



MINISTRY OF EDUCATION
 STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
 UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
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**TENDER DOCUMENT FOR PROCUREMENT OF GOODS, WORKS AND SERVICES
 FOR THE FINANCIAL YEAR 2021/2022**

SUBMIT TWO COPIES: ORIGINAL AND A COPY TO

**THE PRINCIPAL
 UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
 P.O BOX 300 – 40606
 UGUNJA**

**TENDER NO: UJTVC/C2/021/022-PROVISION OF INSURANCE SERVICES FOR
 STUDENTS ON ATTACHMENT**

**PRINCIPAL
 UGUNJA TECHNICAL & VOCATIONAL COLLEGE
 20 MAY 2021
 P. O. BOX 300 - 40606,
 UGUNJA**

CLOSING DATE: 3RD JUNE 2021 AT 10:00 a.m.

Table of Contents

SECTION A: INTRODUCTION TO CANDIDATES	3
SECTION B: - INVITATION FOR REGISTRATION OF SUPPLIERS	4
SECTION C: INSTRUCTION TO TENDERERS	5
SECTION D: SUBMISSION OF TENDERS	6
SECTION E: TENDER OPENING	7
SECTION F: TENDER EVALUATION	8
SECTION G NOTIFICATION AND ACCEPTANCE	11
SECTION H: SUPPLIER PERFORMANCE PROFILE/ REFERENCE	12
SECTION I.: SUPPLIER LITIGATION HISTORY	13
SECTION J.1: FORMAT FOR SUBMISSION OF CANDIDATE’S REFERENCES	14
SECTION K: - CONFIDENTIAL BUSINESS QUESTIONNAIRE	16
SECTION L: SWORN STATEMENT (MUST BE FILED, STAMPED AND SIGNED)	17
SECTION M: ETHICS AND INTEGRITY	18

SECTION A: INTRODUCTION TO CANDIDATES

Ugunja Technical and Vocational College (UJTVC) is a National Public Institution managed by the National Government through the Ministry of Education, State Department for Vocational and Technical Training, it is one of the Seventy Technical and Vocational Colleges (TVCS) Operationalized by the Government Constituency Development Fund (UGUNJA) in the year 2020, to meet the demands of Rapid Technological Advancement in TVETA subsector and global market trends.

It is situated in North Uholo Location, West Asango Sub location, along Rambula-Sigomere road adjacent to Mbosie Centre.

The college is marked as a Centre of excellence for Mechanical Engineering and is already equipped. In addition, the college offers other Technical and Business courses that are competence based and will significantly contribute to the Sustainable Development Goals, Vision 2030 and the Big Four Agenda of Food Security, Affordable Housing, Manufacturing and Universal Health Care.

The ultimate goal of UJTVC is to admit, train and churn out graduates who competently and meticulously manipulate every opportunity.

SECTION B: - INVITATION FOR REGISTRATION OF SUPPLIERS

INVITATION TO TENDER/ PRE-QUALIFICATION OF SUPPLIERS

Ugunja TVC (UJTVC) invites sealed applications for tenders and registration of suppliers from eligible and competent bidders for the supply and delivery of goods, works and services for the financial year 2021/2022 in the categories listed below.

