

**REPUBLIC OF KENYA**



**PARLIAMENTARY SERVICE COMMISSION**

**TENDER NO: PSC-004-2021-2023**

**REGISTRATION OF  
SUPPLIERS/CONTRACTORS/CONSULTANTS**

**FOR**

**SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND  
CONSULTANCY**

**FOR**

**THE FINANCIAL YEARS 2020/2021, 2021/2022 AND 2022/2023**

**CATEGORY NO .....**

**TARGET GROUP.....**

**ITEM DESCRIPTION. ....**

**CLOSING DATE: FRIDAY, 29<sup>TH</sup> JANUARY, 2021 AT 11.00 Am.**

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## TENDER NOTICE S

### TENDER NO. PSC-004-2020-2021

#### REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY

The Parliamentary Service Commission invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors **for use by the Senate and Parliamentary Service Commission in the Financial Years 2020/2021 and 2022/2023** ending on **30<sup>th</sup> June 2023** as per the under listed categories and description of goods, services, works and consultancy for use-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY
<b>CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1)	A1	Supply and Delivery of General Office Stationery and Supplies	Special Group
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, Related Accessories and Supplies	Special Group
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets and Related Computer and Printer Accessories	Open
4)	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners, etc.	Special Group
5)	A5	Supply and Delivery of General Office Furniture and Fittings	Special Group
6)	A6	Supply and Delivery of General Office Equipment	Special Group
7)	A7	Supply, Delivery and Installation of Computer Software, including Software Development, Customization and Support Services	Open
8)	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units, etc.	Open
9)	A9	Supply and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing (preferably with Service Center)	Open
10)	A10	Supply and Delivery of Ceremonial/ Corporate Uniforms, Outfits, Footwear, etc.	Open
11)	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open
12)	A12	Supply and Delivery of General Broadcast Materials	Open
13)	A13	Supply and Delivery of Electrical Items and its Related Accessories	Open

<b>NO.</b>	<b>CATEGORY NUMBER</b>	<b>ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES</b>	<b>ELIGIBILITY</b>
14)	A14	Supply and Delivery of hardware Items and Related Equipment	Open
15)	A15	Supply, Delivery, Installation and Commission of Security Equipment	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>			
16)	B1	Provision of service and maintenance of Computers, Printers, UPS, Related Accessories and Networks	Open
17)	B2	Service and Maintenance of Telephones and Fax Machines	Open
18)	B3	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
19)	B4	Service and Maintenance of PABX and Telecommunications Equipment	Open
20)	B6	Provision of Office Refurbishment and Furnishings, eg Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Open
21)	B7	Provision of Vehicle Transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open
22)	B8	Provision of Charter Plane and Chopper Services	Open
23)	B9	Provision of Photography and Video Coverage Services	Special Group
24)	B10	Provision of Creative Design and Printing Services, i.e. Brochures, Flyers, Banners, Flexes etc.	Special Group
25)	B11	Repair and Maintenance of Office Furniture & Fittings	Special Group
26)	B12	Provision of Firefighting and Fire Protection Equipment & Training Services	Open
27)	B13	Provision of Asset Marking/ Tracking of Asset System	Special Group
28)	B14	Provision of Repair and Maintenance of Audio Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Special Group
29)	B15	Provision of Small Works and Office Repairs, including Office Partitioning, Paint Works, Installations of Minor Equipment, Plant and Machinery, etc. (Must be Registered with the National Construction Authority)	Open
30)	B16	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with National Construction Authority)	Open
31)	B17	Provision of Repair and Maintenance of Electrical Appliance Fittings (Relevant ERC Registration Required)	Open
32)	B18	Provision of Repair and Maintenance of Security	Open

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY
		Equipment	
33)	B19	Provision of Legal Services (Preferably Constitutional Experts)	Open
34)	B20	Events Management (Hire of Tents and Chairs, Tables Drappings and Decorations)	Special Group
35)	B21	Hire of Audio Equipment, Public Address System and Related Equipment	Open
36)	B22	Provision of Moving Services	Open
37)	B23	Provision of Hotel Accommodation and Conference Facility Services (Please State your Geographical Locations, Preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Parliamentary Service Commission 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 in plain sealed envelopes clearly marked **Tender No. PSC-004-2020-2021, with 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 Senate/Secretary,  
Parliamentary Service Commission  
P.O. Box 41842-00100,  
Nairobi.**

so as to reach him on or before **Friday, 29<sup>th</sup> January, 2021 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.**

***Please note that 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.***

## REGISTRATION INSTRUCTIONS

### 1.1 Introduction

The Parliamentary Service Commission would like to invite interested firms that shall fulfill the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

### 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 Public Procurement and Asset Disposal Act, 2015, through an open and transparent process that shall constitute a list of registered suppliers for use by the Parliament of Kenya.
- b) The identified suppliers will be subjected to quote competitively for supply and delivery of assorted items and also provide services under relevant tenders/quotations to Parliamentary Service Commission (PSC) on 'as and when required' during the Financial Year 2020-2021, 2021-2022 and 2021-2023. By being registered, a supplier has a higher chance of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) Bids will be submitted 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 Parliament of Kenya.

