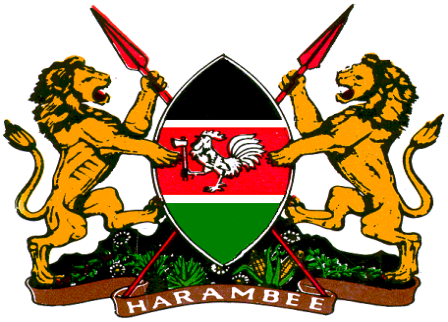
REPUBLIC OF KENYA	
	
OFFICE OF THE PRESIDENT MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT SUPPLY CHAIN MANAGEMENT OFFICE, LAMU WEST SUB- COUNTY lamudistrict@yahoo.com Telephone: (042) – 633193/4	**NG-CDF LAMU WEST** NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD LAMU WEST CONSTITUENCY P.O BOX 277- 80500 LAMU, KENYA Email: cdflamuwest@ngcdf.go.ke Tel: 0112-237514 Website: www.ngcdf.co.ke

STANDARD DOCUMENT FOR PROCUREMENT OF SMALL WORKS

REQUEST FOR QUOTATION

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND LAMU WEST CONSTITUENCY

PROJECT NAME:
UNGU PRIMARY SCHOOL

PROJECT ACTIVITY:
CONSTRUCTION TO COMPLETION OF 1 CLASSROOM, PURCHASE AND SUPPLY OF SCHOOL FURNITURE 50 DESKS, 5 TEACHERS TABLES AND 5 TEACHERS CHAIRS AT UNGU PRIMARY SCHOOL.

RESERVED FOR (WOMEN) ONLY

QUOTATION NUMBER: _ LW/NG-CDF/RFQ-003/2026-2027_

CLOSING DATE: 25TH NOVEMBER, 2026 AT 10.00 HOURS

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FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM 19

REQUEST FOR QUOTATIONS (RFQ)

To: _____

_____ *Insert Name and Address of selected Tenderer]*

FROM: NGCDF LAMU WEST CONSTITUENCY, P.O BOX 277 80500 LAMU.

TENDER DESCRIPTION: **CONSTRUCTION TO COMPLETION OF 1 CLASSROOM, PURCHASE AND SUPPLY OF SCHOOL FURNITURE 50 DESKS, 5 TEACHERS TABLES AND 5 TEACHERS CHAIRS AT UNGU PRIMARY SCHOOL.**

QUOTATION REFERENCE NUMBER: **LW/NG-CDF/RFQ-003/2026-2027**

1. The NGCDF LAMU WEST CONSTITUENCY invites you to submit quotations for____ ***works*** indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language.

   - Qualified and interested tenderers may obtain further information and inspect the Tender Documents on *https://tenders.go.ke/*. A complete set of tender documents may be obtained (viewed and downloaded) electronically free of charge from *https://tenders.go.ke/tenders* . Additionally, Hardcopies may be obtained from NGCDF Office, Lamu West during working hours

   - Tenderers who download the tender document must forward/ Email their particulars (company name, tender name and tender number) immediately to *cdflamuwest@ngcdf.go.ke*. Tenderers may obtain further information during office hours 0800 to 1500 at the address given below.

2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **25TH NOVEMBER, 2026 AT 1000 HOURS.** Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.

3. Enquiries regarding this quotation may be addressed to _**FUND ACCOUNT MANANGER, NG-CDF LAMU WEST CONSTITUENCY, P.O BOX 277 80500 LAMU.**

4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

5. Please inform by email or express mail the undersigned within 3 (Specify the number of days) of receipt of this RFQ if you will not be submitting a quotation.

   Address for Submission of Quotations:

   ADDRESS FOR SUBMISSION OF QUOTATIONS.
   THE FUND ACCOUNT MANAGER
   NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
   LAMU WEST CONSTITUENCY
   P.O BOX 277- 80500
   LAMU, KENYA
   PHYSICAL ADDRESS for hand Courier Delivery to an office or Tender Box (NG- CDF Office, Mokowe, Next To County Assembly of Lamu, Adjacent To Ardhi House)

Yours sincerely,
Fund Account Manager
NG- CDF Lamu West Constituency

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.

