



STANDARD TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS / CONTRACTORS FOR PROVISION OF GOODS, SERVICES & WORKS FOR THE PRIVATIZATION COMMISSION FOR THE FINANCIAL YEARS 2023/2024 & 2024/2025.

- 1) NAME AND CONTACT ADDRESSES OF
PROCURING ENTITY. Name:-

PRIVATIZATION COMMISSION

Postal Address: - **P.O BOX 34542 – 00100, NAIROBI**

Email Address: - **__info@pc.go.ke**

- 2) Tender No: - **PC/01/2023 -2024**
-

3)

Contract Name: - **REGISTRATION OF SUPPLIERS /SERVICE PROVIDERS / CONTRACTORS FOR THE PERIOD 2023/2024 & 2024/2025**

LAUNCH DATE: - 24th OCTOBER 2023

CLOSING DATE: - 7th NOVEMBER 2023 CLOSING TIME: 11:00 A.M.

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INVITATION TO TENDER FOR REGISTRATION OF SUPPLIERS

To: (indicate the name of the tendering firm)

[Insert Name and Address of selected Tenderer]

The Privatization Commission (PC) is a State Corporation established under section 3 the Privatization Act, 2005 which became operational on 1st January 2008. The Privatization Commission invites you to submit a tender for REGISTRATION OF SUPPLIERS FOR THE FYs 2023/2024 & 2024/2025. The tender shall follow the instructions and documents in this document and shall be in English Language. Tenderers may obtain further information during office hours _____ *(8a.m to 5pm)* at the address given below.

Tenders shall be submitted in accordance with the instruction in Part 1: Tender Procedures and in a sealed envelope clearly indicating name and address of tenderer, the tender name and title and must reach the Procuring Entity at the address indicated below not later than 7th November 2023. Tenders can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.

Enquiries regarding this quotation may be addressed to: -

**The Executive Director/CEO
Privatization Commission
Social Security House - Annex (Parking Silo) | 10th Floor | Bishops Road
P. O. Box 34542-00100
NAIROBI
Email: info@pc.go.ke**

Address for Submission of Tenders for Registration Applications.

1) Name of Procuring Entity: **PRIVATIZATION COMMISSION**

2) Mailing Address: _____ P. O. Box 34542-00100 NAIROBI.

ATTENTION:- ED/CEO

3) Physical address:- _____ Social Security House - Annex (Parking Silo) |
10th Floor | Bishops Road

Yours sincerely,

[Signature, Designation and Position of Authorized Official]

CATEGORIES FOR REGISTRATION

NO.	REFERENCE NO.	ITEM DESCRIPTION	TARGET GROUP
1	PC/REG/01/2023 – 2024	Supply of General Office Stationery, Computer, Printer and Photocopier Consumables	AGPO
2	PC/REG/02/2023 – 2024	Supply of Computer Hardware, Printers, UPS Related Equipment, Accessories and Assorted Software	AGPO
3	PC/REG/03/2023 – 2024	Supply and delivery of Office Furniture, Furnishings, Fittings and Related Equipment	AGPO
4	PC/REG/04/2023 – 2024	Supply and delivery of Staff Uniforms and Foot Wear	AGPO
5	PC/REG/05/2023 – 2024	Supply and delivery of Newspapers, Magazines and Periodicals	AGPO
6	PC/REG/06/2023 – 2024	Supply and Delivery of Assorted Mobile Phone Scratch and Calling Cards	AGPO
7	PC/REG/07/2023 – 2024	Supply and Delivery of Bottled Water and Refilling of Branded Water Dispensers	AGPO
8	PC/REG/08/2023 – 2024	Design and Delivery of Electrical Items, Fittings and Electronics	AGPO
9	PC/REG/09/2023 – 2024	Provision of car wash services	OPEN
10	PC/REG/10/2023 – 2024	Provision of design and printing of audited accounts, publications, magazines / bulletins, cards, calendars, diaries, branded promotional	AGPO
11	PC/REG/11/2023 – 2024	Provision of transport, car hire and taxi services	OPEN
12	PC/REG/12/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Nairobi	OPEN
13	PC/REG/13/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Mombasa	OPEN
14	PC/REG/14/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Naivasha	OPEN
15	PC/REG/15/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Nakuru	OPEN
16	PC/REG/16/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Kisumu	OPEN
17	PC/REG/17/2023 –	Provision of hotel, conference and	OPEN

