



KONZA TECHOPOLIS DEVELOPMENT AUTHORITY

**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS,
WORKS AND PROVISION OF SERVICES FOR THE
FINANCIAL YEARS 2018 -2021**

DATE OF NOTICE: TUESDAY, AUGUST 28, 2018

CLOSING DATE: FRIDAY, 21ST SEPTEMBER 2018 4:00PM

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KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY (KOTDA)

INVITATION NOTICE

REGISTRATION OF SUPPLIERS FOR 2018-2021 FINANCIAL YEARS

Konza Technopolis Development Authority (KoTDA) is currently updating its register of suppliers for various goods, works and services for the period 2018 - 2021. Interested eligible suppliers (**Both Current and New**) are invited to apply for Registration, indicating the category of goods, works or services they wish to supply/provide for the following categories.

CATEGORIES OF GOODS, WORKS AND SERVICES FOR REGISTRATION OF SUPPLIERS FOR 2018- 2021 FINANCIAL YEARS

NO.	CODE NO.	ITEM DESCRIPTION	ELIGIBILITY
CATEGORY A- REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	KOTDA/REG/01/2018-2021	Supply and delivery of General office stationery	Special Groups
2.	KOTDA/REG/02/2018-2021	Supply and delivery of computers, photocopiers, printers and related accessories and consumables	Special Groups
3.	KOTDA/REG/03/2018-2021	Supply and delivery of printer consumables (toners and maintenance kits)	Special groups
4.	KOTDA/REG/04/2018-2021	Supply and delivery of ICT Hardware/Servers and related Accessories	Open
5.	KOTDA/REG/05/2018-2021	Supply and Installation of Internet Security, Firewall and Antivirus software	Open
6.	KOTDA/REG/06/2018-2021	Supply, Delivery, Installation and Commissioning of I.P Telephony and Telecommunication Equipment	Open
7.	KOTDA/REG/07/2018-2021	Supply of Motor Vehicles Tyres, tubes, batteries and related Accessories	Special Groups
8.	KOTDA/REG/08/2018-2021	Supply and Delivery of Hardware and Electrical items	Special Groups
9.	KOTDA/REG/09/2018-2021	Supply and Delivery of Petrol, Oil, Lubricants and Fuel Cards	Open
10.	KOTDA/REG/010/2018-2021	Supply and Delivery of Assorted Office Furniture, Fittings and Furnishings	Open
11.	KOTDA/REG/011/2018-2021	Supply and Delivery of General Office Equipment	Open
12.	KOTDA/REG/012/2018-2021	Supply and Delivery of Branded staff uniforms and	Special groups

		branded corporate wear	
13.	KOTDA/REG/013/2018-2021	Supply and delivery of bottled water (mineral water), water dispensers & disposable water glasses	Open
14.	KOTDA/REG/014/2018-2021	Supply and delivery of newspapers	Special Groups
15.	KOTDA/REG/015/2018-2021	Supply and Delivery of fresh milk	Special Groups
CATEGORY B- REGISTRATION FOR PROVISION OF SERVICES			
16.	KOTDA/REG/016/2018-2021	Provisions of General Office Cleaning & Garbage collection services	Special groups
17.	KOTDA/REG/017/2018-2021	Provision of fumigation services	Special groups
18.	KOTDA/REG/018/2018-2021	Provision of Security Services, Security Guards, Sniffer Dogs and Project Site Patrol Vehicles.	Open
19.	KOTDA/REG/019/2018-2021	Provision of Internet Services	Open
20.	KOTDA/REG/020/2018-2021	Provision of repairs & maintenance of servers, computer, laptops, storage, printers, copiers, projectors and other ICT equipment	Special groups
21.	KOTDA/REG/021/2018-2021	Provision of Leasing Services for Office Printers, Photocopying Machines and Scanners	
22.	KOTDA/REG/022/2018-2021	Provision of Insurance Brokerage and Agency Services	Open
23.	KOTDA/REG/023/2018-2021	Provision of Staff Medical Insurance, Life Insurance, GPA, WIBA, Public liability and Insurance of Office Equipment among others	Open
24.	KOTDA/REG/024/2018-2021	Provision of Motor Vehicles Insurance Services	Open
25.	KOTDA/REG/025/2018-2021	Provision of Outside catering-Konza Techno City Site office and at Head Office	Open
26.	KOTDA/REG/026/2018-2021	Provision of Hotel, Conference Facilities and Accommodation Services in Nairobi, Mombasa, Kisumu, Naivasha and all major towns in Kenya.	Open
27.	KOTDA/REG/027/2018-2021	Provision of Travel, Hotel Bookings Management Agency Services (Both Local & International)	Special groups
28.	KOTDA/REG/028/2018-2021	Provision of Air Travel Agency Services (IATA Registered firms)	Special groups
29.	KOTDA/REG/029/2018-2021	Provision of creative design including Development of Artworks for Advertisements, Publications, Books and Periodicals	Special groups

