



**anti  
counterfeit  
authority**  
*Promoting Genuine*

**TENDER NO: ACA/PQS/2022/2023-2023/2024**

**FOR**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS &  
SERVICES FOR THE FINANCIALS YEAR 2022/2023-2023/2024**

**NAME OF THE FIRM: .....**

**CATEGORY NUMBER: .....**

**CATEGORY NAME: .....**

**TARGET GROUP: .....**

**If AGPO REGISTERED FIRM, PLEASE SPECIFY THE CATEGORY:**

Youth -----

Women-----

People living with disability-----

**CLOSING DATE: WEDNESDAY 22<sup>ND</sup> JUNE, 2022 AT  
10.00AM**

**ACA REGISTRATION OF SUPPLIERS FY 2022-2024**

# REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR 2022/2023-2023/2024

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## SECTION A:

### GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

#### 1.1 Introduction

The Anti-Counterfeit Authority was established under the Anti-Counterfeit Act 2008 as a State Corporation with the mandates to enlighten and inform the public on matters relating to counterfeiting, combat counterfeiting, trade and other dealings in counterfeit goods, devise and promote training programs to combat counterfeiting and co-ordinate with national, regional or international organizations involved in combating counterfeiting. In order to carry out this mandate, the Authority intends to prequalify candidates for the supply of goods, services and works for the next **FY 2022/2023-2023/2024**

**1.2** Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Commission. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

**1.3** The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Ag.Chief Executive Officer,  
Anti-Counterfeit Authority,  
3<sup>rd</sup> Floor, National Water Plaza, Dunga Road.  
P.O. Box 47771-00100  
NAIROBI.**

The envelope should be clearly marked with the **“Prequalification Number applied for and the category description”** upon submission, and must be dropped in the Tender box **on or before Wednesday 22<sup>nd</sup> June, 2022.**

#### 1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### 1.5 Prequalification Documents

The document includes questionnaires for s and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

**1.6 Enquiries** that may arise from the pre-qualification document should be channeled to the ACA procurement office, through the above address .All Pre-Qualification documents shall be downloaded from our website [www.aca.go.ke](http://www.aca.go.ke).Duly completed Pre-qualification documents shall be sealed in a plain envelope, **clearly marked with the Prequalification/tender category number and name** should be addressed to the above address and shall be deposited at the tender box at the reception of the Anti-Counterfeit Authority offices located at National Water Plaza, 3<sup>rd</sup> floor, along Dunga Road so as to reach the Authority on or before **Wednesday the 22<sup>nd</sup> June, 2022 at 10:00am.**

**Late bids shall not be accepted.**

## SECTION B:

### REGISTRATION OF SUPPLIERS/ SERVICE PROVIDERS TENDER NO.

#### ACA/PQS/2022/2023-2023/2024

The Authority invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for the period 2022/2023-2023/2024 under the following categories:

	CATEGORY NO.	CATEGORY NAME	TARGET GROUP
<b>A. Provision of Goods</b>			
1.	ACA/PQS/001/2022/2024	Supply of general office stationery and supplies	YW&PWD
2.	ACA/PQS/002/2022/2024	Supply of office furniture, furnishings and fittings	Open
3.	ACA/PQS/003/2022/2024	Supply of laptops, desktops, tablets, mobile phones, printers, projectors, photocopiers, UPS and consumables/associated supplies.	Open
4.	ACA/PQS/004/2022/2024	Supply and maintenance of computer software and licenses.	Open
5.	ACA/PQS/005/2022/2024	Supply of telephone/telecommunication equipment.	Open
6.	ACA/PQS/006/2022/2024	Supply of motor vehicle tyres, tubes, batteries, spare parts and other motor vehicle accessories.	Open
7.	ACA/PQS/007/2022/2024	Supply of safety clothing, shoes and other accessories.	YW&PWD
8.	ACA/PQS/008/2022/2024	Design and printing of office stationery & reports.	YW&PWD
9.	ACA/PQS/009/2022/2024	Design and printing of branded promotional materials (Brochures, banners, fliers, T-shirts etc.)	YW&PWD
10.	ACA/PQS/010/2022/2024	Supply, installation and maintenance of servers, network equipment & structured cabling (LAN, WAN etc.)	Open
11.	ACA/PQS/011/2022/2024	Supply, installation, commissioning and maintenance of access control system, CCTVs and alarm systems.	Open
12.	ACA/PQS/012/2022/2024	Supply and maintenance of air conditioners (Mombasa, Nairobi, Kisumu and Eldoret)	Open
13.	ACA/PQS/013/2022/2024	Design and supply of corporate wear.	Open
14.	ACA/PQS/014/2022/2024	Supply and maintenance of general office equipment.	YW&PWD
15.	ACA/PQS/015/2022/2024	Supply, installation, commissioning and maintenance of fire extinguishers, fire suppression system, smoke detectors, first aid kits and accessories.	Open
16.	ACA/PQS/016/2022/2024	Supply, installation, commissioning and maintenance of audio visual equipment.	Open
<b>B. Provision of Services/Works</b>			
17.	ACA/PQS/017/2022/2024	Repair and maintenance of motor vehicles.	Open
18.	ACA/PQS/018/2022/2024	Repair and maintenance of office furniture	YW&PWD

		and fittings.	
19.	ACA/PQS/019/2022/2024	Provision of air ticketing services (IATA registered)	YW&PWD
20.	ACA/PQS/020/2022/2024	Provision of small works services (MOPW registered)	Open
21.	ACA/PQS/021/2022/2024	Repair and maintenance of laptops, desktops, tablets, mobile phones, printers, projectors, photocopiers, UPS and associated ICT Accessories.	Open
22.	ACA/PQS/022/2022/2024	Provision of transportation, car hire and taxi services.	Open
23.	ACA/PQS/023/2022/2024	Provision of professional photography and video coverage.	YW&PWD
24.	ACA/PQS/024/2022/2024	Provision of Entertainment services (DJs, bands, musicians, theatre groups etc.)	Open
25.	ACA/PQS/025/2022/2024	Provision of legal services	Open
26.	ACA/PQS/026/2022/2024	Provision of valuation services	Open
27.	ACA/PQS/027/2022/2024	Provision of public relations & media management services	Open
28.	ACA/PQS/028/2022/2024	Provision of outdoor advertising	Open
29.	ACA/PQS/029/2022/2024	Provision of interior design and decorative services – events management	YW&PWD
30.	ACA/PQS/030/2022/2024	Provision of event décor services	YW&PWD
<b>C. Professional Consultants Database</b>			
31.	ACA/PQS/031/2022/2024	Provision of research consultancy services	Open
32.	ACA/PQS/032/2022/2024	Provision of Human Resource consultancy (recruitment, training etc.)	Open
33.	ACA/PQS/033/2022/2024	Provision of team building services	Open

**Note:**

- Special groups represent youths, women and people living with disabilities as described in the Public Procurement and Disposal (Amendment) Regulations 2013.
- Submission should be **serialized** i.e. with page numbers and must contain copies of mandatory statutory documents among others requirements
- A complete set of pre-qualification documents can be **downloaded** from the ACA Website [www.aca.go.ke](http://www.aca.go.ke). Complete pre-qualification documents in plain sealed envelopes clearly labeled “**PRE- QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES ACA/PQS/ \_\_\_\_/2022/2024** –“be deposited in the tender box situated at the Authority’s reception on the 3<sup>rd</sup> Floor of National water ,Plaza Dunga Road and addressed to:-

**Ag. Chief Executive Officer,  
Anti-Counterfeit Authority,  
3<sup>rd</sup> Floor, National Water Plaza, Dunga Road.  
P.O. Box 47771-00100  
NAIROBI.**

- Opening of the submissions will be done immediately thereafter in the presence of the committee, tenderers or their representatives who choose to attend.
- ALL with registered Businesses are encouraged to Participate.
- Prequalification received after the stated time or date will be rejected.
- Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility

**Ag.Chief Executive Officer.**

## **SECTION C:**

### **INFORMATION TO BIDDERS**

#### **2. Introduction**

- 2.1 The Anti-Counterfeit Authority will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with the Authority should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.
- 2.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.
- 2.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 2.4 The Authority does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 2.5 Applicants will be informed through the website of the results of the application Without assigning any reason for the Authority's decision thereof.
- 2.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 2.7 It is the Authority's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Authority:
  - a) Defines for the purpose of this provision, the terms set forth below as follows:
    - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
    - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the Authority) of the benefits of free and open competition.
  - b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
  - c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in

executing a similar contract;

- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
- e) Will have the right to inspect the business premises of the tenderer;
- f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
- g) Will declare a Tender ineligible for prequalification if at any time the Authority determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
- h) Will declare a Tender ineligible for pre-qualification if at any time the Authority determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the Authority unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

- 2.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 2.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006.

### **3. Clarification of Documents**

- 3.1 A prospective tenderer making inquiries of the tender document may notify the Authority by post, fax or by email at the Authority's address indicated in the Invitation to Tender. The Authority will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Authority. Written copies of the Authority's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.
- 3.2 The Authority shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

#### **4 Amendment of the Tender Document**

- 4.1 At any time prior to the deadline for submission of the tenders, the Authority, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.
- 4.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.
- 4.3 In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the Authority may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

#### **5. Language of Tender**

- 5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Authority shall be in Written English language.

#### **6. Documents Comprising the Tender**

- 6.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

#### **7. Submission of Application**

- 7.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.
- 7.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **Wednesday 22<sup>nd</sup> June,2022**
- 7.3 Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

#### **8. Eligible Candidates**

- 8.1 This prequalification document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.



## **9. Tender Evaluation**

- 9.1 The Authority will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 9.2 Tenderers shall not contact the Authority on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Authority in the evaluation shall result in the cancellation of their tender.
- 9.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 9.4 The applicants must have registered offices and the Authority reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 9.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- 9.6 The Authority reserves the right to accept or reject any or all tenders.

## SECTION 11: DATASHEET

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	The Procuring Entity is: <b>Anti-Counterfeit Authority, 3<sup>rd</sup> Floor, National Water Plaza, Dunga Road. P.O. Box 47771-00100 NAIROBI.</b>  WEBSITE: <a href="http://www.Aca.go.ke">www.Aca.go.ke</a> The identification of the Invitation for Registration is: <b>ACA/PQS/2021/2022-2022/2024.</b> The particular type of Registration is on: General categories
ITA 5.2	Maximum number of members in the JV shall be: NOT REQUIRED
<b>B. Contents of the Prequalification Document</b>	
ITA 8.1	For clarification purposes, the Procuring Entity's address is <a href="mailto:procurement@aca.go.ke">procurement@aca.go.ke</a>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than Seven (7) days from closing date.
ITT 9.2	Addendum issued shall be published at the website <a href="http://www.aca.go.ke">www.aca.go.ke</a>
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: (NOT APPLICABLE]
ITA 15.2(b)	The source for determining exchange rates is [NOT APPLICABLE]
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: ONE COPY
<b>D. Submission of Applications</b>	
ITA 17.1	The deadline for Application submission is: <b>22<sup>nd</sup> June,2022</b>
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The opening of the Applications shall be on <b>22<sup>nd</sup> June,2022</b> at 10.00 am at ACA Main boardroom
<b>E. Procedures for Evaluation of Applications</b>	
ITA 25.1	At this time the Procuring Entity does not intend to execute certain specific parts of the Works by sub-contractors selected in advance.
	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to the address below: <b>Anti-Counterfeit Authority, 3<sup>rd</sup> Floor, National Water Plaza, Dunga Road. P.O. Box 47771-00100, NAIROBI.</b>

## SECTION D.

### 4.1 QUALIFICATION CRITERIA AND REQUIREMENTS

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

#### 4.1.1 MANDATORY REQUIREMENTS

The Mandatory requirements are:

