



**COMMISSION ON REVENUE ALLOCATION**

**INVITATION TO REGISTER SUPPLIERS FOR THE SUPPLY AND DELIVERY  
OF GOODS, SERVICES, AND WORKS FOR FINANCIAL YEAR 2022-2023 AND  
2023-2024**

**TENDER NO. CRA/PROC/OT/01/2022-2023**

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**NOTE: TO BE COMPLETED BY THE TENDERER. INDICATE THE  
FOLLOWING INFORMATION.**

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

**CATEGORY NO.....**

**ITEM DESCRIPTION.....**

**CLOSING/OPENING OF TENDER DOCUMENTS**

**DATE: MONDAY, 26TH SEPTEMBER, 2022 AT 12:00PM**

## **Table of Contents**

1. Tender Notice
2. Registration Instructions
3. Brief Contract Regulations
4. Registration Data Instructions
5. Form Pq-1 Registration Document
6. Form Pq-2 Reg Qualification Data
7. Form Pq-3 Supervisory Personnel
8. Form Pq-4 Financial Position
9. Form Pq-5 Confidential Business Questionnaire
10. Form Pq-6 Past Experience
11. Form Pq-7 Litigation History
12. Form Pq-8 Sworn Statement
13. Requirements for AGPO Group

## TENDER NOTICE-(13<sup>th</sup> SEPTEMBER 2022)

### TENDER REF-REGISTRATION OF SUPPLIERS

The Commission on Revenue Allocation (CRA) is an independent commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and the County Governments; and sharing of revenue among the County Governments. To carry out this mandate, the Commission intends to register suppliers for the supply of **goods, works and services** for the financial years **2022/2023-2023/2024** ending on **30<sup>th</sup> October, 2024**

The Commission invites sealed applications from eligible candidates for purposes of registration of suppliers for goods, works and services under the following categories:

#### **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FINANCIAL YEARS 2022-2023 & 2023-2024.**

| <b>A. CATEGORY 1 – SUPPLY OF GOODS- CRA/GP/2022/2023-2023/2024</b> |   |                       |
|--|---|-----------------------|
| <b>REF</b>   | <b>Item Description</b>   | <b>Eligibility</b>    |
| GP/01  | Supply and delivery of Stationery & General Office Supplies   | Special Groups (AGPO) |
| GP/02  | Supply of assorted office furniture & fittings including window blinds, curtains & safes  | Special Groups (AGPO) |
| GP/03  | Supply, delivery and maintenance of ICT equipment including laptops, desktops, tablets, scanners, printers, accessories and ICT Consumables               | Open                  |
| GP/04  | Supply of computer software and licenses  | Open                  |
| GP/05  | Supply, delivery, installation, configuration, and maintenance of unified communications systems UCS (voice service, video conferencing) and PABX systems | Open                  |
| GP/06  | Supply, delivery, installation, configuration and maintenance of Local Area Networks and network equipment  | Open                  |
| GP/07  | Supply and delivery of motor vehicle tyres, tubes, batteries and accessories  | Open                  |
| GP/08  | Supply and delivery of staff uniforms, clothing and protective gear   | Special Groups (AGPO) |
| GP/09  | Supply and design of branded IEC & publication materials promotional materials e.g. (umbrellas, caps, t-shirts, bags, pens, banners, flyers etc.)         | Special Groups (AGPO) |
| GP/10  | Supply, delivery, installation, configuration, and maintenance of surveillance CCTV, security and access control systems                                  | Open                  |

|  |  |                       |
|--|--|-----------------------|
| GP/11  | Supply and delivery of library materials -books, periodicals & other educational related materials   | Open                  |
| GP/12  | Supply and delivery of daily newspapers, periodicals, editorials and publications/supply of digital newspapers and periodicals   | Special Groups (AGPO) |
| GP/13  | Design, supply, delivery, installation, configuration and maintenance of cloud and colocation services   | Open                  |
| GP/14  | Supply, delivery, installation, configuration and commissioning of enterprise business systems (including ERP, CRM, electronic document management, electronic payment solutions, enterprise email/ collaboration) | Open                  |
| GP/15  | Supply, delivery & commissioning, repair and maintenance of power systems (including UPSs, rectifies, inverters and generators)  | Open                  |
| GP/16  | Supply, delivery & commissioning, repair and maintenance of ICT enterprise infrastructure (servers, storage systems, network systems e.t.c)  | Open                  |
| <b>B. CATEGORY 2 – SERVICES – CRA/GS/2022/2023-2023/2024</b> |  |                       |
| GS/17  | Provision of asset tagging and coding services   | Special Groups (AGPO) |
| GS/18  | Provision of air ticketing services/ travel agency Services - IATA/KATA registered firms   | Special Groups (AGPO) |
| GS/19  | Provision of graphic designing, printing and binding services  | Open                  |
| GS/20  | Provision of asset valuation services  | Open                  |
| GS/21  | Provision of taxi and car hire services in all major towns   | Open                  |
| GS/22  | Provision of courier services  | Open                  |
| GS/23  | Provision of photography/ video graphic, documentaries, TV and radio infomercials, public address system and related services  | Open                  |
| GS/24  | Provision of design, development, and maintenance services for web-based applications including websites and mobile apps   | Open                  |
| GS/25  | Provision of cloud data backup and colocation services   | Open                  |
| GS/26  | Provision of bulk SMS Services   | Open                  |
| GS/27  | Provision of fleet management system services  | Open                  |
| GS/28  | Provision of enhancement and maintenance services of enterprise business systems (including ERP, CRM, electronic document management, electronic payment solutions, enterprise email/ collaboration)               | Open                  |
| GS/29  | Provision of hotels, conference and accommodation services in all county headquarters and major towns  | Open                  |
| GS/30  | Provision of catering services   | Special Groups (AGPO) |

