



**anti
counterfeit
authority**
Upholding Authenticity

**REGISTRATION/PREQUALIFICATION OF PROSPECTIVE
SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS,
WORKS AND SERVICES FOR YEARS 2023-2025**

ACA/OT /04/2023-2024

**Issuing date 1st August 2023
Closing date 15th August 2023 11.00 am**

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS

Date: 1st August 2023

TENDER No: ACA/OT /04/2023-2024:

TENDER NAME: REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR THE YEAR 2023-2025

The Anti-Counterfeit Authority was established under Section 3 of the Anti-Counterfeit Act No. 13 of 2008, assented on 24th December 2008 as a corporate body under the State Corporations Act, Chapter 446 of the Laws of Kenya. The Authority falls within the Ministry of Investment, Trade and Industry mandated to provide a policy framework and an enabling environment for industrialization, trade and enterprise development in Kenya.

The Anti-Counterfeit Authority (ACA) intends to register suppliers and hence invites applications from competent firms for the supply and delivery of goods, works and services for the financial year 2023-2024 and 2024-2025.

Under Section 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, ACA wishes to update lists of registered suppliers, contractors and consultants in various specific categories of goods, works and services.

To be considered for procurement opportunities in future, interested firms are required to submit registration application documents for the specified categories. Registration documents are downloaded free of charge from ACA Website: www.aca.go.ke or from the Public Procurement Information Portal: www.tenders.go.ke.

Completed registration documents enclosed in plain sealed envelopes, clearly marked with the tender name and reference number, should be sent to;

**The Executive Director,
Anti Counterfeit Authority,
P.O. Box 47771-00100, Dunga Road
NAIROBI**

OR dropped in the Tender Box on 3rd Floor National Water Plaza.

So as to be received on or before 10.00 am on Tuesday 15th August, 2023

**Dr. Robi Mbugua Njoroge
EXECUTIVE DIRECTOR**

SECTION II: REGISTRATION CATEGORIES

	CATEGORY NO.	CATEGORY NAME
1.	ACA/REG/001/2023/2025	Supply of general office stationery and supplies
2.	ACA/REG/002/2023/2025	Supply of office furniture, furnishings and fittings
3.	ACA/REG/003/2023/2025	Supply of laptops, desktops, tablets, mobile phones, printers, projectors, photocopiers, UPS and consumables/associated supplies.
4.	ACA/REG/004/2023/2025	Supply of computer software and licenses.
5.	ACA/REG/005/2023/2025	Supply of telephone/telecommunication equipment.
6.	ACA/REG/006/2023/2025	Supply motor vehicle tyres, tubes, batteries, spare parts and other accessories.
7.	ACA/REG/007/2023/2025	Supply of safety clothing, shoes and other accessories.
8.	ACA/REG/008/2023/2025	Design and printing of office stationery & reports.
9.	ACA/REG/009/2023/2025	Design and print branded promotional materials (Brochures, banners, fliers, T-shirts, etc flyers.)
10.	ACA/REG/010/2023/2025	Supply, installation and maintenance of servers, network equipment & structured cabling (LAN, WAN etc.)
11.	ACA/REG/011/2023/2025	Supply, installation, commissioning and maintenance of access control systems, CCTVs and alarm systems.
12.	ACA/REG/012/2023/2025	Supply and maintenance of air conditioners (Mombasa, Nairobi, Kisumu and Eldoret)
13.	ACA/REG/013/2023/2025	Design and supply of corporate wear.
14.	ACA/REG/014/2023/2025	Supply and maintenance of general office equipment.
15.	ACA/REG/015/2023/2025	Supply, installation, commissioning and maintenance of fire extinguishers, fire suppression system, smoke detectors, first aid kits and accessories.
16.	ACA/REG/016/2023/2025	Supply, installation, commissioning and maintenance of audiovisual equipment.
17.	ACA/REG/17/2023/2025	Supply and delivery of clean drinking water
18.	ACA/REG/18/2023/2025	Supply of Newspapers and Periodicals
19.	ACA./REG/19/2023/2025	Supply, delivery and installation of storage racks, pallets, 4x40ft / 4x20ft containers
B. Provision of Services/Works		
20.	ACA/REG/020/2023/2025	Repair and maintenance of motor vehicles.
21.	ACA/REG/021/2023/2025	Repair and maintenance of office furniture and fittings.
22.	ACA/REG/022/2023/2025	Provision of air ticketing services (IATA registered)

