



THE NAIROBI NATIONAL POLYTECHNIC

P.O. BOX 30039-0100 Nairobi, Kenya

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REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2025/2026-2027

REFERENCE NUMBER: TNNP/REG/2025/2026-2027

COMPANY/BUSINESS NAME:

CATEGORY NO:

CATEGORY NAME

IF IN RESERVED GROUP PLEASE INDICATE BELOW:

WOMEN ☐

YOUTH ☐

PERSONS WITH DISABILITY ☐

Deadline of Submission- 4 June 2025 at 10Am

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INVITATION FOR REGISTRATION

Reference No: **TNNP/REG/2025/2026-2027**

Reference name: **REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2025/2026-2027**

The Nairobi National Polytechnic is a TVET Institution under the State Department for TVET, Ministry of Education, Kenya. The Polytechnic invites all eligible, competent and qualified firms to submit applications for purposes of registration for supply of Goods, Works and Services for the financial years **2025/2026-2027**.

Instructions to eligible suppliers

1. Eligible suppliers must complete the preferred Category as per the Table format provided below.
2. Eligible suppliers **MUST** provide a substantive response in the format provided.
3. Eligible suppliers are allowed to register up to a Maximum of two (2) categories in any of the categories.
4. Eligible suppliers interested in registering for AGPO opportunities must indicate the preferred category either with or without previous experience.
5. Eligible suppliers must only submit one registration document per category.
6. Eligible suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
7. Interested eligible suppliers may obtain further information from and inspect the registration documents at Procurement Office, The Nairobi Polytechnic, Main Campus located along Mogira Road, during official working hours between 8.00am and 5.00pm Monday to Friday.
8. The registration document shall be downloaded from The Nairobi National Polytechnic website www.naibipoly.ac.ke or the Public Procurement Information Portal www.tenders.go.ke (PPIP) free of charge.
9. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box situated at the Administration Block to be addressed to:

The Chief Principal
The Nairobi National Polytechnic
P.O. Box 30039 - 00100

Nairobi, Kenya

10. Candidates who send their registration documents via postal or courier services should ensure that the documents are received on or before **Wednesday, 4 June 2025 at 10.00am.**

11. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend in the ICT Boardroom, Nairobi National Polytechnic.

12. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions.

13. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.

14. **Registration documents:** The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.

15. Enquiries that may arise from the registration document should be addressed to info@nairobiipoly.ac.ke

16. **NOTE:** Candidates who wish to be registered in more than one category shall be required to download additional registration documents for each category. However, a candidate shall be registered for a **maximum of two categories.**

17. The registration document **MUST** be properly bound and sequentially serialized (paginated) on every page.

18. **NOTE: Public Procurement Capacity Building Levy:** Pursuant to the enactment of the Legal Notice No. 206 on Public Procurement and Asset Disposal Act 2015, Section 3 (1), Nairobi National Polytechnic shall retain the Public Procurement Capacity Building Levy at the rate of zero point zero three per centum (**0.03%**) of the value of the signed contract effective 1st July, 2025.

Payment of the submitted invoices shall therefore be made minus this Levy.

Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.

SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FY 2025/2026-2027

3.0 REGISTRATION CATEGORIES

Nairobi National Polytechnic intends to register suppliers for the supply of goods, services or works for the period **1st July 2025 to 30th June 2027**. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES

The Youth, Women and persons with disabilities **MUST** be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates in good standing together with the document for registration.

