



MAMA NGINA UNIVERSITY COLLEGE

REGISTRATION OF SUPPLIERS

FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2022-2024

REGISTRATION NO: MNUC/ /2022-2024

CATEGORY NAME:
.....

P.O. Box 444, 01030 – Gatundu, Kenya

Telephone: 020-8704601/0748387501

Website: www.mnu.ac.ke, Email: procurement@mnu.ac.ke

JUNE 2022

TABLE OF CONTENTS

1	INVITATION TO REGISTRATION OF SUPPLIERS.....	3
2	INSTRUCTIONS TO CANDIDATES.....	9
3	APPENDIX TO INSTRUCTIONS TO CANDIDATES	16
4	FORM RQ-1 REGISTRATION DATA	18
5	FORM RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	19
6	FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS	20
7	FORM RQ-4 LITIGATION HISTORY	21
8	FORM RQ-5 SWORN STATEMENT	22

1 INVITATION TO REGISTRATION OF SUPPLIERS

Mama Ngina University College (MNUC) invites sealed Registration Documents from interested and eligible candidates/firms for supply and delivery of goods, works and services for the financial years 2022-2023 & 2023-2024

A. SUPPLY OF GOODS

CATEGORY OF PREQUALIFICATION FOR 2022/2024				
	Reference number	Category	Special Conditions	Target Group
1.	MNUC/R 01/2022-2024	Supply and delivery of Dry Cereals and Grains		Preference
2.	MNUC/R 02/2022-2024	Supply and delivery of Fresh Milk		Open
3.	MNUC/R 03/2022-2024	Supply and delivery of Fresh Meat and Meat Products		Open
4.	MNUC/R 04/2022-2024	Supply and delivery of Dry Foodstuff (nonperishable)		Open
5.	MNUC/R 05/2022-2024	Supply and delivery of Fresh Vegetables and Assorted Fruits		Preference
6.	MNUC/R 06/2022-2024	Supply and delivery of Charcoal and Wood fuels		Preference
7.	MNUC/R 07/2022-2024	Supply and delivery of general office stationeries		Preference
8.	MNUC/R 08/2022-2024	Provision of corporate branding , signage's ,graphic design, newsletter, special magazines, calendars, dairies & promotional items/merchandise		Open
9.	MNUC/R 09/2022-2024	Supply and delivery of Hardware, Plumbing Materials, Paints and Related Products		Open
10.	MNUC/R 10/2022-2024	Supply and delivery of Building Materials; Stones, Sand, Timber, Ballast & Other Related Materials.		Open
11.	MNUC/R 11/2022-2024	Supply and delivery of Printers, UPS's, laptops, desktop computers, scanners, projectors and photocopiers, Hardware and software. Toners and Cartridges; Audiovisual equipment and related materials. Spares and consumables for the photocopiers,computers,laptops,printers,UPS'sservers,scanners and projectors	Valid and Verifiable Proof of Dealership/Manufacturers Authorization	Open

12.	MNUC/R 12/2022-2024	Supply and installation of structured cabling ,LAN materials and Equipment		Open
13.	MNUC/R 13/2022-2024	Supply and delivery of uniforms, protective clothing and footwear.		Open
14.	MNUC/R 14/2022-2024	Supply and delivery of cleaning materials, tools and equipment		Open
15.	MNUC/R 15/2022-2024	Supply and delivery of sports equipment ,uniforms and related materials		Open
16.	MNUC/R 16/2022-2024	Supply and delivery of calling cards/airtime		Preference
17.	MNUC/R 17/2022-2024	Supply and delivery of Kitchen utensils, equipment and water dispensers		Preference
18.	MNUC/R 18/2022-2024	Supply and delivery of Clinical Drugs	Valid License from the Certifying Bodies	Open
19.	MNUC/R 19/2022-2024	Supply and delivery of Pharmaceutical drugs.		Open
20.	MNUC/R 20/2022-2024	Supply and delivery of teaching chemicals/reagents/apparatus/surgical/ medical and laboratory equipment		Open
21.	MNUC/R 21/2022-2024	Supply and delivery of spare parts for motor vehicles ,Garages for servicing ,repair and maintenance of vehicles		Open
22.	MNUC/R 22/2022-2024	Supply and delivery of Tyres, Tubes and Batteries.		Open
23.	MNUC/R 23/2022-2024	Supply and delivery LPG		
24.	MNUC/R 24/2022-2024	Supply, delivery, Servicing and Maintenance of Fire Fighting Equipment	Valid Approval by the Directorate of Occupational Safety & Health Service	Open
25.	MNUC/R 25/2022-2024	Supply and delivery of Electrical Appliances and Fittings		Preference
26.	MNUC/R26/2022-2024	Supply and delivery of library books, periodicals, journals and Magazines		Open
27.	MNUC/R 27/2022-2024	Supply and delivery of Curtains, linen and Staff Uniform and other related items		Open