**(a) YWPD**

This pertains to documents to be submitted by business and firms registered by the Public Procurement Directorate as belonging to Youth, Women and People with Disability. They include

No.	Item Description	√/×
1.	Duly signed application document	
2.	Valid certificate of registration by Public Procurement Directorate Under Youth Access to Government Procurement Opportunities (YAGPO) Programme.	
3.	Duly filled and signed terms of payment declaration form T VI attached herein	
4.	Fully filled, signed and stamped Anticorruption declaration form TVII	
5.	Duly Filled Confidential Business questionnaire	
6.	Duly signed application document	
7.	Valid KRA Tax Compliance Certificate.	
8	Valid Tax Pin Certificate	
9	Valid Business Permit	
10	Valid Certificate of Incorporation or Registration	

## 10.2 TECHNICAL EVALUATION (OPEN GROUP ONLY)

- a) The evaluation committee shall undertake a thorough and objective analysis of the Suppliers contained in the list;
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Details of the applicant's financial capability, past experience, physical facilities and performance in the relevant field will be assessed as follows:

No.	Required Information	Allocated Scores
1.	<b>Financial capacity</b> <ul style="list-style-type: none"> <li>• Audited reports for the last 3 years (5 marks for each audited report)</li> <li>• Demonstrate capacity to access credit facilities(bank statements, letter of credit from the bank etc)</li> </ul>	15
		10
2.	<b>Past experience &amp; performance</b> <ul style="list-style-type: none"> <li>• No. of years in business (Maximum score for 8 years and above)</li> <li>• Five referees(mostly clients) within the last two years- attach proof (2 marks for each referee)</li> </ul>	15
		10
3.	<b>Physical Facilities</b> <ul style="list-style-type: none"> <li>•Evidence of availability of office premise (Copy of title deed, lease/tenancy agreement or a current utility bill)</li> </ul>	10
4.	Certification by regulatory bodies e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) (General)	15
5.	Qualifications and experience of 3 key personnel (Attach CVs)- 5 marks for each CV	15
6.	Dully filled and stamped declaration form	10
	<b>Total Marks</b>	<b>100</b>

**NB:** To qualify, the prospective supplier (open group), consultant or contractor must score **70 points and above.**

**10.3** Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants.

**10.4** Once the list of those who succeeded to be prequalified has been approved and ratified by the Accounting Officer, the Authority shall notify through the website all those applicants who have been pre-qualified.

## **11 Confidentiality**

**11.1** Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

**SECTION E:**

**APPLICATION FORM REGISTRATION OF SUPPLIERS  
APPLICATION FORM**

I/We (Firm Name) .....hereby apply for registration

as a supplier for .....

(Category No.) .....

Postal Address.....

Telephone Number (Fixed Line).....

Mobile.....

Email Address..... Fax.....

Town..... Street.....

Building.....Floor.....Room/Office.....

Otherbranches/Locations.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

**SECTION F:**  
**TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE**  
**Instruction to Tenderer**

Tender is instructed to complete the particulars required in this Form. Tenderer is further reminded that it is an offence to give false information on this Form.

	ITEM	DESCRIPTION
1	Name of the procuring entity	
2	Reference number of the tender	
3	Name of the tenderer	
4	Date and time of tender opening	
5	Full address and contact details of the tenderer	Country
		City
		Location
		Building
		Floor
		Postal Address
		Name and Email of Contact Person
6	Current trade license registration number and expiring date	
7	Name, Country and Full Address (postal and physical addresses, email and telephone number) of registering Body/Agency	
8	Description of nature of business	
9	Maximum value of Business which the Tenderer handles	
10	State if Tenders Company is listed in stock exchange, give full name and full address (postal and physical address, email and telephone number) of state which stock exchange	

**General and Specific Details**

- a) Sole Proprietor, provide the following details.
- b) Name in full \_\_\_\_\_
- c) Age \_\_\_\_\_
- d) Nationality \_\_\_\_\_
- e) Country of Origin \_\_\_\_\_ Citizenship \_\_\_\_\_

f) Partnership, provide the following details.