	2024	accommodation services / facilities in Eldoret	
18	PC/REG/18/2023 – 2024	Provision of hotel, conference and accommodation services / facilities in Nyeri	OPEN
19	PC/REG/19/2023 – 2024	Provision of cleaning, fumigation, sanitary bin services and toiletries.	AGPO
20	PC/REG/20/2023 – 2024	Provision of security guarding services (Category open only for firms registered by the Private Security Regulatory Authority [PSRA])	OPEN
21	PC/REG/21/2023 – 2024	Provision of travel & air ticketing services including airport transfers (IATA registered firms only)	AGPO
22	PC/REG/22/2023 – 2024	Provision of insurance brokerage services (Category open for firms registered by the Association of Kenya Insurers {AKI})	OPEN
23	PC/REG/23/2023 – 2024	Provision of repairs maintenance and servicing of computers, printers, CCTV access control system & power systems including UPSs, Inverters e.t.c	AGPO
24	PC/REG/24/2023 – 2024	Provision of repairs, maintenance and servicing of networking equipment such as servers, firewall, routers e.t.c	AGPO
25	PC/REG/25/2023 – 2024	Provision of repairs, maintenance & servicing of air conditioning equipment, firefighting equipment & accessories	OPEN
26	PC/REG/26/2023 – 2024	Provision of minor repairs of furniture, furnishings, fittings and related items	AGPO
27	PC/REG/27/2023 – 2024	Provision of minor office electrical repairs and maintenance services and related equipment	AGPO
28	PC/REG/28/2023 – 2024	Provision of minor office / building repairs and maintenance services and related items, minor construction works (NCA 4, 5 and 6)	OPEN
29	PC/REG/29/2023 – 2024	Provision of data security, back up and data recovery services	AGPO
30	PC/REG/30/2023 – 2024	Provision of minor plumbing & drainage services (NCA 4 – 6)	OPEN
31	PC/REG/31/2023 – 2024	Provision of HR consultancy services e.g HR recruitment services, Human Resource (HR) Surveys, employee satisfaction survey, work environment survey, organizational culture Survey, team building facilitation services, job evaluation & performance related consultancies e.t.c	OPEN
32	PC/REG/32/2023 – 2024	Provision of PR Consultancy Services, Media training, Branding Consultancy Services, Customer satisfaction surveys, baseline surveys, e.t.c	OPEN

33	PC/REG/33/2023 – 2024	Provision of Legal services for the Commission's transactions and non-transaction activities, legal consultancy services (Category open only for law firms registered by LSK)	OPEN
34	PC/REG/34/2023 – 2024	Provision of Research Consultancy Services in Privatizations, Trends in Privatizations, Monitoring & Evaluation	OPEN
35	PC/REG/35/2023 – 2024	Provision of Catering services and Supply of food stuffs	OPEN
36	PC/REG/36/2023 – 2024	Supply and Delivery of Microsoft Dynamic ERP & CRM Solutions, Software Development, Customization and other support related services	OPEN
37	PC/REG/37/2023 – 2024	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.)	OPEN
38	PC/REG/38/2023 – 2024	Provision of occupational safety and health, fire safety and risk management audit	OPEN
39	PC/REG/39/2023 – 2024	Provision of Event Management Services & Organizers, Road Show Services	AGPO
40	PC/REG/40/2023 – 2024	Provision of maintenance services of fire suppression and alarm system	OPEN
41	PC/REG/41/2023 – 2024	Provision of fuel, oil and lubricants	OPEN
42	PC/REG/42/2023 – 2024	Provision of valuation of assets services	OPEN
43	PC/REG/43/2023 – 2024	Provision of laundry / dry cleaning services	OPEN
44	PC/REG/44/2023 – 2024	Provision of garage services for maintenance, servicing and repairs of motor vehicles	OPEN

REQUIREMENTS

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Copy of Certificate of Registration/Incorporation- All OPEN Categories
2. Valid Tax Compliance Certificate- All OPEN categories
3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)- All categories'.
4. Company profile - All OPEN categories.
5. Valid AGPO Certificate for the AGPO groups.
6. Duly filled signed and stamped Confidential Business Questionnaire - All OPEN categories.
7. For Repair & Maintenance works Firms MUST be registered by NCA-

where applicable.