23.	ACA/REG/023/2023/2025	Provision of small works services (MOPW registered)
24.	ACA/REG/024/2023/2025	Repair and maintenance of laptops, desktops, tablets, mobile phones, printers, projectors, photocopiers, UPS and associated ICT Accessories.
25.	ACA/REG/025/2023/2025	Provision of transportation, car hire and taxi services.
26.	ACA/REG/026/2023/2025	Provision of professional photography and video coverage.
27.	ACA/REG/027/2023/2025	Provision of Entertainment services (DJs, bands, musicians, theatre groups etc.)
28.	ACA/REG/028/2023/2025	Provision of legal services
29.	ACA/REG/029/2023/2025	Provision of valuation services
30.	ACA/REG/030/2023/2025	Provision of public relations & media management services
31.	ACA/REG/031/2023/2025	Provision of outdoor advertising
32.	ACA/REG/032/2023/2025	Provision of interior design and decorative services.
33.	ACA/REG/033/2023/2025	Provision of event décor services
34.	ACA/REG/034/2023/2025	Provision of research consultancy services
35.	ACA/REG/035/2023/2025	Provision of Human Resource consultancy (recruitment, training etc.)
36.	ACA/REG/036/2023/2025	Provision of team building services
37.	ACA/REG/037/2023/2025	Provision of Catering Services, Conference and Accommodation Venues
38.	ACA/REG/038/2023/2025	Provision of team building and change management services
39.	ACA/REG/039/2023/2025	Event Organization Services
40.	ACA/REG/040/2023/2025	Air Travel Agency Services
41.	ACA/REG/041/2023/2025	Development, Hosting and Maintenance of the website
42.	ACA/REG/042/2023/2025	Provision of heating, ventilation and air conditioning services
43.	ACA/REG/043/2023/2025	Provision of Internet services
44.	ACA/REG/044/2023/2025	Provision of data security penetration services, penetration testing and data recovery services
45.	ACA/REG/045/2023/2025	Provision of maintenance of ICT infrastructure, virtual machine, databases, HP Nimble, Veeam Back-up, SD-WAN, firewall, network equipment and structured cabling LAN, WAN
46.	ACA/REG/046/2023/2025	Provision of Destruction services and site
47.	ACA/REG/047/2023/2025	Provision of Security Guard Services
48.	ACA/REG/048/2023/2025	Provision of Cleaning, Fumigation and Sanitary Bin Services

SECTION III: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 The Anti-Counterfeit Authority (ACA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the ACA to perform the contract of supply of the goods to the Authority.

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 marked "COPY". In the event of a 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 under 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 document name 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 to be received on or before **Tuesday 15th August, 2023**

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

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in a separate outer envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to ACA headquarters as 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 2.9.1, 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 “late” under Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, Anti Counterfeit Authority will assume no responsibility for the misplacement or premature opening of the registration document. Suppose the outer envelope discloses the Candidate’s identity. In that case, 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 English. Where information is provided in any other language, it shall be accompanied by translating its pertinent parts into English. 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 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 registration documents to The Supply Chain Head, Anti Counterfeit Authority so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for registration- Form REG-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Authority, as the Authority 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 REG-1, REG-2, REG-3, REG-4, REG-5 and REG-6 are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

2.5.2 The registration of suppliers’ application forms -Form REG-1 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:

- (a) Prospective bidders shall have at least 1 year of experience in the supply of goods, services and allied items in case a potential supplier should show competence, willingness and capacity to service the contract.

- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

2.5.4 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form REG-2.

2.5.5 Financial Condition

The Supplier's financial condition will be determined by the latest financial statements submitted with the registration documents and letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

2.5.6 Potential bidders must give a statement that demonstrates an understanding of the category of interest on form REG-3.

2.5.7 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Potential bidders should provide evidence of financial capability to execute the contract.

2.5.8 Confidential Business Questionnaire

The general information and details of nature of business and location should be included as required in the attached Form.

2.5.9 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form REG-4.

2.5.10 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 REG-5 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form REG-6.

2.6 COST OF APPLICATION

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

2.7 CLARIFICATION OF REGISTRATION DOCUMENTS

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Authority in writing or by cable (hereinafter, the term cable is deemed to include telex and facsimile) at the Employer's mailing address indicated in the registration data.

2.7.2 The Authority will respond in writing to any request for clarification that he receives earlier than 7 days before the deadline for the submission of applications. Copies of the Authority'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 purchased the registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

2.8.1 At any time before the deadline for submission of applications, the Authority 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 under Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Authority.

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

2.9.2 The Authority 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 Authority and the applicants previously subject to the original deadline shall after that be subject to the new deadline as extended.