   - Qualified and interested tenderers may obtain further information and inspect the Tender Documents on *https://tenders.go.ke/*. A complete set of tender documents may be obtained (viewed and downloaded) electronically free of charge from ***https://tenders.go.ke/tenders.*** Additionally, Hardcopies may be obtained from NGCDF Office, Lamu West during working hours

   - Tenderers who download the tender document must forward/ Email their particulars (company name, tender name and tender number) immediately to *cdflamuwest@ngcdf.go.ke*.

2. **Validity of Quotations**: The quotation will be held valid for **364 days** from the date of submission.

3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.

4. **Sealing and Marking of Quotations**: Quotations in one "one original" should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
LAMU WEST CONSTITUENCY
P.O BOX 277- 80500
LAMU, KENYA
PHYSICAL ADDRESS for hand Courier Delivery to an office or Tender Box (NG- CDF Office, Mokowe, Next To County Assembly of Lamu, Adjacent To Ardhi House)

Date of Submission (deadline): **25TH NOVEMBER, 2026.**
Time of Submission (deadline): **10:00 AM (*Kenya time*).**

6. **Opening of Quotations**: Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.

7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) Valid trading license-Lamu County Only (ii) Certificate of registration/ Incorporation, (iii) valid tax compliance certificate. (iv) AGPO Certificate (WOMEN) (***As per the evaluation criteria***). The Tenderer

shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms. The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.

8. **Invitation not transferable**: This invitation is not transferable to other firms or individuals not so invited.

9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the works.

10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.

11. **Alternative Quotations:** Tenderers **not permitted** to submit alternative quotations for works/alternative technical solutions for specified parts of the Works. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.

12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The Procuring Entity not allow quotations in foreign currency.

13. **Evaluation of Quotations**: The evaluation of quotations will be conducted using the procedure set out below:

    i) Preliminary examination to determine Tenderer eligibility:

No.	Description of Criteria	Particulars Provided	Responsiveness	
			YES	NO
1.	Pre-Qualified- category 12 and category 27 only- 1. CC/PQ/12/2026-2028 – Provision of Building and Civil Works 2. CC/PQ/27/2026-2028 – Supply and Delivery for School Furnitures	Evidence of Valid Prequalification acceptance letter for suppliers/contractors for the period 2026-2028 FYs National Government-Lamu County (Office of the Lamu County Commisoner), 1. CC/PQ/12/2026-2028 – Provision of Building and Civil Works 2. CC/PQ/27/2026-2028 – Supply and Delivery for School Furnitures		
2.	Valid AGPO Certificate (WOMEN) Category	Valid AGPO Certificate (WOMEN) Category Only		
3.	Sealed Original, number and labeled tender documents.	Evidence to be availed is original, Tape Bound document. (documents submitted in loose or spiral binding will be automatically disqualified) The Tenderer shall chronologically serialize all pages of their tender documents, submitted in the format of 1, 2, 3, 4…... (Including the cover page and all the attachments, and to be done in Blue Biro Pen), indicating the tender number on envelop.		

