NATIONAL CONSTRUCTION AUTHORITY

REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2026-2027 & 2027-2028

NCA/REG/001/2026-2027

NOVEMBER, 2026

SUPPLY CHAIN MANAGER
NATIONAL CONSTRUCTION AUTHORITY
P.O. BOX 21046-00100
NAIROBI

EXECUTIVE DIRECTOR
NATIONAL CONSTRUCTION AUTHORITY
P.O. BOX 21046-00100
NAIROBI

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS

Date: 4th November, 2026

TENDER No: NCA/REG/001/2026-2027:

TENDER NAME: REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2026-2027 AND 2027-2028

The National Construction Authority (NCA) is a State Corporation established under the National Construction Authority Act, 449A of 2011, to oversee the construction industry and coordinate its development.

The National Construction Authority (NCA) intends to update its list of suppliers hence invites applications from competent firms for supply and delivery of goods, works and services for financial year 2026-2027 and 2027-2028.

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

In order to be considered for procurement opportunities in future, interested firms are required to submit registration application documents for the specified category/ies. Registration document are downloaded free of charge from NCA Website: **www.nca.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,
National Construction Authority,
P.O. Box 21046-00100, NAIROBI

OR dropped in the Tender Box at 9th Floor KCB Towers OR shared via procurement email procurement@nca.go.ke

so as to be received on or before 2.00pm on Monday 23rd November 2026 and Tuesday 25th May 2027.

Note: The receipt of the registration documents will be **continuous during the financial years** and prospective suppliers are expected to meet all the mandatory requirements and fill all the necessary forms in the format provided and submit to the Authority awaiting evaluation.

Manager, Supply Chain
For: **EXECUTIVE DIRECTOR**

SECTION II: REGISTRATION CATEGORIES

CATEGORY A: SUPPLY OF GOODS

CODE. NO.	SUB-CATEGORY DESCRIPTION
NCA/G/1/2026-2027	Supply of Office Furniture, Fittings and Equipment
NCA/G/2/2026-2027	Supply of Computer hardware and Allied Accessories
NCA/G/3/2026-2027	Supply of Telecommunication Equipment, Spares and Accessories
NCA/G/4/2026-2027	Supply of General Office Stationery and Consumables
NCA/G/5/2026-2027	Supply of Uniforms & clothing e.g. dustcoats, protective clothing
NCA/G/6/2026-2027	Supply of Building Materials e.g. Electrical , Hardware
NCA/G/7/2026-2027	Supply of Newspapers and Periodicals
NCA/G/8/2026-2027	Supply of Computer Software and Licenses
NCA/G/9/2026-2027	Supply of Tyres and Tubes (supply and tyre management services)
NCA/G/10/2026-2027	Supply of Automobile Batteries and Accessories
NCA/G/11/2026-2027	Supply of Printing and Supply of Security Documents
NCA/G/12/2026-2027	Supply of fresh milk
NCA/G/13/2026-2027	Supply of Assorted Airtime Cards
NCA/G/14/2026-2027	Supply of Provision of Flowers, Bouquets and Decorations
NCA/G/15/2026-2027	Supply of Dispensers, Drinking Water and Disposable cups
NCA/G/16/2026-2027	Supply and delivery of Construction and testing Equipment

CATEGORY B: PROVISION OF SERVICES

CODE. NO.	SUB – CATEGORY
NCA/S/1/2026-2027	Provision of Conference and Accommodation Venues
NCA/S/2/2026-2027	Provision of Legal and Consultancy Services
NCA/S/3/2026-2027	Provision of Research and Consultancy Services
NCA/S/4/2026-2027	Provision of Research Consultancy Services in Construction Industry and Related Matters
NCA/S/5/2026-2027	Provision of Cleaning, Fumigation and Pest Control Services
NCA/S/6/2026-2027	Repair and Maintenance of Buildings countrywide e.g. Plumbing, Painting, Renovations, Electrical, Masonry etc.

NCA/S/7/2026-2027	Event Organization Services.
NCA/S/8/2026-2027	Interior Design, Furnishing and Decorations
NCA/S/9/2026-2027	Supply and Maintenance of Firefighting Equipment.
NCA/S/10/2026-2027	Air Travel Agency Services
NCA/S/11/2026-2027	Transport Services (Taxi Services, Car Hire for executives, Vans, Mini-Buses, and Buses)
NCA/S/12/2026-2027	Repairs, Service and Maintenance of Motor Vehicles & Motor Cycles
NCA/S/13/2026-2027	Repair and Maintenance of Office Equipment e.g. Photocopiers, Computers, printers, scanners etc
NCA/S/14/2026-2027	Design and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets and Annual Reports, Promotional and branded Materials.
NCA/S/15/2026-2027	Documentary Production, Photography/Video Graphic, Public Address System and related services
NCA/S/11/2026-2027	Repair and Maintenance of Computers, Servers and Computer Accessories
NCA/S/17/2026-2027	Development, Hosting and Maintenance of website
NCA/S/18/2026-2027	Provision of catering services
NCA/S/19/2026-2027	Provision and Maintenance of Internet Service Connectivity
NCA/S/20/2026-2027	Photocopying and binding of documents
NCA/S/21/2026-2027	Provision of Auctioneering Services
NCA/S/22/2026-2027	Provision of Valuation Services
NCA/S/23/2026-2027	Provision of Moving and Relocation Services
NCA/S/24/2026-2027	Provision of Staff Training and Team building Activities
NCA/S/25/2026-2027	Provision of Master of Ceremony Services (MC services)
NCA/S/26/2026-2027	Provision of DJ services
NCA/S/27/2026-2027	Provision of Insurance Services
NCA/S/28/2026-2027	Provision of Security Services