TENDER REFERENCE	ITEM DESCRIPTION	CATEGORY
CATEGORY A – SUPPLY AND DELIVERY OF GOODS		
UJTVC/A1/021/022	SUPPLY AND DELIVERY OF DETERGENTS, DISINFECTANTS AND CLEANING MATERIALS	SPECIAL
UJTVC/A2/021/022	SUPPLY AND DELIVERY OF GENERAL STATIONERY AND OFFICE SUPPLIES	SPECIAL
UJTVC/A3/021/022	SUPPLY AND DELIVERY OF TOOLS, EQUIPMENT, ACCESSORIES & TRAINING MATERIALS FOR MECHANICAL DEPARTMENT	OPEN
UJTVC/A4/021/022	SUPPLY AND DELIVERY OF FURNITURE, FURNISHINGS & FITTINGS	SPECIAL
UJTVC/A5/021/022	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONIC ITEMS AND ACCESSORIES	OPEN
UJTVC/A6/021/022	SUPPLY AND DELIVERY OF GENERAL HARDWARE, INDUSTRIAL TOOLS, PLUMBING EQUIPMENT AND TRAINING MATERIALS FOR BUILDING TECHNOLOGY DEPARTMENT	OPEN
UJTVC/A7/021/022	SUPPLY AND DELIVERY OF ICT EQUIPMENT, COMPUTER ACCESSORIES AND SOFTWARE	SPECIAL
UJTVC/A8/021/022	SUPPLY AND DELIVERY OF FUELS, OILS, LUBRICANTS, GAS REFIL & CHARCOAL	OPEN
UJTVC/A9/021/022	SUPPLY AND DELIVERY OF SPORTSWEAR, SPORTS EQUIPMENTS AND STAFF UNIFORMS	SPECIAL
UJTVC/A10/021/022	SUPPLY AND DELIVERY OF BEAUTY, HAIRDRESSING PRODUCTS, EQUIPMENT AND TRAINING MATERIALS	OPEN
UJTVC/A11/021/022	SUPPLY AND DELIVERY OF NEWSPAPERS, JOURNALS & AIRTIME (SCRATCH CARDS)	SPECIAL
UJTVC/A12/021/022	SUPPLY AND DELIVERY OF KITCHEN/CATERING UTENSILS, CUTLERY & APPLIANNCES	OPEN
UJTVC/A13/021/022	SUPPLY AND DELIVERY OF LIBRARY TEXT BOOKS AND E-LEARNING MATERIALS	OPEN
UJTVC/A14/021/022	SUPPLY AND DELIVERY OF CURTAINS, SKIRTING MATERIALS, SLIP CLOTHS & TABLE LINEN	SPECIAL
UJTVC/A15/021/022	SUPPLY AND DELIVERY OF TENTS & PLASTIC CHAIRS	SPECIAL
UJTVC/A16/021/022	SUPPLY AND DELIVERY OF BEEF	OPEN
UJTVC/A17/021/022	SUPPLY AND DELIVERY OF ASSORTED SHOP ITEMS (MAIZE MEAL, MILK,TEA LEAVES ETC)	OPEN
CATEGORY B: PROVISION OF SERVICES/WORKS		
UJTVC/B1/021/022	PROVISION OF PRINTING AND BINDING SERVICES	SPECIAL
UJTVC/B2/021/022	PROVISION OF CONSULTANCY SERVICES (STUDIES, SURVEYS, CAPACITY BUILDING AND STANDARDS CONFORMANCE)	OPEN
UJTVC/B3/021/022	REPAIR AND MAINTENANCE OF MECHANICAL,ELECTRICAL AND ELECTRONIC ITEMS	OPEN
UJTVC/B4/021/022	PROVISION OF FIRE EXTINGUISHERS, FIRE DRILL SERVICES, AND MAINTENANCE	OPEN
UJTVC/B5/021/022	PROVISION FOR MAINTENANCE AND REPAIR OF ICT EQUIPMENTS	SPECIAL
UJTVC/B6/021/022	PROVISION OF NETWORKING	OPEN
UJTVC/B7/021/022	PROVISION AND INSTALLATION OF SECURITY SURVEILLANCE EQUIPMENT	OPEN
UJTVC/B8/021/022	PROVISION AND INSTALLATION OF MANAGEMENT INFORMATION SYSTEM (MIS)	OPEN
UJTVC/B9/021/022	PROVISION OF CONTRACT FOR SMALLWORKS – WELDING AND FABRICATION	OPEN
UJTVC/B10/021/022	PROVISION OF CONTRACT FOR SMALLWORKS – MASONRY AND PLUMBING	OPEN
UJTVC/B11/021/022	PROVISION OF CONTRACT FOR SMALLWORKS – ELECTRICAL WORKS	OPEN
UJTVC/B12/021/022	PROVISION OF CONTRACT FOR SMALLWORKS – PAINTING WORKS	OPEN
UJTVC/B13/021-022	PROVISION OF INTERNET	OPEN
CATEGORY C: TENDERS		
UJTVC/C1/021/022	PROVISION OF CONTRACTED SECURITY SERVICES	OPEN
UJTVC/C2/021/022	PROVISION OF INSURANCE SERVICES FOR STUDENTS ON ATTACHMENT	OPEN

