

# REPUBLIC OF KENYA

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## COUNTY GOVERNMENT OF KISUMU

### TENDER DOCUMENT

### FOR

### REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF WORKS & SERVICES FOR A PERIOD OF TWO (2) YEARS

TENDERER'S NAME: .....

.....

CATEGORY NO: .....

ITEM DESCRIPTION: .....

*(Kindly use one document per category)*

DIRECTOR SUPPLY CHAIN MANAGEMENT  
COUNTY GOVERNMENT OF KISUMU  
P.O. BOX 2738-40100  
KISUMU

CHIEF OFFICER  
FINANCE AND ECONOMIC PLANNING  
COUNTY GOVERNMENT OF KISUMU  
P.O. BOX 2738-40100  
KISUMU

SEPTEMBER 2022

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## SECTION I- INVITATION FOR REGISTRATION

1. The County Government of Kisumu (CGK) intends to register Suppliers, Contractors and Consultants for supply and provision of various Goods, Works and Services for a period of two (2) years. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the County Government's database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document as follows:

| S/No | CATEGORY No.                     | ITEM DESCRIPTION                                                                                                    |
|------|----------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1.   | CGK/REG/2022-2023 & 2023-2024/1  | Supply and Delivery of Office Stationery and Other Office Equipment                                                 |
| 2.   | CGK/REG/2022-2023 & 2023-2024/2  | Supply and Delivery of Computer, Laptops, Software, Printers and accessories                                        |
| 3.   | CGK/REG/2022-2023 & 2023-2024/3  | Supply and Delivery of Office Equipment and Furniture                                                               |
| 4.   | CGK/REG/2022-2023 & 2023-2024/4  | Supply and delivery of petrol, diesel, oils, lubricant and gas                                                      |
| 5.   | CGK/REG/2022-2023 & 2023-2024/5  | Provision of Public Relation, Advertising Agency and Media Management                                               |
| 6.   | CGK/REG/2022-2023 & 2023-2024/6  | Supply and Delivery of hardware and building materials                                                              |
| 7.   | CGK/REG/2022-2023 & 2023-2024/7  | Supply and Delivery of Electrical Materials and Fittings                                                            |
| 8.   | CGK/REG/2022-2023 & 2023-2024/8  | Supply and Delivery of Newspapers, journal and Magazines                                                            |
| 9.   | CGK/REG/2022-2023 & 2023-2024/9  | Supply and Delivery of livestock feeds, supplement, fertilizers and farm inputs                                     |
| 10.  | CGK/REG/2022-2023 & 2023-2024/10 | Supply and Delivery of Sports Equipment, Protective Clothing's, Uniforms and Footwear.                              |
| 11.  | CGK/REG/2022-2023 & 2023-2024/11 | Supply and Delivery of Carpets, Curtains and Accessories                                                            |
| 12.  | CGK/REG/2022-2023 & 2023-2024/12 | Supply and Delivery of Surveying Equipment and Instruments                                                          |
| 13.  | CGK/REG/2022-2023 & 2023-2024/13 | Supply and Delivery of Promotional Materials, Branded T-Shirts & Caps, Banners, Exhibition Stands and Related Items |
| 14.  | CGK/REG/2022-2023 & 2023-2024/14 | Provision of Printing, photocopying, binding and Publishing Services                                                |
| 15.  | CGK/REG/2022-2023 & 2023-2024/15 | Supply and Delivery of Motor Vehicle and Plant and Equipment Spare Parts, Batteries & Accessories                   |
| 16.  | CGK/REG/2022-2023 & 2023-2024/16 | Provision of Pest control, fumigation & other related services                                                      |
| 17.  | CGK/REG/2022-2023 & 2023-2024/17 | Provision of Veterinary Drugs and other related services                                                            |
| 18.  | CGK/REG/2022-2023 & 2023-2024/18 | Supply and delivery of firefighting equipment and Apparatus                                                         |
| 19.  | CGK/REG/2022-2023 & 2023-2024/19 | Maintenance of firefighting equipment's                                                                             |
| 20.  | CGK/REG/2022-2023 & 2023-2024/20 | Supply of Drugs, Sera, Vaccines, bovine embryos, bovine synchronization drugs & sexed semen                         |
| 21.  | CGK/REG/2022-2023 & 2023-2024/21 | Provision of Physical Planning Services                                                                             |
| 22.  | CGK/REG/2022-2023 & 2023-2024/22 | Provision of Medical, and General Insurance Services                                                                |
| 23.  | CGK/REG/2022-2023 & 2023-2024/23 | Provision of Bush Clearing and Garbage Collection Services                                                          |
| 24.  | CGK/REG/2022-2023 & 2023-2024/24 | Provision of Gardening and Landscaping Services                                                                     |
| 25.  | CGK/REG/2022-2023 & 2023-2024/25 | Supply and Delivery of Cattle, Sheep, Goats and Poultry and other Domestic Animals                                  |
| 26.  | CGK/REG/2022-2023 & 2023-2024/26 | Provision of Hotel Conferencing and Accommodation Services                                                          |
| 27.  | CGK/REG/2022-2023 & 2023-2024/27 | Supply and Delivery and Commissioning of Streetlights (Only Kenya Energy Regulatory Authority Registered Firms)     |
| 28.  | CGK/REG/2022-2023 & 2023-2024/28 | Provision of Events Organization and Catering services                                                              |
| 29.  | CGK/REG/2022-2023 & 2023-2024/29 | Provision of Security services                                                                                      |

