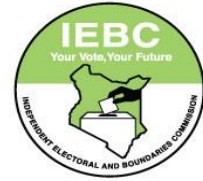


**INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION**



**REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES  
AND WORKS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2020**

**TENDER NO. IEBC/01/2018**

**CLOSING DATE: FRIDAY,  
24<sup>TH</sup> AUGUST, 2018 AT 11.00 A.M.**

# INSTRUCTIONS TO TENDERERS

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## INVITATION FOR REGISTRATION OF QUALIFICATION

Friday 10<sup>th</sup> August 2018

**TENDER REF: IEBC/01/2018-2020:**

**TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD ENDING 30<sup>TH</sup> JUNE 2020.**

The Commission hereby invites applications for Registration of suppliers for the provision of goods and services for the period ending 30<sup>th</sup> June 2020.

Interested eligible suppliers are invited to apply indicating the tender reference number for the-category of goods or services they wish to supply/ provide services.

Interested applicants may obtain further information and inspect Registration documents from Procurement Office, Independent Electoral and Boundaries Commission **Headquarters**, 5<sup>th</sup> Floor, University Way, Anniversary way, during normal working hours.

Interested applicants are requested to obtain Registration document upon payment of **refundable fee of Kenya Shilling One Thousand) Only. Suppliers are advised to inspect and collect the tender document from ROOM 503 in 5<sup>th</sup> Floor at Anniversary Towers** or download from our website [www.iebc.or.ke](http://www.iebc.or.ke) free of charge.

Completed registration documents must be submitted in enclosed plain sealed envelopes, clearly marked with the **Tender number** and written **“Registration of Suppliers” – “Category Reference/Description”** using the address in table below and be deposited in the tender box situated in 5<sup>TH</sup> floor reception Anniversary Towers, so as to be received on or before **Friday, 24<sup>th</sup> August, 2018 at 11.00 a.m.**

Office	Address
IEBC Headquarters	The Commission Secretary Independent Electoral and Boundaries Commission <b>Headquarters</b> , 5 <sup>th</sup> Floor, Anniversary Towers, University Way. P. O. Box 45371-00100,Nairobi

**Youth, Women and Persons living with Disability who have been dully registered with the National Treasury (Directorate of Procurement) are encouraged to apply for the categories specified in the Registration document.**

Registration documents shall be opened immediately thereafter in the presence of the prospective bidder(s)/ representative (s) who choose to attend at IEBC Headquarters Offices, 21<sup>st</sup> Floor Boardroom.

All candidates whose applications will have been received before the closing date and time will be notified in due course, of the results of their applications. Only candidates who qualified under this registration process will be invited to bid for various goods and services as and when required.

**Ag. CHIEF EXECUTIVE OFFICER/COMMISSION SECRETARY**

<b>CATEGORY A – SUPPLY OF GOODS</b>		<b>CATEGORY</b>
IEBC/PROC/G1	Supply of General Office Stationery	Open to all
IEBC/PROC/G2	Supply of Assorted Office Furniture, Furnishings and Fittings	Open to all
IEBC/PROC/G3	Supply of ICT Hardware and Allied Accessories	Open to all
IEBC/PROC/G4	Supply of Computer, Photocopier, Printers and Consumables	Open to all
IEBC/PROC/G5	Provision Computer Software leasing, software development, testing and certification services.	Open to all
IEBC/PROC/G6	Supply of Telecommunication Equipment, Spares and Accessories	Open to all
IEBC/PROC/G7	Supply of Motor Vehicle Tyres, Tubes & Batteries	Open to all
IEBC/PROC/G8	Supply of Hardware and Electrical Items	Open to all
IEBC/PROC/G9	Supply and Delivery of Petrol, Oils, Lubricants and Fuel Cards	Open to all
IEBC/PROC/G10	Supply and Delivery of Airtime	Youth, Women and PLWD
<b>CATEGORY B – PROVISION OF SERVICES</b>		
IEBC/PROC/S1	Provision of Domain registration /renewal, Website hosting, cloud Services including secure socket layer licence (SSL) Certificates services	Open to all
IEBC/PROC/S2	Supply, Installation and Maintenance of ICT security solutions	Open to all
	Provision of Data Centre co-location facility	Open to all
IEBC/PROC/S3	Supply, Installation and Maintenance of Network Equipment Local Area networks.	Open to all
IEBC/PROC/S4	Provision of Air ticketing Services (IATA and KATA Registered Firms)	Open to all
IEBC/PROC/S5	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth, Women and PLWD
IEBC/PROC/S6	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/PROC/S7	Printing of Promotional items T-shirts, Banners, Teardrops and Caps	Youth, Women and PLWD
IEBC/PROC/S8	Provision of Design of printed materials	Youth, Women and PLWD
IEBC/PROC/S9	Supply , Installation and Maintenance of Desktops Computers, Laptop Computers, and UPS	Open to all
IEBC/PROC/S10	Supply , Installation and Maintenance of Data Centre infrastructure	Open to all
IEBC/PROC/S11	Supply , Installation and Maintenance of Printers, Photocopiers and UPS	Open to all