Complete Tender/Prequalification/ Tender documents may be obtained from the Procurement Office during normal working hours (8:00am -5pm) Monday-Friday, upon payment of a **NON-REFUNDABLE** fee of Ksh.1,000/- (Per category to Ugunja T.V.C Bank Account Number 1263416225 KCB, Kisumu Airport Branch and presentation of the payment slip to the Institutions Finance Office) or down loaded free of charge from the institution website www.ugunjatvc.ac.ke. Duly completed tender documents in plain sealed envelopes clearly marked "the title and the Tender/Prequalification/ Tender Reference number" should be addressed to the undersigned and dropped into the TENDER BOX outside the Registrar's Office on or before **3rd JUNE 2021** at 10.00 a.m. The Tender/Prequalification documents will be opened immediately thereafter in the college Library in the presence of bidders/their representative who choose to attend.

Women, youth and persons with disability who are registered with relevant bodies are encouraged to apply for the tenders indicated "special".

THE PRINCIPAL,
UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 300-40606
UGUNJA



SECTION C: INSTRUCTION TO TENDERERS

1. All tenderers shall provide in the form of a tender the qualification statement including all members of the firm if any and also the nature of works, supply of goods or service provided (completed or underway for the works)
2. Reports on the financial standing of the firm to be provided such as profit and loss statement, audited account report or at least 6month bank statement
3. The tenderer shall bear all costs associated with preparation and submission of his/her tender and the institution will in no case be responsible or liable for those costs.
4. The procuring entity's employees, committee members, board of governors are not eligible to participate in the tender.
5. The price to be charged or the tender documents should not exceed kshs.1000/=
6. All documents relating to the tender and any other correspondence shall be in English language
7. The tenderers shall prepare one original of the tender documents containing form of a tender and clearly marked "ORIGINAL "Then prepare a copy of the same document clearly marked "COPY" submit the two documents to the institution.
8. All the alteration on the tender documents should be signed by the person signing the documents.
9. Clarification of the tenders can be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the dateline for submission and the procurement shall reply to any clarification sought by the tenderer within 3 days of receiving the request to make tenderers to submit their bids timely.

SECTION D: SUBMISSION OF TENDERS

1. The tenderers shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, dully marking in the inner envelopes as: “ORIGINAL” and “COPIES” as appropriate. The inner and outer envelopes shall:
 - a. Be addressed to the
PRINCIPAL
UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 300-40606
UGUNJA.
 - b. Bear the name and the identification number of the tender is submitting for.
 - c. Provide a warning do not open before the dateline day of the tender opening.
 - d. Submit the tenders before the dateline day and time.
 - e. Any tender documents received after dateline will be returned to the tenderer un-open.

Other areas to be checked are:

- a. Failure to authorize the tender through signing and officially stamping the prequalification/Tender submission form by the person authorized to do so.
- b. Failure to submit the number of copies required for submission of tender.
- c. Failure to submit fully authorized and duly signed C.V's of staff.
- d. Applying for tender on items/ goods or services which you don't deal in, not ever supplied/ rendered.
- e. If the tenderer has not renewed legal documents that are due for renewal at the time the tender is being submitted.
- f. If the applicant is proved to have cheated in the documents that are submitted

SECTION E: TENDER OPENING

- i. The tenders will be opened by ad-hoc tender opening committee appointed by the PRINCIPAL in the presence of the tenderers representative who choose to attend at the time and in the place specified in the invitation to tender, tenderers and employer's representative who are present during the opening shall sign a register evidencing their attendance.
- ii. The ad-hoc tender opening committee shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.
- iii. Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

