

PUBLIC SECTOR ACCOUNTING STANDARDS BOARD

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS**

FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY

FOR THE FINANCIAL YEARS 2026- 2027, 2027-2028

CATEGORY NO

CATEGORY DESCRIPTION.

TARGET GROUP.....

CLOSING DATE: 17TH AUGUST 2026 AT 12noon

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TENDER NOTICE DATE: 3TH August 2026

TENDER NO: REF: PSASB/SR/01/2026-

2027

TENDER NAME: REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY SERVICES

- 1.1 The Public Sector Accounting Standards Board invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors **for use by the Board in the Financial Years 2026/2027, 2027/2028**, ending **30th September 2028** as per the under listed categories and description of goods, services, works and consultancy:

REGISTRATION OF SUPPLIERS FOR FY 2026/2026 and 2027/2028			
No.	REGISTRATION NO.	ITEM /SERVICE DESCRIPTION	ELIGIBILITY
		GOODS	
1	PSASB/REG/07/01/2026-2027	Supply and Delivery of General Supplies i.e. office Stationery and supplies Consumables, toners and cartridges & Related Accessories and Supplies.	Special Groups
2	PSASB/REG/07/02/2026-2027	Provision of Corporate Uniforms, Outfits, Footwear, etc.	Special Groups
3	PSASB/REG/07/03/2026-2027	Supply, Delivery, Installation, Repair and Maintenance of ICT Equipment's i.e., Computers, Laptops, Printers, UPSs, Tablets, iPads, Photocopiers, and Related Computer and Printer Accessories/ Consumables.	Special Groups
5	PSASB/REG/07/04/2026-2027	Supply, Delivery, Installation, Repair and Maintenance of Telecommunication Networking Equipment i.e., Telephone, PABX and/or other related accessories	Open
6	PSASB/REG/07/05/2026-2027	Supply, Delivery and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs,	Special Groups

REGISTRATION OF SUPPLIERS FOR FY 2026/2027 and 2027/2028			
No.	REGISTRATION NO.	ITEM /SERVICE DESCRIPTION	ELIGIBILITY
		Wheel Alignment and Balancing Services.	
7	PSASB/REG/07/06/2026-2027	Supply and delivery of Personal Protective Equipment (PPES) for Maritime Operations i.e., High Visibility Boiler Suits, Life jackets, Rechargeable Flashlights, Maxidry 3/4 coated oil resistant gloves, water shoes, safety boots, work wear cargo pants and related accessories	Special Groups
8	PSASB/REG/07/07/2026-2027	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment, Kits and Trophies	Special Groups
9	PSASB/REG/07/08/2026-2027	Supply, Delivery, Installation, Repairs and Maintenance of Air conditioners	Open
10	PSASB/REG/07/09/2026-2027	Supply and Delivery of Drinking Water (Dispenser water and Branded 500ml water bottle)	Special Groups
		SERVICES	
12	PSASB/REG/07/10/2026-2027	Provision of Design, Printing of Branded Promotional Materials: T-shirts, Shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Fliers and/or give a ways and other related promotional materials.	Special Groups
13	PSASB/REG/07/11/2026-2027	Provision, management and maintenance of office building signage's, billboards, face boards, flag masts , official presidential portraits, outdoor signage's, digital advertising screens and other related services.	Special Groups
14	PSASB/REG/07/12/2026-2027	Provision of website design and management service	Special Groups
15	PSASB/REG/07/13/2026-2027	Provision of Repair of Motor Vehicles Services	Open
16	PSASB/REG/07/14/2026-2027	Provision of Air ticketing Services (IATA Registered Firms Only)	Special Groups

REGISTRATION OF SUPPLIERS FOR FY 2026/2027 and 2027/2028

No.	REGISTRATION NO.	ITEM /SERVICE DESCRIPTION	ELIGIBILITY
17	PSASB/REG/07/15/2026-2027	Provision of Professional Cleaning, sanitization, Gardening Services, Fumigation & pest control, Garbage Collection Services and Sanitary Disposal Services. (including Supply and Delivery Sanitary, Cleaning Materials and Detergents)	Special Groups
18	PSASB/REG/07/16/2026-2027	Provision of Courier Services (Both local and international)	Open
19	PSASB/REG/07/18/2026-2027	Provision of Airtime (Scratch/Calling Cards)	Special Groups
20	PSASB/REG/07/17/2026-2027	Provision of Internet Services and other related services.	Open
21	PSASB/REG/G/18/2026-2027	Provision of Supply of Computer Software, Systems, Appliances and other related services e.g. Firewall, Antivirus among others.	Open
22	PSASB/REG/07/19/2026-2027	Provision of Events Management (Hire of Tents and Chairs, Draping's, Decorations, Audio Equipment, Public Address System, Provision of flower arrangements & other related services)	Special Groups
23	PSASB/REG/07/20/2026-2027	Provision of Re-location/Moving services	Open
24	PSASB/REG/07/21/2026-2027	Provision of Vehicle Transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Naivasha, Meru etc)	Open
25	PSASB/REG/07/22/2026-2027	Provision of Documentary, Photography and Video Coverage Services	Special Groups

