



THE **PUBLIC SERVICE SUPERANNUATION FUND**

BIMA HOUSE, 6th Floor, Harambee Avenue Nairobi.
P.O. Box 20191-00200
Nairobi-Kenya.

REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS, WORKS AND PROVISION OF SERVICES FOR FY 2022-2024

Tender No: PSSF /REG/01/2022-2024

Email: procurement@psss.go.ke

Website: <http://www.psss.go.ke/or> www.tenders.go.ke

DATE OF ADVERTISEMENT: 30th AUGUST 2022

**DATE OF CLOSING/OPENING: 9th SEPTEMBER, 2022 AT
10.00 AM**

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INVITATION FOR REGISTRATION

29/08/2022

Tender No: PSSF/REG/01/2022-2024

Tender name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2022- 2024

The Public Service Superannuation Fund (PSSF) is a body corporate established by the Public Service Superannuation Scheme Act of 2012 of the laws of Kenya. The Scheme is a contributory pension arrangement catering for categories of public civil servants specified in the Act.

The objective and purpose of the Scheme is to:-

- (i) Pay retirement benefits to members of the Scheme.
- (ii) Ensure that every member of the Scheme receives his retirement benefits as and when they become due.
- (iii) Assist to improve the social security of members of the Scheme by ensuring that the members save in order to cater for their livelihood during their retirement.
- (iv) Establish a uniform set of rules, regulations and standards for the administration and payment of retirement benefits for members of the Scheme.

PSSF invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years 2022 -2024.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
PSSF/A1/2022-2024	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners, Computer Consumables and Accessories etc.	Open
PSSF/A2/2022-2024	Supply and Delivery of Office Furniture	Open
PSSF/A3/2022-2024	Supply, Delivery, and Installations of Furnishings including Curtains, Carpets, Blinders & Fittings.	Special Group
PSSF/A4/2022-2024	Supply of Staff Uniforms, Clothing, Footwear, and other clothing	Open

PSSF/A5/2022-2024	Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Research Reports business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc.	Open
PSSF/A6/2022-2024	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, MobilePhones, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	Open
PSSF/A7/2022-2024	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispensers.	Special Groups
PSSF/A8/2022-2024	Design, Supply and Delivery of Gifts, Trophies	Special Groups
PSSF/A9/2022-2024	Supply and Delivery of Cleaning Materials, Detergents, Disinfectants, Toiletries & Consumables	Special Groups
PSSF/A10/2022-2024	Supply and fitting of motor vehicle Tyres, tubes and batteries	Open
PSSF/A11/2022-2024	Supply and Delivery Fuel, Oil , Lubricants and Cooking Gas	Open
PSSF/A12/2022-2024	Supply and Delivery of Newspapers, Journals, and Periodicals	Special Groups
PSSF/A13/2022-2024	Supply of airtime(Safaricom, Airtel and Telkom)	Special Groups
PSSF/A14/2022-2024	Supply, Installation & Maintenance of Signages	Special Groups

B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
PSSF/B1/2022-2024	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.)	Special Groups
PSSF/B2/2022-2024	Provision of Courier Services Country Wide	Open
PSSF/B3/2022-2024	Provision of for Legal Services.	Open
PSSF/B4/2022-2024	Provision of Bulk SMS services	Open
PSSF/B5/2022-2024	Provision of Entertainment Services (DJs, Bands, Musicians, Theatre Groups)	Special Groups
PSSF/B6/2022-2024	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions	Open
PSSF/B7/2022-2024	Provision of Digital Marketing Services	Special Groups
PSSF/B8/2022-2024	Provision of Catering Services (Indoor and Outdoor)	Open
PSSF/B9/2022-2024	Provision of Comprehensive Office Cleaning, Sanitary Disposal, Fumigation & Pest Control Services	Reserved For Women
PSSF/B10/2022-2024	Provision of Valuation, Tagging & Labeling of Assets Services	Open

