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REF: TENDER NO. PC/04/2021-2022

16/11/2021

TO: All Consultants participating in the RFP

**RE: ADDENDUM NO. 2 – CLARIFICATION FOR RFP NO.: PC/04/2021-2022 –
PROVISION OF CONSULTANCY SERVICES ON HUMAN RESOURCE (HR)
SURVEYS**

Dear Consultant,

We have received some queries from some interested bidders on some issues relating to the above captioned RFP which we wish to clarify as follows:-

Query 1: The format for submission of the Confidential Business Questionnaire is not in the RFP document

Response: The format is attached here-below. The bidder should use the format below:-

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name:.....Certificate of
Incorporation / Registration No.Location of business
premises:

CountryPhysical address
Town Building.....
Floor.....Plot No.
Street / Road Postal Address
Postal / Country Code.....Telephone No's.....
Fax No's. E-mail address
Website
Contact Person (*Full Names*) Direct / Mobile No's.....
Title Power of Attorney (**Yes / No**)

If **Yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc*)

<p>(Applicable to Local suppliers only) Local Authority Trading License No. Expiry Date Value Added Tax No.....</p>

Value of the largest single assignment you have undertaken to date (**US\$/KShs**)
.....
Was this successfully undertaken? **Yes / No**.(If **Yes**, attach
reference)

Name (s) of your banker (s)
Branches Tel No's.

Part 2 (a) – Sole Proprietor

Full names

Nationality..... Country of Origin.....

.....

Company Profile
(Attach brochures or annual reports in case of public company)

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1.
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2.
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3.
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4.
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Company Profile(Attach brochures)

Part 2 (c) – Registered Company

Private or public

Company Profile(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs

Issued KShs

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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- 1.....
- 2.....
- 3.....
- 4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Commission and any other public or private institutions.

Full Names

Signature

Dated thisday of 2019.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)):-

a)

b)

c)

...

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of 2019.

Suppliers' / Company's Official Rubber Stamp

.....

Cell phone no

All the other terms and conditions of the RFP remain unchanged.

**Sylvester Kamau
Manager Supply Chain Management
For: EXECUTIVE DIRECTOR/CEO**