P.O. Box 195-80100,
Kilifi
www.pu.ac.ke

CONTINUOUS REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027 AND 2027/2028

TENDER NO. PU/REG/2026-2028

CATEGORIES APPLIED (LIST ALL CATEGORY NUMBERS)

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INVITATION FOR REGISTRATION

Tender No: **PU/REG/2026-2028**
Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027 AND 2027/2028**

Pwani University invites applications for the Registration of interested and qualified suppliers, contractors and consultants in the following categories for the financial years **2026-2028.**

Note: All eligible and prospective tenderers are advised to register their companies on the e-GP system, as most procurements and invitations to tender will be conducted through the platform.

CATEGORY NO	ITEM DESCRIPTION	TARGET GROUP
PU/REG/01/26-28	Supply & Delivery of Printed Accountable Stationery, Teaching Booklets & General Printing Services	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/02/26-28	Supply & Delivery of General Office Stationery, Computer Stationery and Consumables (Toners)	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/03/26-28	Supply & Delivery of Library Books, Text Books and Periodicals	Open to all
PU/REG/04/26-28	Supply & Delivery of Office Furniture, Furnishings, Blinds, Carpets, Partitioning , Repair of Furniture and Related Fittings	Open to all
PU/REG/05/26-28	Design, Printing & Delivery of Promotional, Communication & Corporate Branded Material	Open to all
PU/REG/06/26-28	Supply and Delivery of Hardware, Building Materials, Plumbing Materials, Electrical Materials and Related Components	Open to all
PU/REG/07/26-28	Supply and Delivery of Mattresses, Beddings and Linen	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/08/26-28	Supply, Delivery, Installation & Commissioning of Heavy Electrical Equipment, Generator Parts, Servicing, Maintenance and Related Components	Open to all
PU/REG/09/26-28	Supply and Delivery of Protective Clothing, Equipment, Academic Regalia, Curtains and Tailored Staff Clothing	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/10/26-28	Supply, Delivery, Installation & Commissioning of Audio	Open to all

	Visual, Electronic and Electrical Equipment	
PU/REG/11/26-28	Supply, Delivery, Installation & Commissioning of ICT Hardware, ICT Software, Licenses and Related Equipment	Open to all
PU/REG/12/26-28	Supply, Delivery, Servicing and Maintenance of Gas, Gas Cylinders, Gas Cooker and Related Products	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/13/26-28	Supply and Delivery of Dry Food Stuffs, Bottled Water and Assorted Beverage Products	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/14/26-28	Supply and Delivery of Fresh Fruits and Vegetables	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/15/26-28	Supply and Delivery of Fresh Meat, Fish and Related Products	Open to all
PU/REG/16/26-28	Supply and Delivery of Medical Drugs	Open to all
PU/REG/17/26-28	Supply and Delivery of Animal Feeds, Agrovet Products and Related Products	Open to all
PU/REG/18/26-28	Supply and Delivery of Cleaning Materials, Toiletries and Detergents	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/19/26-28	Supply and Delivery of Stainless-Steel Catering Equipment & related Kitchen wares	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/20/26-28	Supply and Delivery of Spare parts, Batteries, Tyres and all related accessories for Motor Vehicles, Tractors and Motorcycles	Open to all
PU/REG/21/26-28	Supply, Delivery, Installation, Maintenance & Commissioning of Laboratory and Nursing Equipment, Tools, Apparatus, Chemicals and Reagents	Open to all
PU/REG/22/26-28	Supply, Delivery, Installation, Servicing & Maintenance of Fire Fighting Equipment	Open to all
PU/REG/23/26-28	Supply and of Delivery Sports Items	Reserved for Firms owned by Youth,

