

TEACHERS SERVICE COMMISSION



TENDER NO.: TSC/REG/PQ/2021-2023

FOR

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS &
SERVICES FOR TWO YEARS (2021- 2023)**

NAME OF THE FIRM:

CATEGORY NUMBER:

CATEGORY NAME:

**FOR AGPO REGISTERED FIRM, PLEASE FILL ONLY THE ATTACHED FORM
(ELEVENTH SCHEDULE (r.146 (1)) WITH LIST OF ATTACHMENTS AS OUTLINED.**

Teachers Service Commission
Upper Hill, Kilimanjaro Road,
Private Bag, 00100
Nairobi

Email: info@tsc.co.ke
Website: <http://www.tsc.go.ke>

Head of Procurement
email: ddprocurement@tsc.go.ke

CLOSING DATE: FRIDAY 4TH DECEMBER, 2020 AT 9.00am.

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR TWO YEARS (2021-2023)

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SECTION A: GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.1 Introduction

The Teachers Service Commission intends to prequalify candidates for the supply of goods, services and works for the next financial years 2021/2022 and 2022/2023

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Commission. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Commission Secretary,
Teachers Service
Commission,
P.O. Box Private Bag
NAIROBI.**

The envelope should be clearly marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender Box on or before **FRIDAY, 4TH DECEMBER, 2020 AT 9.00am.**

Bidders are advised to take NOTE that the guidelines issued by the Ministry of Health on the measures to stop the spread of COVID 19 and the subsequent additional guidelines on Circular No. 02/2020, REF: PPRA/6/5 Vol. 1 (1) of 27th March 2020 issued by the PPRA in respect to handling of procurement proceedings shall be applied for any tender processed by the Commission henceforth until advised otherwise.

The tender will be opened in accordance with the provisions of the above guidelines in the Podium Wing open area 3rd Floor in the presence of bidders’ representatives to witness the tender opening. However, the opening minutes will be circulated to all tenderers who may request in writing. Kindly ensure you provide an updated email address. Other information on this tender may be obtained from the Tender Document. (Only one representative from each bidder shall be allowed to witness tender opening in order to adhere to the Ministry of Health Guidelines)

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Prequalification Documents

The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

1.6 Enquiries that may arise from the pre-qualification document should be channeled to the Teachers Service Commission procurement office, through the above address.

All Pre-Qualification documents shall be downloaded from our website from www.tsc.go.ke

Duly completed Pre-qualification documents shall be sealed in a plain envelope, **clearly marked with the Prequalification/tender category number and name** should be addressed and deposited in the tender box provided at the **TSC House, 3rd Floor Podium wing**, or be addressed and posted to **The Secretary, Teachers Service Commission, Private Bag - 00100, Nairobi** to be received on or before **FRIDAY 4TH DECEMBER, 2020 AT 9.00am**.

Late bids shall not be accepted.

SECTION B: REGISTRATION OF SUPPLIERS/ SERVICE PROVIDERS

TENDER NO. TSC/PQS/2021-2023

The Commission invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for the period 2021-2023 under the following categories:

S/no	Category number	Category name	
A	PROVISION OF GOODS		
1.	TSC/PQS/001/2021-2023	Supply of Printing and Publishing Services	
2.	TSC/PQS/002/2021-2023	Supply and Delivery of Library Books	
3.	TSC/PQS/003/2021-2023	Supply and Delivery of Hardware and Construction Materials	
4.	TSC/PQS/004/2021-2023	Supply and Delivery mineral water	
5.	TSC/PQS/005/2021-2023	Supply and Delivery of Office Furniture, Furnishing and fitting	
6.	TSC/PQS/006/2021-2023	Supply and Delivery of Electrical, Mechanical and Electronic appliance	
7.	TSC/PQS/007/2021-2023	Supply and Delivery of microfilming supplies, Accessories and related equipment	
8.	TSC/PQS/008/2021-2023	Supply and Delivery of Motor Vehicle Batteries, Tyres, and Tubes	
9.	TSC/PQS/009/2021-2023	Supply, Delivery and Fixing of Building and Office signage	
10.	TSC/PQS/010/2021-2023	Supply, Delivery and Restocking of First Aid Kits	
11.	TSC/PQS/011/2021-2023	Supply and Delivery of Staff Identification card	
12.	TSC/PQS/012/2021-2023	Supply and Delivery of Staff Uniform	
13.	TSC/PQS/013/2021-2023	Supply, Fixing and Maintenance of Window Blind and Curtains	
14.	TSC/PQS/014/2021-2023	Supply and Delivery of COVID19 ESSENTIALS	
15.	TSC/PQS/015/2021-2023	Supply and Delivery of Calling cards	
16.	TSC/PQS/016/2021-2023	Supply and Delivery of newspapers	
17.	TSC/PQS/017/2021-2023	Supply and delivery of Milk, sugar, tea bags and other office consumables	
18.	TSC/PQS/018/2021-2023	Supply and Maintenance of Fire supplies and Firefighting Equipment	
19.	TSC/PQS/019/2021-2023	Supply and delivery of cleaning materials	
20.	TSC/PQS/020/2021-2023	Supply and Fixing of Window Film Service	
B	PROVISION OF SERVICES		
21.	TSC/PQS/021/2021-2023	Provision of Accommodation, Conference/Training Facility and Related Services in the following towns; Kisumu, Nakuru, Naivasha, Nairobi & Mombasa	
22.	TSC/PQS/022/2021-2023	Provision of Maintenance and Servicing of Air Conditioning	
23.	TSC/PQS/023/2021-2023	Provision of Laundry services	
24.	TSC/PQS/024/2021-2023	Provision of Internal and External Corporate Branding Services	
25.	TSC/PQS/025/2021-2023	Provision of Maintenance of Electrical, Electronics, Mechanical, Fitting and works for Building	
26.	TSC/PQS/026/2021-2023	Provision of air travels services	