8. Valid Food Handling Certificate- where applicable.
9. Valid IATA Certification for Air Tickets- where applicable.
10. Current CR12 showing the shareholding of the firm (not older than 12 months)- All categories.
12. Litigation history to be provided – All categories
13. Self Declaration Forms – All categories
14. At least 3 years of experience for supply and delivery of similar goods, services or works. Attach at least three (3) orders or contracts or reference letters - where Eligibility is open.

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant / applicable should be attached.

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from the Commission's website.

Duly completed Registration Documents in plain sealed envelopes clearly marked

“Category No.....For the Supply/Provision of ” should be addressed to:

Executive Director/CEO
Privatization Commission
Social Security House – Annex (Parking Silo) | 10th Floor | Bishops Road
P. O. Box 34542-00100
NAIROBI
Email: info@pc.go.ke

PART 1: TENDERING PROCEDURES

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

The Privatization Commission would like to invite interested candidates who must qualify by meeting the set criteria as provided in this document to perform the contract of provision of goods, services and works to the Commission.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL.

2.2.2 The original of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.2.1. The person signing the registration document shall initial all pages of the tender where entries or amendments have been made.

2.2.3 The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, item description and reference number and deposited in the tender box at the address and location indicated under the section 'Requirements' so as to be received on or before **Tuesday, November 7th, 2023**, at **1100hours**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original registration document. The envelopes shall then be sealed and bare the following details: -

- (a) Be addressed and delivered to the location at the address provided in the Section 'Requirements' or in the registration advertisement.
- (b) Bear the registration category, item description and reference number of the registration document, enable the application to be returned unopened in case it is declared late pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, the Commission will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the

Candidates identity, the Commission will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 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.

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

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the Commission so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration – Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Commission as shall be reasonably requested.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least three (3) years' experience in the supply of goods, services, works and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in FORM RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in registering bidders. Letters of reference from past customers and or copies of previous contracts or orders should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given – Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and the Commission will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Commission in writing or by email at the Commission's email address indicated in the Section 'Requirements'

2.7.2 The Commission will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications.

Copies of the Commission's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the

Commission may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Commission.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Commission may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the Commission at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in this document.

2.9.2 The Commission may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Commission and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential.

2.10.1 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. Any effort by an applicant to influence the Commission's processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the Commission

2.11.1 To assist in the examination, evaluation, and comparison of applications, the Commission may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Commission 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 Commission, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence the Commission in its registration

evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, the Commission will determine whether each application.

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and provides any clarification and/or substantiation that the Commission may require to determine responsiveness pursuant to Sub-Clause 2.15.

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

2.12.3 A material deviation or reservation is one: -

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Commission's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.4 If an application is not substantially responsive, it will be rejected the Commission and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.5 The Commission, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.16 will be notified by the Commission within two (2) months from the date of opening of registration documents.

2.13.2 At the same time the Commission notifies qualified Applicants that their applications are responsive, the Commission shall notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The Commission will evaluate and compare only the applications

determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.15 The Commission's Right to accept any Application and to reject any or all Applications

2.15.1 The Commission reserves the right to accept or reject any application, and to annul. The registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by the Commission, the Commission will notify successful applicants through a list to be uploaded on the Commission's website.

2.17 Registration of current Commission's suppliers / service providers / contractors

2.17.1 All current suppliers / service providers / contractors SHALL be required to apply for registration as per the criteria provided in this document so as to be on-boarded afresh and be registered by the Commission.

APPENDIX INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

(i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit ONLY ONE ORIGINAL document.

