



National Government Constituencies Development Fund  
Kiambaa Constituency  
Next to Kiambaa Sub County Headquarters,  
P.O Box 86 - 00219  
KARURI  
Email: cdfKiambaa@ngcdf.go.ke

**KIAMBAA**

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**TENDER DOCUMENT**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND  
SERVICES FOR THE YEAR 2024/2025- 2026/2027**

CATEGORY REF.....

CATEGORY DESCRIPTION .....

**CLOSING DATE: THURSDAY, 15<sup>TH</sup> AUGUST 2024 AT 10.00 AM.**

**Note: Applications may be made for registration of more than one Category of goods and services but one tender document can only be used to apply for one category of goods and services.**



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### TENDER NOTICE

#### REGISTRATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS INCLUDING CONSULTANT FOR FINANCIAL YEAR 2024/2025, 2025/2026 & 2026/2027

Kiambaa NG-CDF Committee invites applications for registration of suppliers, contractors and service providers for the financial year 2024/2025, 2025/2026 and 2026/2027.

#### TENDER DOCUMENT

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Kiambaa NG-CDF Committee invites applications for registration of suppliers, contractors and service providers for the financial year 2024/2025, 2025/2026 and 2026/2027.

TENDER NUMBER	TENDER DESCRIPTION	ELIGIBILITY
KBA/NG-CDF/001/2024/25-2026/27	Registration for provision of building construction and rehabilitation works.	Open
KBA/NG-CDF/002/2024/25-2026/27	Registration for the supply, repair and maintenance of computers, printers, copiers and office ICT equipment	Reserved
KBA/NG-CDF/003/2024/25-2026/27	Registration for supply of office/schools' furniture and fittings	Reserved
KBA/NG-CDF/004/2024/25-2026/27	Registration for supply of general office stationery and airtime	Open
KBA/NG-CDF/005/2024/25-2026/27	Registration for supply of tree seedlings and grass	Reserved
KBA/NG-CDF/006/2024/25-2026/27	Registration for supply of school laboratory equipment	Open
KBA/NG-CDF/007/2024/25-2026/27	Registration for provision of ICT services	Open
KBA/NG-CDF/008/2024/25-2026/27	Registration for provision of legal services	Open
KBA/NG-CDF/009/2024/25-2026/27	Registration for general organization development consultancy services	Reserved
KBA/NG-CDF/010/2024/25-2026/27	Registration for provision of drilling of boreholes, water piping, steel tank erection and related services.	Open
KBA/NG-CDF/011/2024/25-2026/27	Registration for provision of designing and printing services	Reserved
KBA/NG-CDF/012/2024/25-2026/27	Registration for provision of construction materials (tiles, construction stones, sand, cement, nails, timber etc)	Open
KBA/NG-CDF/013/2024/25-2026/27	Registration for provision of web hosting services	Reserved
KBA/NG-CDF/014/2024/25-2026/27	Registration for hospitality services	Reserved
KBA/NG-CDF/015/2024/25-2026/27	Registration for sanitary services.	Reserved
KBA/NG-CDF/016/2024/25-2026/27	Registration for transport services	Reserved



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KBA/NG-CDF/017/2024/25-2026/27	Registration for tents, plastic seats and P.A system	Reserved
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Complete documents enclosed in plain envelop marked Tender No..... should be submitted or hand delivered and dropped in the tender box at NG-CDFC office Kiambaa on or before 15<sup>th</sup> August 2024 at 10.00am and should be addressed to

The Field Operations Officer,  
Kiambaa NG-CDF  
P.O Box 86-00219  
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Opening shall be immediately thereafter in the presences of respondents or their representatives who choose to attend at the Kiambaa NG-CDF Boardroom.



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### SECTION 2

#### 2. SCOPE OF TENDER

Kiambaa NG-CDF (referred as the Procuring entity) intends to register for supply and provision of various categories of goods and services. All applications are to be submitted not later than 15<sup>th</sup> August 2024 at 10:00 AM.