27.	TSC/PQS/027/2021-2023	Provision of Servicing and Maintenance of Radio Communications and Security Equipment	
28.	TSC/PQS/028/2021-2023	Provision of Legal Services	
29.	TSC/PQS/029/2021-2023	Provision and Maintenance of Automatic Security System, CCTV.	
30.	TSC/PQS/030/2021-2023	Provision of Statutory Inspection of Lifts	
31.	TSC/PQS/031/2021-2023	Provision of entertainment services, public address (PA) audio visuals, display board, decorations and related services.	
32.	TSC/PQS/032/2021-2023	Provision of outdoor events and catering SERVICES	
33.	TSC/PQS/033/2021-2023	Provision of Maintenance and Landscaping of Outdoor Gardens and Supply of Indoor Plants	
34.	TSC/PQS/034/2021-2023	Provision of repair servicing and spraying of motor vehicle	
35.	TSC/PQS/035/2021-2023	Provision of maintenance of toilets, staff kitchen and associated drainage system including unblocking of sewer line	
36.	TSC/PQS/036/2021-2023	Provision of Repair and maintenance of office furniture	
37.	TSC/PQS/037/2021-2023	Provision of Repair and maintenances of Laptops, Desktops, Tablets, Mobile phones, Printers, Projectors, Photocopiers, UPS and associated ICT accessories.	
38.	TSC/PQS/038/2021-2023	Provision of disposal of obsolete and unserviceable items (NEMA Licensed firms)	
39.	TSC/PQS/039/2021-2023	Provision of Disposal of Obsolete items	
40.	TSC/PQS/040/2021-2023	Provision of Security guard Services	
41.	TSC/PQS/041/2021-2023	Provision of cleaning Services	
42.	TSC/PQS/042/2021-2023	Provision of Fumigation and Disinfection Services	
43.	TSC/PQS/043/2021-2023	Provision of Office tagging/coding Services	
44.	TSC/PQS/044/2021-2023	Maintenance of indoor plants and landscaping	
45.	TSC/PQS/045/2021-2023	Provision of Auctioneering Services	
46.	TSC/PQS/046/2021-2023	Provision of Maintenance of Microfilm system	
47.	TSC/PQS/047/2021-2023	Provision of garbage collection services	
48.	TSC/PQS/048/2021-2023	Provision of window curtains services	
49.	TSC/PQS/049/2021-2023	Provision of Maintenance of water reservoirs, pumps and associated pipework	
50.	TSC/PQS/050/2021-2023	Provision of Chairs and Tents	
C	PROVISION OF SMALL WORKS		
51.	TSC/PQS/051/2021-2023	Maintenance and Repair of Aluminum partition including aluminum doors, window arms and fasters and locks	
52.	TSC/PQS/052/2021-2023	Minor Construction Works; Including Renovations, Partitioning and Repairs, Tile Works,	
53.	TSC/PQS/053/2021-2023	Repainting and General Refurbishment at TSC Building	
C	PROFESSIONAL CONSULTANCY DATABASE		
54.	TSC/PQS/054/2021-2023	Provision of Human resource consultancy (Recruitment, Training etc.)	
55.	TSC/PQS/055/2021-2023	Risk Trainers	
56.	TSC/PQS/056/2021-2023	Provision of Consultancy for Research Services,	

57.	TSC/PQS/057/2021-2023	Provision of Consultancy for Architectural, civil/structural, electric – mechanical and quantify surveyor services	
58.	TSC/PQS/058/2021-2023	Provision of Team building services	

Note: Special groups represent youths, women and people living with disabilities as described in the Public Procurement and Disposal Regulations 2020.

