



**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2024-2025 & 2025-2026.**

**TENDER NO:NG~CDFB/T/01/2024 -2026**

**DATE OF ISSUE: 20<sup>TH</sup> SEPTEMBER, 2024**

**DEADLINE OF SUBMISSION: 4<sup>TH</sup> OCTOBER, 2024 AT 10.00 AM**

**NAME** \_\_\_\_\_

**CATEGORY No.** \_\_\_\_\_

**CATEGORY DESCRIPTION** \_\_\_\_\_

## INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Name of Contract: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

Contract No. REGISTRATION OF SUPPLIERS TENDER

NO: NG-CDFB. 2024/2025-2025/2026

1. The National Government Constituencies Development Fund Board (NG-CDFB), Headquarters, invites application for Registration of suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the years 2024 – 2025 and 2025 -2026/.
2. It is expected that the Invitation to Tender will be made on 20<sup>TH</sup> .09. 2024 Tendering will be conducted through procedures using a standardized tender document and will be open to all applicants who Register.
3. Qualified and interested applicants may obtain further information and inspect the Registration of Suppliers Document during office hours MONDAY TO FRIDAY BETWEEN 8 AM TO 5PM at the address given below.
4. Registration of Suppliers Document may be viewed and downloaded for free from the website ([www.tenders.go.ke](http://www.tenders.go.ke)) or [info@ngcdf.go.ke](mailto:info@ngcdf.go.ke) . Applicants who download the Registration of Suppliers Document must forward their particulars immediately to NG-CDFB WEBSITE AND PPIP WEBSITE to facilitate any further clarification or addendum.
5. Applications for Registration of Suppliers should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below **by 10 AM ON 4<sup>TH</sup> OF OCTOBER, 2024** .
6. Late applications are liable to be rejected.
7. Address where to submit Applications

**National Government Constituencies Development Fund Board**

Harambee Cooperative Plaza, 10<sup>th</sup> Floor

Junction of Haile Selassie Avenue

& Uhuru Highway P.O Box

46682-00100

Nairobi, Kenya

**Tel:** 020-2230019, 2230027, 2230032 | **Cell:** 0709894000

**Email:** [info@cdf.go.ke](mailto:info@cdf.go.ke)/[procurement@ngcdf.go.ke](mailto:procurement@ngcdf.go.ke) | **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke)



NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2024/20225 AND 2025/2026**

The National Government Constituencies Development Fund Board (NG-CDFB), Headquarters, invites application for Registration of suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the years 2024 – 2025 and 2025 -2026

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
NG-CDFB/01/2024 - 2026	Supply of General Stationery and Printing Services	Youth/Women/PWDs
NG-CDFB/02/2024 - 2026	Maintenance of Furniture and Fittings	Youth/Women/ PWDs
NG-CDFB/03/2024 - 2026	Supply of Desktop Computers, Laptop Computers, Printers, UPS, Cameras, TVs, Telephone headsets, other ICT consumables and accessories	Youth/Women/PWDs
NG-CDFB/04/2024 - 2026	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth/Women/PWDs
NG-CDFB/05/2024 - 2026	Supply and Delivery of Newspapers and Magazines	Youth/Women/PWDs
NG-CDFB/06/2024 - 2026	Supply and/or services for mobile device capability including wireless, USB modems, mobile phones, smart phones and tablet devices, provision of voice and data services using cellular networks	Open
NG-CDFB/07/2024 - 2026	Supply of Marketing and Promotional Materials	Open
NG-CDFB/08/2024 - 2026	Supply of Office Furniture and Curtains	Youth/Women/PWDs
NG-CDFB/09/ 2024 - 2026	Repair and Maintenance of Motor vehicles	Open
NG-CDFB/10/2024 - 2026	Repair and maintenance of computer equipment e.g. computers, laptops, printers, UPSs, Inverters and scanners	Open
NG-CDFB/11/2024 - 2026	Provision of Training Services	Open
NG-CDFB/12/2024 - 2026	Repair and Maintenance of Shows and Exhibition Stands	Open
NG-CDFB/13/2024 - 2026	Provision of Event Management and Road Show Services	Youth/Women/PWDs
NG-CDFB/14/2024 - 2026	Provision of Quantity Surveying and architectural Services	Open
NG-CDFB/15/2024 - 2026	Provision of Cleaning and fumigation Services	Youth/Women PWDs
NG-CDFB/16/2024 - 2026	Provision of Minor Construction Services	Open