28.	MNUC/R 28/2022-2024	Supply and delivery of Hospitality and Catering Appliances and other Related Items		Open
29.	MNUC/R 29/2022-2024	Supply and delivery of Engineering Training Equipment and other related items.		Open
30.	MNUC/R 30/2022-2024	Fabrication, supply and delivery of specialized student lecture chairs and tables, specialized student tables, beds, dining tables and kitchen equipment.		Open
31.	MNUC/R 31/2022-2024	Supply and delivery of Sportswear and Equipment (Uniforms, Balls and other Related Items)		Open
32.	MNUC/R 32/2022-2024	Supply and Delivery of Fuel and Oil Products		Open

B. PROVISION OF SERVICES AND WORKS

	Reference number	Category	Special Conditions	Target Group
33.	MNUC/R 33/2022-2024	Provision of Consultancy Services (Baseline Surveys, ISO,QMS and Others)		Open
34.	MNUC/R 34/2022-2024	Provision of Event Organizing/Entertainment Services/Hiring of Tents, Chairs, Tables, Public Address System, Decorations and other related items		Open
35.	MNUC/R 35/2022-2024	Provision of repair and servicing of Office and ICT equipment (Computers, Photocopies, Printers etc.)		Open
36.	MNUC/R 36/2022-2024	Specialized repair and servicing of Motor Vehicles		Open
37.	MNUC/R 37/2022-2024	Provision of Legal Services	Valid LSK Practicing Certificate	Open
38.	MNUC/R 38/2022-2024	Provision of training and human development		Open
39.	MNUC/R 39/2022-2024	Provision of air travel and ticketing services		Open
40.	MNUC/R 40/2022-2024	Provision of environment management audit consultancy services		Open
41.	MNUC/R 41/2022-2024	Provision of occupational health and safety consultancy		Open
42.	MNUC/R 42/2022-2024	Provision of language translation and sign language services		Open

43.	MNUC/R 43/2022-2024	Provision of professional photography and video coverage services		Open
44.	MNUC/R 44/2022-2024	Provision of garbage collection		Open
45.	MNUC/R 45/2022-2024	Provision of corporate branding and signage services		Open
46.	MNUC/R 46/2022-2024	Provision of asset valuation services		Open
47.	MNUC/R 47/2022-2024	Provision of Clearing and forwarding services		Open
48.	MNUC/R 48/2022-2024	Provision of sanitary bin services		Open
49.	MNUC/R 49/2022-2024	Provision of medical waste disposal services and hazardous waste materials	Valid License from the Certifying Bodies.	Restricted
50.	MNUC/R 50/2022-2024	Provision of dry cleaning and laundry services for medical linen	Valid License from the Certifying Bodies.	Restricted
51.	MNUC/R 51/2022-2024	Provision of dry cleaning and laundry services		Open
52.	MNUC/R 52/2022-2024	Provision of Insurance services		Open
53.	MNUC/R 53/2022-2024	Provision of meeting, conference/training, accommodation facilities and services within Kiambu county and its environs		Open
54.	MNUC/R 54/2022-2024	Provision of catering services		Open
55.	MNUC/R 55/2022-2024	Provision of security services		Open
56.	MNUC/R 56/2022-2024	Provision of Asset tagging services		Open
57.	MNUC/R 57/2022-2024	Provision of Internet		Open
58.	MNUC/R 58/2022-2024	Provision of Landscaping and cleaning services		Open
59.	MNUC/R 59/2022-2024	Provision of Fumigation and pest control services		Open
60.	MNUC/R 60/2022-2024	Provision of motor vehicle fuel and petrol station services		Open
61.	MNUC/R 61/2022-2024	Provision of Quantity Surveying, Mechanical and Electrical engineering consultancy services.		Open
62.	MNUC/R 62/2022-2024	Provision of structural and civil engineering consultancy services		Open

63.	MNUC/R 63/2022-2024	Provision of Land Surveying consultancy		Open
64.	MNUC/R 64/2022-2024	Provision of Architectural consultancy services		Open
65.	MNUC/R 65/2022-2024	Provision of Land Surveying services		Open
66.	MNUC/R 66/2022-2024	Specialized maintenance and repair of electrical installations including generators, pumps, Air conditioners, weighing scales and machines.		Open
67.	MNUC/R 67/2022-2024	Specialized maintenance and servicing of firefighting extinguishers and equipment		Open
68.	MNUC/R 68/2022-2024	Specialized maintenance and repair of laboratory and medical equipment		Open
69.	MNUC/R 69/2022-2024	Specialized maintenance and repair of cold rooms, gas and electric cookers and ovens		Open
70.	MNUC/R 70/2022-2024	Supply and Lifts installation and maintenance contractors		Open
71.	MNUC/R 71/2022-2024	Mechanical and Electrical works contractors		Open

Those wishing to register in more than one category will be required to download documents for each category.