		Women and Persons Living with Disability
PU/REG/24/26-28	Supply, Delivery, Installation, Commissioning, Servicing and Maintenance of CCTV Equipment and Security Related Devices	Open to all
PU/REG/25/26-28	Supply, Delivery, Installation & Commissioning of Solar Panels, Solar Lighting Units, Charge Controllers, Inverters, Solar Batteries and related Solar accessories	Open to all
PU/REG/26/26-28	Supply, Delivery, Commissioning, Servicing & Maintenance of Air Condition Equipment, Cold Room Equipment, Deep Freezer, Refrigerators and Washing Machine	Open to all
PU/REG/27/26-28	Supply, Delivery, Commissioning, Servicing & Maintenance of Copier printers, Machine spare parts and related consumables	Open to all
PU/REG/28/26-28	Design & Security printing of Certificates	Open to all
PU/REG/29/26-28	Supply, Delivery, Installation, Commissioning & Maintenance of Telecommunication Equipment, PABX Systems, 2-Way Communication radios, Repeaters, lattice masts and related equipment	Open to all
PU/REG/30/26-28	Supply and Delivery of Rubber Stamps, Seals, Door Plague, Signages and Related Products	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/31/26-28	Supply and Delivery of Fuel, Oils, Lubricants and Related Product	Open to all
SERVICES		
PU/REG/32/26-28	Provision of Cleaning & Casual Labour Services	Reserved for Firms owned by Youth, Women and Persons Living with Disability
PU/REG/33/26-28	Provision of Landscaping and Ground Maintenance Services	Open to all
PU/REG/34/26-28	Provision of Security Guarding Services	Open to all
PU/REG/35/26-28	Provision of Courier Services	Open to all
PU/REG/36/26-28	Provision of Sanitary, Pest Control and Fumigation Services	Reserved for Firms owned by Youth, Women and Persons Living with Disability

PU/REG/37/26-28	Provision of Air Ticketing Services (IATA KCAA Registered firms)	Open to all
PU/REG/38/26-28	Provision of Outdoor Event Management Services (Hire of Tents, Chairs, Public Address System, Decoration and Related Accessories	Open to all
PU/REG/39/26-28	Provision of Servicing and Repairs to Motor Vehicle, Tractors Three-Wheeler Tuk Tuk and Motorcycles	Open to all
PU/REG/40/26-28	Provision of Internet Connectivity Services	Open to all
PU/REG/41/26-28	Provision of Website and Domain Hosting Services	Open to all
PU/REG/42/26-28	Provision of Public Relation Services	Open to all
PU/REG/43/26-28	Provision of Legal Services	Open to all
PU/REG/44/26-28	Provision of Insurance Services for Motor Vehicles, Three-Wheeler Tuk Tuk & Motor Cycles	Open to all
PU/REG/45/26-28	Provision of Insurance Services for Cash, Buildings and Equipment	Open to all
PU/REG/46/26-28	Provision of Insurance Services for Life, GPA, WIBA & Public Liability	Open to all
PU/REG/47/26-28	Provision of Comprehensive Medical Insurance Services	Open to all
PU/REG/48/26-28	Provision of Hotel & Catering Services, Conference, Car Hire , Taxi Services and Accommodation facilities	Open to all
PU/REG/49/26-28	Provision of Laundry Services	Open to all
PU/REG/50/26-28	Provision of Maintenance, Servicing and Repairs to lift	Open to all
PU/REG/52/26-28	Provision of Auctioneer service	Open to all
WORKS		
PU/REG/53/26-28	Provision of Small/Minor works, Repairs of Buildings, Electrical Works, Mechanical Works, Roads and Related Works	Open to all

REQUIREMENTS A (FOR GENERAL COMPANIES - NON AGPO)

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Copy of Certificate of Registration/Incorporation
2. Copy of Valid Tax Compliance Certificate
3. Copy of Valid Single Business Permit
4. Copy of current CR 12/CR 13 Directorship of the company
5. Copy of Valid AGPO Certificate from National Treasury where applicable
6. MUST be actively registered with e-GP system (Provide Egp no.)
7. For minor works-repairs Firms MUST be registered by relevant NCA certificate
8. For provision of Ticketing Services prospective service providers MUST be registered with KCAA/IATA
9. For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government
10. Company profile (physical address, postal address, telephone and email contacts, nature of the business)
11. Duly filled signed and stamped Confidential Business Questionnaire
12. Duly filled signed and stamped Self Declaration forms SD1 and SD2
13. Duly Completed Registration Data Form
14. Duly Completed Sworn Statement (as provided in the tender document
15. Evidence of relevant past experience (at least two referees/contract)
16. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)