LIST OF CATEGORIES

CATEGORY A: REGISTRATION

S/NO	TENDER NUMBER	TENDER NAME	ELIGIBILITY
GOODS			
1	TNNP/REG/1/2025/2026-2027	Supply and Delivery of General Stationery	Reserved (Youth/PWD/Women)
2	TNNP/REG/2/2025/2026-2027	Supply and Delivery of Laboratory Reagent	Open
3	TNNP/REG/3/2025/2026-2027	Supply and Delivery of Apparatus and Diagnostic kits	Open
4	TNNP/REG/4/2025/2026-2027	Supply and Delivery of Tools, Materials and Accessories for Automotive Engineering	Open
5	TNNP/REG/5/2025/2026-2027	Supply and Delivery of Tools, Material and Accessories for Mechanical and Chemical Engineering Department	Open
6	TNNP/REG/6/2025/2026-2027	Supply and Delivery of Swimming pool Chemicals	Open
7	TNNP/REG/7/2025/2026-2027	Supply and Delivery of Meat, fish and Poultry Products	Reserved (Youth)
8	TNNP/REG/8/2025/2026-2027	Supply and Delivery of Vegetables and Fruits	Reserved (Women)
9	TNNP/REG/9/2025/2026-2027	Supply and Delivery of Dry Food Stuff, Beverages and Herbs	Reserved (Youth/Women)
10	TNNP/REG/10/2025/2026-2027	Supply and Delivery of Milk and Dairy Products	Reserved (PWDs/Youth/Women)
11	TNNP/REG/11/2025/2026-2027	Supply and Delivery of Cooking and Industrial Gases	Reserved (PWDs/Youth/Women)
12	TNNP/REG/12/2025/2026-2027	Supply and Delivery of Electrical & Electronics Materials and Tools	Open
13	TNNP/REG/13/2025/2026-2027	Supply and Delivery of Sports and Games Kits	Open
14	TNNP/REG/14/2025/2026-2027	Supply and Delivery of General Cleaning Materials	Reserved(PWDs/Youth/Women)
15	TNNP/REG/15/2025/2026-2027	Supply, Installation and Maintenance of CCTV Cameras.	Reserved(PWDs/Youth/Women)
16	TNNP/REG/16/2025/2026-2027	Hiring of Tents, Chairs and Portable Toilets	Open
17	TNNP/REG/17/2025/2026-2027	Supply and Delivery of Library Books	Open
18	TNNP/REG/18/2025/2026-2027	Supply and Delivery of Plumbing Materials	Open
19	TNNP/REG/19/2025/2026-2027	Supply and Delivery of petrol, Diesel, and lubricants	Open

20	TNNP/REG/20/2025/2026-2027	Supply and Delivery of Textile Materials and Accessories	Open
21	TNNP/REG/21/2025/2026-2027	Supply and Delivery of Airtime	(Reserved)PWDs
22	TNNP/REG/22/2025/2026-2027	Supply and Delivery of Office Furniture and related Office fittings	Open
23	TNNP/REG/23/2025/2026-2027	Fabrication, Supply and Delivery of Student Lecture Chairs and Technical Drawing Tables	Open
24	TNNP/REG/24/2025/2026-2027	Supply and Delivery of Motor Vehicle Tyres, Rims and Tubes	Open
25	TNNP/REG/25/2025/2026-2027	Supply and Delivery of Motor Vehicle, Batteries	Open
26	TNNP/REG/26/2025/2026-2027	Provision of Design and Printing Services	Reserved(PWDs/Youth/Women)
27	TNNP/REG/27/2025/2026-2027	Supply and Delivery of Pharmaceutical Products	Open
28	TNNP/REG/28/2025/2026-2027	Supply and Delivery of Bottled Water	Reserved (Women)
28	TNNP/REG/28/2025/2026-2027	Supply and delivery of Computers, Laptops, Printers, UPS, Servers, Computer Spare Parts & Accessories	Open
29	TNNP/REG/29/2025/2026-2027	Supply and Delivery of Tonners and Cartridges	Open
30	TNNP/REG/30/2025/2026-2027	Supply and Delivery of Kitchen Utensils and equipment	Reserved (Youth/PWD/Women)
31	TNNP/REG/31/2025/2026-2027	Supply and Delivery of Personal Protective Equipment	Reserved (Youth/PWD)
32	TNNP/REG/32/2025/2026-2027	Supply and Delivery of Staff Uniform and Branded Shirts and T-shirts	Women(should it be restricted or open
SERVICES			
33	TNNP/REG/33/2025/2026-2027	Provision of Air Ticketing and Travel	Open
34	TNNP/REG/34/2025/2026-2027	Provision of Publication and Advertisement Services	Open
35	TNNP/REG/35/2025/2026-2027	Provision of Asset Maintenance , Office Equipment, Valuation, Tagging and Updating the Asset Register	Open
36	TNNP/REG/36/2025/2026-2027	Provision of Conference and Meeting Facilities	Open
37	TNNP/REG/37/2025/2026-2027	Provision of fumigation Services	Open
38	TNNP/REG/37/2025/2026-2027	Provision of Consultancy Services	Open

