



# SIBO WATER AND SANITATION COMPANY

SIBO HQS  
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Off Siaya – Boro Road

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## REGISTRATION OF CONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS FOR FINANCIAL YEAR 2022-2024

**TENDER NUMBER: SIBO/TEND/RGSCSP/08/2022-2024**

**CATEGORY NO:** .....

**SUPPLY/ PROVISION**.....

**JULY 2023**

## TABLE OF CONTENTS

1.	SECTION 1: INVITATION FOR PRE-QUALIFICATION .....	3
2.	SECTION 2: INSTRUCTIONS TO CANDIDATES .....	5
2.1	Introduction .....	5
2.2	Format and Signing of Applications .....	5
2.3	Submission of Applications .....	5
2.4	Eligible Candidates .....	6
2.5	Qualification Criteria .....	6
2.6	Cost of Application .....	7
2.7	Clarification of Prequalification Documents .....	7
2.8	Amendment of Prequalification Documents .....	7
2.9	Deadline for Submission of Prequalification Documents .....	8
2.10	Opening of Prequalification Documents .....	8
2.11	Process to be Confidential.....	8
2.12	Clarification of Applications and Contacting of the SIBOWASCO .....	8
2.13	Examination of Prequalification Documents and Determination of Responsiveness .....	9
2.14	Notification of Qualified Applicants.....	9
2.15	Evaluation and Comparison of Applications.....	9
2.16	SIBOWASCO’s Right to accept any Application and to reject any or all Applications .....	10
2.17	Notification of Approval .....	10
2.18	Acceptance of the Approval .....	10
3.	APPENDIX TO INSTRUCTIONS TO CANDIDATES .....	10
4.	FORM PQ-1 - REGISTRATION DOCUMENTATION.....	15
	FORM PQ-2 - PRE-QUALIFICATION DATA .....	15
5.	PQ-3- SUPERVISORY PERSONNEL.....	17
1.	FORM PQ- 6 - PAST EXPERIENCE.....	21
2.	LITIGATION HISTORY .....	22
3.	SWORN STATEMENT.....	23

## 1. SECTION 1: INVITATION FOR PRE-QUALIFICATION

Siaya Bondo Water and Sanitation Company Limited invites applications for prequalification/Registration from interested, competent and eligible suppliers for the Supply and Delivery of goods and Provision of services and works listed below for the financial year 2022-2024.

S/No	CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
1	SIBO/TEND/01/2022-24	Supply and Delivery of Office Stationery	Special group
2	SIBO/TEND/02/2022-24	Supply and Delivery of pipes and fittings	Open
3	SIBO/TEND/03/2022-24	Supply and Delivery of water treatment chemicals	Open
4	SIBO/TEND/04/2022-24	Supply and delivery of Tyres and Tubes assorted	Open
5	SIBO//TEND/05/2022-24	Supply and Delivery of building materials, paints and graded filler	Open
6	SIBO/TEND/06/2022-24	Supply and Delivery of smart enabled cold water meters and accessories	Open
7	SIBO/TEND/07/2022-24	Supply and Delivery of tools, equipment and machinery	Open
8	SIBO/TEND/08/2022-24	Supply and Delivery of water laboratory reagents	Open
9	SIBO/TEND/09/2022-24	Supply and delivery of staff uniforms, protective gears and promotional items	Open
10	SIBO/TEND/10/2022-24	Supply and delivery of office furniture or curtains	Special group
11	SIBO/TEND/11/2022-24	Supply and delivery of computers, printers, photocopiers, scanners, software and accessories.	Open
12	SIBO/TEND/12/2022-24	Supply and delivery of electrical fittings	Special group
13	SIBO/TEND/13/2022-24	Supply and delivery of oil, fuel, petrol lubricants and cooking gas	Open
14	SIBO/TEND/14/2022-24	Provision of printing services	Special group
15	SIBO/TEND/15/2022-24	Provision of security services	Open
16	SIBO/TEND/16/2022-24	Provision of repairs/ maintenance services of ICT equipment	Open
17	SIBO/TEND/17/2022-24	Provision of legal services	Open
18	SIBO/TEND/18/2022-24	Provision of General Insurance services	Open
19	SIBO/TEND/19/2022-24	Provision of Debt Collection services	Open
20	SIBO/TEND/20/2022-24	Provision of training, staff capacity building and consultancy services	Open
21	SIBO/TEND/21/2022-24	Testing and servicing of cold water meters	Open
22	SIBO/TEND/22/2022-24	Provision of minor repairs and renovations of building/structurers	Open
23	SIBO/TEND/23/2022-24	Provision of fabrication and welding services	Open
24	SIBO/TEND/24/2022-24	Approved Garage for repair or maintenance of motor vehicle	Open
25	SIBO/TEND/25/2022-24	Servicing and rewinding of pumps, motors	Open
26	SIBO/TEND/26/2022-24	Approved garage for repair and maintenance of motorcycle	Open
27	SIBO/TEND/27/2022-24	Provision of catering and accommodation services	Open
28	SIBO/TEND/28/2022-24	Provision of air ticketing services	Open
29	SIBO/TEND/29/2022-24	Provision of consultancy services for energy audit	Open
30	SIBO/TEND/30/2022-24	Supply, delivery and installation of solar panels	Open
31	SIBO/TEND/31/2022-24	Provision of Group medical cover	Open
32	SIBO/TEND/32/2022-24	Provision of Newspapers	Special
33	SIBO/TEND/33/2022-24	Provision of Civil and Mechanic works consultancy services	Open
34	SIBO/TEND/34/2022-24	Provision of small works services	Open
35	SIBO/TEND/35/2022-24	Provision of asset valuation and tagging services	Open
36	SIBO/TEND/36/2022-24	Supply and delivery of pumps, mortars and spare parts.	Open

