

writing and incorporated in the University's supplier database. It should be noted that invitations to submit quotations for supply of goods and services will be done on need basis only.



***PROCUREMENT PREFERENCE***

***FOR  
YOUTH, WOMEN AND  
PERSONS WITH DISABILITIES***

**For further Information Contact:**

**The Procurement Department,  
Pwani University,  
P.O.Box 195-80108  
Kili , Kenya  
Tel: +254 41 7522 259  
Mob: +254 703 555 724  
Email: [procurement@pu.ac.ke](mailto:procurement@pu.ac.ke)**

**website: [www.pu.ac.ke](http://www.pu.ac.ke)**

## BRIEF INTRODUCTION

Pwani University is situated at Kilifi, a scenic resort town about 60 km north of Mombasa City on Mombasa-Malindi road. The University was established as a Constituent College of Kenyatta University on 23<sup>rd</sup> August 2007. The University has since grown over time and is now an independent and fully fledged University having been awarded a University Charter on 31<sup>st</sup> January 2013.

## PURPOSE

The Government through the Public Procurement and Disposal Preference and Reservations (amendment) regulations 2013 has provided that 30% of all public procurement spent within a given financial year should be set aside for the youth, persons with disability and women. In an effort to address this affirmative action, Pwani University hereby outlines general information to prospective youth, persons with disabilities and women on how to access these procurement opportunities.

## GENERAL INFORMATION

### *Who should apply?*

Youth Owned Enterprises/groups who are duly registered under the Ministry of Labour or other Government approved and recognized institutions. Proof of valid registration certificates will be required. The enterprise or group will consist of 70% youth membership (18 years – 34 years) and the leadership **MUST** be 100% youth.

Persons with disabilities who have registered enterprises/groups under the Ministry of Labour

or other Government approved and recognized institutions. Proof of valid registration certificates will be required. The enterprise or group will consist of 70% persons with disabilities and the leadership **MUST** be 100% persons with disabilities.

Women Owned Enterprises/groups who are duly registered under the Ministry of Labour or other Government approved and recognized institutions. Proof of valid registration certificates will be required. The enterprise or group will consist of 100% women membership and the leadership **MUST** be 100% women.

The above mentioned groups/enterprises must have been in existence for at least 3 months to qualify for further consideration.

### *What documents are required?*

- A valid registration certificate from the Ministry of Labour or other Government approved and recognized institutions
- Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal
- Value Added Tax (VAT) certificate for the group/enterprise as obtained free of charge from the KRA portal
- A group/enterprise profile clearly outlining its core line of business, membership structure with up-to-date contact details (person and telephone contacts) which should include an operational e-mail address.

### *How to apply?*

Interested Youth, women and persons with disabilities enterprises/groups may collect a blank form of the confidential business questionnaire from the Procurement Office, Pwani University, Kilifi Campus or download the form from the University's website ([www.pu.ac.ke](http://www.pu.ac.ke)).

The duly filled business questionnaire together with the required documents should be returned to the Procurement Office within **14 days** from the date of collection.

### *Notification of qualification*

The respective documents submitted by the prospective enterprises/groups will be evaluated to ascertain conformity. The successful enterprises /groups will be officially notified in

