesses and will not sell anything contrary to the rules and regulations such as any form of drugs or anything that is contrary to the University rules.

Signed:

S/NO	NAME	STUDENT REG. NO.	YEAR	SIGN
1				
2				
3				
4				
5				
6				
7				

Official Rubber stamp