



COUNTY ASSEMBLY OF EMBU

P O BOX 140 -60100

EMBU.

Tel: +254-068-31208

REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2020/2021 and 2021/2022

COMPANY NAME:.....

CATEGORY NO:CAE/...../2020-2022

CATEGORY DESCRIPTION.....

.....

IF SPECIAL GROUP PLEASE INDICATE BELOW:

WOMEN

YOUTH

PERSONS WITH DISABILITY

CLOSING DATE: 14TH JULY 2020

TIME: 11.00A.M

SECTION- A INVITATION

The County Assembly of Embu invites interested and competent potential suppliers of Goods, Works and Services for registration in the financial years **2020/2021** and **2021/2022** as follows;

SUPPLY AND DELIVERY OF GOODS			
NO	CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
1	CAE/001/2020-2022	Supply and delivery of fuel, LPG gas and lubricants.	Open
2	CAE/002/2020-2022	Supply of Motor Vehicle Tyres, Tubes, Batteries and other vehicle accessories	Youth
3	CAE/003/2020-2022	Supply of Cleaning materials, detergents, facemasks and soaps	Women
4	CAE/004/2020-2022	Supply of General Office Stationery	Youth
5	CAE/005/2020-2022	Supply of Office Furniture and Fittings.	Open
6	CAE/006/2020-2022	Supply, delivery and installation of Photocopiers, Servers, Scanners, Computers, Laptops, Printers, UPS , biometric systems and Softwares.	Open
7	CAE/007/2020-2022	Supply of Newspapers, Magazines & Periodicals.	PWD
8	CAE/008/2020-2022	Supply of telephone equipment, communication applications and accessories.	Open
9	CAE/009/2020-2022	Supply of staff clothing, sports uniform and sports equipments.	open
10	CAE/010/2020-2022	Supply of computer accessories, toners and cartridges.	Open
11	CAE/011/2020-2022	Supply and Delivery of Communication Equipment, PA Systems, Cameras, LCD projectors, Recorders, Tablets and related equipment.	Women
12	CAE/012/2020-2022	Provision of design and printing of county flags	Youth
13	CAE/013/2020-2022	Supply of Electrical Equipment and Fittings.	PWD
14	CAE/014/2020-2022	Supply of Hardware/Building Materials and Paints.	Women
15	CAE/015/2020-2022	Supply and Delivery of Kitchen and Household Appliances.	PWD
16	CAE/016/2020-2022	Supply and Delivery of Beverages and fresh milk.	Women
17	CAE/017/2020-2022	Supply, Delivery, Installation and Commissioning of CCTV Security Systems, Fire and Safety Gadgets.	Open
18	CAE/018/2020-2022	Supply of supermarket items.	PWD
19	CAE/019/2020-2022	Supply & Delivery of Water Dispensers	Women

		and Bottled water	
20	CAE/020/2020-2022	Supply and delivery of Air time	PWD
21	CAE/021/2020-2022	Supply and delivery of motorcycles and bicycles	Open
22	CAE/022/2020-2022	Supply, delivery and fabrication of metallic containers	open
PROVISION OF WORKS AND SERVICES			
			CAE/00
23	CAE/023/2020-2022	Provision of Conference and accomodation facilities	Open
24	CAE/024/2020-2022	Provision of outside Catering Services	Open
25	CAE/025/2020-2022	Provision of Legal and Legislative Drafting Services	Open
26	CAE/026/2020-2022	Provision of Air Travel Agency Services (IATA registered)	Open
27	CAE/027/2020-2022	Provision of ground transport services	Open
28	CAE/028/2020-2022	Provision of ICT consultancy Services and suport services (Website ,networking and related service).	Youth
29	CAE/029/2020-2022	Provision of Editing, Design, photocopying and Printing Services.	Youth
30	CAE/030/2020-2022	Provision of General Survey (work Environment, Customer satisfaction, Employee Satisfaction and Corruption perception)	Open
31	CAE/031/2020-2022	Repair and Servicing of ICT related Equipment.	Youth
32	CAE/032/2020-2022	Repair and Maintenance of Office Furniture ,furnishing, fittings, curtains and window blinds.	Open
33	CAE/033/2020-2022	Provision of Pest control and Fumigation Services	Open
34	CAE/034/2020-2022	Provision of newspaper, Television and radio advertisements	Open
35	CAE/035/2020-2022	Cleaning of Curtains, Sofa sets and Dry Cleaning Services.	Youth
36	CAE/036/2020-2022	Supply, Installation and repair of Air Conditioners and refrigerators	Open
37	CAE/037/2020-2022	Provision of Security Services.	Open
38	CAE/038/2020-2022	Provision of Asset Marking/Tagging Services.	Youth
39	CAE/039/2020-2022	Provision of Partitioning, Building and Civil Engineering Works.	Open
40	CAE/040/2020-2022	Provision of Electrical and Plumbing Works.	Open
41	CAE/041/2020-2022	Provision of Training and Capacity Building Services	Open
42	CAE/042/2020-2022	Provision of consultancy services	Open
43	CAE/043/2020-2022	Provision of repair and servicing of standby generators	Open
44	CAE/044/2020-2022	Provision of motor vehicle and	Open