**Interested bidders MUST attach copies of the following:**

(1) Valid single Business Permits, PIN Certificates, Business registration certificate / Incorporation and Tax Compliance Certificate.

(2) MUST be registered with relevant regulatory bodies in case any may be required.

**N/B: Special groups refer to Women, Youth and Persons with Disability.**

Prequalification document may be downloaded from the Company Website, [www.sibowasco.co.ke](http://www.sibowasco.co.ke)

at no cost. Prequalification documents may also be obtained from the Procurement Office at SIBOWASCO Head Quarters, Opposite Siaya Police Station, off Siaya Boor Road, during working hours from Monday to Friday between 08:00hrs and 17:00hrs. A receipted, processing fee of Kenya Shillings One Thousand (KSH. 1,000/-) will be paid for each set of application documents. Pay the fee to: Siaya Bondo Water and Sanitation Company Ltd, Kenya Commercial Bank, Siaya Branch, **Account No 1106893026** (Cash will **NOT** be accepted).

Duly Completed tender document in sealed envelopes clearly marked with the relevant Category number and description should be addressed to:

**THE MANAGING DIRECTOR  
SIBO WATER AND SANITATION COMPANY LTD  
P. O. BOX 214  
SIAYA.**

And be deposited in the tender box located at the **PROCUREMENT OFFICE at Siaya Bondo Water and Sanitation Headquarters.**

Prequalification documents will be opened immediately thereafter at the **SIBOWASCO BOARD ROOM**, in the presence of tenderers or their representatives who choose to attend.

## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 **Siaya Bondo Water and Sanitation Company Limited (SIBOWASCO)** would wish to invite interested candidates who must qualify by meeting the set criteria as provided by SIBOWASCO to perform the contract of provision of goods, services and works to SIBOWASCO.

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the prequalification 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 prequalification document clearly marked “COPY”. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the prequalification 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 prequalification document shall initial all pages of the tender where entries or amendments have been made. The prequalification 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 prequalification document.

### 2.3 Submission of Applications

2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **FRIDAY 14<sup>TH</sup> JULY, 2023 at 11.00 AM**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the prequalification document in separate envelopes duly marking the envelopes “ORIGINAL” and “COPY”. Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for prequalification and the prequalification advertisement.
- (b) Bear the prequalification category, title and reference number of the prequalification document. In addition to the identification required in sub- Clause 2.2.1, 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.

233 If the outer envelope is not sealed and marked as instructed above, SIBOWASCO will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Candidate's identity SIBOWASCO will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.

234 All the information requested for prequalification 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.

235 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**

241 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Managing Director, SIBO Water and Sanitation Company Limited so that they may be pre-qualified for submission of tenders/quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

242 Candidates shall provide such evidence of their continued eligibility satisfactorily to SIBO, as SIBO shall reasonably request.

## **2.5 Qualification Criteria**

251 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific Tender.

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

253 Experience –  
Prospective bidders shall have at least one (1) year experience in the supply of Goods, services and allied items

254 Personnel-  
The names pertinent information and CV of the key personnel for individual or Group to execute the contract must be indicated.

255 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

#### 25.6 Confidential Business Questionnaire

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

#### 25.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

#### 25.8 Litigation History and Sworn Statement

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

### **2.6 Cost of Application**

The prequalification document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and SIBOWASCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **2.7 Clarification of Prequalification Documents**

2.7.1 The prospective applicant requiring any clarification of the prequalification documents may notify SIBOWASCO in writing or by email at the SIBOWASCO's email address indicated in the prequalification data.

2.7.2 SIBOWASCO will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of the SIBO's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the prequalification documents.

### **2.8 Amendment of Prequalification Documents**

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

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

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, SIBOWASCO 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 Prequalification Documents**

2.9.1 Applications must be received by SIBOWASCO at the address specified in Sub-Clause 2.10.1 Not later than the time and date stipulated in the notice for pre-qualification.

