



STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING
THE KERICHO NATIONAL POLYTECHNIC
P O BOX 444-20406, SOTIK-KENYA.
Corporate: 0742 888 444 Tel: +254704453337
website: www.kerichopoly.ac.ke Email: customercare@kerichopoly.ac.ke
MOTTO: SKILLS FOR GROWTH



THE KERICHO NATIONAL POLYTECHNIC (FORMERLY BURETI TTI)

TENDER DOCUMENT FOR REGISTRATION/PREQUALIFICATION

REGISTRATION/PREQUALIFICATION OF SUPPLIERS, CONTRACTORS AND
CONSULTANTS

FOR

SUPPLY OF GOODS AND PROVISION OF WORKS, SERVICES AND CONSULTANCY

FOR

THE FINANCIAL YEARS 2025/2026

TENDER NO.: TKNP/T/01/2025/2026

NAME OF THE FIRM :

.....

POSTAL ADDRESS :

.....

CATEGORY NO. :

.....

CATEGORY DESCRIPTION :

.....

SPECIAL GROUP (Kindly Specify if Youth, Women or Person Living with Disabilities)

PERSON LIVING WITH DISABILITIES

☐

YOUTH

☐

WOMEN

☐

CLOSING DATE & TIME: TUESDAY, 03RD JUNE 2025 AT 11:00 AM (EAT)

REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY FOR THE FINANCIAL YEAR 2025/2026.

TENDER NO.: TKNP/T/01/2025/2026.

1. The Kericho National Polytechnic (formerly Bureti TTI) invites sealed tenders' applications from interested and eligible firms as suppliers, contractors and consultants as per the under-listed categories for the **FY 2025/2026**.

CATEGORY B: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR SUPPLY AND DELIVERY OF GOODS AND PROVISION OF SERVICES, WORKS AND CONSULTANCY		
I. SUPPLY AND DELIVERY OF GOODS		
CATEGORY NO.	CATEGORY DESCRIPTION	TARGET GROUP
TKNP/R/001/2025/2026	Supply and delivery of Agricultural Materials, Livestock Feeds, Acaricides, Agricultural Tools, Equipment and Machinery	Reserved for PWD/Youth/Women
TKNP/R/002/2025/2026	Supply and Delivery of Electrical & Electronics Materials, Tools and Its Accessories	Open
TKNP/R/003/2025/2026	Supply and delivery of Training Materials, Tools, Equipment and Its Accessories for Mechanical Engineering	Open
TKNP/R/004/2025/2026	Supply and delivery of Training Materials, Tools, Equipment & Accessories for Automotive Engineering and Driving School	Open
TKNP/R/005/2025/2026	Supply and delivery of Laboratory Chemicals, reagents & Equipment for Nutrition and Dietetics	Reserved for PWD/Youth/Women
TKNP/R/006/2025/2026	Supply and delivery of Hairdressing Materials and Equipment.	Reserved for Women
TKNP/R/007/2025/2026	Supply and delivery of Training Materials and Equipment for Hospitality department	Reserved for PWD/Youth/Women
TKNP/R/008/2025/2026	Supply and delivery of General Hardware & Plumbing Materials	Open
TKNP/R/009/2025/2026	Supply and delivery of Building Materials (Masonry Units, Sand, Quarry dust, Ballast, Hardcore, Concrete Posts, Timbers and Treated Fencing Posts etc.)	Reserved for PWD/Youth/Women
TKNP/R/010/2025/2026	Supply and delivery of General Cleaning Materials and Personal Protective Equipment.	Reserved for PWDs