PROCESS TO BE CONFIDENTIAL –

- i. Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced.
- ii. Any effort by an applicant to influence the Employer's processing of applications or approval decisions may result in the rejection of the applications
CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE EMPLOYER-
To assist in the examination, evaluation, and comparison of applications, the Office of the PRINCIPAL of UJTVC may, at its discretion, ask any applicant for clarification of his/her application.
 - No applicant shall contact the Office of the PRINCIPAL or the Procurement on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Office of the PRINCIPAL, it should do so in writing.
 - Any effort by any applicant to influence the Office of the PRINCIPAL or Procurement in the applicant's registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

SECTION F: TENDER EVALUATION

Stage 1: Preliminary Evaluation

S/NO	MANDATORY REQUIREMENT
01	Submit valid copy of certificate of registration/incorporation under the company's act
02	Submit valid copy of tax compliance certificate issued by the Kenya revenue authority (will be verified on the KRA TCC checker)
03	Submit valid copy of relevant certificate of qualification for works
04	Tender form dully completed, signed and stamped by the tenderer in the format provided
05	Dully filled up confidential business questionnaire in format provided
06	Must submit evidence on financial standing such as profit and loss statements and audited reports for the last 2 years/certified bank statements for at least the last 6 months.
07	Must submit valid copy of business permit/trading license
08	Must submit valid copy of AGPO certificate for special categories
09	Must submit 2 tender documents; ORIGINAL AND A COPY
10	MUST Sign "SWORN STATEMENT" and "ETHICS AND INTEGRITY PACT" and declare your "CONFLICTS OF INTERESTS"

Stage 2. Technical Evaluation

Candidates are requested to read this section carefully before filling in any information. In this selection procedure, the firm that attains the pass mark of 60 points out of 100 points specified in the criteria will be considered for Tender

Supplier availability	:	10 Points
Supplier relevance of the business	:	30 Points
Supplier's experience	:	30 Points
Supplier capability	:	30 Points
Total Points	:	100 Points
Pass Mark	:	60 Points

(The firm that attains the pass mark of 60 Points out of 100 points will be considered for Tender)

2.1: SUPPLIER AVAILABILITY

10 Points

Name of the firm	
Physical Address	
Town/ City	
Street	
Floor	
Door No.	
Drawing/ Map Etc	
Telephone Address	
Email Address	
Postal Address	

Note: Each item carries one point

2.2: SUPPLIER RELEVANCE

30 Points

Nature of Business related to the tender applied for

Relevant Government or state corporations' tenders awarded in the last five (5) years- 7 Points
Supply of goods/services or works of similar nature completed complexity and magnitude completed within the last 3 years 10 Points
Tender questionnaire dully signed- 2 Points
Reputation- 3 Points
Qualification and experience of staff- 6 Points

Completeness and clarity of the tender document in accordance with clause f of the instructions to tenderers-
2 Points

2.3: SUPPLIER'S EXPERIENCE : 30 POINTS

Usual Business transacted for the last 5 years

- Any one related worth Ksh.500,000 or more-	10 Points
- Authentic recommendation by any two clients served in the last two years	
Rating	
- Excellent-	7 Points
- Very Good-	5-Points
- Good-	4 Points
- Fair-	3 Points
- Poor-	1Point
- Nil-	0 Point

2.4: SUPPLIER CABAILITY 30 POINTS

TECHNICAL CAPABILITY	Competence (Supply of Goods, Services or Works of similar Nature, Complexity and Magnitude completed within the last 3 years-	10 Points
	Qualification and Experience of Technical Staff-	7 Points
FINANCIAL CAPABILITY	Audited reports for the last two years/ Bank statement 1 year-	5 Points
	Current Financial Situation-	8 Points

NB: The bidder who scored **60 Points and above** proceed for financial evaluation

