



**SUPPLIERS, CONTRACTORS & CONSULTANTS**

**FYs 2020-2021/2021-2022**

**PLEASE FILL ALL THE DETAILS IN THIS PAGE:**

**1. Company Name** \_\_\_\_\_

**2. Physical Location** \_\_\_\_\_

\_\_\_\_\_

**3. PO Box** \_\_\_\_\_

**4. Telephone No.(s)- Landline** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**5. Contact Person** \_\_\_\_\_

**6. Category** \_\_\_\_\_

# Table of Content

<b>SECTION I: REGISTRATION / PREQUALIFICATION OF SUPPLIERS &amp; SERVICE PROVIDERS FYS 2020-2021/2021-2022.....</b>	<b>4</b>
<b>SECTION II - INSTRUCTIONS TO CANDIDATES.....</b>	<b>6</b>
<b>APPENDIX TO INSTRUCTIONS TO CANDIDATES.....</b>	<b>11</b>
<b>QUALIFICATION EVALUATION CRITERIA .....</b>	<b>12</b>
<b>EVALUATION CRITERIA 1 – FOR AGPO REGISTERED TARGET GROUPS .....</b>	<b>12</b>
<b>EVALUATION CRITERIA II – GENERAL PUBLIC.....</b>	<b>13</b>
<b>SECTION III - STANDARD FORMS.....</b>	<b>15</b>
<b>SCHEDULE OF REQUIREMENT .....</b>	<b>Error! Bookmark not defined.</b>

**SECTION I: REGISTRATION / PRE-QUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS FYs 2020-2021/2021-2022**

The County Government of Kirinyaga intends to pre-qualify and register bidders/vendors for the Supply of Goods and Services for financial year 2020-2021/2021-2022 in the following categories pursuant to section 71 of the Public Procurement and Disposal of Assets Act 2015.

Each Pre-qualification/Registration document will be used to apply for One Category as indicated below. For applicants applying for more than One Category, they should apply using different pre-qualification/Registration documents per category. Applying for multiple categories using one document is not allowed.

We therefore invite eligible and interested vendors/bidders to apply for registration for supply and delivery of goods, services and works in the categories shown in our County web site [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke) and on Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) as listed below. Kindly note Pre-qualification/Registration documents are **FREE OF CHARGE**.

S/No	TENDER/PREQUALIFICATION NO.	TENDER NAME	CATEGORY	CLOSING DATE
<b>PROVISION OF GOODS</b>				
1.	CGK/PQ/001/2020-2021/2021-2022	Supply and Delivery of Staff uniforms, sports equipment , linen and beddings	AGPO	9 <sup>th</sup> October, 2020
2.	CGK/PQ/002/2020-2021/2021-2022	Supply and Delivery of G.I & UPVC pipes fittings and water meters	AGPO	9 <sup>th</sup> October, 2020
3.	CGK/PQ/003/2020-2021/2021-2022	Supply and Delivery of assorted stationery	AGPO	9 <sup>th</sup> October, 2020
4.	CGK/PQ/004/2020-2021/2021-2022	Supply and Delivery of desktop computers, laptops, printers, photocopiers, scanners, UPS's , audio visual equipment, projectors, projector screens, white board and related Accessories	AGPO	9 <sup>th</sup> October, 2020
5.	CGK/PQ/005/2020-2021/2021-2022	Supply and Delivery of cleaning materials, detergents and disinfectants	AGPO	9 <sup>th</sup> October, 2020
6.	CGK/PQ/006/2020-2021/2021-2022	Supply and Delivery of Electrical materials and fittings	AGPO	9 <sup>th</sup> October, 2020
7.	CGK/PQ/007/2020-2021/2021-2022	Supply and Delivery of farms inputs, raw materials for animal feeds production, animal's feeds and veterinary drugs	AGPO	9 <sup>th</sup> October, 2020
8.	CGK/PQ/008/2020-2021/2021-2022	Supply and delivery of office furniture & equipment	AGPO	9 <sup>th</sup> October, 2020

