

REPUBLIC OF KENYA



PARLIAMENT

**THE NATIONAL ASSEMBLY**

**TENDER NO: NA/01/2018-2019**

**REGISTRATION OF  
SUPPLIERS/CONTRACTORS/CONSULTANTS  
FOR  
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND  
CONSULTANCY  
FOR  
THE FINANCIAL YEARS 2018/19-2019/2020**

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NAME OF THE FIRM .....

CATEGORY NO .....

ITEM DESCRIPTION .....

TARGET GROUP .....

If AGPO registered firm, please specify the category:-

Youth \_\_\_\_\_  
Women \_\_\_\_\_  
PWD \_\_\_\_\_

**CLOSING DATE: FRIDAY, 14<sup>TH</sup> SEPTEMBER 2018 AT 11.00 A.M.**

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# TENDER NOTICE

## THE NATIONAL ASSEMBLY

**TENDER REF- NA/01/2018-2019**

**TENDER NAME - REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY**

**The Kenya National Assembly** invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use on 'as and when required basis' in the **Financial Years 2018/2019 and 2019/2020** ending on **30<sup>th</sup> June 2020** in the following listed categories:-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
<b>CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1)	A1	Supply and Delivery of General Office Stationery and supplies	AGPO registered firms
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, related accessories and supplies.	AGPO registered firms
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets related ICT Equipment and Accessories	Open to all
4)	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners etc.	AGPO registered firms
5)	A5	Supply and Delivery of General Office Furniture and Fittings	AGPO registered firms
6)	A6	Supply and Delivery of General Office Equipment	AGPO registered firms
7)	A7	Supply, Delivery and Installation of Computer Software including Software Development, Customization and Support Services	Open to all
8)	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.	Open to all
9)	A9	Supply and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
10)	A10	Supply and Delivery of Ceremonial/Corporate Uniforms, Outfits, Footwear, etc.	Open to all
11)	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
12)	A12	Supply and Delivery of General Broadcast Materials	Open to all
13)	A13	Supply and Delivery of Electrical Items and its related Accessories including provision of fittings	Open to all
14)	A14	Supply and Delivery of hardware/building materials and related equipment including fittings	Open to all
15)	A15	Supply and Delivery Sanitary, Cleaning Materials and Detergents	AGPO registered firms
16)	A16	Supply, Delivery, Installation and Commission of Security Equipment	Open to all

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
<b>CATEGORY B: PROVISION OF SERVICES/WORKS/CONSULTANCY</b>			
17)	B1	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open to all
18)	B2	Provision of Office Refurbishment and Furnishings e.g. Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Open to all
19)	B3	Provision of vehicle transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.	Open to all
20)	B4	Provision of Charter Plane and Chopper Services	Open to all
21)	B5	Provision of Photography and Video Coverage Services	Open to all
22)	B6	Provision of Creative Design and Printing Services i.e. Brochures, Flyers, Banners, Flexes etc.	AGPO registered firms
23)	B7	Provision of Asset Marking/Tracking of Asset System	Open to all
24)	B8	Provision of Repair and Maintenance of Audio Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open to all
25)	B9	Provision of minor Works, Office and building repairs including partitioning, minor renovations, routine maintenance works, paint works, installations of minor Equipment, Plant and Machinery, etc. (Must be Registered with National Construction Authority-NCA)	Open to all
26)	B10	Provision of Repair and Maintenance of Plumbing and Sewerage System Services(Must be Registered with National Construction Authority-NCA)	Open to all
27)	B11	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all
28)	B12	Provision of Legal Services -constitutional experts, sectoral laws and policy experts	Open to all
29)	B13	Events Management (Hire of Tents and Chairs, Drappings and Decorations)	Open to all
30)	B14	Hire of Audio Equipment, Public Address System and Related Equipment	Open to all
31)	B15	Provision of Consultancy Services in the following key areas(Please specify clearly the area of expertise): <ul style="list-style-type: none"> <li>• Management with more emphasis on change and risk Management</li> <li>• Organizational Development</li> <li>• Training (to work closely with the Centre for Parliamentary Studies &amp; Training (CPST)</li> <li>• Systems Automation</li> <li>• Procurement consultancy/agency</li> </ul>	Open to all
32)	B16	Provision of asset movement/ relocation of offices or equipment	Open to all
33)	B17	Provision of Hotel Accommodation and Conference Facility Services (Please State your Geographical Locations preferably Three (3) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. ❖ Hotels in other towns to apply and be considered based on provision of quality standards.	Open to all