4.	Valid copy of certificate of Incorporation/ Registration	Evidence is valid Certificate of incorporation/ registration of the company		
5.	Nationality of the Directors or of the Sole Proprietor(s)	Valid copies of National ID of the directors.		
6.	Valid and current Tax Compliance Certificate	Evidence to a valid Tax Compliance Certificate		
7.	CR12 valid for the last 6 months from date of tender open OR Copies of National Identity for Sole Proprietorship	Evidence of a CR12 valid for the last 6 months		
8.	Valid Copy of Current Single Business permit (for the year 2026) **Lamu County Only**	Valid Copy of Current Single Business permit (for the year 2026) **Lamu County Only**		
9.	Valid NCA 7 Only (Building works) Registration and Annual Practicing License	Valid NCA 7 Only (Building works) Registration and Annual Practicing License		
10.	Valid NCA 8 Only (Electrical works) Registration and Annual Practicing License	Valid NCA 8 Only (Electrical works) Registration and Annual Practicing License		
11.	Audited Accounts of 2025	Evidence of Audited Accounts of 2025.		
12.	Form of Quotation	Evidence a duly filled, signed and stamped Form of tender		
13.	Certificate of independent quotation determination	Evidence a duly filled, signed and stamped Certificate of independent quotation determination		
14.	Tender Self-declaration Form	Evidence a duly filled, signed and stamped Tender Self-declaration Form		
15.	Schedule of requirements table(BoQ)	Evidence a duly filled, signed and stamped Schedule of requirements table (BoQ) with NO Arithmetic Errors **NOTE:** Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis: i. Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive. ii. Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and total bid price shall be considered as a major		

		deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. iii. And if there is a discrepancy between words and figures, the amount in words shall prevail		

i) Technical examination and financial capability Assessment to determine goods eligibility, compliance with technical specifications and commercial responsiveness. The lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

Total Score is 100 Marks. Only bidders scoring 80% and above with a least quoted amount, shall be considered for award of the tender.

Description of Criteria	Evaluation Requirement	Maximum Score	Marks Earned
1. **Managerial and Key Personnel Competency Profiles**	a) Qualified Quantity Surveyor, Civil Engineer, Structural Engineer or Construction Manager- *Certifications and C.Vs including relevant technical experience*- (Minimum Diploma)	5 Marks	
	b) Qualified Electrical Engineer or Mechanical Engineer - *Certifications and C.Vs including relevant technical experience*-(Minimum Diploma)	5 Marks	
2. **Experience / Reputation**	(a) Proof of satisfactory contracts completion of two (2) Projects of works from Government Departments of value equal or higher than Kshs. 3 million contract sum. (20 Marks Each) (b) Submit reference letter from at least two clients. (5 Marks Each), which should include: a. summary of works/ services rendered, b. value of contracts and contact person, address and telephone numbers	50 Marks	
3. **Financial**	a) Audited Financial Report 2025: (6 Marks) b) ICPAK Certificate and practicing certificate of the Auditors (4 Marks)	10 Marks	
	Turnover: • Annual Turnover equal or greater than the cost of the project cost– (5 Marks) • Annual Turnover equal or below the cost of the project– (2 Marks)	5 Marks	

	Liquidity Ratio: A ratio of 1:1 and above **(5 Marks)** i) Quick Ratio = $\frac{current\ assets}{current\ liabilities}$ Calculated from the audited accounts from 2025 financial year	5 Marks	
	Evidence of Line of Credit: i) Lines of credit above 3 million (10 Marks) ii) Line of credit between Kshs. 1.5 million -2.99 million (5 Marks) iii) Otherwise (2 Mark)	10 arks	
4. **Proposed Works Methodology**	Mobilization Schedule	3	
	Site Organization Structure	3	
	Construction Methodology	4	
	TOTAL	**100 Marks**	

14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.

15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation

16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. Incase of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

(i) SCHEDULE OF REQUIREMENTS TABLE

(ii) FORM FOR DISCLOSURE OF INTEREST

(iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

(iv) SELF-DECLARATION FORM

(v) FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

FORM OF QUOTATION *(To be completed by the tenderer)*

Quotation Addressed to (*Procuring Entity)*	LAMU WEST NGCDF
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.

2. In compliance with your request for quotations dated_____, referenced above, we offer to *supply goods* to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings

   _____

   _____

   _____

   (in Words) _____(in figures)

3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.

4. We also confirm that the *works to be constructed* conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.

5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from *www.ppra.go.ke* during the procurement process and the execution of any resulting contract.

6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.

7. The validity period of our quotation is:_____days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers).*

8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.

10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.

12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is:_____days from date of acceptance of Quotation. The warranty period offered is_____weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

SCHEDULE OF REQUIREMENTS TABLE

The Summary to the Bills of Quantities will take this form or some other form but including these items.