9.	CGK/PQ/009/2020-2021/2021-2022	Supply and delivery of Drinking Water	AGPO	9 <sup>th</sup> October, 2020
10.	CGK/PQ/010/2020-2021/2021-2022	Supply and delivery of cooking gas, firewood and medical gases	AGPO	9 <sup>th</sup> October, 2020
11.	CGK/PQ/011/2020-2021/2021-2022	Provision for Garment Making, Hair & Beauty, Weights & Measures tools, and other Assorted workshop equipment.	AGPO	9 <sup>th</sup> October, 2020
12.	CGK/PQ/012/2020-2021/2021-2022	Supply and Delivery Accountable Documents	OPEN	9 <sup>th</sup> October, 2020
<b>PROVISION OF SERVICES</b>				
13.	CGK/PQ/013/2020-2021/2021-2022	Provision for hire of transport, plant and equipment	OPEN	9 <sup>th</sup> October, 2020
14.	CGK/PQ/014/2020-2021/2021-2022	Provision of ICT Consultancy services and support services	AGPO	9 <sup>th</sup> October, 2020
15.	CGK/PQ/015/2020-2021/2021-2022	Provision of legal services	OPEN	9 <sup>th</sup> October, 2020
16.	CGK/PQ/016/2020-2021/2021-2022	Provision for valuation services/Auctioning	OPEN	9 <sup>th</sup> October, 2020
17.	CGK/PQ/017/2020-2021/2021-2022	Provision for event management services	AGPO	9 <sup>th</sup> October, 2020
18.	CGK/PQ/018/2020-2021/2021-2022	Provision for printing service e.g. brochures, folders, folders, booklets and other promotional materials e.g. shirts. Caps etc.	AGPO	9 <sup>th</sup> October, 2020
19.	CGK/PQ/019/2020-2021/2021-2022	Provision of hotel conference facilities, accommodation and catering services.	OPEN	9 <sup>th</sup> October, 2020

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

**The County Secretary & Head of Public Service,  
County Headquarters,  
P.O Box 260 – 10304,  
Kutus.**

The envelope should be marked with the “Prequalification/Registration Number applied for and the category description” upon submission, and must be dropped in the Tender box located at on or before **FRIDAY 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.**

Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend the opening at The County Headquarters, 3rd Floor, Conference Room.

Late bids SHALL NOT be accepted.

Bidders or their representatives are welcome to witness the opening.

Late bids shall not be accepted.

**HEAD, SUPPLY CHAIN MANAGEMENT**

**Table of Contents**

**2.1 Scope of Tender.....7**

**2.2 Submission of Application.....7**

**2.3 Eligible Candidates.....7**

**2.4 Qualification Criteria .....8**

**2.5 Joint Venture.....8**

**2.6 Public Sector companies .....9**

**2.7 Conflict of Interest.....9**

**2.8 Updating Pre-Qualification Information..... 10**

## **2.1 Scope of Tender**

- 2.1.1 County Government of Kirinyaga hereinafter referred to as the procuring entity intends to prequalify Service Providers for **Provision for valuation services/Auctioning** for the FY 2020-2021/2021-2022. It is expected that prequalification/Registration applications will be submitted to be received by the procuring entity not later than **FRIDAY 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates
- 2.1.3 General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

## **2.2 Submission of Application**

- 2.2.1 Applications for prequalification/Registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the tender box at County Government of Kirinyaga County Headquarters, or be addressed to County Secretary & Head of public Service, County Headquarters, P.O. Box 240-10304, Kutus so as to be received on or before **FRIDAY 9<sup>TH</sup> OCTOBER 2020 AT 10.00 AM.**
- 2.2.2 The procuring entity reserves the right to accept or reject late applications.
- 2.2.3 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.4 All the information requested for pre-qualification shall be provided in the English language. The translation will govern and will be used for interpreting the information.
- 2.2.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

## **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification/Registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

2.4.1 Pre-qualification/Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. County Government of Kirinyaga reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions

2.4.4 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.

2.4.5 The audited Accounts for the last Two (2) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.6 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following: -

(a) Following are the minimum qualification requirements.

The lead partner shall meet not less than (not less than (70 %) of all the qualifying criteria in paragraph's 2.4.3 and 2.4.6 above (24)

The other partners shall meet individually not less than (50 %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7 Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8 Updating Pre-Qualification Information**

- 2.8.1 Pre-qualified/registered candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX INSTRUCTIONS TO CANDIDATES

The following instructions for the Pre-qualification/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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.3.1	<i>The pre-qualification/Registration is open to all vendors who have appropriate and valid accreditations for Provision for valuation services/auctioning</i>
2.2.1	<i>The closing date will be on : <b>FRIDAY 9TH OCTOBER 2020 AT 10.00 A.M</b></i>
2.4.1	<p>Tenderers are required to submit copies of the following <b>MANDATORY DOCUMENTS</b> which will be used during Preliminary Examination to determine responsiveness:</p> <ol style="list-style-type: none"> <li>1) <b>Valid Certificate of Incorporation/Business Registration (Attach copy)</b></li> <li>2) <b>Current/Valid Tax Compliance Certificate (Attach copy)</b></li> <li>3) <b>Current/Valid Business Permit/License (Attach copy)</b></li> <li>4) <b>CR12 Generated in the last 6 Months (Attach copy)</b></li> </ol> <p><b>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.</b></p>
2.4.5	Financial audited accounts for the last two (2) year endorsed, signed and stamped by a registered external auditor.