2.9.2 SIBOWASCO may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the SIBOWASCO and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Prequalification Documents**

2.10.1 SIBOWASCO 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 SIBOWASCO shall prepare minutes of the opening of the prequalification 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 candidates shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicants have been announced. Any effort by an applicant to influence the SIBOWASCO's processing of applications or approval decisions may result in the rejection of the applications.

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

2.12.1 to assist in the examination, evaluation, and comparison of applications, SIBOWASCO May, at its discretion, ask any applicant for clarification of his/her application.



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

2.123 Any effort by any applicant to influence the SIBOWASCO in the SIBOWASCO's prequalification evaluation, or prequalification approval decisions may result in the rejection of the candidate's application

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

2.131 Prior to the detailed evaluation of applications, SIBOWASCO 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 prequalification documents; and (c) provides any clarification and/or substantiation that SIBOWASCO May require to determine responsiveness pursuant to Sub-Clause 2.15

2.132 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, the SIBOWASCO'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.

2.133 If an application is not substantially responsive, it will be rejected by the SIBOWASCO and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.134 The SIBOWASCO, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage of the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

### **2.14 Notification of Qualified Applicants**

2.141 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by SIBOWASCO within ninety (90) days from the date of opening of prequalification documents.

2.142 At the same time SIBOWASCO notifies qualified Applicants that their applications are responsive, SIBOWASCO shall notify the other Applicants whose applications are not responsive.

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

2.151 SIBOWASCO will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.152 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 SIBOWASCO's Right to accept any Application and to reject any or all Applications**

2.16.1 SIBOWASCO reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of the pre-qualified list, without thereby incurring any liability to the affected applicant.

## **2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of prequalification validity prescribed by the SIBOWASCO, SIBOWASCO 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 prequalification to the SIBOWASCO

## **2. APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the prequalification 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.

- (i) Subject to Clause 2.2.1 and 2.3.2 on format & signing of applications and submission of applications respectively, Bidders are requested to submit only TWO COPIES;  
  
ONE marked "ORIGINAL" Pre-qualification document and ONE marked "COPY" and that both shall be placed in one outer envelope
- (ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements under others and marks provided will be distributed on the entire requirement.
- (iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience
- (iv) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

**A: MANDATORY REQUIREMENTS FOR OPEN CATEGORIES**

No.	Requirements	Yes/No
1.	Attach copy of Valid Certificate of Registration/Incorporation	
2.	Attach copy of Valid Tax Compliance Certificate	
3	Attach copy of Valid Single Business Permit	
4	Attach copy of Copy of KRA Pin certificate.	
5	Attach a copy of the CR12 for the Directors	
6	Attach a copy of VAT registration	
7	Provide two copies of prequalification documents marked “COPY” and “ORIGINAL”.	
8	Dully filled Business questionnaire	

**Applicants who fail to provide ALL the mandatory requirements shall NOT proceed to the next stage of the evaluation.**

**B: TECHNICAL REQUIREMENTS**

No.	Requirements	Max Score
1.	Duly filled Pre-qualification Data (PQ-2)	5
2.	Supervisory Personnel – Attach Proof (PQ-3)	
	i) University Degree and above (15mks)	15
	ii) Professional/Diploma (10mks)	
	iii) Certificate( 5mks)	
3.	Financial Position(PQ-4)	
	i) Firm’s audited accounts/Bank Statements for one	10
	ii) Letter of reference from the banker regarding supplier’s credit Position.	10
4.	Duly filled Confidential Business Questionnaire	10
5.	Relevant Past Experience ( <b>Attach documentary evidence</b> )	
	a) Provide Copies of LPO, LSO, Contract document, award letters, invoice or delivery note.	
	i) Three clients and above (15mks)	15
	ii) Two clients (10mks)	
	iii) One client (5mks)	
6	Firms Bank statement for one year (2021/2022) attach proof).	10
7	Firms audited bank accounts for one year (2021/2022)	10
8	Company profile & Organizational Chart	10

9	Serialize all the pages and sign	2
10	Provide Two copies of tender document marked “Copy” and	3
	<b>TOTAL</b>	<b>100</b>

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

**Applicants under the categories specified to be reserved for Youth, Women and PWD firms shall be evaluated as follows:-**

**A) MANDATORY REQUIREMENTS**

No.	Requirements	Yes/No
1.	Certificate of Registration/Incorporation.	
2.	Valid Tax Compliance.	
3.	Valid Single Business Permit.	
4	Valid KRA pin certificate.	
5	Registration from National or County treasuries under AGPO or Certified declaration that at least seventy percent (70%) of the Business ownership are youth, women or	
6	Copies of National Identity cards (ID) or valid passports of all Directors of the Business enterprise	