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Authority 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 present applicants' representatives shall sign a register evidencing their attendance.

2.10.2 The Authority 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.

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

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE AUTHORITY

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

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Authority 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 Authority, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Authority in the Authority's registration evaluation, registration comparison 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, the Authority 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 the Employer may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application 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 Authority'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.

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

2.13.4 The Authority will, 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.

2.14 NOTIFICATION OF QUALIFIED APPLICANTS

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

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

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

2.15.1 The Employer will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13.

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

2.16 AUTHORITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Authority reserves the right to accept or reject any application and to annul the registration process and reject all applications, at any time prior to the 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 Authority's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to the expiration of the period of registration validity prescribed by the Authority, the Authority will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL

2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their registration to the Authority.

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.

(ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

PRELIMINARY EVALUATION

A: MANDATORY REQUIREMENTS

No.	Requirements	Score
1)	Duly filled signed and stamped Registration Submission Form addressed to The Executive Director indicating the area or category of interest	Mandatory
2)	Copy of Certificate of Registration/Incorporation	Mandatory
3)	Copy of Valid Tax Compliance Certificate	Mandatory
4)	Copy of Valid Single Business Permit from the County Government	Mandatory
5)	Evidence of physical registered office and address (<i>Evidence required can be; a copy of lease agreement or Title deeds or copy of electricity bill or water bill in the company's name or the company's director</i>).	Mandatory
6)	Provide the latest CR 12 Certificate for Companies and Identification documents for sole proprietor and partnership firms.	Mandatory
7)	Duly filled, signed and stamped Confidential Business Questionnaire	Mandatory
8)	Dully Filled registration Data (Registration of suppliers Application form) (REG- 1)	Mandatory
9)	Dully filled, signed supervisory personnel form (REG- 2)	Mandatory
10)	Give statement that demonstrates an understanding of the category of interest (REG-3)	Mandatory
11)	Dully filled, signed and stamped Past Experience Form (REG- 4)	Mandatory
12)	Dully filled Litigation History form (REG- 5)	Mandatory
13)	Dully filled, signed and stamped Sworn statement (REG- 6)	Mandatory
14)	Current Tourism License (<i>For Hotels and Conference venues</i>)	Mandatory
15)	Professional service providers are required to provide current practicing certificates from their professional bodies and to be of good standing without any disciplinary cases e.g. Legal services (<i>The Authority reserves the right to carry out due diligence before registration of the service providers</i>).	Mandatory

Note: Bidders must meet ALL the Mandatory Requirement to qualify for Registration

SECTION IV: REGISTRATION SUBMISSION FORM

Date _____

Registration No. _____

To: **The Executive Director,
Anti Counterfeit Authority
3rd floor National Water Plaza, Dunga Road
P.O Box 47771-00100
NAIROBI, KENYA**

Gentlemen and/or Ladies:

Having examined the Registration documents including Addenda Nos. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

Category applied for Registration Code No. _____

Category Description _____

We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 20_____

[signature] [in the capacity of]

Duly authorized to sign tender for an on behalf of (*Name of the firm*)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 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
Location of business premises
Plot No. Street/Road
Postal Address Tel. No.Fax Email.....
Nature of business
Registration Certificate No.
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.....

Party 2(b) – Partnership

Give details of partners as follows

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

Part 2(c) – Registered Company:

Private or public
State the nominal and issued capital of the company –
Nominal Kshs..
Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer

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

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/Wehereby apply for registration as supplier(s)

(Name of Company/Firm)

of

(Sub Category Description)

.....
(Sub-Category Code No.)

Post Office Address

Town.....Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

1) Names of Partners

.....

2) Business founded or incorporated

3) Under present management since

4) Net worth equivalent Kshs.....

5) Bank reference and address

6) Bonding company reference address.....

7) Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8) State any technological innovations or specific attributes which distinguish you from your competitor.....

9) Indicate terms of trade/sale

REG -2

SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

Certificate

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

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

REG-3 STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST.

NAME OF FIVE CLIENTS

- 1. Name of 1stClient (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)
 - 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) 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)

- 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)
 - Value of Contract vi)
 - Duration of Contract (date)
 - (Attach documental evidence of existence of contract)

- 4. Others clients

FORM REG-5 - LITIGATION HISTORY

Name of Contract Supplier

Suppliers/ Service providers 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)

FORM REG-6 - SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES

ACA intends to update its register for suppliers for various goods, works and services for the financial year, 2023-2025. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works or services they wish to be registered in.

Having studied the registration information for the above tender, I/we hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being registered i/we acknowledge that this will grant us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature& Stamp

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