		motorcycle repairs and servicing	
45	CAE/045/2020-2022	Provision of insurance services for motor vehicles and motorcycles.	open
46	CAE/046/2020-2022	Provision of fabrications and body building for motor vehicles	Open
47	CAE/047/2020-2022	Provision of events management services (Exhibitions, hire of tents and related services)t	Youth

The special groups (youth, women and persons living with disabilities(PWD)) must be registered with The National Treasury (Must Attach copy of AGPO certificate and copies of national identification details (ID) for directors). Special criteria will be used to evaluate categories reserved for the special/target groups.

Registration documents shall be downloaded from the Embu County Assembly website: www.embuassembly.go.ke/tenders .

Completed original and a copy of bid documents are to be enclosed in a plain sealed envelope marked (Original & Copy) , clearly marked “**TENDER NO.**-----
----- **FOR** -----“ should be deposited in the TENDER BOX, situated at the County Assembly Offices, or if mailed, addressed to:-

**THE CLERK, COUNTY ASSEMBLY OF EMBU,
P,O BOX 140-60100
EMBU,**

So as to reach not later than **11.00 a.m.** on Tuesday **14th July 2020**.The registration documents will be opened immediately thereafter in the Committee Room. All bidders or their representatives who choose to attend are invited. Documents received after the stated time or date will be returned to the bidders unopened.

JIM G.KAUMA
CLERK-COUNTY ASSEMBLY OF EMBU

TABLE OF CONTENT

	ITEM	PAGE NO.
1	INVITATION	2
2	TABLE OF CONTENTS	5
3	BRIEF CONTRACT REGULATIONS	6-16
4	REGISTRATION CRITERIA	16
5	FORM PQ -1 - REGISTRATION DOCUMENTS	17
6	FORM PQ -2 - REGISTRATION DATA	18-19
7	FORM PQ -3 - SUPERVISORY PERSONNEL	20
8	FORM PQ- 4 - FINANCIAL POSITION	20
9	FORM PO - 5 - PAST EXPERIENCE	22
10	FORM PQ-6 - SUPPLIERS DETAILS	23
11	FORM PQ-7 - CONFIDENTIAL BUSINESS	24

SECTION B- BRIEF CONTRACT REGULATIONS

1.1 Introduction

County Assembly Of Embu would like to invite interested candidates who must qualify by meeting the set criteria as provided, for supply and delivery or provision of services to the COUNTY ASSEMBLY OF EMBU.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the COUNTY ASSEMBLY OF EMBU as and when required during the period ending **30th June, 2022.**

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to the COUNTY ASSEMBLY OF EMBU so that they may be pre-qualified / registered for submission of tenders. Bids will be submitted in complete lots, singly or in combination. The prospective Suppliers are required to provide mandatory information for registration/registration.

1.4 Experience

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 Consideration

In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

Two copies (marked original and duplicate) of the completed Registration/registration data and other requested information shall be submitted to reach **The Clerk, County Assembly Of Embu, P.o Box 140-60100 Embu**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Head of Procurement through the address given in part 1.7

1.9 Additional Information

The COUNTY ASSEMBLY OF EMBU reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the COUNTY ASSEMBLY OF EMBU after scoring more than 70 points soon after the completion of the tender process.

