



## **PUBLIC SERVICE COMMISSION**

**PROCURING ENTITY: PUBLIC SERVICE COMMISSION  
COMMISSION HOUSE, HARAMBEE AVENUE  
P. O. BOX 30095 – 00100 NAIROBI  
TEL: +254(020) 2223901, +254 20 2227471  
WEBSITE: [www.publicservice.go.ke/](http://www.publicservice.go.ke/)  
EMAIL: [procurement@publicservice.go.ke](mailto:procurement@publicservice.go.ke)**

**DATE OF ADVERTISEMENT: 15<sup>th</sup> AUGUST, 2023**

**CLOSING/ OPENING DATE: 30<sup>th</sup> AUGUST, 2023**

**CLOSING TIME 11:00 AM**

**BIDDING DOCUMENT FOR REGISTRATION OF SUPPLIERS  
FOR THE FINANCIAL YEARS 2023-2024/25**

**PSC/PREQ/01/2023-2024**

**AUGUST, 2023**

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**INVITATION FOR REGISTRATION DATE: 15<sup>th</sup> August, 2023.**Tender No: **PSC/PREQ/01/2023-2025**Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023-2025**

Public Service Commission (PSC) an Independent Commission established under Article 233(1) of the Constitution of Kenya 2010 to manage human resources in the Kenya Public Service.

PSC invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years 2023 – 2024/25.

Category No.	Item Description	Eligibility
	Registration of suppliers for the supply of goods and provision of services	
PSC/PREQ/001/2023-2025	Supply and delivery of computers, laptops, printers, tablets and related ICT accessories	Open
PSC/PREQ/002/2023-2025	Supply of Office Furniture, Equipment and Fittings(Electrical accessories)	Open
PSC/PREQ/003/2023-2025	Supply and Delivery of Staff Uniforms, Clothing, Footwear, Curtains etc.	Reserved
PSC/PREQ/004/2023-2025	Supply and Delivery of Computer ,printer and photocopier Consumables, related accessories and supplies	Open
PSC/PREQ/005/2023-2025	Supply and Delivery of bottled Mineral Water	Reserved
PSC/PREQ/006/2023-2025	Supply and Delivery of Cleaning Materials, Detergents and Disinfectants	Reserved
PSC/PREQ/007/2023-2025	Supply and Delivery of Newspapers, Magazines, Books and Periodicals	Reserved
PSC/PREQ/008/2023-2025	Provision of Fumigation and Pest Control Services	Reserved
PSC/PREQ/009/2023-2025	Provision of Travel and Air Ticketing Services (IATA Registered)	Open
PSC/PREQ/010/2023-2025	Supply, delivery and installation of computer software( development, customization and support services) and Network Configuration Services	Open
PSC/PREQ/011/2023-2025	Supply, delivery and installation of Network equipment(routers, switches, access points, firewalls and related accessories	Open
PSC/PREQ/012/2023-2025	Provision of creative Design and Printing Services	Reserved
PSC/PREQ/013/2023-2025	Repair and Maintenance of Computers, Printers and other ICT related Accessories	Reserved
PSC/PREQ/014/2023-2025	Repair and Maintenance of Telecommunication Equipment(PABX and Telephones)	Reserved
PSC/PREQ/015/2023-2025	Repair and Maintenance of Minor Works and Services( Mechanical, Plumbing and Electrical Services for buildings, standby generators, water tanks and pumps, sanitary fittings and firefighting facilities (Registered with NCA 7)	Open
PSC/PREQ/016/2023-2025	Repair and Maintenance of Motor Vehicles (garages registered and approved by Chief Mechanical and Transport Engineer)	Open
PSC/PREQ/017/2023-2025	Repair and servicing of Office equipment	Open
PSC/PREQ/018/2023-2025	Provision of Video , Documentary and Photography Services	Reserved
PSC/PREQ/019/2023-2025	Provision of events management services(hire of tents ,chair, drapingand decorations)	Open
PSC/PREQ/020/2023-2025	Provision of Legal Services	Open