	Name of Partners	Nationality	Citizenship	%
1				
2				
3				
4				
5				
6				
7				
8				

Registered Company, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company-  
 Nominal Kenya Shillings  
 (Equivalent)  
 .....

Issued Kenya Shillings (Equivalent)  
 .....

iii) Give details of Directors as follows

	Name of Directors	Nationality	Citizenship	%
1				
2				
3				
4				
5				
6				
7				
8				



**SECTION G: TENDER SUBMISSION FORM**

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date: .....

Applicant's

Name.....

Represented by.....

Signature.....

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

**PART 1(A): PREQUALIFICATION DATA/GENERAL INFORMATION**

Business Name	
Nature of Business	
Directors Name	
Category (Y,W,PWDs if applicable)	
AGPO certificate No.(if applicable)	
Postal Address	
Telephone Number	
Contact Person	
Physical Location of the business	Town.....  Street.....  Building.....  Floor.....
Maximum value of business which you can handle at any one time	Kshs.....

**PART 1(B) .SOLE PROPRIETOR**

Your name in full	..... .....
Age	.....
Nationality	.....
Country of origin	..... .....

## PART 1(C) – PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

## PART 1(D) – REGISTERED COMPANY

Private or Public	.....																				
State the nominal and issued capital of the company	Nominal Kshs..... Issued.....																				
Give details of all directors	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship details</th> <th style="width: 25%;">Share</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Share	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Name	Nationality	Citizenship details	Share																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

### **PART 1(E): STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/ Incorporation... .....(Attach copy)
2. Valid Trade License... .....(Attach copy)
3. State VAT Registration No .....(Attach copy)
4. PIN NO..... (Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns .....(Attach copy Of current Tax Compliance Certificate)

## **PART 2. DECLARATION**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....

**SECTION G:**

**TENDER SUBMISSION FORM**

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date: .....

Applicant's

Name.....

Represented by.....

Signature.....

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

**PART 1(A): PREQUALIFICATION DATA/GENERAL INFORMATION**

Business Name	
Nature of Business	
Directors Name	
Category (Y,W,PWDs if applicable)	
AGPO certificate No.(if applicable)	
Postal Address	
Telephone Number	
Contact Person	
Physical Location of the business	Town.....  Street.....  Building.....  Floor.....
Maximum value of business which you can handle at any one time	Kshs.....

**PART 1(B) .SOLE PROPRIETOR**

Your name in full	..... .....
Age	.....
Nationality	..... .....
Country of origin	..... .....

## PART 1(C) – PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

## PART 1(D) – REGISTERED COMPANY

Private or Public	.....			
State the nominal and issued capital of the company	Nominal Kshs.....			
	Issued.....			
Give details of all directors	<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Share</b>
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date.....Signature of tenderer.....



If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

### **PART 1(E): STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

- 6. Certificate of Registration/ Incorporation... (Attach copy)
- 7. Valid Trade License... (Attach copy)
- 8. State VAT Registration No .....(Attach copy)
- 9. PIN NO..... (Attach copy)
- 10. Attach proof of being up to date in VAT and Income Tax Returns .....(Attach copy Of current Tax Compliance Certificate)

### **PART 2. DECLARATION**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....

Request for Review

FORM FOR REVIEW (r.203 (1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....  
APPLICANT AND.....RESPONDENT (Procuring Entity)

Request for review of the decision of the ..... (Name of the Procuring Entity of  
.....dated the...day of.....20.....in the matter of Tender  
No.....of .....20 for (Tender  
Description

**REQUEST FOR REVIEW**

I/We ....., the above named Applicant(s), of address: Physical address  
.....P. O. Box No..... Tel. No.....Email  
hereby

Request the Public Procurement Administrative  
Review Board to review

The whole/part of the above mentioned decision on the following grounds, namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED ..... (Applicant) Dated on.....day  
of...../...20.....

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on..... Day of  
.....20.....

SIGNED  
Board Secretary