1.11 Brief Contract regulations / Guidelines

1.11.1 Taxes on Imported Materials

The supplier will have to pay transport or delivery charges, discount, custom duty, VAT & sales tax as applicable for all imported and local materials to be supplied unless the item(s) is/are donor funded.

1.11.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

1.11.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer.

1.11.4 Payments

All orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

SECTION C – INSTRUCTIONS TO TENDERERS

2.0 REGISTRATION/REGISTERED SUPPLIERS DATA INSTRUCTIONS

2.1 Introduction

County Assembly Of Embu would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring Entity to perform the contract of Supply of Goods and Provision of Services within the COUNTY ASSEMBLY OF EMBU.

2.2 Format and Signing of Applications

2.2.1 The applicant shall prepare one original documents 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 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. The person or persons 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 each case such corrections shall be initialed by the person or persons signing the Registration documents.

2.3 Submission of Applications

2.3.1 Applications for Registration shall be submitted in sealed envelopes marked, with Category of registration and registration number and be addressed to:**The Clerk, County Assembly Of Embu, P.o Box 140-60100 Embu**, and be deposited in the tender box, situated at the reception, Head office in Awendo so as to be received on or before **14TH June 2020 at 11.00am.**

Applications received after the closing date shall be rejected and returned unopened.

2.3.2 Sealing and Marking of Envelopes

The candidate shall seal the original and the copy of the Registration document in separate envelopes duly marked the “ORIGINAL” and “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 respective locations at the address provided in the invitation for Registration and the Registration advertisement.
- (b) Bear the name and identification number of the Registration document. In addition to the identification required in sub-clause 2.3.1, the inner envelope shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to clause 2.3.1.

2.3.3 The outer envelope:-

- (a) If the outer envelope is not sealed and marked as instructed above the company will assume no responsibility for the misplacement or premature opening of the Registration document.

(b) If the outer envelope discloses the candidate's identity the employer 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's qualifications or to provide timely clarification or substantiations 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 Registration documents to the Office of The managing director so that they may be prequalified for submission of quotations. The prospective suppliers are required to supply mandatory information for registration – FORM PQ-1

2.4.2 Candidates shall provide such evidence of their contained eligibility satisfactory to the employer, as the employer shall reasonably request.

3.0 TENDER DATA INSTRUCTIONS

3.1 Tender data Forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.1.2 The pre-qualified/registered application forms PQ-2 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.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the registration/registration data on prospective bidders is to be used by the COUNTY ASSEMBLY OF EMBU in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the COUNTY ASSEMBLY OF EMBU, they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR REGISTRATION

3.3.1 Experience

The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the Satisfactory information given. This is with the exception of those tenders set aside for special groups such as youth, women and persons with disability.

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6. Tenders set aside for special groups i.e. youth, women and persons with disability are exempt from this requirement.

3.4 Supplier details form

Application must include a supplier details form Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/COUNTY ASSEMBLY OF EMBU could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the COUNTY ASSEMBLY OF EMBU reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Registration

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration /Incorporation/copies of which must be attached.

3.7 Statutory Obligations

The applicant must show proof that they have paid all statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.8 Cost of Application

The applicant shall bear all costs associated with the preparation and submission of its tender and the COUNTY ASSEMBLY OF EMBU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

3.9 Clarification of Registration documents

3.9.1 The prospective applicant requiring any clarification of the Registration documents may notify the COUNTY ASSEMBLY OF EMBU in writing at the Employer's mailing address indicated in the Registration data.

3.9.2 The COUNTY ASSEMBLY OF EMBU will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Office of the managing director 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 purchased the Registration documents.

3.10 AMENDMENT OF REGISTRATION DOCUMENTS

3.10.1 At any time prior to the deadline for submission of applications, the Employer 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.

3.10.2 The Addendum thus issued shall be part of the Registration documents and shall be communicated in writing to all purchasers of the Registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum in writing to the COUNTY ASSEMBLY OF EMBU.