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
<b>CATEGORY C: PROVISION OF SPECIALIZED SERVICES</b>			
34)	C1	Provision of Cleaning Services	AGPO registered firms
35)	C2	Provision of Laundry & Dry Cleaning Services	AGPO registered firms
36)	C3	Provision of Fumigation & Pest Control Services	Open to all
37)	C4	Provision of Gardening Services	Open to all
38)	C5	Supply and maintenance of Fresh Flowers	AGPO registered firms

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Parliament website [www.parliament.go.ke](http://www.parliament.go.ke) or <http://supplier.treasury.go.ke/>.

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions (original only) in plain sealed envelope clearly marked **Tender No. NA/01/2018-2019, respective Category and Item Description** should be deposited in the Tender Box situated at the reception of **2<sup>nd</sup> Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi** or be addressed to:

**Clerk of the National Assembly,  
Parliament of Kenya  
P.O. Box 41842-00100,  
Nairobi.**

so as to reach him on or before **Friday, 14<sup>th</sup> September 2018 at 11.00am.**

Late submission will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the **Boardroom 2<sup>nd</sup> Floor, Protection House, at the junction of Parliament Road and Haile Selassie Avenue, Nairobi.**

***Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.***

**CLERK OF THE NATIONAL ASSEMBLY**

## 1.0 REGISTRATION INFORMATION

### 1.1 Introduction

The National Assembly invites all interested firms that fulfill the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

### 1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the National Assembly.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the National Assembly on 'as and when required' during the Financial Year 2018-2019 and 2019-2020. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the National Assembly.

### 1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

### 1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Clerk of the National Assembly,  
Parliament of Kenya  
P.O. Box 41842-00100,  
Nairobi.**

**Not later than Friday, 14<sup>th</sup> August 2018 at 11.00 a.m. (Local time)**

(NB: Should be one (1) separate document for each category).

## 1.5 Questions Arising from Documents

Queries or clarifications that may arise from the registration documents should be directed to the **Clerk of the National Assembly, (NA)** whose address is given in par 1.4 at least seven (7) days before the closing date.

## 1.6 Additional Information/inspection visit

The National Assembly reserves the right to request for submission of additional information from prospective bidders. The National Assembly may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

# 2.0 REGISTRATION DATA INSTRUCTIONS

## 2.1 Registration data forms

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 who wish to be registered for submission of tenders/quotations for the specific tender.

**2.1.1** The 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.

## 2.2 Qualification

**2.2.1** The registration data on prospective bidders is to be used by the National Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

**2.2.2** Prospective bidders will not be considered qualified unless in the judgment of National Assembly they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services and have met the set criteria.

## 2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

## 2.4 Category specific information

### Category B17-Provision of hotel accommodation and conference facilities

- The Hotels should state their geographical locations preferably Three (3) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- Hotels in other towns to apply and be considered based on provision of quality standards.

- All Hotels that apply should meet the registration evaluation criteria as specified in this document.
- The National Assembly may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the National Assembly. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

Category B1-Provision of Travel and air ticketing agency services (IATA Registered firms only)

- The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category B3-Provision of vehicle transport, car hire and taxi services

- The firm should clearly state their geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- The vehicles should be new, well maintained/serviced and available at short notice. Drivers should be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

## **2.5 Withdrawal of registration**

Should a condition arise that 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 National Assembly reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6** After evaluation of the received applications, The National Assembly will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

## **3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **3.1 Invitation to Bid**

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

### **3.2 Contract Price**

- The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.