NG-CDFB/17/2024 - 2026	Provision of Fixed Internet MPLS Mobile Internet and VOIP Services	Open
NG-CDFB/18/2024 - 2026	Provision of Research, Monitoring, Evaluation and Consultancy Services	Open
NG-CDFB/19/2024 - 2026	Provision of Legal Services	Open
NG-CDFB/20/2024 - 2026	Provision of Audit and Accounting Services	Open
NG-CDFB/21/2024 - 2026	Supply, delivery, installation, configuration and commissioning and maintenance of physical security solutions including access control & surveillance solutions	Open
NG-CDFB/22/2024 - 2026	Provision of Repair of Office Furniture, Safes, and Cabinets	Youth/Women/PWDs
NG-CDFB/23/2024 - 2026	Provision of Consultancy services for Public Communication, Advertising, Brand, Documentary Production, Media and Photography Services	Open
NG-CDFB/24/2024 - 2026	Supply of Electrical Items, Equipment and Accessories	Youth/Women/PWDs
NG-CDFB/25/2024 - 2026	Provision of data entry and analysis	Open
NG-CDFB/26/2024 - 2026	Provision of asset tagging Services	Open

**NOTE:**

Complete Tender Documents with detailed information may be obtained from National Government Constituencies Development Fund Board, Nairobi, procurement office, 10th floor, Harambee plaza, Uhuru Highway/Haile Selassie Avenue junction during working hours. Alternatively, tender documents may be downloaded from NG-CDFB website by visiting [www.ngcdf.go.ke](http://www.ngcdf.go.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)

Completed Tender documents in plain sealed envelopes, clearly marked with the requisite reference; REGISTRATION OF SUPPLIERS: TENDER NO: NG-CDFB CATEGORY NO. 2024/2025 -2025/2026 should be addressed to:-

The Chief Executive Officer  
National Government Constituencies  
Development Fund Board Harambee  
Sacco plaza, 10th floor P.O Box  
46682-00100 NAIROBI

Completed Tender Documents should be deposited in the Tender Box provided at the NG-CDFB reception area, so as to be received not later than 4<sup>th</sup> October, 2024 at 10.00am.

Applications will be opened immediately thereafter, at NG-CDF BOARD ROOM 10<sup>TH</sup> Floor, in the presence of bidders or their representative, who choose to attend

Late tender will be returned unopened.

CHIEF EXECUTIVE OFFICER, NG-CDF BOARD.

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD

**ELIGIBILITY/EVALUATION CRITERIA.**

**A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

No.	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	<b>Mandatory</b>
2.	Copy of Valid Tax Compliance Certificate	<b>Mandatory</b>
3.	Copy of Valid Single Business Permit from the County Government	<b>Mandatory</b>
4.	Evidence of physical registered office and address ( <i>Evidence required can be a copy of lease agreement or Title deeds or copy of electricity bill or water bill in the name of the company or the director of the company</i> ). <b>NOT APPLICABLE TO AGPO GROUP</b>	<b>Mandatory</b>
5.	Copy of Current CR 12 (recent 12 Months) for Limited companies only or Copies of Identification Documents (IDs) for Directors of sole Proprietorships.	<b>Mandatory</b>
6.	Duly filled, signed, and stamped Confidential Business Questionnaire	<b>Mandatory</b>
7.	Copy of valid AGPO certificates for applicants of the reserved categories	<b>Mandatory</b>
8.	The person/firm <b>MUST NOT</b> be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	<b>Mandatory</b>
9.	Give a statement that demonstrates an understanding of the category of interest	<b>Mandatory</b>
10.	Submit a duly filled, signed, and stamped <b>NOT APPLICABLE TO AGPO GROUP</b>	<b>Mandatory</b>
11.	Valid ICT Authority Accreditation certificate relevant to the category of application ( <i>for ICT related categories only</i> )	<b>Mandatory</b>
12.	Certificates From Affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/ specific to your line of business e.g. NCA, IATA, NITA, LSK etc	<b>Mandatory</b>

**Note:**

- Bidders must meet **ALL** the Mandatory Requirements to qualify for Registration except the categories reserved for AGPO. Pursuant to Reg.145 (3), all applicants in the categories reserved for AGPO shall be required to submit their Copy of Certificate of Registration/ Incorporation, Copy of PIN Registration Certificate, Copy of Valid Tax Compliance Certificate, Certificate from National Council for Persons with Disabilities and valid AGPO registration certificates and shall therefore be automatically included in the list of registered Suppliers.
- All bidders shall provide one document per category.
- Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.