**Any applicant who fails to provide ALL the mandatory requirements shall NOT proceed to the Next stage of the evaluation.**

No.	Requirements	Max Score
1.	Duly filled Pre-qualification Data	10
2.	Supervisory Personnel – Attach Proof	
	i) University Degree and above (15mks)	15
	ii) Professional/Diploma (8mks)	
	iii) Certificate( 4mks)	
3.	Financial Position	
	i) Firm’s Bank Statements for one year ((2021/2022).(attach proof)	10
	ii) Letter of reference from the banker regarding supplier’s credit position.	10
4.	Duly filled Confidential Business Questionnaire	10
5.	Relevant Past Experience ( <b>Attach copies of award letters or LPOs or LSO or Invoice</b> )	
	a) Provide of three clients(organizations) (15 mks)	15
	i) Two clients (10mks)	
	ii) One client (5mks)	
6	Firm’s audited accounts for one year (2021/2022)	10
7	Serialize all the pages	10

8	Provide Two copies of tender document marked “copy” and “original”	10
	TOTAL	100

**The minimum pass mark to qualify for prequalification shall be 50 %. Applicants who will Not meet this minimum pass mark shall be disqualified at this stage.**

**3. FORM PQ-1 - REGISTRATION DOCUMENTATION**

For both Open categories and Special categories (Youth, Women, Persons with Disabilities firms)  
As indicated in the mandatory requirements above for the respective categories.

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We.....

Here by apply for registration as supplier(s) (Name of Company/Firm)

For ..... (Category

No.....

.....

**(Item Description)**

Address.....

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

Telephone No. . . . .

Full Name of applicant .....

Other branches location.....

**1. Organization & Business Information (attach company profile)**

**2. Partnership (if applicable)**

Names of Partners

.....

.....

**3.** Business founded or incorporated 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.....



**5. PQ-3- SUPERVISORY PERSONNEL**

1.

Name.....  
Age.....  
Academic Qualification.....  
Undergraduate.....  
Postgraduate.....  
Diploma.....  
Certificate.....  
High School.....  
Professional Qualification .....

**(Attach Certificates if any)**

Length of service with Contractor or Supplier/position held

.....

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

2.

Name.....  
Age.....  
Academic Qualification.....  
Undergraduate.....  
Postgraduate.....  
Diploma.....  
Certificate.....  
High School.....  
Professional Qualification .....

**(Attach Certificates if any)**

Length of service with Contractor or Supplier/position held

.....

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

- (1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

**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 applied 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 No. ....

Email Address: -.....

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.....

	<p><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows;</p> <table border="0"> <thead> <tr> <th data-bbox="342 296 423 323">Name</th> <th data-bbox="618 296 764 323">Nationality</th> <th data-bbox="915 296 1154 323">Citizenship details</th> <th data-bbox="1284 296 1365 323">Shares</th> </tr> </thead> <tbody> <tr> <td data-bbox="318 373 342 401">1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 449 342 476">2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 525 342 552">3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 600 342 627">4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.				2.				3.				4.			
Name	Nationality	Citizenship details	Shares																		
1.																					
2.																					
3.																					
4.																					
	<p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th data-bbox="318 1010 399 1037">Name</th> <th data-bbox="594 1010 740 1037">Nationality</th> <th data-bbox="891 1010 1146 1037">*Citizenship details</th> <th data-bbox="1273 1010 1354 1037">Shares</th> </tr> </thead> <tbody> <tr> <td data-bbox="318 1052 342 1079">1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 1127 342 1155">2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 1203 342 1230">3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="318 1278 342 1306">4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	*Citizenship details	Shares	1.				2.				3.				4.			
Name	Nationality	*Citizenship details	Shares																		
1.																					
2.																					
3.																					
4.																					
	<p>Date.....Signature of Candidate.....</p>																				

\*Attach proof of Citizenship for all the Directors

**1. FORM PQ- 6 - PAST EXPERIENCE**

**NAME OF AT LEAST THREE CLIENTS/REFEREES**

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).....
- (Attach documentary evidence of existence of contract)

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).....
- (Attach documentary evidence of existence of contract)

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. ....E-Mail Address.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documentary evidence of existence of contract)

4. Others clients.....

**2. LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last two years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION</b>	<b>DISPUTED AMOUNT (CURRENT VALUE,</b>

**3. SWORN STATEMENT**

**Having studied the pre-qualification information for the above category, we/I hereby state:**

- a) That the information furnished in our/my application is accurate to the best of my/our Knowledge
- b) That this prequalification shall not result into a contract. In case of being pre-qualified 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 document.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the pre-qualification evaluation
- e) That we have the capacity to undertake jobs under the categories hereby applied.

- i) **Date** .....
- ii) **Company's Name**.....
- iii) **Represented by** .....
- iv) **Designation** .....
- v) **Signature** ..... **(Over stamp or seal)**