## **REQUIREMENTS**

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

1. *Certificate of Registration/Incorporation*
2. *Valid Tax Compliance Certificate*
3. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority. Provide Statement/Declaration (FORM SD1)*
4. *Copy of Current and Valid copy of Trade license/ Valid Business permit issued by the relevant county government.*
5. *Valid AGPO Certificate issued by the National Treasury for the reserved groups.*
6. *Duly Completed Confidential Business Questionnaire.*
7. *The document MUST be serialized/paginated*
8. *For Repair and Maintenance works Firms MUST be registered by National construction Authority (NCA-7).*
9. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government*
10. *For provision of Ticketing Services prospective service providers MUST be registered with IATA & KATA.*

**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 should be attached.**

Duly completed Registration Documents **in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of.....”** should be addressed to:

**SECRETARY/ CEO,  
PUBLIC SERVICE COMMISSION  
COMMISSION HOUSE, HARAMBEE AVENUE  
P. O. BOX 30095 – 00100 NAIROBI  
TEL: +254(020) 2223901**

**WEBSITE: [www.publicservice.go.ke](http://www.publicservice.go.ke)**

**Email for inquiries, clarifications and addendum: [procurement@publicservice.go.ke](mailto:procurement@publicservice.go.ke)**

And be deposited in the **Tender Box** located at the **Lift area, Ground Floor of the Old Commission House Building on Harambee Avenue.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend,

**SECRETARY/ CEO,  
PUBLIC SERVICE COMMISSION**

## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 The Public Service Commission (PSC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by PSC to perform the contract of provision of goods, services and works to the PSC.

### 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**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy 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 or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

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, title and reference number** and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notices as to be received on or before **30<sup>th</sup> August, 2023 at 1100hours**.

2.3.2 Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.3 The Candidate shall seal **One (1) Original** and a **One (1) copy** of the completed registration document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope which shall be;

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared pursuant to Clause 2.3.1.

2.3.4 If the outer envelope is not sealed and marked as instructed above, PSC will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity PSC will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.5 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.

2.3.6 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 PSC 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 PSC, as the PSC shall reasonably request.

## **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, and RQ-6 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 one (1) year experience in the supply of goods, services 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 pre-qualifying bidders, apart from bidders under the Special group's categories. Letter of reference from past customers 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 PSC 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 PSC in writing or by email at the PSC's email address indicated in the registration data.

2.7.2 PSC 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 PSC'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, PSC 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 theregistration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the PSC.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, PSC 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 PSC at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 PSC 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 PSC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

2.10.1 PSC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 PSC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

## **2.11 Process to be Confidential**

2.11.1 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 PSC's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting of PSC**

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

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

2.12.3 Any effort by any applicant to influence PSC in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, PSC 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
- (c) provides any clarification and/or substantiation that PSC may require to determine responsiveness pursuant to Sub-Clause 2.15

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

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the PSC'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.

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

2.13.4 PSC, 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.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by PSC within thirty (30) days from the date of opening of registration documents.

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

**2.15 Evaluation and Comparison of Applications**

2.15.1 PSC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

**2.16 PSC's Right to accept any Application and to reject any or all Applications**

2.16.1 PSC 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.

**2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of registration validity prescribed by PSC, PSC will notify successful applicants through a list to be uploaded on PSC website.