REQUIREMENTS B: (FOR AGPO REGISTERED COMPANIES – YOUTH, WOMEN & PWDs)

To encourage participation under the Access to Government Procurement Opportunities (AGPO) program, the requirements for target groups shall be as follows:

1. Copy of Valid AGPO Certificate issued by the National Treasury (specifying the category: Youth, Women, or Persons with Disabilities).
2. Copy of Certificate of Business Registration / Incorporation.
3. Copy of Valid Tax Compliance Certificate (TCC) from KRA.
4. Copy of Valid Single Business Permit from the relevant County Government.
5. Copy of National Identity Card(s) (ID) of the Directors / Partners / Sole Proprietor (or CR12/CR13).
6. Active Registration on the e-GP System. (Provide Egp no.)
7. Duly filled, signed, and stamped Confidential Business Questionnaire.
8. Duly filled, signed, and stamped Self-Declaration Forms SD1 & SD2.
9. Duly completed, signed, and stamped Registration Data Form & Sworn Statement.

NB: Please note that the documentation requested under Requirements B for AGPO-registered enterprises is strictly for registration, database updating, and supplier profiling purposes, and does not constitute a separate or secondary prequalification exercise.

The Registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website on the following link: www.pu.ac.ke

Duly completed Registration Documents in plain sealed envelopes clearly marked **"Category No……For the Supply/Provision of……"** should be addressed to:

THE VICE CHANCELLOR
PWANI UNIVERSITY
P. O. Box 195 -80108,
KILIFI.

Yours sincerely,
VICE CHANCELLOR
PWANI UNIVERSITY

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1Pwani University would like to invite interested candidates who must qualify by meeting the set criteria as provided by the University to perform the contract of provision of goods, services and works to the University.

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**.

2.2.2 The original Registration document shall be typed or written in indelible 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 may initial all pages of the tender where entries or amendments have been made.

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 categories, titles and reference numbers. Bidders are permitted to apply for multiple categories using a single registration document set. Such bidders must clearly list all category numbers on the outer envelope and in Form RQ-1 and submit in the tender box at the Old Administration block, ground floor.

2.3.2 The Candidate shall seal the original Registration document duly marking the envelope **ORIGINAL**. The envelope 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 categories, titles and reference numbers of the Registration document.

2.3.3 If the envelope is not sealed and marked as instructed above, the university will assume no responsibility for the misplacement or premature opening of the Registration document. If the envelope discloses the Candidates identity Pwani university 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 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 the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the university 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 Pwani University, as the University 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.

2.5.3 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.

2.5.4 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

2.5.5 Financial Condition

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

2.5.6 Confidential Business Questionnaire

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

2.5.7 Past Performance

Letter of reference from past customers may be included in Form RQ-3.

2.5.8 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 Pwani University 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 Pwani University in writing or by email at the University's email address indicated in the registration data.

2.7.2 The University 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 University's

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, the University 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 University.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Pwani University may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Process to be Confidential

2.9.1 Information relating to the examination, evaluation of 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 the University's processing of applications or approval decisions may result in the rejection of the applications.

2.10 Clarification of Applications and Contacting of the Institute

2.10.1 To assist in the examination, evaluation, and comparison of applications, the University may, at its discretion, ask any applicant for clarification of his/her application.

2.10.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Pwani University 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 the University, he/she should do so in writing.

2.10.3 Any effort by any applicant to influence the University in its Registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.11 Examination of Registration Documents and Determination of Responsiveness

2.11.1 Prior to the detailed evaluation of applications, Pwani University 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 the University may require to determine responsiveness pursuant to Sub-Clause 2.15

2.11.2 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 University's 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.

2.11.3 If an application is not substantially responsive, it will be rejected by the University and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.11.4 The University, 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.

2.12 Notification of Qualified Applicants

2.12.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the University.

2.12.2 At the same time Pwani University notifies qualified Applicants that their applications are responsive, the University shall notify the other Applicants whose applications are not responsive.

