

COUNTY ASSEMBLY OF KITUI

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Clerk's Office,
Kitui County Assembly,
P.O. Box 694-90200,

OFFICE OF THE CLERK

TENDER NO: CAKITUI/REG 01/2021-2022

**REGISTRATION OF SUPPLIERS /CONTRACTORS/CONSULTANTS FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY
FOR FINANCIAL YEARS 2021/2022-2022/2023**

NAME OF THE FIRM:

CATEGORY NO:

ITEM DESCRIPTION:

TARGET GROUP:

CLOSING DATE: THURSDAY 2ND SEPTEMBER 2021

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COUNTY ASSEMBLY OF KITUI



TENDER NOTICE

INVITATION FOR REGISTRATION OF SUPPLIERS FOR FY 2021-2023

The County Assembly of Kitui invites applications from interested and eligible Bidders for Tenders and Registration of suppliers, consultants and contractors for use on 'as and when required basis' in the Financial Years 2021/2022 and 2022/2023 ending on 30th June 2023 in the following listed categories: -

I	TENDERS: REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/PROVISION OF GOODS, WORKS, AND SERVICE		
NO	TENDER CATEGORY DESCRIPTION		ELIGIBILITY
A	CATEGORY A: GOODS		
1)	A1	Supply and Delivery of General Office Supplies	Open to all
2)	A2	Supply and Delivery of Computer, Laptops, Printers, Tablets, photocopiers and related ICT Equipment, Accessories and Software	Open to all
3)	A3	Supply, delivery of Branded Promotional Materials such as; T-shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Flyers, Flexes etc. including provision of creative design and printing services	Open to all
4)	A4	Supply and Delivery of General Office Furniture and Fittings	Open to all
5)	A5	Supply and Delivery of Audio Equipment, Public Address System, related equipment such as Microphone, Recorders, Control Units, General Broadcast Materials, etc. including support and maintenance services of the equipment	Open to all
6)	A6	Supply and Fitting of Motor Vehicle Spare Tyres, Tubes, Batteries, Tyres Repairs, Wheel Alignment and Balancing	Open to all
7)	A7	Supply and Delivery of Ceremonial/ Corporate Uniforms, Outfits, Footwear etc.	Open to all
8)	A8	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
9)	A9	Supply and Delivery and installation of computer software, software development customization and support services	Open to all
10)	A10	Supply and delivery of Electrical items and related accessories	Open to all

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11)	A11	Supply and delivery of building/hardware materials and related Equipment	Open to all
12)	A12	Supply and delivery of kitchenware items	Open to all
B CATEGORY B: SERVICES AND CONSULTANCY			
14)	B2	Provision of Vehicle Transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Kitui, Mwingi, Machakos, etc.	Open to all
15)	B3	Hire of Tents and Chairs, Tables, related accessories and equipment, drappings, decorations and event management and outside catering services	Open to all
16)	B4	Provision of Newspaper advertising and media house services	Open to all
17)	B5	Hire of Audio Equipment, Public Address System and related Equipment	Open to all
18)	B6	Provision of photography and video coverage services	Open to all
19)	B7	Provision of creative designs and printing services i.e. Brochures, flyers, banners, flexes etc.	Open to all
20)	B8	Provision of Asset marking/tagging/tracking of Asset system	Open to all
21)	B9	Provision of Firefighting , Fire protection Equipment and Training Services	Open to all
22)	B10	Provision of Legal Services – Constitutional Experts, Sectoral Laws and Policy Experts and labour laws	Open to all
23)	B11	Provision of Consultancy Services in the following key areas (Please specify clearly the area of expertise): <input type="checkbox"/> Management with more emphasis on; <ul style="list-style-type: none"> • Change and Risk Management • Organizational Development • Training, to work closely with the; Centre for Parliamentary Studies & Training (CPST) • System Automation • Procurement Consultancy/Agency • Training need assessment 	Open to all
24)	B12	Provision of Travel and Air Ticketing Agency Services (IATA) Registered Firms Only) etc.	Open to all

C CATEGORY C: WORKS			
25)	C1	Provision of Office Refurbishment and Furnishings such as Curtains and Carpets, Vertical Blinds, Sheers, Window Films etc.	Open to all
26)	C2	Provision of minor office repair and maintenance works, Office, minor building repair works including Partitioning, Minor Renovations, Paint Works, Installation of Minor Equipment, electrical, plumbing plant and Machinery etc. (Must be registered with National Construction Authority- NCA)	Open to all

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The complete set of registration and tender documents may be obtained free of charge by interested applicants by downloading them from our website www.kituiassembly.go.ke or <http://supplier.treasury.go.ke/>.

Submissions should be serialized/paginated and must contain copies of mandatory statutory documents among other requirements.