39	TNNP/REG/39/2025/2026-2027	Provision of Small Works	Open
40	TNNP/REG/40/2025/2026-2027	Provision of Repair and Maintenance of Sewing Equipment	Open
41	TNNP/REG/41/2025/2026-2027	Provision of Repair and Maintenance and repair of Institute Motor vehicles (Only Garage Licensed by Public Works)	Open
42	TNNP/REG/42/2023/2024	Provision of Maintenance and repair of Mechanical, Automotive and Electrical tools, Equipment and device	Open
43	TNNP/REG/43/2025/2026-2027	Provision Repair and Maintenance of Standby Generator	Open
44	TNNP/REG/44/2025/2026-2027	Provision of Repair and Maintenance, Replacement of Occupational Safety Equipment and Firefighting	Open
45	TNNP/REG/45/2025/2026-2027	Provision of Repair and Maintenance of Health and Applied science tools, equipment and devices	Open
46	TNNP/REG/46/2025/2026-2027	Provision of Repair and maintenance of Gas Range and Kitchen equipment	Open
47	TNNP/REG/47/2025/2026-2027	Provision of Laundry Service	Youth/PWDs
48	TNNP/REG/48/2025/2026-2027	Provision of website Maintenance Services	Open
49	TNNP/REG/49/2025/2026-2027	Provision of Legal Service	Open

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

- 1. Certificate of Registration/Incorporation**
- 2. KRA PIN**
- 3. Valid Tax Compliance Certificate**
- 4. Valid Business Permit**
- 5. Attach CR 12/CR 13 Directorship of the company**
- 6. Valid AGPO Certificate where applicable**
- 7. For Small Works repairs Firms MUST be registered by NCA (6,7 and 8)**
- 8. Must have Valid Practicing License from relevant bodies**
- 9. For Supply and delivery of Air Ticketing Services prospective service providers MUST be registered with KCAA/IATA**

- 10. Duly Completed Confidential Business Questionnaire**
- 11. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**
- 12. Attach copies of LPOs/LSOs and recommendation letters from previous clients**
- 13. Attach Valid Pharmacy and Poisons Board Certificate/License (For supply of what products)**
- 14. Provide Food Handlers Certificate for Supply of meat and meat products**
- 15. Provide License from EPRA for Electrical & Electronics**
- 16. For service of professional nature as specified (Insurance, Air ticketing, valuation, security services among others, bidders MUST provide valid Certification & Registration with relevant Authorities)**

YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY

Mandatory Requirements

1. Certificate of Business Registration/Incorporation
2. A Valid Certificate of registration from Treasury (AGPO Certificate)
3. A Copy of PIN Certificate
4. Valid Tax Compliance Certificate.
5. Certificate of Confirmation of Directors and Shareholding (CR 12) for

limited companies (Evidence of identity to prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership Completed registration documents in a plain sealed envelope, clearly marked

“REGISTRATION OF SUPPLIERS FOR 2025/2026-2027 bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at **THE NAIROBI NATIONAL POLYTECHNIC PROCUREMENT OFFICE** or sent by registered post to:

**The Chief Principal,
The Nairobi National Polytechnic
P.O BOX 30039-00100
Nairobi**

SECTION 2: INSTRUCTIONS TO SUPPLIERS

2.1 Introduction

2.1 The Nairobi National Polytechnic would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Institute to perform the contract of Supply and delivery of goods, services and works to the Institute.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

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

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

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Date 4 June 2025 at 10Am**. Applications received after the closing date and time shall not be evaluated. However, this exercise shall be continuous throughout the period and such applications submitted after the closing date and shall be put to consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration

Page

and the registration advertisement.

- (b) Bear the registration category, title and reference number of the registration document.

2.3.3 If the envelope is not sealed and marked as instructed above, the Institute will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates Identity Nairobi National Polytechnic will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

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

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the Institute so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to The Nairobi National Polytechnic, as the Institute shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least two (2) years experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3. Must attach copies of LPOs, LSOs, value of contract and duration of contract

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year—or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and The Nairobi National Polytechnic will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify The Nairobi National Polytechnic in writing or by email at the Institute email address indicated in the registration data.

2.7.2 The Institute will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Institute response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants. The respective bidders who downloaded the registration document must notify the institute via nairobitechnical@gmail.com

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the Institute may, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

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

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

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the Institute at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Institute may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Institute and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful suppliers shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Institutes processing of applications or approval decisions may result to disqualification of the applications.