Submission should be **serialized** i.e. with page numbers and must contain copies of mandatory statutory documents among others requirements

A complete set of pre-qualification documents can be downloaded from the TSC Website www.tsc.go.ke. Complete pre-qualification documents in plain sealed envelopes clearly labeled “PRE- QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES

TSC/REG/PQ/2021-2023 – and be deposited in the tender box provided at the TSC House, 3rd Floor Podium wing, or be addressed and posted to The Secretary, Teachers Service Commission, Private Bag - 00100, Nairobi to be received on or before **FRIDAY 4TH DECEMBER, 2020 AT 9.00am.**

. Opening of the submissions will be done immediately thereafter in the presence of the committee, tenderers or their representatives who choose to attend.

- ALL with registered Businesses are encouraged to Participate.
- Prequalification received after the stated time or date will be rejected.
- Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility

SECTION C: INFORMATION TO BIDDERS

2. Introduction

- 2.1 The Teachers Service Commission will Pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein.
- 2.2 All suppliers currently pre-qualified with the Teachers Service Commission should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.
- 2.3 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.
- 2.4 The Pre-Qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 2.5 The Teachers Service Commission does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 2.6 Applicants will be informed through the website of the results of the application without assigning any reason for the Teachers Service Commission's decision thereof.
- 2.7 Tenderers will meet all costs associated with preparation and submission of their applications.
- 2.8 It is the Teachers Service Commission's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Teachers Service Commission:
 - a) Defines for the purpose of this provision, the terms set forth below as follows:
 - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
 - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the Commission) of the benefits of free and open competition.
 - b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
 - c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - e) Will have the right to inspect the business premises of the tenderer;
 - f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
 - g) Will declare a Tender ineligible for prequalification if at any time the Teachers Service Commission determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
 - h) Will declare a Tender ineligible for pre-qualification if at any time the Teachers Service Commission determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the Commission unless otherwise pre-declared to avoid conflict of interest.
 - i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.
- 2.9 Tenderers shall furnish information as described in the pre-qualification tender document.
- 2.10 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006.

3. Clarification of Documents

- 3.1 A prospective tenderer making inquiries of the tender document may notify the Teachers Service Commission by post, fax or by email at the Teachers Service Commission's address indicated in the Invitation to Tender. The Commission will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Commission. Written copies of the Commission's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.
- 3.2 The Teachers Service Commission shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4 Amendment of the Tender Document

- 4.1 At any time prior to the deadline for submission of the tenders, the Teachers Service Commission, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.
- 4.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.
- 4.3 In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the Teachers Service Commission may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

5. Language of Tender

- 5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Teachers Service Commission shall be in Written English language.

6. Documents Comprising the Tender

- 6.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

7. Submission of Application

- 7.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.
- 7.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **FRIDAY 4TH DECEMBER, 2020**
- 7.3
- 7.4 Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

8. Eligible Candidates

- 8.1 This prequalification document is open to all candidates who are eligible including youth, women and persons with disability as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

9. Tender Evaluation

- 9.1 The Teachers Service Commission will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 9.2 Tenderers shall not contact the Teachers Service Commission on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Teachers Service Commission in the evaluation shall result in the cancellation of their tender.
- 9.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 9.4 The applicants must have registered offices and the Teachers Service Commission reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 9.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- 9.6 The Commission reserves the right to accept or reject any or all tenders.

SECTION D. PREQUALIFICATION CRITERIA

There shall be two phases of carrying out the evaluation of pre-qualification applications:

1. Preliminary Evaluation (**All Bidders**)
2. Technical Evaluation (**Open Group only**)

10.1 Preliminary Evaluation

- a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

S/NO	MANDATORY REQUIREMENTS	RESPONSIVENES	
		YES	NO
MR1	Must Submit a copy of certificate of Registration/Incorporation		
MR2	Must Submit a copy of Valid Tax Compliance Certificate from KRA		
MR3	Valid P I N / VAT Certificate		
MR4	Must dully fill Confidential Business Questionnaire in the format provided		
MR5	Must provide Company profile		
MR6	Must duly fill up all FORMS {(Section E, F & G), Part 1A to E and Part 2}		

- c) Applications that do not meet the above requirements shall be considered substantially non-responsive and shall be excluded from those considered for technical evaluation.
- d) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