IEBC/PROC/S12	Supply , Installation and Maintenance of servers, storage and Data Centre Infrastructure	Open to all
IEBC/PROC/S13	Hire of Bulk Photocopying/Printing/Scanning Machines	Open to all
IEBC/PROC/S14	Repair and Servicing of Motor Vehicles (Approved Dealers/Garages by Ministry of Transport and Infrastructure) only	Open to all
IEBC/PROC/S15	Provision of Hotels, Conference Facilities and Accommodation Services	Open to all
IEBC/PROC/S16	Provision of Transport Services (Taxi, Car Hire, Buses, Trucks )	Open to all
IEBC/PROC/S17	Provision of Forklift, Cranes Repairs and Services	Open to all
IEBC/PROC/S18	Hire of Lifting Equipment (Forklifts, Cranes )	Open to all
IEBC/PROC/S19	Provision of Courier and Mail delivery services	Open to all
IEBC/PROC/S20	Repair and Maintenance of Cooling and Air-conditioning equipment	Open to all
IEBC/PROC/S21	Provision of IEBC Assets Branding and Coding Services	Youth, Women and PLWD
IEBC/PROC/S22	Provision of Property Valuation Services	Open to all
IEBC/PROC/S23	Provision of Building and Construction Services Including Repair, Partitioning & Renovations	Youth, Women and PLWD
IEBC/PROC/S24	Provision of Road Show Services During Elections	Youth, Women and PLWD
IEBC/PROC/S25	Provision of Sign Language/ Interpretation Services	Open to all
IEBC/PROC/S26	Provision of Guarding and Security Services	Open to all
IEBC/PROC/S27	Provision of Auctioneering Services	Open to all
IEBC/PROC/S28	Provision of Clearing and Forwarding Services	Open to all
IEBC/PROC/S29	Creative Design, Animation and Illustration Services	Youth, Women and PLWD
IEBC/PROC/S30	Provision of Geographical Information System (GIS)/ Survey Services	Open to all
IEBC/PROC/S31	Supply of Flowers, Indoor Plants and Decorations	Youth, Women and PLWD
IEBC/PROC/S32	Provision Outside Catering Services including provision of Tents, Chairs, Tables, Podium and PA systems	Youth, Women and PLWD
IEBC/PROC/S33	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/PROC/S34	Provision of Office Repair and Maintenance Services (Electronic Equipment Appliances, Plumping, Furniture and Fixtures	Youth, Women and PLWD
IEBC/PROC/S35	Supply of Newspapers and Periodicals	Youth, Women and PLWD

IEBC/PROC/S36	Supply of Mineral Drinking Water and Water Dispensers	Youth, Women and PLWD
IEBC/PROC/S37	Supply and Maintenance of Fire Fighting Equipment, Alarm and Suppression Systems	Open to all
IEBC/PROC/S38	Provision of Cleaning, Sanitary bins and fumigation services.	Youth, Women and PLWD
IEBC/PROC/C39	Provision of legal Services	Open to all
<b>CATEGORY C - PROVISION OF CONSULTANCY SERVICES</b>		
IEBC/PROC/C1	Provision of Human Resource Consultancy/Training	Open to all
IEBC/PROC/C2	Provision of Public Relations, Media Management, and Editorial Services	Open to all
IEBC/PROC/C3	Provision of Research, Monitoring and Evaluation and Strategic Plan Preparation Services	Open to all
IEBC/PROC/C4	Provision of ICT Quality Assurance Consultancy Services	Open to all
IEBC/PROC/C5	Provision of Risk Management and Framework Services	Open to all
IEBC/PROC/C6	Provision of Financial Consultancy Services (Accountancy, Taxation, Audit and Risk Management)	Open to all
IEBC/PROC/C7	Provision of legal Consultancy Services	Open to all

## **SECTION 2: INSTRUCTIONS TO CANDIDATES**

### **2.1 INTRODUCTION**

- 2.1.1 Independent Electoral & Boundaries Commission (IEBC) would like to invite applications for the Registration of suppliers for the provision of goods, Works and services for the period ending 30<sup>th</sup> June 2020. Interested eligible suppliers are invited to apply.