## B. Technical Evaluation stage

No.	Requirements	Score
1	Audited accounts for at least two most recent financial years i.e. 2021/2022, 2022/2023 and for firms whose financial years run from July to June	30
2	Certified bank statements for the last 6 months (from February to August 2024)	20
3	Past Experience for last 3 years Form which Must be backed with at least 3 copies of LPOs/LSOs or signed contracts as evidence of having undertaken similar or related supplies.	30
4	Duly filled, signed, and stamped Sworn statement	10
5	Litigation History (Provide current sworn affidavit)	10
	<b>TOTAL</b>	<b>100</b>

The minimum pass mark to qualify for registration shall be **70**. Applicants who will not meet this minimum pass mark shall be disqualified at this stage

## SECTION 1:INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 The National Government Constituencies Development Fund Board (NG-CDFB), Headquarters, invites application for Registration of suppliers from interested eligible bidders for the supply of the under listed goods, works and services for the years 2024 – 2025 and 2025 - 2026 to perform the contract of provision of goods, services and works to the NG-CDF Board.

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

2.2.2 The document of the registration shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

### 2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday 4<sup>th</sup> October, 2024 at 10:00Am**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened. However, this exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the document of the registration duly marking the envelope as **ORIGINAL**. The envelope shall then be:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1,
- (c) The envelopes shall indicate the name and address of the applicant to enable the

application to be returned unopened if it is declared pursuant to Clause 2.3.1.

2.3.3 If the envelope is not sealed and marked as instructed above, NG-CDF Board will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity NG-CDF Board will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3.6 Bidders who will wish to apply more than one category, will be required to submit in separate envelopes.

## **2.4 Eligible Candidates**

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to NG-CDF Board so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to NG-CDF Board, as the NG-CDF Board shall reasonably request.

## **2.5 Qualification Criteria**

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers who wish to be registered for submission of tenders.

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

### **2.5.3 Experience**

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

#### **2.5.4 Personnel**

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated.

#### **Financial Condition**

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

#### **2.5.5 Confidential Business Questionnaire**

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

#### **2.5.6 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included

#### **2.5.7 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given

### **2.6 Cost of Application**

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and NG-CDF Board will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

### **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify NG-CDF Board in writing or by email at the NG-CDF Board email address indicated in the registration data.

2.7.2 NG-CDF Board will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the NG-CDF board's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

## **2.8 Amendment of Registration Documents**

2.8.1 At any time prior to the deadline for submission of applications, NG-CDF Board may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the NG-CDF Board.

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

## **2.9 Deadline for Submission of Registration Documents**

2.9.1 Applications must be received by NG-CDF Board at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 NG-CDF Board may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause

2.8 In which case all rights and obligations of NG-CDF Board and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

2.10.1 NG-CDF Board will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance. (This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)

2.10.2 NG-CDF Board shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

## **2.11 Process to be Confidential**

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any

effort by an applicant to influence NG-CDF Board's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting of the Institute**

2.12.1 To assist in the examination, evaluation, and comparison of applications, NG-CDF Board may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact NG-CDF Board on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of NG-CDF Board, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence NG-CDF Board in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, NG-CDF Board will determine whether each application has been properly signed and delivered pursuant to clause 2.3;

(a) is substantially responsive to the requirements of the registration documents; and

(b) provides any clarification and/or substantiation that NG-CDF Board may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one;

(a) Which limits in any substantial way, inconsistent with the registration documents, the NG-CDF Board's rights or the applicant obligations under the contract; or

(b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by NG-CDF Board and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 NG-CDF Board, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by NG-CDF Board within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time NG-CDF Board notifies qualified Applicants that their applications are responsive, NG-CDF Board shall notify the other Applicants whose applications are not responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 NG-CDF Board will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

## **2.16 NG-CDF Board's Right to accept any Application and to reject any or all Applications**

2.16.1 NG-CDF Board reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

**REGISTRATION SUBMISSION FORM**

Date \_\_\_\_\_

Registration No. \_\_\_\_\_

To:

**National Government Constituencies**

**Development Fund Board**

**P.O Box 46682 -00100 NAIROBI**

Gentlemen and/or Ladies:

Having examined the Registration documents... the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document.