|     |                                  |                                                                                                               |
|-----|----------------------------------|---------------------------------------------------------------------------------------------------------------|
| 30. | CGK/REG/2022-2023 & 2023-2024/30 | Provision of Transport Services (Hire of Prados, Saloon Cars, Buses, Lorries and Towing Machines)             |
| 31. | CGK/REG/2022-2023 & 2023-2024/31 | Supply, Delivery and Provision of Servicing Power Generators                                                  |
| 32. | CGK/REG/2022-2023 & 2023-2024/32 | Supply and Delivery of Plants, Motor Vehicles, Motor Cycles, and Bicycles                                     |
| 33. | CGK/REG/2022-2023 & 2023-2024/33 | Provision of Legal Services                                                                                   |
| 34. | CGK/REG/2022-2023 & 2023-2024/34 | Provision of Building and Maintenance works, Construction, Renovation and Demolition Works                    |
| 35. | CGK/REG/2022-2023 & 2023-2024/35 | Provision of Construction of Roads, Bridges and other Civil Works                                             |
| 36. | CGK/REG/2022-2023 & 2023-2024/36 | Provision of Drilling and Equipping of boreholes, construction of dams and water pans and other Related Works |
| 37. | CGK/REG/2022-2023 & 2023-2024/37 | Provision of Installation, Repair and Maintenance of I.C.T Equipment                                          |
| 38. | CGK/REG/2022-2023 & 2023-2024/38 | Provision of Software development and Maintenance Services                                                    |
| 39. | CGK/REG/2022-2023 & 2023-2024/39 | Provision of Web Hosting and Maintenance Services                                                             |
| 40. | CGK/REG/2022-2023 & 2023-2024/40 | Provision Hire of Trucks, Bulldozer, Graders, Shovel and Excavators for Roads Works and Garbage Collection    |
| 41. | CGK/REG/2022-2023 & 2023-2024/41 | Provision of Research, Training and Consultancy services                                                      |
| 42. | CGK/REG/2022-2023 & 2023-2024/42 | Supply and Delivery of Unrefined Fuel (Charcoal, Firewood etc.)                                               |
| 43. | CGK/REG/2022-2023 & 2023-2024/43 | Supply and Delivery of Medical Equipment and Materials                                                        |
| 44. | CGK/REG/2022-2023 & 2023-2024/44 | Supply and Delivery of Medical Drugs                                                                          |
| 45. | CGK/REG/2022-2023 & 2023-2024/45 | Supply and Delivery of Non-pharmaceuticals and Dressing Materials                                             |
| 46. | CGK/REG/2022-2023 & 2023-2024/46 | Supply and Delivery of Kitchen Materials                                                                      |
| 47. | CGK/REG/2022-2023 & 2023-2024/47 | Supply and Delivery of Perishable and Non-Perishable Food Stuff                                               |
| 48. | CGK/REG/2022-2023 & 2023-2024/48 | Supply and Delivery of Laboratory Reagents Glass ware and Other Chemicals                                     |
| 49. | CGK/REG/2022-2023 & 2023-2024/49 | Supply and Delivery of X-Ray, Physiotherapy and Dental materials                                              |
| 50. | CGK/REG/2022-2023 & 2023-2024/50 | Repair and Maintenance of Plants and Medical machines                                                         |
| 51. | CGK/REG/2022-2023 & 2023-2024/51 | Supply and Delivery of Medical Chemical and Industrial Gas                                                    |
| 52. | CGK/REG/2022-2023 & 2023-2024/52 | Supply and Delivery of Engine Boats, Boats and other Boat Accessories.                                        |
| 53. | CGK/REG/2022-2023 & 2023-2024/53 | Supply and Delivery of Tree Seedlings, Dry Manual, Red and Seedling Polythene Bag                             |
| 54. | CGK/REG/2022-2023 & 2023-2024/54 | Supply and Delivery of Fishing Nets, Cages and Other Accessories                                              |
| 55. | CGK/REG/2022-2023 & 2023-2024/55 | Provision of Fencing of Market Construction, Market Water Borne Toilets and Pit Latrines                      |
| 56. | CGK/REG/2022-2023 & 2023-2024/56 | Installation of Weather Stations and Equipment                                                                |
| 57. | CGK/REG/2022-2023 & 2023-2024/57 | Provision of Architectural Services                                                                           |
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| 64. | CGK/REG/2022-2023 & 2023-2024/64 | Supply and Delivery of Tyres and Tubes                                                                        |
| 65. | CGK/REG/2022-2023 & 2023-2024/65 | Provision of Repair and Servicing of Motor Vehicles and motor Cycles                                          |
| 66. | CGK/REG/2022-2023 & 2023-2024/66 | Provision of Tree Planting and Beautification of Towns and Delivery of Fresh Flowers                          |