### **3.3 Delivery Period**

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the National Assembly stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the National Assembly.
- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the National Assembly, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

### **3.4 Inspection of the goods, services or works**

It is the supplier's duty to ensure the goods, services and works delivered meet the National Assembly quality standards/specification requirements as outlined in the Request for Quotation/tender document. The National Assembly shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

### **3.5 Payments**

- The National Assembly shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

### **3.5 Rights of the National Assembly**

The National Assembly reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the National Assembly. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

## 4.0 REGISTRATION EVALUATION CRITERIA

The Evaluation Committee shall evaluate the applications received in the following stages:-

### A) STAGE 1: MANDATORY /PRELIMINARY REQUIREMENTS

<b>Registration Documentation</b>	<b>PQ-1</b>	Mandatory for all firms
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The bidder must meet all the mandatory requirements	<b>YES OR NO</b>
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- Firm's applications will be evaluated on 'a YES or NO basis' for each requirement.
- If the firm does not provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.
- Firms that fulfill the mandatory/preliminary requirements shall be subjected to the following stage 2 of the evaluation.

### B) STAGE 2: SCORING STAGE-ALLOCATION OF MARKS UNDER EACH CRITERION

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
1. Registration Data	PQ-2	20
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	10
4. Confidential Report	PQ-5	20
5. Past Experience	PQ-6	30 (full marks for AGPO)
6. Sworn Statement	PQ-7	10
<b>TOTAL MARKS</b>		<b>100</b>

**Pass Mark 70 points and above**

### C) STAGE 3: RECOMMENDATION FOR REGISTRATION AS A SUPPLIER

Firms that **score 70 points and above** shall be considered as responsive and qualified to be registered under the respective category as suppliers, contractors and consultants for supply/provision of goods, services, works and consultancy to the National Assembly.

Firms that do not qualify (score below 70 points) shall be considered as non-responsive hence ineligible to be registered as suppliers to the National Assembly.

## FORM PQ-1 -REGISTRATION DOCUMENTS

### MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

#### **AGPO REGISTERED FIRMS (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)**

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -

	REQUIREMENT	ELIGIBILITY/RESERVED
1.	A valid Certificate of registration from the <b>National Treasury</b> as <b>Youth, Woman or Person with Disability</b> Owned enterprise	All AGPO reserved categories
2.	Certificate of registration or incorporation	All AGPO reserved categories
3.	PIN Certificate for company/firm/individual	All AGPO reserved categories
4.	A Valid Tax Compliance Certificate (September 2018- onwards)	All AGPO reserved categories
5.	Copy of the National Identity Card /passport	All AGPO reserved categories
6.	Fully fill the attached Confidential Business Questionnaire	All AGPO reserved categories
7.	Well bound, serialized and paginated tender document including the attachments	All AGPO reserved categories

#### **OTHER FIRMS FOR OPEN CATEGORIES**

Must submit and fulfill the following: -

	REQUIREMENT	APPLICABLE CATEGORIES
1)	Certificate of registration or incorporation	All open categories
2)	PIN Certificate for company/firm/individual	All open categories
3)	A Valid Tax Compliance Certificate (September 2018- onwards)	All open categories
4)	Current county trade/business license/permit	All open categories
5)	Fully fill the attached Confidential Business Questionnaire	All open categories
6)	Well bound, serialized and paginated tender document including attachments	All open categories
7)	IATA registration certificate for Air Travel agents	For travel agents
8)	Certificate from the National Construction Agency (NCA)	For category B16 and B17
9)	Dealership/manufacture's authorization letter	For category B11

Please note:

- Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- Should submit a separate document for each category for those firms that intend to apply in different categories.
- Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- Firms that are not AGPO registered** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

## FORM PQ-2 – REGISTRATION DATA

### 1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We ..... (Firm's Name) hereby apply  
for registration in the category .....as supplier/contractor/ consultant(s)of  
.....(item description)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

### 2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

<u>Other key personnel staff/directors:</u>	<u>Position/Designation</u>
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a) .....

b) .....

c) .....

Partnership (if applicable) Name of partners .....  
.....