2.13 Evaluation and Comparison of Applications

2.13.1 The University will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

2.14 ' PWANI UNIVERSITY's Right to accept any Application and to reject any or all Applications

2.14.1 Pwani University 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.

2.15 Notification of Approval

2.15.1 Prior to expiration of the period of registration validity prescribed by Pwani University, the University will notify successful applicants through a list to be uploaded on Pwani University website.

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 and signing of applications and Submission of Applications respectively, **Bidders are permitted to apply for multiple categories using a single pre-qualification document set. Such bidders must clearly list all category numbers on the outer envelope and in Form RQ-1**.
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**
	PART A: General Mandatory Requirements (for all Bidders)	
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3	Copy of Valid Single Business Permit	Mandatory
4	Copy of CR12/CR13 Directorship of the company	Mandatory
5	Copy of Valid AGPO Certificate from National Treasury where applicable	Mandatory
6	Copy of KRA Pin/Vat Certificate	Mandatory
7	Copy of e-GP registration number	Mandatory
8	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory
	PART B : Category-Specific additional requirements	
1	For Works Firms MUST be registered by relevant NCA **(Category No. 51)**	Mandatory
2.	For Provision of Air Ticketing services Firms MUST be registered with KCAA/IATA **(Category No. 37)**	Mandatory
3	For Provision of Insurance Services Firms MUST be registered with IRA, AKI **(Categories No. 44, 45,46,47)**	Mandatory
4	For Provision of Legal Services Firms MUST be registered with LSK **(Category No. 43)**	Mandatory

5	For Supply and Delivery of Medical Drugs Firms MUST be registered with Pharmacy and Poisons Board **(Category No. 16)**	Mandatory
6	For Provision of Security Services Firms MUST be registered with Private Security Regulatory Authority **(Category No. 34)**	Mandatory
7.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory
8	Current practicing certificates for professionals where applicable	Mandatory

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

2.5 Qualification Criteria

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

EVALUATION CRITERIA

S/R	Requirements	Score
1.	Duly filled, signed and stamped Registration Data	20
2.	Duly filled, signed and stamped Confidential Business Questionnaire	40
3.	Attach proof of relevant Past Experience	10
4.	Attach proof of line of credit from a Reputable Financial Institution	10
5.	Duly filled, signed and stamped Litigation History	20
	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.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We……..….hereby apply for registration (***Name of Company/Firm***)
as suppliers of ……
……
……
……
……

(***Item Description***)

Category Nos:
……
……
……
……
……
Other branches and location ……

Organization & Business Information

Management Personnel ……. Job Title…….

1. ……..

2. ……

3. ……

Partnership (if applicable)

Names of Partners ……
……
……
……
……

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

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 offense to give false information on this form

Part 1- General:

Business Name…….....
Plot No……...
Location of Business Premises……...
Street/Road……...
Email address……
Postal Address……Tel No……....
Nature of Business……. Current Trade license……
Expiring……
Maximum Value of Business which you can Handle at Any Given Time: Ksh……...…….
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

i) Private or public Company _____

ii**) State the nominal and issued capital of the Company-**

Nominal Kenya Shillings (Equivalent) ……

Issued Kenya Shillings (Equivalent) ……

iii) Give details of Directors as follows.

Names of Director	**Nationality**	**Citizenship**	**% Shares owned**

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) …….

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) …….

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) …….

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)

SELF DECLARATION FORMS
(R.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ……..... of Post Office Box ……. being a resident of ……..... in the Republic of ……do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ……(insert name of the Company) who is a Bidder in respect of Tender No. …….. ……. for (insert tender title/description) for ……(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

..... …… ……..

(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ……..... of P. O. Box ……. being a resident of …… in the Republic of ……..… do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of …… (Insert name of the Company) who is a Bidder in respect of Tender No. …….. ……. for …… (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt of fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ……. (Insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ……. (Name of the Procuring entity).

4. THAT the aforesaid Bidder, will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

..... …… …….

(Title) (Signature) (Date)

Bidder's Official Stamp

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)