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

3.11 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

3.11.1 Applications must be received by COUNTY ASSEMBLY OF EMBU at the address specified in Sub-Clause 2.3, no later than the time and date stipulated in the notice for registration.

3.11.1 The COUNTY ASSEMBLY OF EMBU 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 Employer and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

3.12 OPENING OF REGISTRATION DOCUMENTS

3.12.1 COUNTY ASSEMBLY OF EMBU 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.

3.12.2 COUNTY ASSEMBLY OF EMBU shall prepare minutes of the opening of the Registration documents, including the information disclosed to those present.

3.12.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

3.14 PROCESS TO BE CONFIDENTIAL

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

3.15 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE EMPLOYER

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

3.13.2 Subject to Sub -Clause 3.14, no applicant shall contact the company 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 company, it should do so in writing.

3.13.3 Any effort by any applicant to influence COUNTY ASSEMBLY OF EMBU in the applicant's Registration evaluation, Registration comparison or Registration approval decisions may result in the refection of the candidate's application.

3.14 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

3.14.1 Prior to the detailed evaluation of applications, the COUNTY ASSEMBLY OF EMBU 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 COUNTY ASSEMBLY OF EMBU may require to determine responsiveness pursuant to Sub-Clause 2.15.

3.14.2 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, COUNTY ASSEMBLY OF EMBU's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

3.14.3 If an application is not substantially responsive, it will be rejected by the COUNTY ASSEMBLY OF EMBU and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.14.4 The COUNTY ASSEMBLY OF EMBU, prior to the approval of the Registration may confirm the qualification of each applicant who shall have passed the technical stage the Registration process in order to determine whether the applicant possesses all the requirements in the application for the Registration document submitted.

3.15 NOTIFICATION OF QUALIFIED APPLICANTS

3.15.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the COUNTY ASSEMBLY OF EMBU within thirty (30) days from the date of opening of Registration documents.

3.15.2 At the same the COUNTY ASSEMBLY OF EMBU notifies qualified Applicants that their applications are responsive, the COUNTY ASSEMBLY OF EMBU shall notify the other Applicants whose applications are not responsive.

3.16 EVALUATION AND COMPARISON OF APPLICATIONS

3.16.1 The COUNTY ASSEMBLY OF EMBU 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 or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the COUNTY ASSEMBLY OF EMBU's action.

3.17 NOTIFICATION OF APPROVAL

Prior to expiration of the period of Registration validity prescribed by the COUNTY ASSEMBLY OF EMBU, the COUNTY ASSEMBLY OF EMBU will notify successful applicants.

3.18 ACCEPTANCE OF THE APPROVAL

The successful candidates shall be required to acknowledge in writing the acceptance of their Registration to the THE CLERK,COUNTY ASSEMBLY OF EMBU.

3.19 WITHDRAWAL OF TENDER

Should a condition arise between the time firm has tendered the bid and the bid opening date which in the opinion of COUNTY ASSEMBLY OF EMBU could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The COUNTY ASSEMBLY OF EMBU reserves the right to reject the tender from such a bidder even though he was initially registered.

3.21 REGISTRATION CRITERIA

S/NO.	Required Information	Form Type	Point
1	Registration documents	PQ - 1	30
2	Registration Data	PQ - 2	5
3	Supervisory Personnel	PQ - 3	5
4	Financial Position	PQ - 4	15
5	Past Experience	PQ - 5	20
6	Supplier details form	PQ - 6	5
7	Confidential Business Questionnaire	PQ - 7	20
	Total Score		100

Required Information

1. Registration
2. Registration Data
3. Supervisory Personnel
4. Financial Position
5. Past Experience
6. Supplier details form
7. Confidential Business Questionnaire

3.22 QUALIFICATION MARK

The qualification is 70 points and over. AND For the categories reserved for youth, women and persons with disability(PWD) the qualification is 50 points and over.