The Complete submissions (**original only**) in plain sealed envelope clearly marked Tender No. CAK/-----/2021-----, respective Category and Item Description should be deposited in the Tender Box situated at the reception area of County Assembly of Kitui, Opposite Huduma Centre along Kitui Kibwezi Road or be addressed to:

**Clerk of the County Assembly,
County Assembly of Kitui
Box 694-90200, Nairobi.**

so as to reach him on or before **Thursday 2nd September 2021 at 12.00 Noon.**

Late submission will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend and in compliance to Covid 19 protocols and guidelines at the Committee Room 2, County Assembly Kitui Offices.

Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

**CLERK OF ASSEMBLY
COUNTY ASSEMBLY OF KITUI**

1.0 REGISTRATION INFORMATION

1.1 Introduction

County Assembly of Kitui invites all interested and eligible firms that comply with the set criteria as provided in this Tender Document to apply for registration as Suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Registration of suppliers Objective

a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by County Assembly of Kitui according to its procurement needs on as and when required basis.

b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to County Assembly of Kitui on 'as and when required' during the Financial Year 2021-2022 and 2022-2023. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.

c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of County Assembly of Kitui.

d) The actual specifications and quantities of items will be as per the bid documents.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**Clerk of the County Assembly,
County Assembly of Kitui
Box 694-90200, Kitui**

Not later than Thursday 2nd September 2021 at 12.00 Noon.

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Queries or clarifications that may arise from the registration documents should be directed to the Clerk of County Assembly of Kitui, (NA) whose address is given in par 1.4 at least seven (7) days before the closing date.

1.6 Additional Information/inspection visit

County Assembly of Kitui reserves the right to request for submission of additional information from prospective bidders. County Assembly of Kitui may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

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

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by County Assembly of Kitui in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of National Assembly they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services and have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should comply all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4 Category specific information

Category B1-Provision of Travel and air ticketing agency services (IATA Registered firms only)

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- ☐ The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category B3-Provision of vehicle transport, car hire and taxi services

- ☐ The firm should clearly state their geographical locations preferably Nairobi, Kitui, Mwingi, Machakos etc
- ☐ The vehicles should be new, well maintained/serviced and available at short notice. Drivers should be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

Category D-Provision of Catering Goods and materials

- ☐ At the time of invitation, the firms will be issued with actual specifications for the items including category specific qualification requirements in the bid documents.
- ☐ The firms will be invited to quote competitively on rotational basis and engaged on monthly or quarterly basis depending on the needs of County Assembly of Kitui.
- ☐ County Assembly of Kitui will review from time to time the quality standards of the suppliers registered in these categories in order to ensure high hygiene and quality standards are maintained at all times.

2.5 Withdrawal of registration

Should a condition arise that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, County Assembly of Kitui reserves the right to reject the tender from such a bidder even though they were initially registered.

2.6 After evaluation of the received applications, County Assembly of Kitui will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 **Contract Price**

- o The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- o Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 **Delivery Period**

- o The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within County Assembly of Kitui stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with County Assembly of Kitui.
- o The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by County Assembly of Kitui, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 **Inspection of the goods, services or works**

It is the supplier's duty to ensure the goods, services and works delivered meet County Assembly of Kitui quality standards/specification requirements as outlined in the Request for Quotation/tender document. County Assembly of Kitui shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 **Payments**

- o County Assembly of Kitui shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- o All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- o Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- o Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.5 **Rights of County Assembly of Kitui**

County Assembly of Kitui reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.

b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to County Assembly of Kitui. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.

c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

3.0 REGISTRATION EVALUATION CRITERIA

The Evaluation Committee shall evaluate the applications received in the following stages:-

A) STAGE 1: MANDATORY /PRELIMINARY REQUIREMENTS

	REQUIREMENT	APPLICABLE CATEGORIES
1)	Certificate of Registration or Incorporation	All Open categories
2)	PIN Certificate for Company/Firm/Individual	All Open categories
3)	A Valid Tax Compliance Certificate	All Open categories
4)	Current County Trade/Business License/Permit	All Open categories
5)	Fully fill the attached Confidential Business Questionnaire	All Open categories
6)	Well Bound, Serialized and Paginated Tender Document (including the Attachments)	All Open categories
7)	IATA Registration Certificate for Air Travel Agents	For Travel Agents
8)	Certificate from the National Construction Agency (NCA)	For Category C2
9)	Current practicing license for advocate	For category B10

NB: Mandatory for all firms

The bidder must meet all mandatory requirements

YES OR NO

o Firm's applications will be evaluated on 'a YES or NO basis' for each requirement. o If the firm does not provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage. o Firms that fulfill the mandatory/preliminary requirements shall be subjected to the following stage 2 of the evaluation.