## **QUALIFICATION EVALUATION CRITERIA**

### **EVALUATION CRITERIA 1 – FOR AGPO REGISTERED TARGET GROUPS**

<b>NO.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
2.	Certificate of registration of Youth, Women and PWD owned enterprises issued by the National Treasury (Attach copy)	YES/NO
3.	Current/Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	YES/NO
4.	Copy of Pin Certificate of firm/company/individual	YES/NO
5.	Current/Valid Business Permit/License (Attach copy)	YES/NO
6.	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
7.	IFMIS NUMBER	YES/NO

**The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification.**

## EVALUATION CRITERIA II – GENERAL PUBLIC

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A2	Current/Valid Tax Compliance Certificate (Attach copy)	YES/NO
A3	Current/Valid Business Permit/License (Attach copy)	YES/NO
A4	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
A5	IFMIS NUMBER	YES/NO
<b>B.</b>	<b>GENERAL REQUIREMENTS</b>	
B1.	Audited Financial statements for the last 2 years	6
B2.	Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
B3.	Business Address - Postal Address (2) - Telephone Number (2) - Email Address (2)	6
B4.	Indicate having undertaken similar assignment with at least 3 firms <b>(Attach Proof)</b>	20
B5.	Business Referees <b>(At least two)</b>	10
B6.	Maximum Volume of Business handled in the (last two years) - Kshs.2 Million and above (14) - Kshs.1 – 2 Million (12) - Kshs. 500,000 – 1 Million (8) - Kshs.100,000 – 500,000 (6)	14
B8.	Indicate Credit Period willing to offer - 90 Days (10) - 60 Days (8) - 30 Days (6) - Less than 30 days (4)	10
B9	Give company structure indicating clearly the rank and qualifications of the key personnel to be handling the service	8
B10	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA /KATA registration a must for Air Travel Agent)	10
B11	Document Conformity/presented in a required format (Document should be well bound)	6
	<b>TOTAL</b>	<b>100</b>

**NB: General Public Candidates must meet all the mandatory requirements to qualify for technical evaluation. Candidates who score 70 and above shall be considered for prequalification. Candidates who score below 70 will be eliminated and will not be considered for pre-qualification.**

**Other requirements as appropriate to the relevant category**

1. Registration certificate as a contractor by National Construction Authority and other relevant authorities for Building works contractors
2. Letter of recommendation from the Bank
3. Letters of recommendation from previous organization served.
4. A profile of the owners or shareholders.
5. Air Travel firms must be registered with IATA and any other relevant bodies
6. Practicing Certificate for all professionals
7. Transport Hire firms must attach evidence of having taken all the Insurance covers.
8. Where mandatory for service provision, each firm must attach evidence of valid registration certificate with relevant Professional bodies / Authorities.

**SECTION III - STANDARD FORMS**

**Table of Contents**

**REGISTRATION OF SUPPLIERS APPLICATION FORM ..... 16**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE ..... 17**

**PERFORMANCE STANDARDS & FACILITIES ..... 19**

**MANPOWER..... 20**

**GENERAL INFORMATION ..... 21**

**LITIGATION HISTORY ..... 23**

**MANUFACTURER’S AUTHORIZATION FORM..... 24**

**ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE ..... 25**

**FORM RB 1 ..... 26**

**FORM SD1 ..... 27**

**FORM SD2 ..... 28**

**SWORN STATEMENT ..... 30**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**) .....

hereby apply for registration as a supplier/contractor for (category)

.....

.....

(REFERENCE No.) .....

Postal Address.....

Telephone Number (Fixed Line) .....Mobile.....

Email Address.....IFMIS NO.....

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

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

Other branches/Locations.....

.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

## 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 Address .....Tel. No. ....

Nature of Business.....

Current Trade Licence 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>
-------------	--------------------	----------------------------	---------------

1.....