TKNP/R/011/2025/2026	Supply and delivery of Printer Cartridges & Toners	Reserved for PWD/Youth/Women
TKNP/R/012/2025/2026	Supply and delivery of Printers, UPS, Laptop and Desktop Computers, Scanners, Projectors, Photocopier, Servers, Computer Spare Parts & Network Equipment, Computer Software Licenses, Consumables and ICT related accessories	Open
TKNP/R/013/2025/2026	Supply and Delivery of General Office Stationery	Reserved for PWD/Youth/Women
TKNP/R/014/2025/2026	Supply and Delivery of Library Books, Journals and Provision of E-Books	Open
TKNP/R/015/2025/2026	Supply and Delivery of Branded Staff Uniforms, Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Flyers, Flexes etc	Reserved for Youths
TKNP/R/016/2025/2026	Supply and delivery of Branded Strategic items e.g Official Letterheads, Examinations Answer Booklets etc.	Open
TKNP/R/017/2025/2026	Supply and delivery of Office Furniture, Curtains, Carpets, Vertical Blinds, Sheers and Window Films etc. and related Office fittings	Reserved for PWD/Youth/Women
TKNP/R/018/2025/2026	Supply and Delivery of Sports Uniforms, Footwear, Equipment, Accessories and Allied Products	Reserved for PWD/Youth/Women
TKNP/R/019/2025/2026	Supply and Fitting of Motor Vehicle Spare parts e.g Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing etc.	Open
TKNP/R/020/2025/2026	Supply and delivery of pharmaceutical drugs and Equipment (Must be Registered with Kenya Pharmacy and Poisons Board)	Open
TKNP/R/021/2025/2026	Supply and delivery of Boarding Materials e.g. mattresses etc.	Reserved for PWD/Youth/Women
TKNP/R/022/2025/2026	Supply and delivery of Newspapers, Journals, magazines and periodicals	Reserved for PWD/Youth/Women
TKNP/R/023/2025/2026	Supply and delivery of Firewood and Charcoal	Reserved for PWD/Youth/Women
TKNP/R/024/2025/2026	Supply and delivery of Kitchen Utensils & Specialized Kitchen Equipment/Appliances etc.	Reserved for Women
TKNP/R/025/2025/2026	Supply and Installation of Signages	Open
TKNP/R/026/2025/2026	Supply, Delivery, Installation & Maintenance of Fire Fighting Equipment & Training Services	Open
TKNP/R/027/2025/2026	Supply, Installation, Commissioning, Repair and Maintenance of CCTV Cameras ,Bio-metric Services and Structured Cabling (IP) PABX Networking Services & Equipment	Open

TKNP/R/028/2025/2026	Supply, Delivery, Installation & Commissioning of Solar Panels, Solar lightings Unit, Charge Controllers, Inverters, Batteries, floodlights and related solar accessories	Open
II. PROVISION OF SERVICES		
CATEGORY NO.	CATEGORY DESCRIPTION	TARGET GROUP
TKNP/R/029/2025/2026	Provision of General Insurance Services	Open
TKNP/R/030/2025/2026	Provision of Consultancy Services (including Capacity Building, Baseline surveys, Team Building, ISO trainings, Management Training, HR Training, IT Infrastructure, OSHA Training, Audit, Fire & First Aid Equipment Training Services & Work Environment Survey etc.	Open
TKNP/R/031/2025/2026	Provision of Asset Tagging and labeling services, Valuation and Updating the Polytechnic's Asset Register	Open
TKNP/R/032/2025/2026	Provision of Catering Services, meeting Facilities and Accommodation	Open
TKNP/R/033/2025/2026	Provision of Servicing, Repair and Maintenance of Equipment, Tools, Machines Appliances e.g. Computers, Generator, Printers, Photocopiers, lawn mowers etc.	Open
TKNP/R/034/2025/2026	Provision of Servicing, Repair and Maintenance of Polytechnic Motor vehicles	Open
TKNP/R/035/2025/2026	Provision of event organizing services, Hire of Tents, Chairs, Tables, Decorations (Tent drapery), Public address system.	Reserved for PWD/Youth/Women
TKNP/R/036/2025/2026	Provision of Legal Services (Must hold a current practicing certificate)	Open
TKNP/R/037/2025-2026	Provision of Publication, Advertisement Services and live streaming and related media services.	Open
III. PROVISION OF SMALL WORKS		
CATEGORY NO.	CATEGORY DESCRIPTION	TARGET GROUP
TKNP/R/038/2025-2026	Provision of Small Contractual Works; General Building & Construction, General Civil Works, Electricals, Plumbing, Tile works, painting works, landscaping, Field Leveling & grading and Repairs and Maintenance Works (Relevant Registration with the National Construction Authority (NCA) Required)	Open

2. The document should be legible and presentable. All pages of the bid document submitted MUST be sequentially serialized or paginated from 1st page to the last page using the format 1, 2,3,4..... n (n being the last numerical page of the tender document)

3. The tender and registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website; www.kerichopoly.ac.ke or the Public Procurement Information Portal (PPIP) website; www.tenders.go.ke.