#### ELIGIBILITY

Registration is open to eligible firms

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

All bidders found capable of performing the contract satisfactorily in accordance with the set registration tender Criteria shall be registered.

#### CLARIFICATION OF DOCUMENTS

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents.

The procuring entity 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.

#### AMENDMENT OF DOCUMENTS

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

#### LANGUAGE OF TENDER

The Registration prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.



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### SUBMISSION OF APPLICATION

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

The Registration document shall be prepared in indelible ink. It shall contain no inter-lineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialled by the person(s) who signs the registration document.

The Registration document should be prepared and submitted as specified in the invitation for Registration of Suppliers and service providers.

**Any tender received after the deadline shall be rejected as a late tender and shall not be considered.**

### ELIGIBLE CANDIDATES

Due diligence will be undertaken during registration process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Kiambaa NG-CDF will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Tenderers shall not contact Kiambaa NG-CDF 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 Service in the evaluation shall result in the cancellation of their tender.

Registration 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 where applicable accordingly.

The applicants must have registered offices and Kiambaa NG-CDF 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.

### QUALIFICATION CRITERIA.

Registration shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section 3 of this document.



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The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.



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### SECTION 3

#### 3. LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant



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### 3.1- LETTER OF APPLICATION

To Kiambaa NG-CDF  
P.O Box 86 - 00219  
KARURI

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the registration information provided, the undersigned hereby apply to be registered by yourselves as bidder for the following service(s) under (category ref No.and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining

(a) The applicant's legal status

(b) The principal place of business and



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(c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your Organization and its authorized representatives may contact the following references for further information

<b>General and managerial enquiries</b>	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

<b>Technical enquiries</b>	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

(a) Bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of the applicant (name of applicant)	For and on behalf of the applicant (name of partner)



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### PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS  
AND VALUES OF CONTRACT/ORDERS

1. Name of 1<sup>st</sup> Client (organization).....
  - i) Address of Client (organization) .....
  - ii) Name of Contact Person at the client (organization) .....
  - iii) Telephone No. of Client.....
  - iv) Value of Contract.....
  - v) Duration of Contract (date) .....

**(Attach documentation evidence of existence of contract (LPOs/LSOs, Contracts)**

2. Name of 2nd Client (organization) .....
- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- iii) Name of contact person at the client (organization) .....
- iv) Telephone no. Of client .....
- v) Value of contract .....
- vi) Duration of contract (date) .....

**(Attach documentation evidence of existence of contract (LPOs/LSOs, Contracts)**

3. Name of 3rd Client (organization) .....



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- 
- i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of contact person at the client's organization .....
  - iv) Telephone no. Of client .....
  - v) Value of contract .....
  - vi) Duration of contract (date) .....

(Attach documentation evidence of existence of contract (LPOs/LSOs, Contracts))

#### 4. EVALUATION CRITERIA

##### IMPORTANT PRE-REQUISITES

- 1) Certificate of Incorporation / Registration;
- 2) PIN Certificate;
- 3) VAT compliance certificate
- 4) Current Trade License / Business Permit;
- 5) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 6) CR12 detailing the company shareholders
- 7) Company profile; and
- 8) Must fill the Tender forms/documents in the format provided.



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### EVALUATION CRITERIA

NO.	CATEGORY	MARKS ALLOTTED
1	Statutory requirements <ul style="list-style-type: none"> <li>➤ Incorporation/registration certificate</li> <li>➤ Valid VAT Certificate</li> <li>➤ KRA PIN Certificate</li> <li>➤ Current Trade License/Business permit</li> <li>➤ Duly completed Confidential Business Questionnaire</li> <li>➤ CR12</li> <li>➤ Company profile</li> <li>➤ Certificates from affiliated regulatory or bodies/associations (where applicable);</li> </ul>	Mandatory
2	Past Experience/Major Clients( 25marks) a) Experience of more than 3years b) 3 clients and above c) References and contact persons	10 10 5
3	Financial strength (30marks)	30
4	Litigation history (20marks)	20
4	Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training and related services, e.t.c (15Marks)  NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)	15
5	Submission /Application Form (5Marks)	5