PSS5/B11/2022-2024	Provision of Travel Agency and Air Ticketing Services (KCAA Registered firms)	Open
PSSF/B12/2022-2024	Provision of Transport, Car Hire and Taxi Services	Special Groups
PSSF/B13/2022-2024	Provision of Hotel (Meals & Accommodation) And Conference Facilities Country Wide.	Open
PSSF/B14/2022-2024	Repair of Assorted Electrical Fittings & Lighting Materials	Special Groups
PSSF/B15/2022-2024	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	Open
PSSF/B16/2022-2024	Repair of Office Furniture and Fittings	Special Groups
PSSF/B17/2022-2024	Provision of Internet Service Providers (ISP) & VPN Connectivity.	Open
PSSF/B18/2022-2024	Supply, Installation, Commissioning, Repair , Maintenance and Servicing of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories	Open
PSSF/B19/2022-2024	Supply, Installation & Commissioning of structured cabling(IP) PABX and Networking Equipment	Open
PSSF/B20/2022-2024	Provision of Master of Ceremony Services	Special Groups.
PSSF/B21/2022-2024	Provision of Website Design, Hosting and Maintenance Services	Special Groups
PSSF/B22/2022-2024	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
PSSF/B23/2022-2024	Provision of Security & Guarding Services	Open
PSSF/B24/2022-2024	Provision of ICT Disaster Recovery Services	Open
PSSF/B25/2022-2024	Provision of Medical Insurance	Open
PSSF/B26/2022-2024	Provision of General Insurance Brokerage Services	Open

C) PROVISION OF CONSULTANCY SERVICES

PSSF/C1/2022-2024	Provision of Actuarial Consultancy Services	Open
PSSF/C2/2022-2024	Provision of Investment Consultancy Services	Open
PSSF/C3/2022-2024	Provision of Professional Pension Related Consultancy Services and Trainings Services.	Open
PSSF/C4/2022-2024	Provision of Professional Management Consultancy Services and Trainings Services.	Open
PSSF/C5/2022-2024	Provision of OSHA Training, Audit, Fire& First Aid Equipment Training Services	Open
PSSF/C6/2022-2024	Provision of Research Software and ICT related Consultancy Services	Open

D) PROVISION OF WORKS

PSSF/D1/2022-2024	Provision of Small Contractual Works-General Office Designs, Partitioning , Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA 8)	Open
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Key: Special Groups Means Youth, Women and Persons with Disabilities with Valid AGPO Certificate

REQUIREMENTS

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

1. Must submit a copy of certificate of Registration/Incorporation
2. Must submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority.
3. Must Attach a valid Business Permit from a County Government
4. Must provide a valid Copy of AGPO certificate from The National Treasury under the category of YOUTHS.
5. Copy of CR12 Certificate issued by the Registrar of Companies Within the last Six Months **from the date of Closing/Opening i.e. 9th September 2022**, A Confirmation of Directors and Shareholding for limited companies or ID card for Sole Proprietorships.
6. For works Firms **MUST** be registered by NCA Category 8 and above.
7. Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.
8. Transport Hire firms must attach evidence of having taken all the Insurance Covers.
9. Outside Catering Services bidders to avail a certificate of health for food handling from County Government
10. Current practicing certificates for professionals where applicable
11. Must Provide two copies of the bid document-original and Copy and Each page of the document must be serialized.

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.