4. Bidders who have downloaded the document from our website or PPIP MUST forward their details immediately for recording and further clarification and addendum to: procurement@kerichopoly.ac.ke

5. Mandatory Requirements (Copies to be attached)

a) Open Category

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

- i. Certificate of Registration/Incorporation
- ii. KRA PIN Certificate
- iii. Valid Tax Compliance Certificate
- iv. Must attach Valid Copy of Current Single Business permit from the County Government
- v. Attach Copy of CR12 for Limited Companies or Identification Card (ID) for Sole Proprietors.
- vi. Valid AGPO Certificate where applicable
- vii. For Provision of small works, firms MUST Provide a proof of registration with the National Construction Authority (NCA) and Insurance Regulatory Authority for Insurance Services etc.
- viii. Must have valid Practicing License from relevant bodies
- ix. Duly filled, Signed and Stamped Confidential Business Questionnaire
- x. Self-Declaration form, Form SD 1: The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (duly filled, Signed and Stamped)
- xi. Self-Declaration form, Form SD 2: Dully filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
- xii. Attach copies of LPOs/LSOs and recommendation letters from previous clients
- xiii. Pharmacy and Poisons Board certificate/license where applicable
- xiv. Provide Food Handlers Certificate where applicable
- xv. Provide License from EPRA for Fuel and LPG Gas
- xvi. For Services of professional nature as specified (valuation among others, bidders MUST provide certification & registration with relevant authorities)

b) Special Group Category (Youth, Women and Persons Living with Disability PWDs)

- i. Duly filled tender document for registration.
- ii. A Valid Certificate of registration from Treasury (AGPO Certificate).
- iii. Certificate of Registration/Incorporation
- iv. Valid Tax Compliance Certificate

Note: Regulation 145 (3) directs that all small, micro and medium enterprise groups or disadvantaged groups that have been registered by the National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of the National Treasury Registration Certificate. Also, in accordance with PPRA CIRCULAR No. 02/2023, Ref: PPRA/6/5 VOL. II (141).

6. Completed Tender and Registration documents are to be enclosed in plain sealed envelopes, clearly marked respective Category No. and Category Description and be deposited in the **Tender Box** provided at the main entrance of **NEW Administration Block, Customer Care Desk** within The Kericho National Polytechnic or be addressed to:

**The Senior Principal,
The Kericho National Polytechnic,
P.O Box 444-20206,
SOTIK.**

So as to be received on or before **Tuesday, 03rd June 2025 at 11.00am (EAT)**

7.Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may choose to attend at **The Kericho National Polytechnic, Ramp Opening area, Mechanical Complex, New Building.**

8. Registration of Suppliers, Contractors and Consultants exercise **shall be continuous** during the financial year and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Approved by: Sammy K. Cheruiyot
SENIOR PRINCIPAL/ACCOUNTING OFFICER

1.0 REGISTRATION INFORMATION

1.1 Introduction

Invites all interested firms that fulfill the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

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 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 Polytechnic
- b) The identified suppliers will be subjected to quote competitively (in the respective
- c) when required basis during the Financial Year 2025/2026. 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.
- d) The registered firms will be invited to submit their bid when the need arises based on the needs of The Polytechnic.

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 Senior Principal,
The Kericho National Polytechnic,
P.O Box 444-20206,
SOTIK.**

So as to be received on or before **Tuesday, 03rd June 2025 at 11:00am.**

(Note: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with their contact details at procurement@kerichopoly.ac.ke -

At least three (7) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The Polytechnic reserves the right to request for submission of additional information from prospective bidders. The Polytechnic may also conduct due diligence 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 and PQ-5 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 this tender document for registration must be written in English.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by The Polytechnic 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 The Polytechnic they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements.