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6	Declaration Form (5marks)	5
	TOTAL MARKS	100

PASS MARK 70%

**NOTE:** Evaluation will be based on meeting the above minimum requirements to pass.



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### 5. COMPLAINTS PROCESS

This call for registration of vendors does not constitute a solicitation and Kiambaa NG-CDF reserves the right to change or cancel the requirement at any time during the registration process.

Kiambaa NG-CDF also reserves the right to require compliance with additional conditions.

Any grievances and or complaints arising from the evaluation process and final registration can be addressed in writing to the Field Operations Officer.

### CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in part1 and ether part 2(a) 2(b) or2 (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.....



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Maximum value of business which you can handle at any one time in

Kshs (where applicable).....

Name of your bankers ..... Branch .....

### PART 1b Name and address of key contact persons

Name .....

Current position.....

Mobile number.....

Email address.....

#### Alternative contact person

Name .....

Current position.....

Mobile number.....

Email address.....

### PART 2 (A) – SOLE PROPRIETORS

Your name in full .....Age.....



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Nationality.....Country of origin.....

Citizenship details.....

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

### Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	%shareholding
1. ....		
2. ....		
3. ....		
4. ....		

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

### PART 2 (C) – REGISTERED COMPANY

Private or Public .....

State the nominal and issued capital of company Nominal

Kshs.....



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Issued Kshs.....

Give details of all directors as follows;

Name,	Nationality,	Citizenship Details	and Shares
1.....			
2. ....			
3.....			
4. ....			

Youth/Women/Persons with Disability (indicate).....  
Citizen Contractors (Indicate).....

### Part 2(d)–Interest in the firm

Is there any person(s) in NG-CDF entity who has interest in the firm?

Yes/No (Tick where applicable). If yes give details

.....  
.....

Date.....

Signature of tenderer.....

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



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### DECLARATION

Having studied the registration information for the above tender category We/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. 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 tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. That the registered bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the registration evaluation.  
e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of registered firms.
5. 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).



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Kiambaa NG-CDF  
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SECTION 2

**2. SCOPE OF TENDER**



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### LANGUAGE OF TENDER

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### **SUBMISSION OF APPLICATION**

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The Registration document should be prepared and submitted as specified in the invitation for Registration of Suppliers and service providers.

**Any tender received after the deadline shall be rejected as a late tender and shall not be considered.**

### **ELIGIBLE CANDIDATES**

Due diligence will be undertaken during registration process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

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Registration 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 where applicable accordingly.

The applicants must have registered offices and Kiambaa NG-CDF 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.

### **QUALIFICATION CRITERIA.**

Registration shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section 3 of this document.



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The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.



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### SECTION 3

#### 3. LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant



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### 3.1- LETTER OF APPLICATION

To Kiambaa NG-CDF  
P.O Box 86 - 00219  
KARURI

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the registration information provided, the undersigned hereby apply to be registered by yourselves as bidder for the following service(s) under (category ref No.and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining

(d) The applicant's legal status

(e) The principal place of business and

(f) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).



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5. Your Organization and its authorized representatives may contact the following references for further information

<b>General and managerial enquiries</b>	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

<b>Technical enquiries</b>	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

6. This application is made with full understanding that:

(a) Bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of the applicant (name of applicant)	For and on behalf of the applicant (name of partner)

### PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS  
 AND VALUES OF CONTRACT/ORDERS



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1. Name of Client (organization).....

Address of Client (organization).....

Name of Contact Person at the client (organization) .....

Telephone No. of Client.....

Value of Contract.....

Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

2. Name of 2nd Client (organization) .....

Name of Client (organization) .....

Address of Client (organization) .....