### **2.2. FORMAT AND SIGNING OF APPLICATIONS**

- 2.2.1 The applicants shall prepare one original documents 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.

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**

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 **Friday, 24<sup>th</sup> August, 2018 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:

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

(b) 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 premat 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 PQ-1.

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, PQ-1, PQ-2, PQ-3, PQ4, and PQ-5, 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 PQ-1, PQ2, PQ-3, PQ-4 and PQ-5 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:**
- (a) Prospective bidders shall have at least 3 (three) years' experience in the supply of goods, works and services and allied items. The potential supplier should show competence, willingness and capacity to service the contract.
  - (b) 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 PQ-2.
- 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 PQ-3. 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 PQ -4.

**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 PQ-5.

**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.

**2.6 COST OF APPLICATION**

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 pre-qualification.
- 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.

2.15.2 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.

## 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 <b>ONE ORIGINAL</b> 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:-

### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Certified copy of certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate ( will be confirmed online with KRA TCC Checker)	Mandatory
3	Transport Hire firms must attach evidence of having taken all the Insurance covers.	Mandatory
4	Certified copy of valid single business permit related to the business from County Municipal Council	Mandatory
5	Physical registered office address, Mobile Number and e-mail	Mandatory
6	Air Travel firms must be registered with IATA and any other relevant bodies (Attach Evidence)	Mandatory
7	Certified copy AGPO certificate from the National Treasury ( For Disadvantaged Group: Youth, Women and Persons with	Mandatory
8.	Duly filled forms- ,PQ1,PQ2,PQ3 PQ 4 and PQ 5	Mandatory
9.	All the pages of the tender document/attachments must be serialized	Mandatory

**Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage.**

**B: TECHNICAL EVALUATION (MANDATORY) OTHER REQUIREMENTS**

	<b>Requirements</b>	<b>Score</b>
1	Duly filled registration Data (Form PQ-1)	Mandatory
2	Firm's audited accounts or Bank Statements for previous one year.(attach proof) <b>For Youth, Women and Persons Living with disability to provide a Letter of Reference from the bank.</b>	Mandatory
3	State Duly filled and signed Confidential Business	Mandatory
4	State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard	Mandatory
5	Experience of the firm or the No of years the firm has been in existence. ( <i>Provide Documentary Evidence</i> )	Mandatory
6	Provide names of at least five clients that the firm has done business within the last three years – At least three <b><i>Recommendation Letters Must be Provided</i></b>	Mandatory

**Applicants must meet all the above requirements to qualify for Registration.**

**FORM PQ-1 - REGISTRATION DATA**  
**REGISTRATION OF SUPPLIERS**  
**APPLICATION FORM**  
**BUSINESS CONTACT INFORMATION**

I/We ..... hereby apply for registration  
as supplier(s) (*Name of Company/Firm*)

**of.....**  
**(Item Description)**

.....  
(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  
.....

**PQ-2 SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification.....

.....

**PQ-3- FINANCIAL POSITION AND TERMS OF TRADE**

<b>REQUIREMENTS</b>	<b>Remarks</b>
Attach a copy of firm's audited accounts or Bank Statements for previous one year. <b>For Youth, Women and Persons living with disability to provide a Letter of Reference from the bank</b>	
State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services)	

**PQ-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I 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 I- General:*

Business Name .....  
Location of business premises.....  
Plot No. ....  
Street/Road.....  
Postal Address.....  
Tel. No.....  
Nature of business.....  
Current Trade Licence. No.....  
Expiring date.....  
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:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**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/Shareholders as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

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

**NOTE: Attach copies of Directors’ identity cards / passports**

**FORM PQ-5-PAST EXPERIENCE**  
**NAME OF AT LEAST**  
**FIVE CLIENTS**

1. Name of 1<sup>st</sup> 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 2<sup>nd</sup> 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)  
.....
  
3. Name of 3<sup>rd</sup> 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)  
.....

4. Name of 4<sup>th</sup> 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 5<sup>th</sup> Client (organization)
- i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of Contact Person at the client (organization) .....
  - IV } Telephone No. of Client .....
  - V) Value of Contract .....
  - Vi) Duration of Contract (date) .....

**(Attach documental evidence)**