TENDER NO: UJTVC/C2/021/022-PROVISION OF INSURANCE SERVICES FOR STUDENTS ON ATTACHMENT

S/NO	CLASS AND SCOPE	SUM INSURED	PREMIUM PAYABLE PER YEAR PER STUDENT/STAFF	EXCESS/R EMARKS
01	STUDENT PERSONAL ACCIDENT POLICY	DEATH KSHS-----	BASIC KSH.-----	
		PERMANENT TOTAL DISABILITY.KSH-----	LEVIES KSH.-----	
		MEDICAL EXPENSES.KSH-----	STAMP DUTY.KSH-----	
		ARTIFICIAL APPLIANCES KSH-----	TOTAL PREMIUMS.KSH-----	

SECTION G NOTIFICATION AND ACCEPTANCE

G: 1 NOTIFICATION OF QUALIFIED APPLICANTS- Applicants whose applications are determined to be successful in accordance with the minimum requirement set out in the tender will be notified by the Office of the PRINCIPAL within thirty (30) days from the date of opening of registration documents. At the same the PRINCIPAL shall notify qualified Applicants that their applications are responsive, he/she shall notify the other Applicants whose applications are not responsive.

G:2 ACCEPTANCE OF THE APPROVAL- The successful candidates shall be required to acknowledge in writing the acceptance of their registration to the PRINCIPAL.

TERMS OF CREDIT (Tick One)

- 30 Days
- 60 Days
- 90 Days
- Over 90 Days

SECTION H: SUPPLIER PERFORMANCE PROFILE/ REFERENCE

I.1: RATING OF TWO CLIENTS SERVED IN THE LAST TWO YEARS (To be filled by the client)

Client	Name and full address of client	Category of foods and services rendered	Value in Ksh	Rating of the supplier's services (Please tick)
Client 1				Excellent Very Good Good Fair Poor
Name of the Institution/ Organization				
Name of the office recommending the client				
Designation				
Signature				
Official stamp and Date				

Client	Name and full address of client	Category of foods and services rendered	Value in Ksh	Rating of the supplier's services (Please tick)
Client 2				Excellent Very Good Good Fair Poor
Name of the Institution/ Organization				
Name of the office recommending the client				
Designation				
Signature				
Official stamp and Date				

SECTION I.: SUPPLIER LITIGATION HISTORY

Case No	Name of Respondent	Name of Applicant	Arbitrator	Outcome	Remarks
1					
2					
3					

NB: - You may attach additional sheet using the above format

I.2: PREQUALIFICATION/TENDER STANDARD FORMS

This form shall include

- a) Tender/Prequalification submission form
- b) Format for submission of supplier’s references at least 2 in number in the last 5 years
- c) Format of curriculum vitae (CV) for staff to be involved in the tender.

I.3: PREQUALIFICATION/TENDER SUBMISSION FORM

_____ Date)

TO: _____ (name and address of client)

Ladies/Gentlemen,

We, the undersigned, submit our prequalification/Tender form for

_____ (Title of Tender /Prequalification) in accordance with request for Tender/Prequalification NO.

Dated _____ (Date) and our proposal. We are hereby submitting our Tender /prequalification document, this includes the following attachments:

Our price list as submitted by us shall be bidding upon us to expiration of the validity period specified in the instructions to candidates.

We understand you are not bound to accept any application you receive.

We remain,

Yours sincerely

_____ (Authorized Signature)

_____ (Name and Title of Signatory)

_____ (Name of Applicant)

_____ (Address

SECTION J.1: FORMAT FOR SUBMISSION OF CANDIDATE’S REFERENCES

Relevant Services Carried Out in the last five years that best illustrate qualification using the format below, provide information on each assignment for which you deal individually as a corporate entity or in association, was legally contracted.