2.....

Date ..... Signature of Tenderer .....

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

**You are Advised That It Is a Serious Offence to Give False Information On This Form**

**PERFORMANCE STANDARDS & FACILITIES**

**A. Space**

- 1) Factory..... Sq.ft, Specify if owned or rented .....
- 2) Go down..... Sq.ft, Specify if owned or rented .....
- 3) Office..... Sq.ft, Specify if owned or rented .....

**B. Machinery**

You own or lease .....

Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

State extent to which you would have to sub-contract work

.....  
.....  
.....

Are you certified by any Quality Assurance Body?

If so, give the standard and name:

.....  
.....  
.....

(Attach copies of the accreditation)

## **MANPOWER**

- a) Name of Chief Executive Officer/Principal Officer  
.....
- b) Number of employees .....
- c) Number of Technical Staff .....
- d) Number of shifts .....
- e) Number of utility vehicles .....
- f) Please indicate names and attach CV's of key professional/technical personnel to carry out the assignment in the following format.

Name.....Age.....

Academic Qualification .....

Under graduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any)

Length of service with consultant / Contractor or Supplier position held

.....

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

**GENERAL INFORMATION**

Name and address of your Bankers

.....  
.....  
.....

Have you ever had an order/contract issued and cancelled in whole or part by us? Yes/No

If Yes, give reasons for cancellation:

.....  
.....  
.....

Do you have any objection in WSTF obtaining a confidential financial report from your bankers? .....

Has your company ever been involved in litigation/arbitration with clients/consultants? Yes/No

If Yes, give details

.....  
.....  
.....

Attach at least four (4) current letters of recommendation from reputable organizations' that you have supplied goods, works/service for the last three years.

Names of the Applicant's clients in the last three years.

- 1.....
- 2.....
- 3.....

4..... Provide names of other clients and values of contract/orders as follows: -

**1. Name of 1<sup>st</sup> Client (organization)**

Name of Client (organization) ..... Address of Client (organization) .....

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

Telephone No. of Client ..... Value of Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**2. Name of 2nd Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client ..... Value of Contract  
.....  
Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**3. Name of 3rd Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client ..... Value of Contract  
.....  
Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**4. Name of 4th Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....  
Name of Contact Person at the client (organization) .....  
Telephone No. of Client ..... Value of Contract  
.....  
Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**5. Others.....**

---

## LITIGATION HISTORY

Suppliers/Contractors/consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>Year</b>	<b>Award for or against</b>	<b>Name of Client cause of Litigation and matter in dispute</b>	<b>Disputed Amount (Current Value, Kshs. Equivalent</b>

## **MANUFACTURER'S AUTHORIZATION FORM**

To [name of the Procuring entity] .....

WHEREAS ..... [ name of the manufacturer] who are established and reputable manufacturers of ..... [name and/or description of the goods] having factories at ..... [address of factory] do hereby authorize ..... [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

**ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE**

I/We/Messrs.....

of Street, Building, P O Box.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....

**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND .....RESPONDENT (Procuring Entity)

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

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary

**FORM SD1**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

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

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 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 hereinabove is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

**Note:** This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016





**SWORN STATEMENT**

Having studied the pre-qualification information for the above supply/provision of goods, works or services applied for we/I hereby state:

The information furnished in our/my application is accurate to the best of our/my knowledge.

That in case of being pre-qualified we/I acknowledge that this grants us/me the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender/quotation document to follow.

We/I enclose all the required documents and information required for the prequalification process.

**Applicant's Full Name** .....

**In the Capacity of** .....

**Signature** .....

**Date** .....

*Affix Company Stamp*

**IFMIS FORM**  
**FULLY FILLED SIGNED AND STAMPED IFMIS TENDER FORM**  
**COUNTY GOVERNMENT OF KIRINYAGA**  
**P.O BOX 260-10304**  
**KUTUS**

**EMAIL:** [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke)

**To: COUNTY SECRETARY & HEAD OF PUBLIC SERVICE, COUNTY HEADQUARTERS**

**COMPANY BANK ACCOUNT DETAILS**

- A/C NAME .....
- A/C NUMBER.....
- BANK NAME.....
- BANK BRANCH.....
- COMPANY REG NO.....
- EMAIL ADRESS.....
- IFMIS NO.....
- COMPANY KRA PIN NUMBER.....
- CONTACTS.....

SIGN.....DATE.....

COMPANY OFFICIAL STAMP.....