|  |  |                       |
|--|--|-----------------------|
| GS/31  | Provision of creative design, proof reading, report writing, editing services, academic/ Short Story Writers, Illustrators, artists, rapporteurs, and design animation Etc.: | Open                  |
| GS/32  | Provision of ICT professional services (including ICT advisory/ consultancy, compliance and security audit, certifications of ICT infrastructure) – firms                    | Open                  |
| GS/33  | Provision of Auctioneering services  | Open                  |
| GS/34  | Provision of vehicle towing and breakdown services   | Open                  |
| GS/35  | Lease of ICT equipment such as computers, laptops, photocopiers, printers, scanners, audiovisual equipment, and networking equipment.  | Open                  |
| GS/36  | Provision of WAN and internet networking services  | Open                  |
| GS/37  | Provision of outdoor branding and signage works  | Open                  |
| GS/38  | Supply and delivery of drinking mineral water  | Special Groups (AGPO) |
| GS/39  | Provision of helicopter and fixed wing aircraft services   | Open                  |
| GS/40  | Provision of billboards, large signages and related services   | Open                  |
| GS/41  | Provision of insurance and pension management services   | Open                  |
| GS/42  | Provision of manned security services  | Open                  |
| GS/43  | Provision of motor vehicle cleaning services   | Open                  |
| GS/44  | Provision of preventive maintenance of ICT equipment's   | Special Groups (AGPO) |
| <b>C. CATEGORY 3 – CONSULTANCY/ SPECIALIZED SERVICES-<br/>CRA/CS/2022/2023-2023/2024</b> |  |                       |
| CS/45  | Provision of legal services (civil litigation and constitutional interpretation)   | Open                  |
| CS/46  | Provision of public relations and media management services  | Open                  |
| CS/47  | Provision of staff recruitment and job placement consultancy   | Open                  |
| CS/48  | Provision of human resource management consultancy and training  | Open                  |
| CS/49  | Provision of risk management framework services  | Open                  |
| CS/50  | Provision of corporate governance, principles, training and related, advisory services   | Open                  |
| CS/51  | Provision of corporate advisory services in financial services   | Open                  |
| CS/52  | Provision of training services in financial management and revenue mobilization strategies   | Open                  |
| CS/53  | Provision of sign-language and braille language services and interpretation  | Open                  |
| CS/54  | Provision of team building activities & capacity building services   | Open                  |
| CS/55  | Provision of general consultancy services (specify specialty)  | Open                  |
| CS/56  | Provision of event management services e.g. MC's, DJ's decoration, corporate gifts, dome tents, seats, tables, pyrotechnics  | Open                  |
| CS/57  | Provision of market survey for goods, works, and services  | Open                  |

|  |  |                       |
|--|--|-----------------------|
| CS/58  | Knowledge management, training needs assessment & competency development.                        | Open                  |
| CS/59  | Provision of motivational speaker services   | Open                  |
| CS/60  | Provision of revenue sharing consultancy services  | Open                  |
| CS/61  | Provision of public finance management consultancy services                                      | Open                  |
| CS/62  | Provision of revenue enhancement consultancy services  | Open                  |
| CS/63  | Provision of economic modelling and forecasting consultancy services                             | Open                  |
| CS/64  | Provision of political economy consultancy services  | Open                  |
| CS/65  | Performance management, succession planning, coaching & mentorship                               | Open                  |
| CS/66  | Provision of employee & customer surveys   | Open                  |
| CS/67  | Provision of external quality assurance  | Open                  |
| CS/68  | Provision of enterprise risk management consultancy services                                     | Open                  |
| CS/69  | Provision of social media consultant/influencers and content provider                            | Open                  |
| CS/70  | Provision of Knowledge Management consultancy services   | Open                  |
| CS/71  | Provision of ICT security consultancy services   | Open                  |
| CS/72  | Provision of ICT project management and quality assurance services                               | Open                  |
| CS/73  | Provision of ICT audit services  | Open                  |
| CS/74  | Provision of ICT training services   | Open                  |
| <b>D. CATEGORY 4 – REPAIRS AND MAINTENANCE SERVICES - CRA/MS/2022/2023-2023/2024</b> |  |                       |
| MS/75  | Repair and maintenance of ICT Equipment including PABX, computers, printers, UPS e.t.c           | Open                  |
| MS/76  | Repair & maintenance of multifunctional printers (MFP)   | Open                  |
| MS/77  | Repair and maintenance of office furniture & fittings  | Open                  |
| MS/78  | Repair, servicing & maintenance of motor vehicles-Approved garages & authorized dealerships only | Open                  |
| MS/79  | Repair and maintenance of air conditioning systems   | Open                  |
| <b>E. CATEGORY 5- WORKS-CRA/WS/2022/2023-2023/2024</b>                               |  |                       |
| WS/80  | Repair and maintenance of minor works including mechanical, plumbing and electrical services.    | Special Groups (AGPO) |