REGISTRATION OF SUPPLIERS FOR FY 2025/2026 and 2026/2027			
No.	REGISTRATION NO.	ITEM /SERVICE DESCRIPTION	ELIGIBILITY
26	PSASB/REG/07/23/2026-2027	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders, Control Unit and Related Services	Open
27	PSASB/REG/07/24/2026-2027	Provision of Hotel Accommodation and Conference Facility Services within Kisumu County	Open
28	PSASB/REG/07/25/2026-2027	Provision of General Insurance Services (GPA, Group Life, Motor Vehicles Insurance, - Valid AKI and /or AIBK and IRA Insurers only)	Open
29	PSASB/REG/07/26/2026-2027	Provision of Professional Security Services to PSASB offices	Open
30	PSASB/REG/07/27/2026-2027	Provision of General Office furniture, Refurbishment, fittings and other related items such as Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Special Groups

REGISTRATION OF SUPPLIERS FOR FY 2025/2026 and 2026/2027			
No.	REGISTRATION NO.	ITEM /SERVICE DESCRIPTION	ELIGIBILITY
31	PSASB/REG/07/27/2026-2027	Provision of Firefighting and Fire Protection Equipment, Maintenance & Training Services	Open
32	PSASB/REG/07/28/2026-2027	Provision of Valuation, Asset Marking/Tagging and Tracking of Asset System Services	Open
33	PSASB/REG/07/29/2026-2027	Provision of Small Building Works and Office Repairs Including Office Partitioning, Interior Designs, Paint Works, Installations of Minor Equipment, Plant and Machinery and related works. (Must Provide NCA certificate under Builders Works Category)	Special Groups

34	PSASB/REG/G/30/2026-2027	Provision of Employee Engagement Survey and Customer Satisfaction Survey	Open
35	PSASB/REG/G/27/2026-2027	Provision of Consultancy services for media monitoring, public relations and communications measurement/research services	Open
36	PSASB/REG/G/07/32/2026-2027	Provision of Consultancy services for the Development and design of Corporate Magazine (online & hardcopy) services	Open
37	PSASB/REG/G/33/2026-2027	Provision of sign language interpretation services i.e. English, Kiswahili and any other.	Open
38	PSASB/REG/G/34/2026-2027	Provision of general design, printing and publishing	Open

- 1.2 The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Public sector Accounting Standards Board website www.psasb.go.ke

- 1.3 Submissions will be as directed in the tender notice and must contain copies of mandatory statutory documents among other requirements as indicated.
- 1.4 Duly completed registration documents should be enclosed in plain sealed envelope, clearly marked with the category reference name & number and should be deposited in the **Tender Box located at 8th Floor of CPA Centre,Ruaraka, off Thika Road on or before 17th August 2026**
- 1.5 Late tenders will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the **8th Floor of CPA Centre,Ruaraka, off Thika Road on 17th August at 12.00 noon**
- 1.6 ***NB: 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.***

**CHIEF EXECUTIVE OFFICER
THE PUBLIC SECTOR
ACCOUNTING STANDARDS
BOARD**

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Public Sector Accounting Standards Board would like to invite interested firms that shall fulfill the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, through an open and transparent process that shall constitute a list of registered suppliers for use by the Authority.
- b) The identified suppliers will be subjected to quote competitively for supply and delivery of assorted items and also provide services under relevant tenders/quotations to Public Sector Accounting Standards Board on 'as and when required' during the Financial Years 2026-2027 and 2027-2028. By being registered, a supplier has a higher chance of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) Bids will be submitted in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Board.

1.3 Invitation of Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their Registration documents to the Chief Executive Officer, The Public Sector Accounting Standards Board so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. **Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions should apply afresh.**

1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, 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** In order to be considered for registration, prospective suppliers must submit all the information requested herein.