B) STAGE 2: SCORING STAGE-ALLOCATION OF MARKS UNDER EACH CRITERION

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
1. Registration Data	PQ-2	20
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	10
4. Confidential Report	PQ-5	20
5. Past Experience	PQ-6	30 (full marks for AGPO)

6. Sworn Statement	PQ-7	10
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TOTAL MARKS	100
-------------	-----

Pass Mark 70 points and above

C) STAGE 3: RECOMMENDATION FOR REGISTRATION AS A SUPPLIER

Firms that score 70 points and above shall be considered as responsive and qualified to be registered under the respective category applied as suppliers to County Assembly of Kitui.

Firms that do not qualify (score below 70 points) shall be considered as nonresponsive hence ineligible to be registered as suppliers to the County Assembly.

FORM PQ-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm's Name)
hereby apply

for registration in the categoryas supplier/contractor/ consultant(s)of

.....
....(Item Description
/per category)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office
No.....

Telephone Number (working).....Email
address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

<u>Other key personnel staff/directors:</u>	<u>Position/Designation</u>
---	-----------------------------

a)	
----------	--

b)	
----------	--

c)	
----------	--

Partnership (if applicable)	Name of partners
.....

3. ADDITIONAL INFORMATION

a) Business founded or incorporated	
.....	

- b) Networth equivalent Kshs.....
- c) Bank reference and Address
- d) Sister/Bonding Company reference and address (if applicable)
- e) State any technological innovations or specific attributes which distinguish you from your competitors:-
.....
.....
.....
- f) Indicate terms of trade / sale

(20 Points)

FORM PQ-3 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

.....

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

(10 Points)

FORM PQ-4 FINANCIAL POSITION

1. Attach a copy of firm's Bank Statements or any other supporting documents showing firm's capacity to service orders within a short notice (for open categories only)(5marks)
2. Attach letters of reference from the bankers regarding supplier's credit position (for open categories only). (5 marks)
3. AGPO registered firms - to provide bank details and their IFMIS Registration Number in the following format:- (2 marks for each detail upto a maximum of 5) (10marks)
Name of the Bank
Bank Branch
.....
Account No. (Optional)
Name of the Account Holder.....
Supplier IFMIS No.

(Please note the bank details required above will remain confidential and are to be used purposely for this registration of suppliers exercise. Registered firms will be required to resubmit the same once they have successfully been awarded a contract).

(10 Points)

FORM PQ5-MANDATORY

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business

Name.....

Certificate of Incorporation/Registration No

Location of business premises:

CountryPhysical address

Town

Building.....

Floor.....Plot No.

Street / RoadPostal Address

Postal / Country Code.....

Telephone No's.....

Fax No's.....E-mail address

Website

Contact Person (Full Names) Direct / Mobile

No's.....

Title Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

..... (Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date

..... Value Added Tax

No.....

Value of the largest single assignment you have undertaken to date (US\$/Kshs)

.....

Was this successfully undertaken? Yes / No. (If yes, attach reference)

Name (s) of your banker (s)
.....
Branches Tel No's
.....

Part 2 (a) – Sole Proprietors

Full names
.....
.....

Nationality..... Country of
Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.....			
..... 4.			
.....			
.....			

Part 2 (c) – Registered Company

Private or public
Company Profile (Attach) State
the nominal and issued capital of the Company
Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by County Assembly of Kitui and any other public or private institutions.

Full Names
.....

Signature
.....
.....

Dated thisday of
.....2021.

In the capacity of
.....

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
.....
- b)
.....
- c)
..... have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

.....
.....

For and on behalf of M/s
.....

In the capacity of
.....

Dated this day of
.....2021

Suppliers' / Company's Official Rubber Stamp
.....

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
.....
- b)
.....
- c)
.....
- d)
.....

For and on behalf of M/s
.....

In the capacity of
.....

Dated thisday of2021

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in County Assembly of Kitui or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2.....
3.....
Contact person (Full Names)			

E-mail address.....
.....

Cell phone no
.....
...

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give County Assembly of Kitui authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names
.....
.....

Signature.....
.....

For and on behalf of M/s
.....

In the capacity of
.....

Dated thisday of2021

Suppliers' / Company's Official Rubber Stamp
.....

(20points)

FORM PQ-6 -PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (FOR OPEN CATEGORIES ONLY)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

i. Name of Client (organization)
.....

ii. Address of Client (organization)
.....

iii. Name of Contract Person at the client (organization)

iv. Telephone No. of client
.....

v. Value of Contract
.....

vi. Duration of Contract (date)
.....

(Attach documents evidence of existence of contract)

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

i. Address of Client (organization)
.....

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

iii. Telephone No. of Client
.....

iv. Value of Contract (date)
.....

v. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

..... i. Address of Client
(organization)

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

iii. Telephone No. of Client

.....

iv. Value of Contract

.....

v. Duration of Contract (date)

.....

(Attach documental evidence of existence of contract)

Others

.....

.....

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

NB: AGPO firms that apply in the open categories must also fulfil these requirements.

(10 points for each reference and provision of documental evidence upto a max of 3 references)

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by County Assembly of Kitui.
- c. We shall notify County Assembly of Kitui when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

(10points)

.....End.....