2.11 Clarification of Applications and Contacting of the Institute

2.11.1 To assist in the examination, evaluation, and comparison of applications, the Institute may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Institute on any matter relating to its application from the time of the opening to the time the registration list is approved.

2.11.3 Any effort by any applicant to influence the Institute in its registration evaluation, or registration approval decisions may result to disqualification of the supplier's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, The Institute will determine whether each application;

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the Institute may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Institute's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected

by the Institute and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The Institute, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the Institute within Sixty (60) days from the date of opening of registration documents.

2.13.2 At the same time, the Institute will notify qualified Applicants that their applications are responsive, and shall also notify other Applicants- whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The Institute will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the Mandatory requirements to pass in the criteria set.

2.15 Institutes Right to accept any application and to reject any or all Applications

2.15.1 The Institute reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by Institute, the successful applicants will be notified through a list to be uploaded on the Institute website.

APPENDIX TO INSTRUCTIONS TO SUPPLIERS

The following instructions for the registration of Suppliers shall supplement, complement or amend the Supply and delivery of the instructions to Suppliers.

Where there is a conflict between the Supply and delivery of the instructions to suppliers, and the Supply and delivery of the appendix 2:3:3, the Supply and delivery of the appendix 2:3:5 herein shall prevail over those of the instructions to the suppliers.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
MR1	Certificate of Registration/Incorporation	Mandatory
MR2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
MR3	Copy of Valid and current Trade License	Mandatory
MR4	Copy of CR12/CR13 Directorship of the company	Mandatory
MR5	Copy of Valid AGPO Certificate where applicable	Mandatory
MR6.	For works Firms MUST be registered by NCA (6,7 and 8)	Mandatory
MR7.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA/IATA, IRA, EPRA, Pharmacy and Poisons Board Certificate/License	Mandatory
MR8	Valid Practicing License for professionals where applicable	Mandatory
MR9	Copies of LPOs/LSOs from the previous/current client (s)	Mandatory
MR10	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory
MR11	Copy of valid Business Permit	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

TECHNICAL EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	30
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
5	Duly completed Self-declaration forms as per the attached format SD1 and SD2	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for
registration
(Name of Company/Firm)

as suppliers of
(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 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 1- General:

Business

Name.....

Plot No.....

Location of Business
Premises.....

Street/Road.....

Email
address.....

Postal Address Tel
No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time:
Ksh.....

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

(30 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

i) Name of Client (organization) ii)

Address of Client (organization)

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

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

v) Duration of Contract (date)
.....

vi) Signature and Stamp of
Organization.....

2. Name of 2nd Client (organization)

i) Name of Client (organization) ii)

Address of Client (organization)

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

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

v) Duration of Contract (date)
.....

vi) Signature and Stamp of
Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)..... ii)
 Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)

- iv) Telephone No. of Client

- v) Duration of Contract (date)

- vi) Signature and Stamp of
 Organization.....

(30 points)

Form RQ-4 CREDIT FACILITY DECLARATION FORM

Will you offer credit to the Institution if you are successfully prequalified for category applied?

YES ☐

NO ☐

If YES, indicate the number of days.....

Name.....

For and on behalf of.....

Position.....

Sign.....Date.....Stamp:

FORM RQ-5**-****LITIGATION HISTORY**

Name of Contract Supplier.....

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

Year	Award for or Against	Name of Client Cause of Litigation and Matter in Dispute	Disputed Amount Current Value, Kshs. Equivalent)

(10 Points)

FORM SD1

SELF DECLARATION FORMS(R.47)

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

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

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

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM D2

SELF DECLARATION FORMS

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY
CORRUPTOR FRAUDULENT PRACTICE.**

I, of P. O. Box being a resident
of in the Republic of do hereby make
astatement 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 name of the Procuring entity)
and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member
of the Board, Management, Staff and/or employees and/or agents of
(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents
of
.....
(name of the Procuring
entity).
4. THAT the aforesaid Bidder, will not engage/has not engaged in any corrosive practice with other
bidders participating in the subject tender.
5. THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

(Signature)

(Date) Bidder's Official Stamp

To insert declaration and commitment on the code of Ethics

FORM RQ-6

- SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of Supply and delivery as in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented By.....

Date.....

Signature & Stamp.....

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