1.7 Submission of Registration Documents

The completed registration data and other requested information shall be submitted on/or before 17th August 2026 as directed in the tender notice.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Director General, Kenya Maritime Authority, via email to procurement@psasb.go.ke and/or info@psasb.go.ke

Applicants may request for clarification on the Registration document up to five (5) days before the submission date. Any request for clarification must be sent in writing by mail to Public Sector Accounting Standards Board(PSASB). PSASB will respond in writing by electronic mail to such requests and will send copies of the response to all registered applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

2.0 Additional Information

The Board reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes. Pursuant to Provisions of Section 82 of the PPADA, 2015, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Further, Section 82 of the Public Procurement and Asset Disposal Act 2015 and Section 74 (2) of Public Procurement and Asset Regulations, 2020 shall apply; Any tender / Quotation that shall be submitted with arithmetical errors shall be declared non-responsive and shall therefore be rejected by the Authority.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days from the receipt of invoices and any other supporting or as may be stipulated in the Contract Agreement.

2.5 Rights of The Public Sector Accounting Standards Board

The Board reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will be value for money to the Board in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015, taking into consideration the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that is advantageous to the Board. However, the firms in the list of registered suppliers as identified through this invitation shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

3. REGISTRATION DATA INSTRUCTION

3.1 Registration data forms

3.1.1 The attached questionnaire forms **Reg Form 1, Reg Form 2, Reg Form 3, Reg Form 4, Reg Form 5 and Reg Form 6** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific categories.

3.1.2 The Registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

3.2 Qualification

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

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Board they possess the 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 where applicable. Information to be derived from **Reg Form 4**.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence 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.

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 **Reg Form 2**

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest bank statement as indicated in the evaluation criteria as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

Special consideration will be given to the special groups where the suppliers under this category will be expected to submit bank details and confirm to state the credit period. Suppliers will be required to provide Data on **Reg Form 3**.

3.3.4 Past Performance

Past performance will be given due consideration in registration of bidders. Letter of reference from past customers/clients should be included in **Reg Form 4**

3.4 Statement

The application must include a sworn statement, **Reg Form 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 registered to bid and the bid opening date which in the opinion of the Board 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 Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must be registered in Kenya, with certificate of registration/incorporation and copies attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate.

3.7**REGISTRATION DOCUMENTS****MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS****AGPO Registered Firms (Youth, Women and Persons with Disabilities Owned Enterprises)**

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -

No.	REQUIREMENT	CATEGORIES
1	Must submit Certificate of Registration and /or Incorporation	All Categories
2	Must submit a Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	All Categories
3	Must be registered on eGP	All categories
3	Must Submit a Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	All AGPO reserved categories
4	Must submit Copy of the National Identity Card /passport for the director/s	All AGPO reserved categories
5	Must Submit copy of CR 12	All Open Categories
6	Must submit Valid County trade/business license/permit	All Open Categories Only.
7	Must submit IATA Certification for ticketing: For Travel agents	For category no PSASB/REG/07/14/2026-2027
8	Must submit Relevant valid Certificate from the National Construction Agency (NCA)	For categories no. PSASB/REG/07/29/2026-2027
9	Must submit a Declaration stating that the firm has NOT been debarred by Public Procurement Regulatory Authority (PPRA) in the format provided.	All Categories
10	Must submit a Signed Declaration statement that the firm will not be involved in corrupt or fraudulent practices in the format provided.	All Categories
11	Must submit a Duly filled, signed and stamped Confidential Business Questionnaire in the format provided.	All Categories
12	Must submit Dealership/manufacturer's authorization letter	For category no PSASB/REG/07/27/2026-2027

13	Must Provide Valid Association of Kenya Insurers (AKI) and/or Association of Insurance Brokers Kenya (AIBK) and Insurance Regulatory Association Certificate (IRA) respectively.	For Category no PSASB/REG/07/25/2026-2027
14	Must provide proof of membership to a security association	For Category no PSASB/REG/07/26/2026-2027
	REMARKS	

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) **Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- c) **Non-AGPO registered/established firms** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

3.8 REGISTRATION EVALUATION CRITERIA

a) Stage 1: Mandatory requirements

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
1	Preliminary Mandatory Requirements		
a)	Registration on e-GP	All categories	
b)	Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	Mandatory (For Special Groups Categories)	

c)	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	Mandatory (All Categories)	
d)	Certificate of Incorporation/Registration Certificate	Mandatory (All Categories)	
e)	Trade license and/or Single Business permit/Unified Business Permit for 2025 issued by relevant government agency	Mandatory (Open Categories Only but This does not apply for consultancy services)	