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Name of Contact Person at the client (organization) .....

Telephone No. of Client.....

Value of Contract.....

Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

3. Name of 3rd Client (organization) .....

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the client (organization) .....



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Telephone No. of Client.....

Value of Contract.....

Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

#### 4. EVALUATION CRITERIA

##### IMPORTANT PRE-REQUISITES

- 9) Certificate of Incorporation / Registration;
- 10) PIN Certificate;
- 11) VAT compliance certificate
- 12) Current Trade License / Business Permit;
- 13) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 14) CR12 detailing the company shareholders
- 15) Company profile; and
- 16) Must fill the Tender forms/documents in the format provided.



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EVALUATION CRITERIA

NO.	CATEGORY	MARKS ALLOTTED
1	Statutory requirements <ul style="list-style-type: none"> <li>➤ Incorporation/registration certificate</li> <li>➤ Valid VAT Certificate</li> <li>➤ KRA PIN Certificate</li> <li>➤ Current Trade License/Business permit</li> <li>➤ Duly completed Confidential Business Questionnaire</li> <li>➤ CR12</li> <li>➤ Company profile</li> <li>➤ Certificates from affiliated regulatory or bodies/associations (where applicable);</li> </ul> accrediting	Mandatory
2	Past Experience/Major Clients( 25marks) a) Experience of more than 3years  d) 3 clients and above e) References and contact persons	10 10 5
3	Financial strength (30marks)	30
4	Litigation history (20marks)	20



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4	<p>Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training and related services, e.t.c (15Marks)</p> <p>NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)</p>	15
5	Submission /Application Form (5Marks)	5
6	Declaration Form (5marks)	5
	TOTAL MARKS	100

PASS MARK 70%

**NOTE: Evaluation will be based on meeting the above minimum requirements to pass.**



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### 5. COMPLAINTS PROCESS

This call for registration of vendors does not constitute a solicitation and Kiambaa NG-CDF reserves the right to change or cancel the requirement at any time during the registration process.

Kiambaa NG-CDF also reserves the right to require compliance with additional conditions.

Any grievances and or complaints arising from the evaluation process and final registration can be addressed in writing to the Funds Account Manager.



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Karuri, Kenya  
Cell:  
Email: [kiambaacdf@gmail.com](mailto:kiambaacdf@gmail.com) | Website: [www.cdf.go.ke](http://www.cdf.go.ke)

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in part1 and ether part 2(a) 2(b) or2 (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 in

Kshs (where applicable).....

Name of your bankers ..... Branch .....



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### PART 1b Name and address of key contact persons

Name .....

Current position.....

Mobile number.....

Email address.....  
...

#### Alternative contact person

Name .....

Current position.....  
...

Mobile number.....

Email address.....

### PART 2 (A) – SOLE PROPRIETORS



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Your name in full .....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Youth/Women/Persons with Disability

(indicate)..... Citizen

Contractors

(Indicate).....

---

### Part 2 (b) Partnership

Give details of partners as follows:

Name	Nationality	%shareholding
1.....		
2.....		
3.....		
4.....		

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....



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### PART 2 (C) – REGISTERED COMPANY

Private or Public .....

State the nominal and issued capital of company Nominal

Kshs.....

Issued Kshs.....

Give details of all directors as follows;

Name,	Nationality,	Citizenship Details	and Shares
1.....			
2. ....			
3.....			
4. ....			

Youth/Women/Persons with Disability

(indicate)..... Citizen

Contractors

(Indicate).....

### Part 2(d)–Interest in the firm

Is there any person(s) in NG-CDF entity who has interest in the firm?

Yes/No (Tick where

applicable). If yes give details



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.....

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.....

Date.....

Signature of tenderer.....

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



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### DECLARATION

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

6. That the information furnished in our/my application is accurate to the best of our/my knowledge.
7. 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 tender or quotation on the basis of provision in the tender or quotation documents to follow.
8. That the registered bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
9. 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 registered firms.
10. 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).