FORM PQ-1 - REGISTRATION DOCUMENTS

All firms **MUST** provide:-

1. Copies of Certificate of Registration/Incorporation.
2. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Copies of Pin Certificate of firm/company/individual.
4. Annual Turn Over
5. Details of directors both Foreign and National.
6. Copy of current Trade License or Single business permit from the relevant County Authority. **Those applying under the categories set aside for youth, women and persons with disability and consultancy services will be exempt from this requirement.**
7. Bidder must fill, sign and Stamp the supplier details form (FORM-PQ-6) attached in the tender document
9. AGPO Certificates for the AGPO Groups (Where necessary)
10. **Must** be registered in the suppliers portal of Integrated Financial management System (IFMIS) by The National Treasury. **Must** have IFMIS number.

Other requirements as appropriate to the relevant category

1. Registration certificate as a contractor by National Construction Authority and other relevant authorities for Building works contractors
2. Letter of recommendation from the Bank
3. Letters of recommendation from previous organization served.
4. A profile of the owners or shareholders.
5. Air Travel firms must be registered with IATA and any other relevant bodies
6. Practicing Certificate for all professionals
7. Transport Hire firms must attach evidence of having taken all the Insurance covers.
8. Where mandatory for service provision, each firm must attach evidence of valid registration certificate with relevant Professional bodies / Authorities.

FORM PQ-2

REGISTRATION DATA /REGISTRATION OF SUPPLIERS APPLICATION FORM
I/We..... hereby apply for registration as supplier(s)

of (Name of Company/Firm):

IFMIS NO:.....

Item Description;

.....
.....

Category No:.....

.....

Post Office Address..... **IFMIS Email address**.....

.....

Town.....

Street.....

Name of building

.....

Room/Office No.

.....

Floor No:.....

Telephone Nos.

.....

.

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information Management Personnel

.....
President (Chief Executive)

.....
Partnership (if applicable)

Names of Partners

.....
3. Business registered or incorporated

.....
4. Under present management since

.....
5. Net worth equivalent Kshs

.....
6. Bank reference and address

.....
7. Bonding company reference and address

.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....
9. State any technological innovations or specific attributes which distinguish you from your competitors

.....
10. Indicate terms of trade/sale

PQ-3 SUPERVISORY PERSONNEL

Name
Age
Academic Qualification.....
Professional Qualification.....
Length of service with Contractor or Supplier position held.....
Name
Age
Academic Qualification
Professional Qualification
Length of service with Contractor or Supplier position held
Name
Age.....
Academic Qualification
Professional Qualification
Length of service with Contractor or Supplier position held

(Attach copies of certificates of key personnel in the organization)

PQ-4 - FINANCIAL CAPABILITY

- (1) Attach a copy of firm’s two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier’s credit position.

NB: Those applying under the categories set aside for youth, women and persons with disability will be exempt from this requirement

FORM PQ-5 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

NB: Those applying under the categories set aside for youth, women and persons with disability will be exempt from this requirement

1.

- 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) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- i) Address of Client (organization)
- ii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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
- iv) Value of Contract
- vi) Duration of Contract (date)
.....

(Attach documental evidence of existence of contract)

Others

FORM PQ-6

SUPPLIERS' DETAILS FORM

1. TRADING NAME.....
2. OFFICIAL ADDRESS.....
3. FIRM IFMIS EMAIL ADDRESS.....
4. IFMIS NO.....
5. VAT NO.....
6. BANK NAME.....
7. A/C NO.....
8. BRANCH NAME.....
9. PIN NO.....
10. REGISTRATION CERTIFICATE NO.....

CONTRACTOR'S/SUPPLIER'S SIGNATURE.....

DATE.....

FORM PQ-7

REPUBLIC OF KENYA 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 I- General:

Business Name Location of
business premises..... Plot No.
..... Street/Road.....
Postal Address..... **Tel. No**..... Nature of
business..... **IFMIS NO**.....
Current Trade License No..... Expiring date.....
Maximum value of business which you can handle at any one 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
.....
.....
.....
.....

Part 2 (c) – Registered Company:

Private or Public..... State the
 nominal and issued capital of company- Nominal
 K£..... Issued
 K£.....

Given details of all directors as follows:-

Name	Nationality	Citizenship	Details	Shares
1.				
2.				
3.				
4.				
5.				
6.				

DateSignature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.