### 1.3 Invitation of Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their Registration documents to the Clerk of the Senate/ Secretary to the Parliamentary Service Commission so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions should apply afresh.

### 1.4 Experience

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria.

### 1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

### 1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

### **1.7 Submission of Registration Documents**

The completed registration data and other requested information shall be submitted to reach:

**The Clerk of Senate/ Secretary,  
Parliamentary Service Commission (PSC)  
P. O. Box 41842-00100  
NAIROBI**

Not later than **Friday, 29<sup>th</sup> January, 2021 at 11.00am. (local time)**

### **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the The Clerk of Senate/ Secretary, Parliamentary Service Commission (PSC) whose address is given in par 1.7

### **2.0 Additional Information**

The Commission reserves the right to request submission of additional information from prospective bidders.

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

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

The Supplier will have to pay all taxes payable as applicable for all imported materials to be supplied.

### **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 should be inclusive of all delivery charges and taxes.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

### **2.5 Rights of Parliament of Kenya**

The Parliament of Kenya reserves the right to:-

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will be value for money to Parliament of Kenya 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 Parliament of Kenya. However, the firms in the list of registered suppliers as identified through this invitation 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.

### **3. REGISTRATION DATA INSTRUCTIONS**

#### **3.1 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 pre-qualified for submission of tender for the specific tender.

- 3.1.1** The pre-qualified 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.

#### **3.2 Qualification**

- 3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Commission in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.
- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Commission 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.

#### **3.3 Essential Criteria for Registration**

- 3.3.1** (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.



(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

### **3.3.2 Personnel**

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

### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in registration of bidders. Letter of reference from past customers/clients should be included in Form PQ- 6.

### **3.4 Statement**

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

### **3.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the 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 be registered in Kenya, with certificate of registration/ incorporation and copies attached.

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

### 3.7 **REGISTRATION EVALUATION CRITERIA**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
<b>a) Stage 1: Mandatory requirements</b>		
Registration Documentation	PQ-1	
All The bidder must meet all the mandatory requirements		<b>YES OR NO</b>
<b><i>If the bidder does not provide any of the required documents, it shall be disqualified from further evaluation.</i></b>		
<b>b) Stage 2: Scoring Stage</b>		
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 (AGPO full marks)
6. Sworn Statement	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

NB: AGPO owned firms will automatically score full marks (30) under past experience.

### **3.8 To be prequalified/registered, a prospective bidder should score 70 points and above.**

## 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: -

	<b>REQUIREMENT</b>	<b>CATEGORIES</b>
1.	Certificate of registration or incorporation	All AGPO reserved categories
2.	A Valid Tax compliance Certificate (July 2020-onwards)	All AGPO reserved categories
3.	A valid Certificate of registration from the <b>National Treasury</b> either as <b>Youth, Woman or Person With Disability</b> Owned enterprise	All AGPO reserved categories
4.	Copy of the National Identity Card /passport	All AGPO reserved categories
5.	Fully fill the attached Confidential Business Questionnaire	All AGPO reserved categories
6.	Well bound, serialized and paginated tender document including attachments	All AGPO reserved categories

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

Must submit and fulfill the following:-

	<b>REQUIREMENT</b>	<b>APPLICABLE CATEGORIES</b>
1)	Certificate of registration or incorporation	All open categories
2)	A Valid Tax Compliance Certificate(July 2020-onwards)	All open categories
3)	Copy of the National Identity Card	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/manufacturer's authorization letter	For category B18

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) **Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- c) **Non-AGPO registered/established firms** 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 ..... hereby apply for registration as supplier/contractor/  
consultant(s) 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 .....

**(20 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)

**(10 Points)**

**PQ-4 FINANCIAL POSITION**

- 1.** Attach a copy of firm’s three certified financial statements giving summary of assets and current liabilities / or any other financial support(**for open categories only**)
- 2.** Attach letters of reference from the bankers regarding supplier’s credit position (**for open categories only**).
- 3.** AGPO registered firms - to provide bank details and their IFMIS Registration Number.

**(10 Points)**

# FORM PQ-5-CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

<b>Name of Applicant(S)</b> .....
--------------------------------------

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*) .....

<b>(Applicable to Local Suppliers Only)</b> 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 Proprietor***

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 Commission and any other public or private institutions.

Full Names .....

Signature .....

Dated this .....day of ..... 2020.

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 ..... 2020.

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 ..... 2020

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

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

Is there any person/persons in the Parliamentary Service Commission or any other public institution who has interest in the Firm? Yes/No ..... (Delete as necessary)  
 Institution .....

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

**Part 2(h) – Experience**

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 Parliamentary Service Commission 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 ..... 2020.

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

**(20points)**

**FORM PQ6 -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 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 .....

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

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

**(30points)**

**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 this binds us to participate in the submission of a tender or quotation when invited/requested to do so by Parliament of Kenya.
- c. We shall notify the Parliament of Kenya when the legal, technical or financial conditions 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.

**Date** .....

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

**Represented by** .....

**Signature** .....

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

**(10points)**