2.4 Category-specific information

Different Mandatory requirements are applicable to different categories

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 Polytechnic 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 Polytechnic 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. 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 Polytechnic's stipulated' timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with The Polytechnic
- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by The Polytechnic, 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 Polytechnic quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Polytechnic 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 Polytechnic 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.

3.6 Rights of The Polytechnic

The Polytechnic 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.

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 Polytechnic 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.

- b) 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.

SECTION II - PREQUALIFICATION DATA SHEET (PDS) (REGISTRATION)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	<p>The Procuring Entity is: THE KERICHO NATIONAL POLYTECHNIC P.O BOX 444-20406 SOTIK</p> <p>The identification of the Invitation for Registration: TKNP/T/01/2025/2026.</p> <p>The particular type of contract is on: Registration of Suppliers</p> <p>The application is for Registration of Suppliers, Contractors and Consultants for The Financial Year 2025/2026</p> <p>Prequalification will be based on _ Individual Tender</p>
ITA 2	The Source of funds shall be <u> N/A </u>
ITA 5.2	Maximum number of members in the JV shall be: <u> N/A </u>
B. Contents of the Prequalification Document	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is: THE KERICHO NATIONAL POLYTECHNIC BOX 444-20406 SOTIK</p> <p>Attention: The Supply Chain Management Officer Physical Address: Box 444-20406 SOTIK</p> <p>Telephone: 0742 888 444</p> <p>Electronic mail address: procurement@kerichopoly.ac.ke</p> <p>Website: www.kerichopoly.ac.ke</p>
ITA 8.2	A pre-application meeting will NOT be held
ITA 8.3	<p>Questions and requests for clarification made in writing or by email shall reach the</p> <p>Procuring Entity not later than 03rd June 2025 at 11.00 am</p>
ITT 9.2	Addendum issued shall be published at the website www.tenders.go.ke and www.kerichopoly.ac.ke

ITA 8.2	Pre-Application Meeting will be held: No
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents:
Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
<i>SEE QUALIFICATION CRITERIA AND REQUIREMENTS IN SECTION III</i>	
ITA 15.2(b)	The source for determining exchange rates is <i>N/A</i>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <i>ONE ORIGINAL COPY</i>
D. Submission of Applications	
ITA 18.1	The Procuring Entity will reject late Applications .
E. Tender Opening will be done immediately after closing on 03rd June 2025 at 11.00 am Evaluation of Applications shall be done within 30 days and notifications be issued.	

SECTION III : QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.

a) Mandatory Requirements for Open Categories (Copies to be attached);

No.	Mandatory Requirement	Responsive/ Non- Responsive
MR1	Copy of Certificate of Registration / Certificate of Incorporation.	
MR2	Must attach KRA PIN Certificate	
MR3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	
MR4	Must attach Valid Copy of Current Single Business permit from the County Government	

MR5	Copy of CR12 for Limited Companies or Identification Card (ID) for Sole Proprietors.	
MR6	Valid AGPO Certificate where applicable	
MR7	Registration with relevant bodies e.g National Construction Authority (NCA) for Provision of Small works and Insurance Regulatory Authority for Insurance Services etc.	
MR8	Must have valid Practicing License from relevant bodies	
MR9	Duly filled, Signed and Stamped Confidential Business Questionnaire	
MR10	Self-Declaration form, Form SD 1: The person/firm MUST NOT be deb the Public Procurement Regulatory Authority (duly filled, Signed and S	
MR11	Self-Declaration form, Form SD 2: Dully filled, signed and Stamped Self - Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.	
MR12	Attach copies of LPOs/LSOs and recommendation letters from previous	
MR13	Registration/Certification/Licensing with relevant bodies For Example; Pharmacy and Poisons Board certificate for Supply and delivery of pharmaceutical drugs and Equipment, Food Handlers Certificate for Provision of Catering Services etc and Services of professional nature	
MR14	The bid document "Original" submitted MUST be sequentially serialized or paginated from 1 st page to the last page using the format 1, 2,3,4..... n (n being the last numerical page of the tender document)	

b) Mandatory Requirements for Reserved For PWD/Youth/Women Categories (Copies to Be Attached);