30.	KOTDA/REG/030/2018-2021	Design layout and printing of branded promotional materials: Tear drops, T-shirts, caps, umbrellas, banners, carrier bags etc.	Special groups
31.	KOTDA/REG/031/2018-2021	Provision of Event Management services i.e. renting of tents, chairs, tables, mobile toilets and public-address systems, Music system, DJs, Road Shows, interior décor, lighting etc.	Special groups
32.	KOTDA/REG/032/2018-2021	Provision of firefighting and fire protection equipment & training services	Special groups
33.	KOTDA/REG/033/2018-2021	Provision of indoor and outdoor displays, billboards, signages and exterior branding services	Special groups
34.	KOTDA/REG/034/2018-2021	Provision of documentary, script writing, photography and videography and animation services	Open
35.	KOTDA/REG/035/2018-2021	Provision of Photography/Digital and Social Media Services	Special groups
36.	KOTDA/REG/036/2018-2021	Provision of transport services for hire (lorries & pickups, 4x4 wheel drives) and TAXI Services	Special groups
37.	KOTDA/REG/037/2018-2021	Registration of approved motor vehicle garages for provision of minor/major repairs & maintenance services	Open
38.	KOTDA/REG/038/2018-2021	Provision of courier services/parcel delivery and other office Errands	Special Groups
39.	KOTDA/REG/039/2018-2021	Provision of Asset Verification, Coding and Tagging Services	Special groups
CATEGORY C- REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
40.	KOTDA/REG/040/2018-2021	Provision of Real Estate Agency Services	Open
41.	KOTDA/REG/041/2018-2021	Provision of Public Relations, Marketing, Media and Advertising Agency services	Open
42.	KOTDA/REG/042/2018-2021	Provision of Consultancy Services for conducting customer satisfaction surveys employee satisfaction & work environment surveys	Open
43.	KOTDA/REG/043/2018-2021	Provision of ICT related consultancy assignment- Development of ICT strategy, Structured cabling, WAN & LAN	Open
44.	KOTDA/REG/044/2018-2021	Registration of Internet Application (Apps) developers	Special Groups
45.	KOTDA/REG/045/2018-2021	Provision of Executive Selection and Staff Recruitment services	Open

46.	KOTDA/REG/046/2018-2021	Provision of Strategic Human Resource Management Consultancy services in Training and Development, manpower planning & capacity building	Open
47.	KOTDA/REG/047/2018-2021	Provision of environment impact assessment (EIA) services	Open
48.	KOTDA/REG/048/2018-2021	Provision of land/asset valuation services	Open
49.	KOTDA/REG/049/2018-2021	Provision of building maintenance services and renovations	Open
50.	KOTDA/REG/050/2018-2021	Registration of Consultants/Consortium (Architects, Engineers, Quantity Surveyors among others)	Open
51.	KOTDA/REG/051/2018-2021	Provision of consultancy services for review of KOTDA quality management systems and policy documents, Preparation of Financial & Procurement manuals.	Open
52.	KOTDA/REG/052/2018-2021	Provision of Legal Services; Commercial, Civil, Litigation, etc	Open
53.	KOTDA/REG/053/2018-2021	Provision of Built Environment consultants	Open
54.	KOTDA/REG/054/2018-2021	Registration of Water Quality Consultants	Open
55.	KOTDA/REG/055/2018-2021	Provision of occupational health & safety training and audit services	Open
56.	KOTDA/REG/056/2018-2021	Provision of Staff Team Building Training and Facilitation services	Special groups
57.	KOTDA/REG/057/2018-2021	Provision of Corporate Governance Training and Facilitation Services	Open
CATEGORY D- REGISTRATION FOR PROVISION OF WORKS			
58.	KOTDA/REG/058/2018-2021	Registration of Civil Engineering contractors: Roads, Water, Sewerage, Building etc.	Open
59.	KOTDA/REG/059/2018-2021	Provisions of Building & Construction Services Electrical, Plumbing, HVAC etc.	Open
60.	KOTDA/REG/060/2018-2021	Provision of office Refurbishment, Partitioning, Fittings and Furnishings e.g. Window blinds and carpets	Open
61.	KOTDA/REG/061/2018-2021	Supply of and delivery general hardware materials, plumbing, building, electrical and paints	Special groups
62.	KOTDA/REG/062/2018-2021	Supply and delivery of building materials e.g. Sand, Marram, Ballast, Stones, Tiles, Cement etc.	Special groups
63.	KOTDA/REG/063/2018-2021	Provision of repair, maintenance and servicing of lifts	Open

