LAMU COUNTY

REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS

REFERENCE NUMBER: FOR THE PERIOD ENDING: 30TH JUNE 2027.

COMPANY NAME: .....

.....

CATEGORY NAME: .....

.....

CATEGORY DESCRIPTION: .....

.....

PLEASE INDICATE THE GROUP YOU BELONG TO BY TICKING (✓) THE APPROPRIATE BOX BELOW:

( ) GENERAL CITIZEN

( ) YOUTH

( ) WOMEN

( ) PERSONS LIVING WITH DISABILITY (PLWD)

INVITATION TO CONTINOUS REGISTRATION OF SUPPLIERS

DATE: 29TH APRIL 2025.

REFERENCE NO: IEBC/LAMU/CNTY/REG/01/2025-2027

DESCRIPTION: CONTINOUS REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS

The Commission hereby invites applications for continuous Registration of suppliers for the provision of goods, services and works for the period ending 30th June 2027.

Interested eligible suppliers within Lamu County are invited to apply for the continuous registration for various categories of interest as indicated below. Applicants are advised to indicate reference number for the category of goods or services they wish to supply or provide.

Interested applicants are requested to obtain/download Supplier Registration forms containing requirements for registration from our website www.iebc.or.ke free of charge.

Completed registration forms must bear respective registration reference number for the category of goods or services and written "Continuous Registration of Suppliers" – "Category Reference/Description" submitted on continuous basis and addressed to below address.

Office	**Address**
IEBC LAMU COUNTY	**THE COUNTY ELECTIONS MANAGER INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION LAMU COUNTY P.O.BOX 5-80502 MOKOWE.**

All candidates whose applications received will be subjected to evaluation as proof for eligibility and capability. Only candidates who will qualify under this continuous registration process will be included in the list of registered suppliers and will be invited to bid for various goods and services as and when required.

THE COUNTY ELECTIONS MANAGER

CATEGORIES OF GOODS, WORKS & SERVICES

Reference Number	Description	Category

IEBC/LAMU/CNTY/REG/01/2025-2027	Supply and delivery of General Office Stationery	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/02/2025-2027	Supply and Delivery of Assorted Office Furniture, Furnishings and Fittings	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/03/2025-2027	Supply and Delivery of ICT Hardware and Allied Accessories	Open to all
IEBC/LAMU/CNTY/REG/04/2025-2027	Supply and Delivery of Computer, Photocopier, Printers and Consumables	Open to all
IEBC/LAMU/CNTY/REG/05/2025-2027	Provision of Transport Services(Taxi, Car Hire, Buses, Trucks)	Open to all
IEBC/LAMU/CNTY/REG/06/2025-2027	Supply and Delivery of Motor Vehicle Tires, Tubes and Batteries	Open to all
IEBC/LAMU/CNTY/REG/07/2025-2027	Provision of Outside Catering Services including provision of Tents, Chairs, Tables, Podium and PA systems	Open to all
IEBC/LAMU/CNTY/REG/08/2025-2027	Supply and Delivery of Airtime	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/09/2025-2027	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	Open to all
IEBC/LAMU/CNTY/REG/10/2025-2027	Provision of Hotels, Conference Facilities and Accommodation Services	Open to all
IEBC/LAMU/CNTY/REG/11/2025-2027	Provision for Hire of Training Venue, Halls and Storage Space	Open to all
IEBC/LAMU/CNTY/REG/12/2025-2027	Supply of Newspapers and Periodicals	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/13/2025-2027	Supply and Delivery of PPEs and Sanitary Materials	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/14/2025-2027	Provision of Cleaning and Fumigation Services	Open to all
IEBC/LAMU/CNTY/REG/15/2025-2027	Supply and Delivery of Mineral Drinking Water and Water Dispensers	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/16/2025-2027	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/17/2025-2027	Provision of Generator Installation and Maintenance Services.	Open to all
IEBC/LAMU/CNTY/REG/18/2025-2027	Provision of Building and Construction Services Including Repair, Partitioning & Renovations	Open to all
IEBC/LAMU/CNTY/REG/19/2025-2027	Provision of Repairs and Servicing of Motor Vehicles (Approved Dealers/Garages Appointed by Ministry of Transport and Infrastructure Only)	Open to all
IEBC/LAMU/CNTY/REG/20/2025-2027	Provision of Road Show Services During Elections	Youth,Women&PLWD

IEBC/LAMU/CNTY/REG/21/2025-2027	Provision of Local Based Radio and Television Services	Open to all
IEBC/LAMU/CNTY/REG/22/2025-2027	Supply and Installation of Window Curtains and Interior Design.	Open to all

IEBC/LAMU/CNTY/REG/23/2025-2027	Installation and Servicing of CCTV Systems, and Supply of CCTV Equipment	Open to all
IEBC/LAMU/CNTY/REG/24/2025-2027	Supply and Installations of Firefighting Equipment and Provision of Fire Fighting Equipment Maintenance Services	Open to all
IEBC/LAMU/CNTY/REG/25/2025-2027	Provision of Branding Services, Signage and Exhibitions	Youth,Women&PLWD
IEBC/LAMU/CNTY/REG/26/2025-2027	Provision of Repair and Maintenance of Computers,Printers,Photocopier and Allied ICT hardware	Open to all
IEBC/LAMU/CNTY/REG/27/2025-2027	Provision of Event Organization and Decoration Services	Youth,Women&PLWD

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 Independent Electoral & Boundaries Commission, Lamu County would like to invite applications for the Registration of suppliers for the provision of goods, Works and services for the period 30th June 2027. Interested eligible suppliers are invited to apply.