(ii) Subject to Clause 2.14 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No.	Requirements	Required: - Yes/No
1.	Copy of Certificate of Registration / Incorporation (To be submitted by applicants for OPEN categories ONLY).	
2.	Copy of Valid Tax Compliance Certificate (To be submitted by applicants for OPEN categories ONLY).	
3.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement / Declaration)- (To be submitted for all categories)	
4.	Company profile (To be submitted by applicants for OPEN categories ONLY).	
5.	Valid AGPO Certificate for the AGPO groups (For reserved categories)	
6.	Duly filled signed and stamped Confidential Business Questionnaire (To be submitted by applicants for OPEN categories ONLY).	
7.	For Repair & Maintenance works Firms MUST be registered by NCA – where applicable	
8.	Valid Food Handling Certificate – where applicable	
9.	Valid IATA Certification for Air Tickets – where applicable	
10.	Proof of membership to a professional body where relevant / applicable to be attached	
11.	Current CR12 showing the shareholding of the firm (not older than 12 months) (To be submitted for all categories).	
12.	Litigation History (To be submitted for all categories) - Provide details on FORM RQ-4.	
13.	Sworn Statement (To be submitted for all categories) - Provide details on FORM RQ-5	
14	Filled Self Declaration Form – (To be submitted for all categories) - Provide details FORM RQ-6	
15.	At least 3 years of experience for supply and delivery of similar goods, services or works. Attach orders or contracts or reference letters at least two (2)- where Eligibility is open.	

Any applicant who fails to provide ALL the mandatory requirements as applicable / outlined on the criteria above shall NOT proceed to the next stage of the evaluation below.

B EVALUATION CRITERIA

No.	Requirements	Score Pass / Fail
1.	Duly filled Registration Data RQ-1 RQ-2 RQ-3 (To be submitted for open categories only) RQ-4 and RQ-5	

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We hereby
apply for registration.

(Name of Company/Firm)

as suppliers

of:.....

(Item Description)

Category

No.....

Other branches and location

.....

Organization & Business Information

Management Personnel Job

Title.....

1.

.....

.....

2.

.....

.....

3.

.....

.....

Partnership (if applicable)

Names of Partners

.....

.....

.....

.....

.....

.....

.....

Indicate terms of trade/ sale

/Payment.....

Enclose copy of profile of the firm indicating the main field of activities.

FORM RQ-2 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) 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.....
Plot No.....
Location of Business
Premises.....
Street/Road.....
Postal AddressTel No.....
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time:
Kshs.....
Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor Your Name in
Full.....Age.....
Nationality.....Country of Origin.....
Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
.....
.....

FORM RQ-3 - PAST EXPERIENCE NAMES OF AT LEAST TWO CLIENTS (for open categories only)

Name of 1st Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client
.....
- v) Duration of Contract (date)
.....
- vi) Signature and Stamp of Organization.....

Name of 2nd Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client
.....
- v) Duration of Contract (date)
.....
- vi) Signature and Stamp of Organization.....

Name of 3rd Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the Client (organization).....
- iv) Telephone No. of Client
.....
- v) Duration of Contract (date)
.....
- vi) Signature and Stamp of Organization.....

FORM RQ-4- LITIGATION HISTORY

Name of Contract Supplier.....
 Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution. Litigation History (Provide current sworn affidavit)

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

Note: Where there is no litigation history bidders to indicate N/A

FORM RQ-5- SWORN STATEMENT

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

a).

That the information furnished in our/my application is accurate to the best of my/our knowledge.

b).

That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.

c).

When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.

d).

We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....
.....

Represented

By.....

Date.....
.....

Signature & Stamp:

.....

(Full name and designation of the person signing and stamp or seal)

FORM RQ-6 - SELF-DECLARATION FORM

We, the Tenderer _____ (insert name) submitting our Quotation in respect of Quotation No _____ for _____ (insert quotation Title Description) for _____ (insert Name of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the registration of suppliers exercise as defined and/or described in the following:
 - i) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations;
 - ii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iii) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (name of the procuring entity);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject exercise;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: [Insert complete name of tenderer signing the application for registration]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:

..... [Insert complete name of person duly authorized to sign the application for registration]

Title of the person signing the application for registration [Insert complete title of the person signing

the quotation]

Signature of the person named above..... *[Insert signature of person whose name and capacity are shown above]*