

REPUBLIC OF KENYA



PARLIAMENT

THE NATIONAL ASSEMBLY

TENDER NO: NA/06/2020-2021

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS
FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND
CONSULTANCY
FOR
THE FINANCIAL YEARS 2021/2022-2022/2023**

NAME OF THE FIRM

CATEGORY NO

ITEM DESCRIPTION

TARGET GROUP

If AGPO registered firm, please specify the category:-

Youth _____
Women _____
PWD _____

CLOSING DATE: FRIDAY, 12TH MARCH 2021 AT 11.00 A.M.

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TENDER NOTICE

THE NATIONAL ASSEMBLY

TENDER NO. NA/06/2020-2021

TENDER NAME-REGISTRATION OF SUPPLIERS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS, CONSULTANCY INCLUDING CATERING GOODS AND MATERIALS

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 2021/2022 and 2022/2023** ending on **30th June 2023** in the following listed categories:-

	CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY/ RESERVED
CATEGORY A: GOODS			
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 Computer, Laptops, Printers, Tablets, related ICT Equipment, Accessories and Software	Open to all
4)	A4	Supply, delivery of Branded Promotional Materials such as; T-shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Flyers, Flexes etc including provision of creative design and printing services	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 and Delivery of Audio Equipment, Public Address System, related equipment such as Microphone, Recorders, Control Units, General Broadcast Materials, etc including support and maintenance services of the equipment	Open to all
8)	A8	Supply and Fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
9)	A9	Supply and Delivery of Ceremonial/ Corporate Uniforms, Outfits, Footwear etc. including Catering Uniform and footwear	Open to all
10)	A10	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
11)	A11	Supply and Delivery of Sanitary, Cleaning Materials, Detergents, Sanitizers and PPE Equipment	AGPO registered firms
CATEGORY B: SERVICES AND CONSULTANCY			
12)	B1	Provision of Travel and Air Ticketing Agency Services (IATA) Registered Firms Only)	Open to all
13)	B2	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
14)	B3	Provision of Charter Plane and Chopper Services	Open to all
15)	B4	Provision of Photography and Video Coverage Services	Open to all
16)	B5	Hire of Tents and Chairs, related accessories and equipment,	Open to all

	CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY/ RESERVED
		drappings, decorations and event management services	
17)	B6	Hire of Audio Equipment, Public Address System and related Equipment	Open to all
18)	B7	Provision of Legal Services – Constitutional Experts, Sectoral Laws and Policy Experts	Open to all
19)	B8	Provision of Consultancy Services in the following key areas (Please specify clearly the area of expertise): <ul style="list-style-type: none"> • Management with more emphasis on; • Change and Risk Management • Organizational Development • Training, to work closely with the; Centre for Parliamentary Studies & Training (CPST) • System Automation • Procurement Consultancy/Agency 	Open to all
CATEGORY C: WORKS			
20)	C1	Provision of Office Refurbishment and Furnishings such as Curtains and Carpets, Vertical Blinds, Sheers, Window Films etc.	Open to all
21)	C2	Provision of minor office repair and maintenance works, Office, minor building repair works including Partitioning, Minor Renovations, Paint Works, Installation of Minor Equipment, plant and Machinery etc. (Must be registered with National Construction Authority- NCA)	Open to all
22)	C3	Provision of minor electrical works including supply and delivery of electrical parts, supplies and accessories	Open to all
23)	C4	Provision of minor plumbing and water works including supply and delivery of , supplies and accessories	Open to all
24)	C5	Provision of mechanical works including supply and delivery of mechanical and hardware equipment, supplies and accessories	Open to all
CATEGORY D: CATERING GOODS AND MATERIALS FOR THE PARLIAMENTARY RESTAURANT			
25)	Category D1	Supply of Fresh Fruits and Vegetables	
26)	Category D2	Supply of Meat and Meat Products such as:- <ul style="list-style-type: none"> ▪ Poultry (capons, chicken wings, drumsticks, legs, gizzards, spring chickens, eggs, sausages, turkey, farm ducklings, etc) ▪ Fish (whole tilapia, Tilapia Fillets, King Fish, Tuna Fish, King Prawns, River Trout, etc) ▪ Red meat(beef, lamb, goat meat, etc) 	Open to all
27)	Category D3	Supply of Fresh Fruit Juices(assorted freshly squeezed fruit juices)	Open to all
28)	Category D4	Supply of Dry Goods	AGPO registered firms
29)	Category D5	Supply of Wines and Spirits	Open to all
30)	Category D6	Supply of Catering Operating Equipment such as:- <ul style="list-style-type: none"> • Silverware (Cutlery) such as Forks, Knives, Spoons etc. • Crockery such as Cups, Plates, Bowls, Flasks etc. • Glassware such as Glasses, Mugs, Jugs etc. • General Kitchen Equipment such as Cooking Pots, Oven, Fridges, Fryers, Coffee Machine, Dough Mixer etc. 	Open to all
31)	Category D7	Supply of Catering Cleaning Materials such as Oven Cleanser, Max Bleach, Dish Washing, Super Degreaser etc.	Open to all
32)	Category D8	Supply of Catering Hygienic Products such as Rapid Test Kit for Testing Food, Probe Thermometer, Sanitizers, PPE Equipment etc.	Open to all
33)	Category D9	Supply of Catering Linen such as Table Cloths, Napkins, Skirting Shirred, Slip Covers, Hand Towels, Waiter's Cloth etc.	Open to all

	CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY/ RESERVED
CATEGORY E : SPECIALIZED SERVICES			
34)	E1	Provision of Cleaning Services	AGPO registered firms
35)	E2	Provision of Laundry & Dry Cleaning Services	Open to all
36)	E3	Provision of Fumigation & Pest Control Services	AGPO registered firms
37)	E4	Provision of Gardening Services	Open to all
38)	E5	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 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/05/2020-2021, respective Category and Item Description** should be deposited in the Tender Box situated at the reception of **2nd 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, 12th March 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 and in compliance to Covid 19 protocols and guidelines at the **Boardroom 2nd 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 and eligible firms that comply with the set criteria as provided in this Tender Document to apply for registration as Suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

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 current 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 according to its procurement needs on as and when required basis.
- 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 2021-2022 and 2022-2023. 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.
- d) The actual specifications and quantities of items will be as per the bid documents.

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, 12th March 2021 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 comply 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 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.

Category D-Provision of Catering Goods and materials

- ❖ At the time of invitation, the firms will be issued with actual specifications for the items including category specific qualification requirements in the bid documents.
- ❖ The firms will be invited to quote competitively on rotational basis and engaged on monthly or quarterly basis depending on the needs of the National Assembly.
- ❖ The National Assembly will review from time to time the quality standards of the suppliers registered in these categories in order to ensure high hygiene and quality standards are maintained at all times.

Category D2-Supply of Meat and Meat Products (Poultry, Fish and Beef)

- ❖ The firm must provide a valid Health Certificate/Food Handling Certificate.
- ❖ The firm must show evidence of a Fixed Clean Premise(s) (attach ownership or lease agreements).
- ❖ The firm must show evidence of a Delivery Vehicle(s) and or Equipment/ Facilities (preferably refrigerated).

NB: *The responsive firms for this category D2 would be considered after the contract with KMC expires.*

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.

Tender No. NA/05/2020-2021 for registration of suppliers for the National Assembly (Vote 2042)

4.0 REGISTRATION EVALUATION CRITERIA

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

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

Registration Documentation **PQ-1** Mandatory for all firms

The bidder must meet all mandatory requirements **YES OR NO**

- *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
	TOTAL MARKS	100

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 applied as suppliers 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/REQUIREMENTS

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 National Treasury as Youth, Woman or Person with Disability 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 (February 2020 - 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 (February 2020 - 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 the 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 C1
10)	Valid Health Certificate/Food Handling Certificate	For Category D2
11)	Evidence of Fixed Clean Premise(s) for suppliers of Poultry, Fish and Beef products (Attach Ownership or Lease Agreements)	For Category D2
12)	Evidence of a Delivery Vehicle(s) and or Equipment/Facilities (Preferably Refrigerated)	For category D2

Please note:-

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) Should submit a separate document for each category for those firms that intend to apply in different categories.
- c) **Any AGPO Registered firm** that applies for the open categories is required to fully comply with the set requirements under the open categories level.
- d) **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 categoryas supplier/contractor/ consultant(s)of
.....(Item Description
/per category)

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.....

Other key personnel staff/directors: Position/Designation

- 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 Bank Statements or any other supporting documents showing firm's capacity to service orders within a short notice (***for open categories only***)-
(5marks)
2. Attach letters of reference from the bankers regarding supplier's credit position (***for open categories only***). **(5 marks)**

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 PQ5-MANDATORY 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:

CountryPhysical address

Town Building.....

Floor..... Plot No.

Street / RoadPostal 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 2021.

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 thisday of2021

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 thisday of2021

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

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 thisday of2021

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 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.

NB: AGPO firms that apply in the open categories must also fulfil these requirements.

(10 points for each reference and provision of documental evidence upto a max of 3 references)

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.....