64.	KOTDA/REG/064/2018-2021	Provision of CCTV Surveillance Equipment including installations and servicing.	Special groups
65.	KOTDA/REG/065/2018-2021	Supply Delivery Installation and Commissioning of Building Access Control Security System	Special groups
66.	KOTDA/REG/066/2018-2021	Provision of Building Cleaning Façade equipment	Open
67.	KOTDA/REG/067/2018-2021	Provision of Electrical and electromechanical engineering services	Open
68.	KOTDA/REG/068/2018-2021	Landscaping Services and Greening of Konza Techno City through provision of Tree seedlings, Tree Nursery, Planting and Maintenance	Special groups

NB: Special groups comprising of Youth, Women and Persons Living with Disabilities (PWDs) who are duly registered by the Directorate of Public Procurement at the National Treasury are encouraged to apply, proof of registration is required and will be given preference.

All interested Suppliers (**Both Current and New**) are encouraged to apply for Registration of KoTDA Suppliers 2018-2020 and may view and download the registration document from KOTDA website: www.konzacity.go.ke or IFMIS supplier portal: supplier.treasury.go.ke free of charge and immediately forward their particulars for records and for the purposes of receiving any further clarifications and addenda to registration@konzacity.go.ke

IN ADDITION, BIDDERS SHOULD ATTACH THE FOLLOWING MANDATORY DOCUMENTS

- a) A copy of Certificate of Incorporation/registration
- b) A copy of certificate of valid tax Compliance Certificate
- c) A copy of PIN Certificate
- d) A copy of CR12 Certificate from the registrar of Companies
- e) Contact Address and Email Address
- f) Daytime office Telephone/Mobile number
- g) AGPO Certificate where applicable

Clarifications regarding the Supplier Registration process can be sent by email address as indicated below not later than Friday 14th September 2018. Completed registration documents in PDF format clearly marked **“REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES** indicating **REGISTRATION NAME: CODE NUMBER & ITEM DESCRIPTION** and submitted electronically to the following email address to be received on or before **Friday 21st September 2018 at 4:00PM**. The email **“SUBJECT HEADER”** should read as follows: **KOTDA/REG/XX/2018-2021** where **XX** represents the Registration number, and sent to: registration@konzacity.go.ke

REGISTRATION INSTRUCTIONS

1.1 Introduction

The KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY would like to invite interested candidates who must qualify by meeting the set criteria provided in this registration tender document to perform the contract of supply and delivery of various goods or provision of services and works on need basis.

1.2 Registration objective

The main objective of this process is to shortlist suppliers/candidates, who will be invited to provide goods, works and services under relevant tenders/quotations as and when required during the period ending 30th June 2021.

1.3 Invitation of Pre-qualification

Eligible suppliers who are registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to The Chief Executive, KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY so that they may be registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information as a pre requisite to be registered.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All potential suppliers/contractors must demonstrate the 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 Consideration

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

1.7 Submission of registration Documents

Completed registration documents in PDF format clearly marked **“REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES** indicating **REGISTRATION NAME: CODE NUMBER & ITEM DESCRIPTION** and submitted electronically to the following email address to be received on or before **Friday 21st September 2018 at 4:00PM**. The email **“SUBJECT HEADER”** should read as follows: **KOTDA/REG/XX/2018-2021** where **XX** represents the Registration number, and sent to: registration@konzacity.go.ke

Note: Registration documents not submitted electronically and in the required format will be treated as non-responsive

8 Questions Arising from Documents

Clarifications regarding the Supplier Registration process can be sent by email address as indicated below not later than Friday 14th September 2018.