2.2 FORMAT AND SIGNING OF APPLICATIONS

2.2.1 The applicants 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". In addition, the applicant shall submit one copy of the same Registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the Registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) 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.

2.2.3 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 document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **13TH MAY, 2025 at 11.00 a.m.** Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the Registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelope shall:

2.3.1.1 Be addressed and delivered to the respective locations at the address provided in the invitation for Registration and the Registration advertisement.

2.3.1.2 Bear the name and identification number of the Registration document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, Independent Electoral and Boundaries Commission will assume no responsibility for the misplacement or Opening of the Registration document. If the outer envelope discloses the Candidate's identity the Procuring Entity 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's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 ELIGIBLE CANDIDATES

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Head of Procurement, Independent Electoral and Boundaries Commission so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for registration - Form I

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity 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 I, II, III, IV, V, VI, VII, VIII and Declarations are to be completed by prospective suppliers who wish to be registered for submission of tender for the specific tender.

2.5.2 The registration application Forms I, II, III, IV, V, VI, VII, VIII and Declarations which will not be 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

Prospective bidders for open citizen shall demonstrate experience in the supply of goods, works and services and allied items.

Prospective suppliers require special experience and capability to organize supply and delivery of services at short notice.

2.5.4 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in Form III

2.5.5 Financial Condition The Supplier's financial condition will be determined by latest financial statement submitted with the

Registration documents as well as letters of reference from their bankers regarding suppliers' credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

2.5.6 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders or contract and now in progress. Data to be filled/provided on Form IV However, potential bidders should provide evidence of financial capability to execute the contract.

2.5.7 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form I

2.5.8 Past Performance

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

2.5.9 Litigation History and Sworn Statement

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

2.5.10 Registration of Disadvantaged Groups

Applicants that fall under special groups must fill all the required information on Form VII provided.

2.5.11 Self Declaration Forms

All applicants must fill Form VIII declaring that they have not been debarred from participating in procurement proceeding under Part IV of the Act

2.6 COST OF APPLICATION

2.6.1 The applicant shall bear all costs associated with the preparation and submission of its tender and the Procuring Entity 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 the Procuring Entity in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Procuring Entity's mailing address indicated in the Registration data.

2.7.2 The Procuring Entity will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring Entity'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 purchased the Registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

2.8.1 At any time prior to the deadline for submission of applications, the Procuring Entity 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 cable to all purchasers of the Registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Procuring Entity.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Procuring Entity 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 the Procuring Entity at the address specified in Sub- Clause 2.10.1, no later than the time and date stipulated in the notice for prequalification.

2.9.2 The Procuring Entity may, at his 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 the Procuring Entity 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 The Procuring Entity 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.

2.10.2 The Procuring Entity 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.

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 the Procuring Entity's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY

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

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Procuring Entity on any matter relating to its application from the time of the opening to the time the Registration list is approved. If the applicant wishes to bring additional information to the notice of the Procuring Entity, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Procuring Entity in the Procuring Entity's Registration evaluation, Registration comparison 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, the Procuring Entity will determine whether each application:

(a) Has been properly signed and delivered pursuant to clause 2.3;
(b) Is substantially responsive to the requirements of the registration documents; and

(c) Provides any clarification and/or substantiation that the Procuring Entity 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 Procuring Entity's rights or the applicant's 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 the Procuring Entity and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The Procuring Entity will, prior to the approval of the Registration may confirm the qualification of each applicant who shall have passed the preliminary (mandatory) stage in 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 the Commission within thirty (30) days from the date of opening of Registration documents.

2.14.2 At the same time the Procuring Entity notifies qualified Applicants that their applications are responsive, the Procuring Entity shall notify the other Applicants whose applications are not responsive.

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

2.15.1 The Procuring Entity will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13. Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 PROCURING ENTITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Procuring Entity 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 or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Procuring Entity's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to expiration of the period of Registration validity prescribed by the Procuring Entity, the Procuring Entity will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL

2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their Registration to the Procuring Entity.