Assignment Name	Country
Location within County	
Name of client	
Address	
Start Date (Month/ Year): Completion Date Approx. Value of service (Kshs) Month/ Year)	
Narrative Description of Assignment	
Description of Actual service provided	

Supplier _____

Name and title of signatory _____

J.2: FORMAT OF CURRICULUM VITAE (CV) FOR STAFF TO BE INVOLVED IN THE ASSIGNMENT

Proposed Position:

Profession

Date of Birth

Years with firm: _____ Nationality _____

(Give an outline of staff member’s experience and training most pertinent to task on Assignment. Describe degree of responsibility head by staff member on relevant previous assignment and give dates and locations).

EDUCATION:

(Summarize college/ University and other specialized education of staff member, giving names of school, dates attended and degree 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 organization, titles of positions held, and locations of assignments).

CERTIFICATION

I, the undersigned, certify that these dates correctly describe me, my qualifications and my Experience _____ Date

(Signature of Staff member)

_____ Date _____

(Signature of authorized representative of the supplier)

Full name, address and contact numbers of staff member.

_____ - _____

Full name, address and contact numbers of authorized representative:

SECTION K: - CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this form

Part 1 – General

Business Name _____

Location of Business premise: _____ County/ Town _____

Plot No. _____ Street/ Road _____

Postal Address _____ Tel No. _____ E. mail address _____

Name of Business _____

Maximum value of business which you can handle at any time Ksh.

Nature of your banker’s _____

Part 2 (a) Sole proprietors

Your name in full _____ Country of origin _____

Citizenship details _____

Part 2 (b) – Partnership

Give details of partners as follows:

Name in full	Nationality citizenship Details	Shares
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that the information above is correct. Full name and designation of authorized signatory.

Date _____

SECTION L: SWORN STATEMENT (MUST BE FILED, STAMPED AND SIGNED)

Having studied the registration document, 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the UJTVC
- c. When the call for Quotations is issued, the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify UJTVC 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 confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.
- f. That will shall NOT engage in any form of corrupt practice during and after the tendering process. Date Applicant's Name Represented by Signature (Full name and designation of the person signing and stamp or seal)

SECTION M: ETHICS AND INTEGRITY

ETHICS AND INTEGRITY PACT TO BE FILLED DATED, SIGNED AND SUBMITTED BY ALL PERSONS BIDDING FOR THE SUPPLY OF OR PROVISION OF ANY GOODS OR SERVICES TO UGUNJA TECHNICAL AND VOCATIONAL COLLEGE.

Accepting that transparent business management and fair public administration are the key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present proposal for: _____, I (lead consultant’s name in the case of an individual consultancy) /all personnel of (name of association, partnership, corporation or other entity being a non-individual consultant) and its sub-contractors and agents hereby agree that:

- i. I/We understand that UJTVC is/are a law-abiding institution and I/We undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and the procurement of goods and services by public agencies in Kenya. I/We shall not conduct any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid rigging, collusive bidding, canvassing,
- ii. I/We shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to any officials of the UJTVC or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the goods and/or services herein or the performance of any contract arising from the procurement process.
- iii. In bidding for the goods or services herein and in the course of any contract that may arise therefrom, I/We shall not make any statement which is untrue based on our knowledge, information and belief. I/We shall fully and truthfully declare my/our ability to provide the goods and/or perform the services and we will not bid for the supply of goods or provisions of services which we do not have the capacity to provide whether at all or under the terms required by UJTVC
- iv. I/We declare that we have the legal and operational capacity to make a bid for the goods and/or services herein, including but not limited to the fact that I/We am/not an undercharged bankrupt, under receivership or liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make our bid or our ability to provide the goods and/or services herein legally or operationally untenable.
- v. I/We declare that there is no conflict-of-interest situation existing between myself/us on the one hand and UJTVC on the other with regard to the supply of the goods and/or provision of the services herein that would make our bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusion of any contract arising therefrom, I/We shall fully and truthfully declare such conflict to UJTVC.
- vi. I/We understand that the violation if this pact may lead to the disqualification my/our bid, to the termination of any contract or obligation between myself/us and UJTVC.

Name:Signature: -----
Stamp.....