**Note:** 1.) Reserved refers to Youth, Women and People with Disability.  
2) Current registered suppliers are required to reapply.

A complete set of registration documents can be obtained from the Commission's Offices (Procurement department) located at 14 Riverside Drive, Grosvenor Building 2<sup>nd</sup> Floor, upon

payment of a non-refundable fee of **Kshs 1,000/=** for each category, either in Cash or Banker's Cheque. One can also download it free of charge from the Commission's website [www.cra.go.ke](http://www.cra.go.ke) or the Public Procurement Information Portal (PPIP) [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.

Completed Registration Documents in plain sealed envelopes clearly marked  
**“REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2022/2023 -2023/2024.”**

Name

Category No.....

Item Description.....

Should be addressed to:

**The Commission Secretary/CEO  
Commission on Revenue Allocation  
P.O Box 1310-00200  
Nairobi.**

and deposited in the Tender Box situated at Commission's reception on the 2<sup>nd</sup> Floor of Grosvenor Building, 14 Riverside Drive so as to be received on/or before **Monday, 26<sup>th</sup> September, 2022 at 12:00pm** Kenyan time.

The registration Category applied for **MUST** be conspicuously indicated on the envelope.

NB: Separate documents should be submitted for each category.

Tenders will be opened immediately thereafter in presence of candidates or their representatives who may choose to attend at the **Commission's main boardroom at 3<sup>rd</sup> floor on 26<sup>th</sup> September 2022**. Special groups comprising youth, women and people with disability who are duly registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

**Bidders must page/number or serialize tender documents.**

Results of the registration process will be posted in the Commission's website.

## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

Commission on Revenue Allocation would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to the Commission.

## **1.2 Registration Objective**

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to the, **Commission on Revenue Allocation, 2<sup>nd</sup> floor of Grosvenor building, 14 Riverside Drive** as and when required during the period ending **30<sup>th</sup> June, 2024**.

## **1.3 Invitation of registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to **Commission Secretary, Commission on Revenue Allocation, 2<sup>nd</sup> floor of Grosvenor building, 14 Riverside Drive** so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested and deposit the documents at the commission on or before **Monday 26<sup>th</sup> September 2022, 12.00pm**.

## **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works and consultancy to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

## **1.5 Registration Document**

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants.

**1.6** In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

## **1.7 Submission of Registration Documents**

**One Copy for each category** of the completed registration data and other requested information shall be submitted **on or before Monday 26<sup>th</sup> September 2022, 12.00pm**.  
to:

**The Commission Secretary/CEO  
Commission on Revenue Allocation  
P.O Box 1310-00100  
Nairobi.**

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the

**Commission Secretary, Commission on Revenue Allocation, 2<sup>nd</sup> floor of Grosvenor building, 14 Riverside Drive**, whose address is given in part. 1.7 or send via email to [info@cra.go.ke](mailto:info@cra.go.ke) and [procurement@cra.go.ke](mailto:procurement@cra.go.ke)

## **1.9 Additional Information**

The Commission on Revenue Allocation reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications are accepted by Commission on Revenue Allocation after attaining 70% points and above upon completion of the registration process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier, contractor and consultants will have to pay all taxes payable as applicable for all goods, services & works and consultancy to be supplied unless exempted by the Government.

### **2.2 Customs Clearance**

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

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

### **2.4 Payments**

All local purchase orders/services shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **3. REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.

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

## **3.2 Qualification**

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

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Commission on Revenue Allocation they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

## **3.3 Essential Criteria for Registration**

### **3.3.1 Experience:**

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

### **3.3.2 Personnel**

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

### **3.3.2 Financial Condition**

The Supplier's/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants' credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given.

### **3.3.3 Special consideration**

Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.4 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6.