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website: <http://www.psss.go.ke>
Or www.tenders.go.ke

Duly completed Registration Documents in plain sealed envelopes clearly marked "Category No _____ For the Supply/Provision of _____" should be addressed to:

**THE Ag CHIEF EXECUTIVE OFFICER
THE PUBLIC SERVICE SUPERANNUATION FUND (PSSF),
P. O. Box 20191-200,NAIROBI**

and be deposited in the Tender Box located at the Public Service Superannuation Fund (PSSF) on the 6th floor, BIMA HOUSE , **Harambee Avenue, so as to be received on or before Friday , 9th September , 2022 at 1000hours.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the Board Room situated on 6th floor, BIMA HOUSE (*When conducting this exercise PSSF shall advise on the safety measures to be observed in line with the Government directive during the Covid 19 pandemic*)

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**Ag. CHIEF EXECUTIVE OFFICER
THE PUBLIC SERVICE SUPERANNUATION FUND (PSSF).**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

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

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

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 notice so as to be received on or before **Friday, 9th September, 2022 at 1000hours**. Applications received **after the closing date and time shall be rejected and returned to the applicant unopened.**

2.3.1 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and a **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (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.

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

2.3.3 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.

2.3.4 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 PSSF 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 PSSF, as the PSSF 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, SD1, SD2 and DECLARATION AND COMMITMENT TO THE CODE OF ETHICS **Must be Filled, Signed and Stamped** 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

Financial Condition

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

2.5.5 Confidential Business Questionnaire

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

2.5.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.7 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 PSSF 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 PSSF in writing or by email at the PSSF's email address :procurement@psss.go.ke

2.7.2 PSSF 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 PSSF'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, PSSF 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 PSSF.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, PSSF 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 PSSF 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 PSSF 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 PSSF 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 PSSF 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. *(This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)*

2.10.2 PSSF 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. Online Applications or registration Documents sent through any PSSF official Email Shall not be Accepted

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

2.12 Clarification of Applications and Contacting of PSSF

2.12.1 To assist in the examination, evaluation, and comparison of applications, PSSF 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 PSSF 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 PSSF, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence PSSF 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, PSSF 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 PSSF 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.

2.13.3

A material deviation or reservation is one

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

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

2.13.5 PSSF, 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 PSSF within thirty (30) days from the date of opening of registration documents.

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

2.15 Evaluation and Comparison of Applications

2.15.1 PSSF 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 PSSF's Right to accept any Application and to reject any or all Applications

2.16.1 PSSF 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 PSSF, PSSF will notify successful applicants through a list to be uploaded on PSSF website.ie www.psss.go.ke

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)

	Requirements	Score
1.	Must submit a copy of certificate of Registration/Incorporation	Mandatory
2.	Must Submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority.	Mandatory
3.	Must Attach A valid Business Permit from a County Government	Mandatory
4	Must provide a valid Copy of AGPO certificate from The National Treasury under the category of YOUTHS.	Mandatory
5	Copy of CR12 Certificate issued by the Registrar of Companies Within the last Six Months. A Confirmation of Directors and Shareholding for limited companies or ID card for Sole Proprietorships.	Mandatory
6	For works Firms MUST be registered by NCA	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
10	Current practicing certificates for professionals where applicable	Mandatory
11	Must Provide two copies of the bid document-original and Copy and Each page of the document must be serialized and Paginated	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.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data.	20
2	Duly filled Confidential Business Questionnaire.	10
3	Duly Filled, Signed and Stamped SD1 Form Provided.	10
4	Dully Filled, Signed and Stamped SD2 Form Provided.	10
5	Dully Filled, Signed and Stamped Declaration And Commitment To The Code Of Ethics	10
6	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
7	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

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)

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 Address..... Tel No.....
 Nature of Business..... Current Trade license.....
 Expiring.....
 Maximum Value of Business which you can Handle at Any Given Time: Ksh.....
 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
.....
.....
.....
.....
.....
.....
.....
.....

(10 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. 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.....

2. 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.....

3. 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.....

(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.

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

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

(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)

(10 Points)

SELF-DECLARATION FORMS

FORM 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:-

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

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

(10 Points)

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

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

1. THAT I am the 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.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

(10 Points)

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person)on behalf of (*Name of the Business / Company/Firm*)..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating In Public Procurement and Asset Disposal.

Name of Authorized signatory:.....

Sign.....

Position.....
.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

(10 Points)