REPUBLIC OF KENYA

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING JUNE 30TH, 2027

REF: IEBC/SYA/REG/01/2025-2027

Company Name……..

Category No……

Category Description……..……

Group: Tick as Appropriate (√)

General Citizen……...

Women…….

Youth…….....

Persons with Disabilities…….

The Independent Electoral and Boundaries Commission (IEBC)
Siaya County
P.O. Box 430 - 40600
Siaya
Website: www.iebc.or.ke

CLOSING DATE: Friday 4TH JULY, 2025 AT 11.00AM EAST AFRICAN TIME

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I. INVITATION TO REGISTRATION OF SUPPLIERS

20TH JUNE, 2025

REF: IEBC/SYA/REG/01/2025-2027

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

1.1 Independent Electoral & Boundaries Commission (IEBC) Siaya County hereby invites applications for Registration of suppliers for the provision of goods, services and works for the period ending June 30th, 2027.

1.2 Interested eligible suppliers are invited to apply for the 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.

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

1.4 Completed registration forms must bear respective registration reference number for the category of goods or services and written "**Registration of Suppliers**" addressed to below address.

The County Elections Manager- Siaya
Independent Electoral and Boundaries Commission,
County Commissioners Buildings
P. O. Box 430-40600, Siaya

so as to be received on or before **Friday 4th JULY, 2025 at 11.00AM**. Late applications will not be accepted.

1.5 Applications/tenders will be opened immediately thereafter in the presence of the bidders or their representatives who may wish to attend.

1.6 Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

COUNTY ELECTIONS MANAGER-SIAYA

CATEGORIES OF GOODS, WORKS & SERVICES

Reference Number	Description	Eligibility
IEBC/SYA/REG/01/2025	Supply of General Office Stationery	Open to all
IEBC/SYA/REG/02/2025	Supply of Assorted Office Furniture, Furnishings and Fittings	Open to all
IEBC/SYA/REG/03/2025	Supply of ICT Hardware and Allied Accessories	Open to all
IEBC/SYA/REG/04/2025	Supply of Computer, Photocopier, Printers and Consumables	Open to all
IEBC/SYA/REG/05/2025	Supply of Motor Vehicle Tyres, Tubes & Batteries	Open to all
IEBC/SYA/REG/06/2025	Supply of Hardware and Electrical Items	Open to all
IEBC/SYA/REG/07/2025	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	Open to all
IEBC/SYA/REG/08/2025	Supply and Delivery of Airtime	Youth, Women and PLWD
IEBC/SYA/REG/9/2025	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth, Women and PLWD
IEBC/SYA/REG/10/2025	Provision Public relation/Advertising services (Printing of Corporate Newsletters, Calendars, Diaries, Christmas cards, Brochures, Newsletters, Booklets, Annual Reports and Promotional and Branded materials	Youth, Women and PLWD
IEBC/SYA/REG/11/2025	Supply, Installation and Maintenance of Printers, Photocopiers and UPS	Open to all
IEBC/SYA/REG/12/2025	Repair and Servicing of Motor Vehicles (Approved Dealers/Garages Appointed by the Ministry of Transport and Infrastructure only)	Open to all
IEBC/SYA/REG/13/2025	Provision of Hotels, Conference Facilities and Accommodation Services	Open to all
IEBC/SYA/REG/14/2025	Provision of Transport Services (Taxi, Car Hire, Buses, Trucks)	Open to all
IEBC/SYA/REG/15/2025	Provision of Building and Construction Services	Open to all
IEBC/SYA/REG/16/2025	Provision Outside Catering Services including provision of Tents, Chairs, Tables, Podium and PA systems	Open to all
IEBC/SYA/REG/17/2025	Provision of Event Organization and management Services, Chairs, Tents, Stage Assembly, Hire of Public Address Systems, Entertainment (DJ's, Bands, Dancers, Musicians MC's) and Related Services	Youth, Women and PLWD
IEBC/SYA/REG/18/2025	Provision of Office Repair and Maintenance Services (Electronic Equipment Appliances, Plumping, Furniture and Fixtures	Youth, Women and PLWD
IEBC/SYA/REG/19/2025	Supply of Newspapers and Periodicals	Youth, Women and PLWD

IEBC/SYA/REG/20/2025	Supply of Mineral Drinking Water and Water Dispensers	Youth, Women and PLWD
IEBC/SYA/REG/21/2025	Supply and Maintenance of Fire Fighting Equipment, Alarm and Suppression Systems	Open to all
IEBC/SYA/REG/22/2025	Provision of Cleaning, Sanitary bins and fumigation services.	Youth, Women and PLWD
IEBC/SYA/REG/23/2025	Provision of Building Maintenance, Repair, Partitioning and Renovation Services	Open to all

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 Independent Electoral & Boundaries Commission (IEBC) Siaya County would like to invite applications for the Registration of suppliers for the provision of goods, Works and services for the period ending 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 as per the invitation to tender. 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 1 – For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Copy of Certificate of Incorporation/Business Registration	
A2	Copy of Valid Certificate of Registration of Access to Government Procurement Opportunities for youth, women & PWD owned enterprises issued by the National Treasury	
A3	Valid Tax Compliance/ Exemption Certificate	
A4	PIN Certificate	
A5	Copy of Valid Single Business Permit	
A6	Business/Company profile	
	REMARKS	

EVALUATION CRITERIA II – General Citizen

B.	**MANDATORY REQUIREMENTS**	**COMPLIANCE (YES/NO)**
B1 B2 B3 B4 B5 B6	Copy of Valid Certificate of Incorporation/Business Registration Copy of CR12 for limited company issued in the las 6 months from the date of tender closing and I.D copies for the directors in case of a sole proprietor &partnership companies Copy of Company Personal Identification Number (PIN) certificate or Personal PIN for Business names Copy of Valid Tax Compliance Certificate Copy of Current Business Permit/License Physical location of business premises (**See business questionnaire**) Fulfillment of Special condition relevant to the category applied for	
C.	**GENERAL REQUIREMENTS**	**Provided /Not Provided**
C1.	**Supplier Availability:** Postal Address…….. Telephone Number ……. Fax Number …… Website …….. Email Address……	
C2.	**Business Ownership:** -Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	
C3.	**Experience** Proof of having undertaken similar assignment; (attach LPO/LSOs, Award Letter, Completion Certificate, contract or Recommendation Letter.	
	REMARKS	

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 .....E

mail …….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 REGISTRATION OF SUPPLIERS

APPLICATION FORM BUSINESS CONTACT INFORNMATION

1/We …… hereby apply for registration as supplier(s) of……

……..……
(Sub 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

REQUIREMENTS	**Remarks**
State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services	

FORM V: PAST EXPERIENCE CLIENTS REFERENCE

1. Name of 1st 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)
……..

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)
……..

Name of 3RD Client (Organization)

ii) 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. Name of 4th 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) ……

5 Name of 5th 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)

……..

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…….

<u>For Official Use Only</u>

(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:** …….

Supply Chain Management Office

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)	
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
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-Siaya County 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

Date……..

Applicant's Name…….

Signature……..