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre- qualified firms.

Category applied for Registration Code No. \_\_\_\_\_

Subcategory Description \_\_\_\_\_

We understand that you are not bound to accept any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ [signature] \_\_\_\_\_ [in the capacity of]

Duly authorized to sign tender for an on behalf of *(Name of the firm)*

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#### 4.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the information 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.

1. Part 1 General:

Business Name

.....

.....

Postal Address

.....

.....

Tel. No.

Email.....

.....

AGPO Number.....

Nature of business

.....

...

Registration Certificate No.

.....

Maximum value of business which you can handle at any one-time Kshs.

.....

.....

Name of your bankers

.....

Branch

.....

.....

2. Part 2(a) – Sole Proprietor:

Your name in full

.....

Age

.....

.....

Nationality.....

.....

Country of origin

.....

Citizenship details.....

3. Party 2(b) – Partnership

Give details of partners as follows:

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

4. Part 2(c) – Registered Company:

Private or public

.....

State the nominal and issued capital of the company – Nominal

Kshs.....

Issued Kshs.....

Give details of all directors as follows:

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

Date.....Signature of Tenderer  
.....

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

**4.2 REGISTRATION DATA REGISTRATION OF SUPPLIERS' APPLICATION FORM**

I/We .....hereby apply for registration  
as a supplier(s)..... (*Name of Company/Firm*).....of..... (Subcategory  
Description).....(Sub-Category Code  
No.)..... Post Office Address  
.....Town.....  
Street .....Name of building  
..... Room/Office No.  
..... Floor No. ....  
Telephone Nos.  
.....  
..... Full Name of applicant  
.....

**Organization & Business Information (where applicable)**

Management Personnel .....

Chief Executive  
.....

Secretary  
.....

.....  
General Manager  
.....

Treasurer  
.....

.....

Other.....

.....

**Partnership (if applicable)**

Names of Partners .....

Business founded or incorporated

.....

Under present management since

.....

Net worth equivalent

Kshs.....

Bank reference and address

.....

Bonding company reference

address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

.....

.....

.....

State any technological innovations or specific attributes which distinguish you from your competitor:

.....

.....

.....

.....

.....

Indicate terms of trade/sale

.....

**4.3 SUPERVISORY**

Name

.....

Age .....

Academic

Qualification.....

Undergraduate.....

.....

Postgraduate.....

.....

Diploma.....

.....

Certificate

.....

.....

High

School.....

Professional Qualification

.....

.....

.....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

.....

.....

*(Attach copies of certificates of key personnel in the organization)*

**4.4 : STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST**

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use should you be awarded a contract. This should include all activities and processes you will engage in as well as equipment and personnel that will be involved so as to ensure timely delivery of the goods.

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.....

.....

.....

.....

.....

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.....

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.....

.....

**4.5 PAST EXPERIENCE**

**NAME OF FIVE CLIENTS**

1.1 Client (organization)

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 the existence of the contract)*

2.2 Client (organization)

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 the existence of the contract)*

3.3 Client (organization)

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*)

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**4.6 LITIGATION HISTORY**

**Name of Contract Supplier**

.....

.....

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>

**4.1 SWORN STATEMENT**

**SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS, SERVICES AND CONSULTANCIES**

NG-CDF Board intends to update its register for suppliers for various goods, works, and services for the financial years, 2024/2025 – 2025/2026. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works, and services they wish to be registered in.

Having studied the registration information for the above tender, I/we hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being registered I/we acknowledge that this will grant us the right to participate in due time in the submission of a tender or

quotation based on provisions in the tender or quotation documents to follow.

- c. We enclose all the required documents and information required for the registration evaluation.

Date .....

Applicant's Name / Company's Name .....

Represented by

.....

Signature & Stamp

.....

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

ID. Submission of Application

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