10.2 Technical Evaluation (Open Group Only)

- a) The evaluation committee shall undertake a thorough and objective analysis of the Suppliers contained in the list;
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Details of the applicant's financial capability, past experience, physical facilities and performance in the relevant field will be assessed as follows:

No.	Required Information	Allocated Scores
1.	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 3 years (5 marks for each audited report) • Demonstrate capacity to access credit facilities(bank statements, letter of credit from the bank etc.) 	15
		10
2.	Past experience & performance <ul style="list-style-type: none"> • No. of years in business 2 to 5 years..... max. 7mks Below 1 year 5mks • Five (5) referees(mostly clients) within the last two years- attach proof (2 marks for each referee) 	7
		10
3.	Physical Facilities <ul style="list-style-type: none"> •Evidence of availability of office premise (Copy of title deed, lease/tenancy agreement or a current utility bill) 	10
4.	Certification by regulatory bodies e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) (General) etc. depending on the category	15
5.	Qualifications and experience of 3 key personnel (Attach CVs)- 5 marks for each CV	15
6.	Dully filled and stamped declaration form	10
7	Litigation History	3
8	Past/Current performance as a supplier with Teachers Service commission (Attach evidence)	5
Total Marks		100

NB: To qualify, the prospective supplier (open group), consultant or contractor must score **60 points and above.**

10.3 Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants.

10.4 Once the list of those who succeeded to be prequalified has been approved and ratified by the Accounting Officer, the Teachers Service Commission shall notify through the website all those applicants who have been pre-qualified.

11 Confidentiality

11.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

**SECTION E: APPLICATION FORM REGISTRATION OF SUPPLIERS
APPLICATION FORM**

I/We (Firm Name) hereby apply for registration as
a supplier for

(Category No.)

Postal Address.....

Telephone Number (Fixed Line)

Mobile.....

Email Address..... Fax.....

Town..... Street.....

Building..... Floor..... Room/Office.....

Other branches/Locations.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

SECTION F: STANDARD FORMS – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General:	
Business Name	
.....	
Location of business premises.....	Plot
No.....	Street/Road.....
Postal Address	Tel No. Fax
.....	E mail
.....	Nature of Business
.....	Registration
Certificate No.
Maximum value of business which you can handle at any one time – Kshs .	

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 1.
.....		
2.
.....		
3.
.....		
4.
.....		

Part 2 Registered Company (c)		
Private or Public		
.....		
State the nominal and issued capital of company- Nominal Kshs.		
.....		
Issued Kshs.....		
Given details of all directors as follows		
Name	Nationality	Citizenship Details
.....	Shares
1.....		
2.		
.....		
3.		

..... 4. 5

* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

SECTION G: TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's Name.....

Represented by.....

Signature.....

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

PART 1(A): PREQUALIFICATION DATA/GENERAL INFORMATION

Business Name	
Nature of Business	
Directors Name	
Category (Y,W,PWDs if applicable)	
Postal Address	
Telephone Number	
Contact Person	
Physical Location of the business	Town..... Street..... Building..... Floor..... ...
Maximum value of business which you can handle at any one time	Kshs.....

PART 1(B). SOLE PROPRIETOR

Your name in full
Age
Nationality
Country of origin

PART 1(C) - PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

PART 1(D) – REGISTERED COMPANY

Private or Public			
State the nominal and issued capital of the company	Nominal Kshs..... Issued.....			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. *(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)*

PART 1(E): STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

- 1. Certificate of Registration/ Incorporation... (Attach copy)
- 2. Valid Trade License (Attach copy)
- 3. State VAT Registration No (Attach copy)
- 4. PIN NO(Attach copy)
- 5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax Compliance Certificate)

PART 2. DECLARATION

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date.....

ELEVENTH SCHEDULE

(r. 146(1))

REGISTRATION OF DISADVANTAGED GROUPS

REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant
2. Physical Address
3. Postal Address: 4. Postal Code:
5. E-mail: 6. Mobile Phone No.
7. Are you applying for youth, women or persons with disabilities?
8. Contact Person

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable			
Name in Full		Age	
Identity/Passport No.			

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs..... Issued KShs.....

Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name:
11. Branch of the Bank:
12. Bank Account Number:
13. VAT Registration Number:
14. IFMIS Number, where applicable:
15. Type of business: **SECTOR (TICK ONE)**

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title:

Signature: Date

PART II: LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;
6. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
7. Business/Company profile;
8. Evidence of having paid the non-refundable fee for the Application Form;
9. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
10. Certificate of Registration in a target group issued by the National Treasury;
11. National IDs/ Passports.