No.	Requirement	Responsive/ Non- Responsive
MR1	Must submit duly filled tender document for registration	
MR2	A Valid Certificate of registration from Treasury (AGPO Certificate).	
MR3	Certificate of Registration/Incorporation	
MR4	Valid Tax Compliance Certificate	

NB. Please note that any firm which does not have ALL mandatory requirements shall NOT proceed to the next stage of evaluation and shall be rendered **NON-RESPONSIVE**.

(ii) **Technical Evaluation for Open Categories (Copies to be Attached);**

	TECHNICAL REQUIREMENTS	Score (Marks)
TR 1	Attach Company/Business name Profile	20
TR 2	Past Experiences attach proof of either: LPOs, copies of letters of award, recommendations letters, completion certificate, contract agreements)	20
TR 3	Financial capability Attach a proof of financial capability	20
TR 4	Attach CV and copies of certificates of key personnel in the organization)	20
TR 5	Duly filled Registration Data	10
TR 6	Dully filled and stamped Sworn Statement	10
	Total Score (Marks)	100

Note: -

- a) Firms that shall pass 70 marks and above under technical evaluation requirements shall be added to the list of Registered as supplier, contractor or consultants under the mentioned category for the financial year 2025/2026.
- b) The list will be used to source quotations on competitive basis as and when need arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a **separate document for each category** for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIER APPLICATION FORM

I/We (*Firm's Name*) hereby apply for registration in the category

No.....as supplier 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. BENEFICIAL OWNERSHIP DISCLOSURE FORM

Full Names of the Managing Director/CEO.....

.....

ID No.....Mobile No.....

Other key personnel staff/directors: Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

.....

.....

Bidder Official Stamp

FORM PQ-2 - 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 and position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

FORM PQ-3 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:.....

Country

Physical address

Town

Building.....

Floor..... Plot No.

..... Street / Road

..... Postal Address

Postal / Country Code..... Telephone

No's..... Fax No's. E-mail

address Website

.....

.

Contact Person (Full Names) Direct / Mobile

No's..... Title Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

.....

(Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date

Value of the largest single assignment you have undertaken to date (**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.

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 Polytechnic and any other public or private institutions.

Full Names

Signature.....

Dated thisday of.....2023.

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)

I/we 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 of2023

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 of2023

Suppliers’ / Company’s Official Rubber

Official Stamp

Part 2 (g) – Interest in the Firm:

Are there any person/persons in The Polytechnic or any other public institution who has interest in the Firm? Yes/No (Delete as necessary)

Institution

(Title)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have ave 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 The Kericho National Polytechnic 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 of.....2023

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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)

2nd 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)

3rd Client (Organization)

vii. Name of Client (organization)

viii. Address of Client (organization)

ix. Name of Contract Person at the client (organization)

x. Telephone No. of client

xi. Value of Contract

xii. Duration of Contract (date)

Others

.....
.....

Note: This form will be considered duly filled for one or more clients

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 Polytechnic.
- c. We shall notify The Polytechnic 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

SELF-DECLARATION FORMS (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: -

THAT I am the Company Secretary/ Senior 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.

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

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

Title

Signature

Date

Bidder Official Stamp

FORM SD2: 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: -

THAT I am the Senior 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) or.....(insert name of the

Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or 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.

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

THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp

REGISTRATION FORM

Company/Business Name:

Category No:

Category Description:

NOTE: Bidders are required to provide their contact details as shown below.

Name of the firm:

Contact Person:

Telephone:

Email address:

Postal Address: P.O. Box Code:

City/Town.....

Location of Business:

FOR OFFICIAL USE

Tender Evaluation Committee Comment

.....

.....

.....

.....

.....

.....

APPLICATION NOT APPROVED

APPLICATION APPROVED

.....**End**.....