## APPENDIX TO 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** Registration document and **ONE COPY**.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

MR NO.	Mandatory Requirement	Compliant (✓) / Not Compliant (X)
1.	Introduction letter of Application for Pre-qualification by the candidate	Mandatory
2.	Certificate of Incorporation / Registration.	
3.	Copy of Valid Tax Compliance Certificate/Exemption certificate issued by KRA.	Mandatory
4.	<b>For works</b> Firms <b>MUST</b> be registered by NCA. Prospective suppliers must provide a copy of <b>NCA registration certificate</b> .	Mandatory
5.	<b>For Provision of Legal services</b> the candidate <b>MUST</b> ; a) Be an advocate of the high court of Kenya having signed the roll of advocates. b) Hold a current practicing certificate. c) Certified copies of current Practicing Certificates for all Partners and Associates practicing under the firm. d) Curriculum Vitae of Partners, Associates and Consultants if any. e) Letter from the Advocates Complaints Commission and the Advocates Disciplinary Tribunal on the status of partners and the firm regarding complaints.	Mandatory
6.	For <b>provision of Air Ticketing Services</b> prospective service providers <b>MUST</b> be registered with <b>IATA &amp; KATA</b>	Mandatory
7.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory
8.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
9.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory

MR NO.	Mandatory Requirement	Compliant (✓) / Not Compliant (X)
10.	Duly completed Registration Documents ( <b>Original and Copy</b> ) in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of...”	Mandatory
11.	Duly serialized tender document. Table of contents is a <b>MUST</b> (Every page of the bid document <b>Must</b> be serialized or paginated) and bid document <b>MUST</b> be <b>TAPE/BOOK BOUND</b>	Mandatory
12.	Current practicing certificates for professionals where applicable	Mandatory
13.	<b>Must</b> submit two Tender Documents ( <b>Original and Copy</b> ), duly serialized tender document. Table of contents is a <b>MUST (Every page of the bid document Must be serialized or paginated)</b> in the format 1,2,3..... and bid document <b>MUST be TAPE/BOOK BOUND</b>	Mandatory
14.	Valid AGPO Certificate <b>where applicable</b>	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

### 2.5 Qualification Criteria

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, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

#### TECHNICAL EVALUATION CRITERIA

Requirements		Score	
1	Duly filled Registration Data	20	
2	Duly filled Confidential Business Questionnaire	30	
3	Relevant Past Experience apart from Reserved Groups		
	Provide names of three clients (organizations)		
	<b>a)</b> First client Organization (Attach documental evidence)		10
	<b>b)</b> Second client Organization (Attach documental evidence)		10
	<b>c)</b> Third client Organization (Attach documental evidence)	10	
4	Litigation History (Provide current sworn affidavit)	10	
5	Self-Declaration Form	10	
<b>TOTAL</b>		<b>100</b>	

**The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.**

**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.....  
**(20 points)**

Enclose copy of profile of the firm indicating the main fields of activities

## RQ-2 TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

### 1. Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

#### General and Specific Details

### 8. Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_

Age \_\_\_\_\_

9. Partnership, provide the following details.

	<b>Name of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

1. Registered Company, provide the following details.

1. Private or public Company \_\_\_\_\_

2. State the nominal and issued capital of the Company:-

iii) Nominal Kenya Shillings (Equivalent).....

iv) .Issued Kenya Shillings (Equivalent).....

v) Give details of Directors as follows.

	<b>Name of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

1. **DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

1. Are there any person/persons in..... (Name of Procuring Entity) who has an interest or relationship in this firm?

Yes/No.....If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

2. Conflict of interest disclosure

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with a		

5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during Implementation of the contracts specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner Acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

**Certification**

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name \_\_\_\_\_

(Signature)

(Date)

**(40 Points)**

- 1. Name of 1<sup>st</sup> 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.....
  
- 2. Name of 2<sup>nd</sup> 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.....
  
- 3. Name of 3<sup>rd</sup> 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.....

(30 points)

**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.

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

**(10 Points)**

**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**

**FORMSFORM SD1**

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,.....of Post Office Box.....being a resident of ..... in the Republic of .....do hereby make a statement as follows:-

THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder. In respect of Tender No.....for (*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly Authorized and competent to make this statement.

1. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
2. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
.....  
.....  
(Title) (Signature) (Date)

Bidder Official Stamp