SECTION 3: APPENDIX TO INSTRUCTIONS TO CANDIDATES

(This Appendix forms part of the Registration document)

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	**INSTRUCTIONS TO CANDIDATES**
2.3.2	Candidates shall submit only ONE ORIGINAL Registration document in the categories they wish to be registered

Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:

EVALUATION CRITERIA I – For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	**MANDATORY REQUIREMENTS**
	CATEGORIES UNDER SPECTIAL GROUPS SHALL NOT BE SUBJECTED TO EVALUATION CRITERIA. ONLY COMPANY REGISTRATION CERTIFICATE, VALID AGPO CERTIFICATE AND COMPANY PROFILE TO BE ATTACHED

EVALUATION CRITERIA II – General Citizen

B.	**MANDATORY REQUIREMENTS**	**COMPLIANCE (YES/NO)**
1	Copy of Valid Certificate of Incorporation/Business Registration	

C.	GENERAL REQUIREMENTS	Provided /Not Provided
1	Physical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for	
2.	Business Ownership: - Company/Business Profile - Disclosure of Directors/Partners /Sole Proprietor	
3.	Experience: Indicate having undertaken similar assignment with at least 3 entities **(Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)**	
	REMARKS	
2	Copy of Company Personal Identification Number (PIN)	
3	Certificate or Personal PIN for Business names	
4	Copy of Valid Tax Compliance Certificate	
5	Copy of Current Business Permit/License	
6.	Duly completed forms Duly completed forms I, II, III, IV, V, VI, VII, & VIII	
7.	All Pages of the tender document/ attachment must be serialized	

NB: Bidders must meet all the mandatory requirements to qualify for registration. SECTION 4: FORMS

FORM I: 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.....

Email ……Room No. ……..

Nature of Business ……

Registration Certificate No. ……..

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

Name of your bankers …… Branch ……

Part 2 (a) – Sole Proprietor

Your name in full …….. Age ……Nationality ……

Country of origin……..… Citizenship details…..…….……

Part 2 (b) Partnership Given details of partners as follows:

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

Part 2 (c) – Registered Company 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.	……...……			

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

FORM II: REGISTRATION DATA FOR REGISTRATION OF SUPPLIERS APPLICATION FORM FOR BUSINESS CONTACT INFORNMATION

1/we …… hereby apply for registration as supplier(s) of……...
(Category No)…….……... Post Office Address…… Town……..……
Street…… Name of building……..……...
Room/Office No. ……. Floor No. ……. Telephone Nos…….
Full Name of applicant…….……
Other branches location……

Organization & Business Information

Management Personnel……..……
Chief Executive ……..……
Secretary……..……..
General Manager …….…….
Treasurer…….……...
Other……..……

Partnership (if applicable)
Names of Partners

3. Business founded or incorporated …….……
4. Under present management since ……..……
5. Net worth equivalent Kshs……...……
6. Bank reference and address……..……
7. Bonding company reference Address……..……
8. Enclose copy of organization chart of the firm indicating the main fields of activities
   ……
9. State any technological innovations or specific attributes which distinguish you from your Competitors
   ….……
10. Indicate terms of trade/sale…….

FORM III: SUPERVISORY PERSONNEL

Name……

Age…….

Academic Qualification

Undergraduate……

Post graduate……...

Diploma……...

Certificate……

High School……

Professional Qualification……..

…….……..

FORM IV: FINANCIAL POSITION AND TERMS OF TRADE

N/A

FORM V: PAST EXPERIENCE CLIENTS REFERENCE

1. 1st Client

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)…….……..

2. 2nd Client

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)…….……..

3. 3rd Client

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)…….……..

4. 4th Client

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)…….……..

5. 5th Client

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 documental evidence)

FORM VI: ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?
   .....
   .....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	**Award FOR or AGAINST Applicant**	**Name of Client, cause of litigation, and matter in dispute**	**Disputed amount**

The Commission will examine the tenders to determine completeness and responsiveness.

Official Stamp ……Sign…….

For Official Use Only

(The Evaluation Team will make comments below based on the findings about the tenderer)

_____

_____

APPROVAL

Having reviewed the above registration documents, I hereby (Approve / Not Approve) the aforementioned tenderer to be included in the Supplier registration list for the category applied for;

Signature: ……Date: …….

Head of Supply Chain Management

FORM VII: 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)	

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

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

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
MANUFUCTURING	SERVICES	ICT
CONSTRUCTION	OTHERS (SPECIFY)	

Title: ……..……

Signature: …….. Date…… **FORM VIII: SELF DECLARATION FORMS**

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

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

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

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

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

…… ..……. …….
(Title) (Signature) (Date)

Bidder Official Stamp:

DECLARATIONS

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Commission employee.

Do you have a relationship with any Commission employee that would cause conflict of interest?

.....

.....

I…….. Declare, for and On behalf of ..... (Company/firm)

That all the information furnished to IEBC in connection with this registration is true and accurate in all material respect. IEBC is hereby authorized to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm /company.

Information submitted by……..

Title…… Signature……..……

Stamp……

SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:
The information furnished in our application is accurate to the best of our knowledge. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.

We enclose all the required documents and information required for the Registration evaluation.

We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that IEBC is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the IEBC

Applicant's Name…….

Signature……

Date……..