Note:

- a) Submission of the names shall be continuous and registration list for all available categories shall be prescribed in the regulations and the Public Procurement and Asset Disposal Act, 2015.
- b) **‘Reserved’** means it is open to Women, Youth and Persons with disability only.
- c) **‘Open’** means all bidders are eligible to participate including Women, Youth and Persons with disability.
- d) **‘Preference’** means Women, Youth and Persons with Disability

Sealed and duly completed Bids in plain envelopes clearly marked the **“Registration No and Description”** without identifying the Tenderer\Bidder should be addressed to:

**The Principal,
Mama Ngina University College
P.O. Box 444-01030
Gatundu, Kenya**

The bids shall be deposited in the **Tender Box located at the Ground Floor, Administration Block** so as to be received on or before **27th June 2022 at 11.00 A.M.** Registration Documents will be opened immediately after closing, in the presence of Bidders or their representatives who choose to attend the opening session at the **Room 101**. Any canvassing will lead to automatic disqualification of the bidder. **Women, Youth and Persons with Disability who are duly registered and satisfy all the conditions of the Registration documents are encouraged to apply.**

2 INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 Mama Ngina University College (MNUC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MNUC to perform the contract of provision of goods, services and works.

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**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.
- 2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) 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.
- 2.2.3 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 **Monday, 27th, June, 2022 at 11.00 A.M.** Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

- 2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes ORIGINAL and COPY. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:
- a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
 - b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared pursuant to Clause 2.3.1.
- 2.3.3 If the outer envelope is not sealed and marked as instructed above, MNUC will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity MNUC 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 MNUC 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 MNUC, as the MNUC 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.

2.5.2.1 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.2.2 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

2.5.2.3 Financial Condition

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

2.5.2.4 Confidential Business Questionnaire

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

2.5.2.5 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.

2.5.2.6 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 MNUC 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 MNUC in writing or by email at the MNUC email address indicated in the registration data.

2.7.2 MNUC 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 MNUC 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 who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, MNUC may, for any reason, whether at his 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 who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the MNUC.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, MNUC 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 MNUC 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 MNUC 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 MNUC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Submission of Registration Documents

2.10.1 One copy of the completed Registration Documents and any other requested information shall be submitted to reach:-

The Principal
Mama Ngina University College
P O Box 444-01030 Gatundu
Tel: 020 8704601

Not later than 11.00 a.m. on Monday 27th, June, 2022.

2.11 Opening of Registration Documents

2.11.1 MNUC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.11.2 MNUC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.11.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

2.12 Process to be Confidential

2.12.1 Information relating to the examination, evaluation applications, and recommendations for the successful candidate 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 MNUC processing of applications or approval decisions may result in the rejection of the applications.

2.13 Clarification of Applications and Contacting of MNUC

- 2.13.1 To assist in the examination, evaluation, and comparison of applications, MNUC may, at its discretion, ask any applicant for clarification of his/her application.
- 2.13.2 Subject to Sub-Clause 2.11.1, no applicant shall contact MNUC on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of MNUC, he/she should do so in writing.
- 2.13.3 Any effort by any applicant to influence MNUC in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

2.14 Examination of Registration Documents and Determination of Responsiveness

- 2.14.1 Prior to the detailed evaluation of applications, MNUC 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 MNUC may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.14.2 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 MNUC 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.
- 2.14.3 If an application is not substantially responsive, it will be rejected MNUC and May not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.14.4 MNUC, 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.

2.15 Notification of Qualified Applicants

2.15.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by MNUC within thirty (30) days from the date of opening of registration documents.

2.15.2 At the same time MNUC notifies qualified Applicants that their applications are responsive, MNUC shall notify the other Applicants whose applications are not responsive.

2.16 Evaluation and Comparison of Applications

2.16.1 MNUC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.16.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.17 MNUC's Right to accept any Application and to reject any or all Applications

2.17.1 MNUC 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.

2.18 Notification of Approval

2.18.1 Prior to expiration of the period of registration validity prescribed by MNUC, MNUC will notify successful applicants through a list to be uploaded on MNUC website

3 APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (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 and **ONE COPY**. (Unless submitting online)
- (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
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
3.	Copies of registration with relevant regulatory bodies where applicable.	Mandatory
4.	Current practicing certificates for professionals where applicable	Mandatory
5.	AGPO Certificate where applicable	Mandatory

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

Qualification Criteria

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, RQ-4, 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	40
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
	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.

4 FORM RQ-1 REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/Wehereby 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.....

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

5 FORM 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.....

Postal Address.....Tel No.....

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

Expiring.....

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

Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....

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

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

Part 2 (c) Registered Company

Given Details of Directors as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

6 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)

7 FORM RQ-4 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)

8 FORM RQ-5 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 a tenders or quotations on the basis of provisions 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)