### 3. ADDITIONAL INFORMATION

a) Business founded or incorporated .....

b) Networth equivalent Kshs.....

c) Bank reference and Address .....

d) Sister/Bonding Company reference and address (if applicable) .....

e) State any technological innovations or specific attributes which distinguish you from  
your competitors:-

.....  
.....

f) Indicate terms of trade / sale .....

(20 Points)

**FORM PQ-3      SUPERVISORY PERSONNEL**

Please indicate the firms' key personnel and their qualifications: -

Name of the personnel

.....

Age .....

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

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

**(10 Points)**

## FORM PQ-4 FINANCIAL POSITION

1. Attach a copy of firm's audited accounts for year 2016 and 2017 giving summary of assets and current liabilities / or any other financial support (**for open categories only**) -4marks for each upto a maximum of 2 audited accounts (8 marks)
2. Attach letters of reference from the bankers regarding supplier's credit position (**for open categories only**). (2marks)
3. AGPO registered firms - to provide bank details and their IFMIS Registration Number in the following format:- (2 marks for each detail upto a maximum of 5- (10marks)  
  
Name of the Bank .....  
  
Bank Branch .....  
  
Account No. .... (Optional)  
  
Name of the Account Holder.....  
  
Supplier IFMIS No. ....

*(Please note the bank details required above will remain confidential and are to be used purposely for this registration of suppliers exercise. Registered firms will be required to resubmit the same once they have successfully been awarded a contract).*

**(10 Points)**

## FORM PQ-5-CONFIDENTIAL BUSINESS QUESTIONNAIRE

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender)*

**Name of Applicant(S)**

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

**You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

### **Part 1 – General**

Business Name.....  
Certificate of Incorporation/Registration No .....  
Location of business premises:  
Country .....Physical address .....  
Town ..... Building.....  
Floor..... Plot No. ....  
Street / Road .....Postal Address .....  
Postal / Country Code..... Telephone No's.....  
Fax No's. ....E-mail address .....  
Website .....  
Contact Person (*Full Names*) ..... Direct / Mobile No's.....

Title ..... Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc.*) .....

#### **(Applicable to Local Suppliers Only)**

Local Authority Trading License No ..... Expiry Date .....  
Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**US\$/Kshs**)

.....

Was this successfully undertaken? **Yes / No**. .... (If **yes**, attach reference)

Name (s) of your banker (s) .....

Branches ..... Tel No's .....

### **Part 2 (a) – Sole Proprietors**

Full names .....

Nationality..... Country of Origin.....

### ***Part 2 (b) – Partnerships***

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....			
2. ....			
3. ....			
4. ....			

### ***Part 2 (c) – Registered Company***

Private or public .....

Company Profile ..... (*Attach*

State the nominal and issued capital of the Company

Nominal Kshs .....

Issued Kshs .....

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

### ***Part 2 (d) – Debarment***

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the National Assembly and any other public or private institutions.

Full Names .....

Signature .....

Dated this .....day of .....2018.

In the capacity of .....

Duly authorized to sign Tender for and on behalf of .....



**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)): -

- a) .....
- b) .....
- c) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2018.

Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2018

Suppliers' / Company's Official Rubber Stamp.....

**Part 2 (g) – Interest in the Firm:**

Are there any person/persons in the National Assembly or any other public institution who has interest in the Firm? Yes/No ..... (Delete as necessary) Institution .....

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

**Part 2(h) – Experience**

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Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2 .....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) .....

E-mail address.....

Cell phone no .....

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the National Assembly authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names .....

Signature.....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2018.

Suppliers' / Company's Official Rubber Stamp .....

**(20points)**

## FORM PQ-6 -PAST EXPERIENCE

### NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (*FOR OPEN CATEGORIES ONLY*)

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

1 Name of 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 .....

**Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.**

**(10 points for each fully filled section and provision of documental evidence)**

## FORM PQ-7 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the National Assembly.
- c. We shall notify the National Assembly when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process *(In case of any litigation issues, please indicate the nature in a different sheet as an attachment)*.

Name of the firm/company Name: .....

Firm's representative .....

Signature .....

Date .....

Stamp .....

**(10points)**

.....**End**.....