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
e)	Copies of the Director's National ID Cards/Passport.	Mandatory (For special groups categories)	
f)	Copy of CR 12	Mandatory (All Open categories)	
g)	Attach Proof of registration with relevant regulatory bodies for all categories that require professional approvals. E.g. ➤ Valid IATA Certification for air ticketing services for category No. ➤ Valid NCA Certificate for relevant category ➤ Valid AKI and /or AIBK and IRA for relevant category ➤ Provision of Security Association membership for relevant category	Mandatory for Categories that require Professional Relevant Approvals	
h)	Dealership/Manufacturers Authorization letter.	Mandatory for PSASB/REG/07/27/2026 -2027	
i)	Must submit a <u>Duly filled, Signed and stamped</u> Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA) <u>in the provided format.</u>	Mandatory (All Categories)	

j)	Must submit a <u>Duly filled, Signed and stamped</u> Declaration statement that you will not be involved in corrupt or fraudulent practices <u>in the provided format.</u>	Mandatory (All Categories)	
k)	Must submit <u>Duly Filled and Signed</u> Confidential Business Questionnaire (CBQ) in the provided format.	Mandatory (All Categories)	
	OVERALL REMARKS		

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
NB: All the above are Mandatory requirement. Tenderers are expected to meet all the above requirements to proceed to the Technical Evaluation			
STAGE II: TECHNICAL EVALUATION STAGE			
1	Registration Data (REG FORM 1)	30	
2	Supervisory Personnel (REG FORM -2)	10	
3	Financial strength: Provide 3 months certified bank statement and state credit period NB: AGPO registered firms - to provide bank details and state credit period. (Full Marks) REG FORM -3	10	
4	Past Experience/Major Clients (30 marks)- REG FORM 4	30	
a)	Experience of more than 2 years <u>NB: AGPO owned firms will automatically score full marks (30) under past experience(as a preference consideration)</u>		
b)	Three (3) clients and above (20 Marks)		
c)	References and contact persons (To fill as per format provided)- (10 Marks)		
5	Duly filled Litigation history in the form provided – REG FORM 5	10	
6	Sworn Statement- REG FORM 6	10	
	TOTAL MARKS	100	

NB: To be a registered contractor/ supplier/service provider a bidder should score 80 points and above.

FORM REG-1 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant(s) of.....

Post Office 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)

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name of partners

3. Business founded 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 company profile and 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

(30points)

REG 2: SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

.....

.....

.....

Professional Qualification

.....

.....

.....

Length of service with contractor or supplier position held.....

.....

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

(10points)

REG-3: FINANCIAL POSITION

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support (***for open categories only***)
2. Attach letters of reference from the bankers regarding supplier's credit position (***for open categories only***).
3. State credit period (minimum proposed 60 days from the date of receipt of the invoice.)
(this is applicable to all categories- open and special groups categories)

NB: Applicants who do not indicate the credit period and/or who indicate any credit period days shall be denied full marks)

4. AGPO registered firms - to attach/provide bank details.

(10points)

FORM REG 4-PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS (*FOR OPEN CATEGORIES ONLY*)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

2. Name of 2nd Client (organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

3. Name of 3rd Client (organization)

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

(Attach documents evidence of existence of contract and/or Copies of LSO/LPOs)

Others

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

NB: 10 points for each fully filled section and provision of documental evidence)

(30points)

FORM REG-5: LITIGATION HISTORY

Contractors/Suppliers are expected to provide information on nay history of litigation or on arbitration resulting from contracts executed in the past or currently under execution

YEAR	AWARD FOR OR AGAINST	OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....
Date

.....
Signature of Bidder

(10points)

FORM REG-6: SWORN STATEMENT

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.

Category No.

Description:

Name.....

Position in the Company.....

Date.....

Signed and Stamped

(10points)

**STANDARD MANDATORY FORMS- TO BE FILLED BY BOTH OPEN CATEGORIES
AND SPECIAL CATEGORIES**

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 AddressTel. No.

Nature of Business.....

Current Trade License No.Expiry Date

Maximum value of business that you can handle at any one time: K£

Name of your bankers Branch

Are you an agent of the Kenya National trading Corporation? YES/NO

Part 2 (a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)- Partnership:

Give details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
-------------	--------------------	----------------------------	---------------

1.....

2.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company –

Nominal K£

Issued K£

Give details of all directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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1.....

2.....

Date

Signature of Tenderer

If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

NB: YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

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

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

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal
Officer/Director of (insert name of the Company)
who is a Bidder in respect of Tender No. for..... (insert
tender title/description) for.....(insert name of the Procuring entity) and
duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred
from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge,
information and belief.

.....
(Title)

.....
(Signature)

.....
(Date) Bidder Official Stamp

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No.for.....(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)
3. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

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

..... Bidder's Official Stamp