1.9 Additional Information

KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY after providing all the required information/documents for citizen contractors/Suppliers. Youth, Women and Persons with Disabilities companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form PQ-1**.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other applicable taxes as required by the law.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the Authority of the Director General. Prices quoted should be inclusive of all delivery charges and taxes applicable.

2.4 Invoice Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

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, PQ-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender/quotation for the specific tender category.

3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY, they possess 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 at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

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

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

3.3.2 Personnel

The names, 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 registration 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.

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

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

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ- 6. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then KOTDA will reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

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

3.7 Registration Criteria for citizen contractors/suppliers

Required Information Score	Form Type	Yes/No
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	Mandatory
3. Supervisory Personnel	PQ-3	Mandatory
4. Financial Position	PQ-4	Mandatory
5. Confidential Questionnaire Report	PQ-5	Mandatory
6. Past Experience	PQ-6	Mandatory
7. Litigation History	PQ-7	Mandatory
	Pass	Yes/No

Note: Applicants must provide all the required documents/information to be registered. Firms which do not submit the specified mandatory documents information will not be evaluated further and will be disqualified.

3.8 Registration Criteria for Youth, Women and persons with disability (under reserved and preference category)

Interested bidders under this category, **MUST** submit all the relevant and applicable documents listed PQ-1 to be registered.

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide: -

1. Copies of Certificate of Registration of Business Name.
2. A copy of **CR12 Certificate** from the registrar of Companies
3. Copy of VAT/PIN Registration Certificate.
4. Reliable email address for official communication and a landline number and mobile number (s)
5. Tax Compliance Certificate from Kenya Revenue Authority
7. Copy of current Trade License.
8. Registration certificate as a contractor by National Construction Authority and other relevant authorities **for all civil/ works contractors/professional works/services.**
9. Letter of recommendation from 3 previous organizations served. **(Not applicable for Youth, Women and Persons with Disability).**
10. Practicing Certificate for all professionals for consultancy services where applicable.
11. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
12. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling etc.
13. Applicants under **Youth, Women and Persons with Disability must attach registration certificate from the National Treasury.**
14. Applicants for repair and maintenance of motor vehicles must attach registration certificate to operate a garage from the **Ministry of Transport and Infrastructure, Chief Mechanical and Transport Engineer (CM&TE)**
15. Firms offering accommodation and conference facilities should attach all their relevant certificates applicable in the business e.g. catering levy certificate.
Firms which do not submit the specified mandatory documents will not be evaluated further.

FORM PQ-2 - REGISTRATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I / We hereby apply for registration as supplier(s)

(Name of Company/Firm)

Of

(Item Description)

.....

(Category No.)

Post Office Address

Email address

Telephone contacts

Town

Street

Name of building

Room /Office No. Floor No.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names 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 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:

.....

.....

Name of firm:

Name of designated Official:

Signature, date and stamp:

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization) 5marks each

(10 Points)

Name of firm:

Name of designated official:

Signature, date and stamp:

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years Audited accounts-
- (2) Attach letters of recommendation from the firm's bankers
- (3) State Credit period (minimum proposed is 30 days)

(Not applicable for Youth, Women and Persons with Disability)

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 I- General :

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel.Nos.....

Nature of business.....

Current Trade Licence. No.....Expiring date.....

Maximum value of business which you can handle at any one 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:

4.

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

Date

Signature of Candidate.....

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS 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 Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

(Not applicable for Youth, Women and Persons with Disability)

FORM PQ -7 - 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 five years 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

Name of firm:

Name of designated official:

Signature, date and stamp:

FORM PQ-8 - SWORN STATEMENT

Having studied the registration information, documents, the receipts of which is hereby duly acknowledged, I/We the undersigned apply for registration as a Supplier/Service provider for:..... during the Financial Year 2018- 2021.

I/We undertake that:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being Registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.
- d. If our application is acceptable to be competitive in our tenders and quotations and shall offer high quality goods/services and as per your specifications
- e. For goods/services, which require manufacturers support, we will obtain manufacturers certificate of guarantee
- f. We will not engage in corrupt practices
- g. We are not debarred from participating in Public Procurement proceedings by PPRA
- h. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you in writing of the status and acknowledge your right to review the registration made.

We understand this is not a tender but an application for consideration to participate in the KoTDA's procurement process during financial years 2018 - 2021

Date

Applicant's Name

Represented by

Signature

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