SUMMARY ITEMS	*Page*	*Amount*
Grand Summary net of VAT		
Add VAT @ 16%		
Grand Summary net of Management Expenses		
Add Management Expenses		
TOTAL TENDER PRICE Carried forward to Form of Tender		

Signature:_____

And seal/Stamp_____

Name:_____

Authorized for and on behalf of (*specify name of tenderer*): _____

_____

Position: _____

Date: _____

FORM FOR DISCLOSURE OF INTEREST

i) Are there any person/persons in ……NG-CDF LAMU WEST CONSTITUENCY……

(*Name of Procuring Entity)* 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			

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 controls, is 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	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation 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 quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
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 Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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 quotation 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) *(Date)*

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the NG- CDF LAMU WEST CONSTITUENCY for: _____

_____

_____

[Name and number of quotation] in response to the request for tenders made by:

_____

[Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____
[Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;

2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;

4. For the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:

    a) has been requested to submit a quotation in response to this request for quotations;

    b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;

5. The Tenderer discloses that [check one of the following, as applicable]:

    a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;

    b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

    a) prices;

    b) methods, factors or formulas used to calculate prices;

    c) the intention or decision to submit, or not to submit, a quotation; or

    d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name and Title: _____

Stamp, Date and Signature: _____

[Name, title and signature of authorized agent of Tenderer and Date]

Title_____

Date_____

[Name, title and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORM

We, the Tenderer _____ (insert name) submitting our Quotation in respect of Quotation No._____for the_____

_____

(insert quotation Title Description) for NGCDF LAMU WEST CONSTITUENCY'

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:

i) the RFQ for the above Quotation;
ii) Kenya's Public Procurement and Asset Disposal Act, 2015*)* and its attendant Regulations;
iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
iv) any such other Acts or Regulations of Government of Kenya;

b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of ___NG-CDF LAMU WEST CONSTITUENCY___ (name of the procuring entity);

c) Have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:

.....

[insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:

.....

[insert complete name of person duly authorized to sign the quotation]

Title of the person signing the Quotation: .....

[insert complete title of the person signing the quotation]

Signature of the person named above: .....

[insert signature of person whose name and capacity are shown a

TECHNICAL SPECIFICATIONS FOR WORKS/SERICES

(a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

(b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.

(c) **DRAWINGS**

(Procuring Entity to attach Drawings (if any)

BQ ATTACHED

FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to *Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.:_____

Name of the Tender Title/Description: _____

_____

_____

_____*[insert name of the assignment]* to

_____

[insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated _____ *insert date of notification of award]* to furnish additional information on beneficial ownership: _____ *[select one option as applicable and delete the options that are not applicable]*

I. We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Full Name		Directly---	Directly……	1. Having the right	1. Exercises

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	National identity card number or Passport number		-------- % of shares Indirectly---------- % of shares	……% of voting rights Indirectly----------% of voting rights	to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held directly or indirectly?: Direct…… …… Indirect…… ……..	significant influence or control over the Company body of the Company (tenderer) Yes -----No---- 2. Is this influence or control exercised directly or indirectly? Direct…….. Indirect………
	Personal Identification Number (where applicable)					
	Nationality					
	Date of birth *[dd/mm/yyyy]*					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
2.	Full Name		Directly---------- % of shares Indirectly---------- % of shares	Directly…… ……% of voting rights Indirectly----------% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held directly or indirectly?:	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No---- 2. Is this influence or control exercised
	National identity card number or Passport number					
	Personal Identification Number (where applicable)					
	Nationality(ies)					

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Date of birth *[dd/mm/yyyy]*				Direct…… …… Indirect…… ……..	directly or indirectly? Direct…… .. Indirect…… …
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
3. e.t.c						

II. Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.

III. In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

(b) exercises at least ten percent of the voting rights in the company either directly or indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV. What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:

*..... *[insert*

complete name of the Tenderer]

Date and Stamp:

.....