SECTION III: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 The National Construction Authority (NCA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the NCA 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 documents comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 SUBMISSION OF APPLICATIONS

Applications for registration shall be submitted in sealed envelopes marked with the registration document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **received continuously during the year.**

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 an outer separate envelope.

The inner and outer envelopes shall:

(a)Be addressed and delivered to NCA 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" pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, National Construction Authority will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate's identity the Employer will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or 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 Manager, National Construction Authority so that they may be pre-qualified 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, and REG-4 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 experience in the supply of goods, services and allied items in case of 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 latest financial statements submitted with the registration documents as well as 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, taking into account 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 and a sworn statement by the Tenderer ensuring the accuracy of the information given.

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 Employer 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 Employer will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Employer'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 prior to the deadline for submission of applications, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Employer.

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

2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

2.9.1 Applications must be received by the Employer 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 Employer may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Employer and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Employer will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Employer 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 a applicant to influence the Employer's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE EMPLOYER

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Employer 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 Employer 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 Employer, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Employer in the Employer'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 Employer 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 is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the registration documents, the Employer'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 Employer and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The employer 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 determined to be successful in accordance with sub-clause 2.15 will be notified by the Authority within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time the Employer notifies qualified Applicants that their applications are responsive, the Employer 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 EMPLOYER'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Employer reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Employer's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to expiration of the period of registration validity prescribed by the Employer, the Employer 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 Employer.

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 **(Section iv)**	Mandatory
2)	Copy of Certificate of Registration/Incorporation	Mandatory
3)	Copy of PIN Certificate /Tax Compliance Certificate	Mandatory
4)	Copy of Valid Single Business Permit from the County Government or Exemption Letter/Certificate	Mandatory
5)	Evidence of physical registered office and address *(Evidence required can be; a copy of lease agreement or Title deeds or copy of electricity bill or water bill in the name of the company or the director of the company).*	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)	Dully filled, signed and stamped Past Experience Form (REG- 3)	Mandatory
11)	Dully filled, signed and stamped Sworn statement (REG- 4)	Mandatory
12)	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 *(The Authority reserves the right to carry out due diligence before registration of the service providers).*	Mandatory
13)	Copy of valid NCA License for the specific category (Building, Electrical, plumbing works etc.) for applicants of category NCA/S/6/2026-2027 only	Mandatory
14)	Must be registered on the Electronic Government Procurement (eGP) Portal. (Attach registration details)	Mandatory

Note;
Bidders must meet <u>ALL</u> the Mandatory Requirement to qualify for Registration

SECTION IV: REGISTRATION SUBMISSION FORM

Date _____

Registration No. _____

To: The **Executive Director,**
National Construction Authority
KCB Tower, Kenya Road, Upper Hill
P.O Box 21046-00100
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)*
_____
_____

i) CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. 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 name and full address (*postal and physical addresses, email, and telephone number*) of state which stock exchange	

General and Specific Details

b) **Sole Proprietor,** provide the following details.

Name in full_____

Age_____

Nationality_____

Country of Origin_____

Citizenship_____

Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **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.

	Names of Director	**Nationality**	**Citizenship**	**% Shares owned**
1				
2				
3				

e) DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in **National Construction Authority** who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	**Designation in the Procuring Entity**	**Interest or Relationship with Tenderer**
1			
2			
3			

ii) Conflict of interest disclosure

	Type of Conflict	**Disclosure YES or NO**	**If YES provide details of the relationship with Tenderer**
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		

	Type of Conflict	Disclosure YES or NO	If YES provid details of th relationship with Tenderer
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name_____

Title or Designation_____

(Signature and Date _____

FORM REG - 1 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We .....hereby 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)*

FORM REG-3 - PAST EXPERIENCE

NAME OF PREVIOUS CLIENTS

1. Name of 1st Client (organization)

   i) Name of Client (organization) .....

   ii) Address of Client (organization) .....

   iii) Name of Contact Person at the client (organization) .....

   iv) Telephone No. of Client .....

   v) 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. **For newly registered firms with no experience, they are required to indicate 'None'.**

FORM REG-4 - SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES

NCA intends to update its register for suppliers for various goods, works and services for the financial year, 2024-2025. 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)