## **3.4 Statement**

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

### **3.7 Registration Criteria**

| <b>Required Information</b> | <b>Form Type</b> | <b>Points Score</b> |
|-----------------------------|------------------|---------------------|
| Registration Documentation  | PQ-1             | 30                  |
| Registration Data           | PQ-2             | 10                  |
| Supervisory Personnel       | PQ-3             | 20                  |
| Financial Position          | PQ-4             | 10                  |
| Confidential Report         | PQ-5             | 10                  |
| Past Experience             | PQ-6             | 15                  |
| Sworn Statement             | PQ-7             | 5                   |
|                             | <b>TOTAL</b>     | <b>100</b>          |

**3.8 To qualify the prospective supplier, consultant or contractor must score 70 points and above.**

## **REQUIREMENTS FOR OPEN CATEGORY**

### **FORM PQ-1 REGISTRATION DOCUMENTS**

All firms must provide: -

1. Copies of Certificate of Registration/Incorporation

2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Valid Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).

NB: Properly bound and good presented documents. Loose documents will not be accepted.

(30 points)

**FORM PQ-2 – REGISTRATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as  
 supplier/contractor/consultant of.....  
 .....  
 Post Office Address.....

Town.....  
Street.....  
Name of building.....  
Room/Office No..... Floor No.....  
Telephone Nos.....  
Full Name of applicant.....  
Other branches location.....

**2. ORGANIZATION & BUSINESS INFORMATION**

Management personnel.....  
President (Chief Executive) .....  
Secretary.....  
General Manager.....  
Treasurer.....  
Other (s).....

Partnership (if applicable)

Name of partners

- 3. Business founded or incorporated .....
- 4. Under present management since .....
- 5. Net Worth equivalent Kshs.....
- 6. Bank reference and Address .....
- 7. Bonding Company reference and Address .....
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
- 9. State any technological innovations or specific attributes which distinguish you  
from your competitors .....

10. Indicate terms of trade / sale .....

(10 Points)

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification

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

Professional Qualification

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

Length of service with contractor or supplier position held

.....

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

(20 Points)

**PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

(10 Points)

**FORM PQ-5**

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business.....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time –  
Kshs.....

Name of your bankers ..... Branch .....

**Part 2 (a) – Sole Proprietor**

Your name in full ..... Age .....

Nationality ..... Country of origin .....

- Citizenship details
- ..... •

**Part 2 (b) Partnership**

Given details of partners as follows:

|    | Name  | Nationality | Citizenship Details | Shares |
|----|-------|-------------|---------------------|--------|
| 1. | ..... | .....       | .....               | .....  |
| 2. | ..... | .....       | .....               | .....  |
| 3. | ..... | .....       | .....               | .....  |
| 4. | ..... | .....       | .....               | .....  |

|    | <b>Part 2 (c) – Registered Company</b>  |             |                     |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
|----|---|-------------|---------------------|-------------|---------------------|--------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|
|    | Private or Public .....<br>State the nominal and issued capital of company-<br>Nominal Kshs .....<br>Issued Kshs .....<br>Given details of all directors as follows<br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 15%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> |             | Name                | Nationality | Citizenship Details | Shares | 1. | ..... | ..... | ..... | ..... | 2. | ..... | ..... | ..... | ..... | 3. | ..... | ..... | ..... | ..... | 4. | ..... | ..... | ..... | ..... | 5. | ..... | ..... | ..... | ..... |
|    | Name  | Nationality | Citizenship Details | Shares      |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 1. | .....   | .....       | .....               | .....       |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 2. | .....   | .....       | .....               | .....       |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 3. | .....   | .....       | .....               | .....       |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 4. | .....   | .....       | .....               | .....       |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 5. | .....   | .....       | .....               | .....       |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
|    | Date ..... Signature of Candidate .....   |             |                     |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |

**If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration. (10 points)**

**FORM PQ6- PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1 Name of 1st Client (Organization)

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

(Attach documents evidence of existence of contract)

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

- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract (date) .....
  - v. Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization) .....
- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract .....
  - v. Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

Others .....

(15points) **Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.** (15points)

**FORM PQ-7**

**SWORN STATEMENT**

Having studied the pre-qualification / registered information for the above project we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

**Date** .....

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

**Represented by** .....

**Signature** .....

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

(5points)

**REQUIREMENTS FOR AGPO GROUP**

Please provide copies as a proof and sign the sworn statement

**YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)**

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate/Exemption certificate
- Bank statement/ bank reference letter
- Company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate

**SWORN STATEMENT**

Having studied the pre-qualification information for the above subject we/ I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants 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 document to follow.
- c) We enclose all the required documents and information required for the prequalified evaluation.
- d) Our submission document has got ..... Pages.

**Date**.....

**Applicants Name**.....

**Represented by**.....

**Signature**.....

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