|     |                                  |                                                                        |
|-----|----------------------------------|------------------------------------------------------------------------|
| 67. | CGK/REG/2022-2023 & 2023-2024/67 | Provision of Civil / Structural Works/Services                         |
| 68. | CGK/REG/2022-2023 & 2023-2024/68 | Provision of Shop Works and Maintenance Works for Plants and Equipment |
| 69. | CGK/REG/2022-2023 & 2023-2024/69 | Travel Agency and Air Ticketing (IATA Registration Firms Only)         |

2. Interested and eligible firms may view / inspect / obtain the detailed tender advert, respective registration of suppliers' document free-of-charge from the CGK website ([www.kisumu.go.ke](http://www.kisumu.go.ke)) or the Public Procurement Information Portal ([www.tenders.go.ke](http://www.tenders.go.ke)).
3. Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Public Procurement) **MUST** show proof of registration by providing valid certificates of registration.
4. Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked **'Tender No. CGK/REG/2022-2023 & 2023-2024, Respective Category and Item Description'**, and be deposited in the Tender Box provided at **Prosperity House, COUNTY HEADQUARTERS-COUNTY OFFICES Finance Department 2<sup>nd</sup> Floor** opposite Central Bank or be addressed and posted to:

**The County Secretary, County Government of Kisumu**  
**P.O. Box 2738-40100**  
**KISUMU**

So as to be received **on or before Tuesday 18<sup>th</sup> October 2022 at 11.00 Am**. Due to the number of category of tenders and expected output, opening of applications shall start immediately after closure time as tabulated below in the presence of the tenderers representatives who choose to attend at the County Offices;

| CATEGORY | DATE                          | TIME    | TENDER BOX   |
|----------|-------------------------------|---------|--------------|
| 1-5      | 18 <sup>th</sup> October 2022 | 11.00Am | Tender Box 1 |
| 6-20     | 19 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 1 |
| 21-33    | 20 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 2 |
| 34       | 21 <sup>st</sup> October 2022 | 9.00Am  | Tender Box 2 |
| 35       | 24 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 3 |
| 36       | 25 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 3 |
| 37-50    | 26 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 4 |
| 51-69    | 27 <sup>th</sup> October 2022 | 9.00Am  | Tender Box 4 |

**Director, Supply Chain Management**  
**For: COUNTY SECRETARY**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### 1. General Instructions

- 1.1 You are requested to provide all the general information as per the registration document.
- 1.2 The County Government of Kisumu (CGK) attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
- 1.3 The CGK reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
- 1.4 This document is eligible for **ONE CATEGORY ONLY**. *Those who apply using one document for several categories shall be declared ineligible for registration.*
- 1.5 All information provided will be treated as confidential.
- 1.6 Your registration document should be submitted **spiral/vevo bound** and **properly paginated**. The CGK shall not be responsible for loss of documents not bound/loose.

### 2. Scope

- 2.1 The County Government of Kisumu (CGK) hereinafter referred to as the Procuring Entity intends to register Suppliers, Contractors and Service providers in various categories as contained in the Invitation for Registration in Section 1. It is expected that applications will be submitted to be received by the procuring entity not later than ***date and time indicated in the Invitation for Registration***.
- 2.2.1 The lists of Registered Suppliers generated will be used for alternative procurement methods.

### 3. Eligible Candidates

- 3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated under Invitation for Registration.
- 3.2 The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in this registration process

### 4.0 Registration Instructions

#### 4.1 Introduction

County Government of Kisumu would like to invite interested candidates who must qualify by meeting the set criteria as provided by County Government of Kisumu to perform the contract for the supply and delivery of goods, works and services.

#### **4.2 Registration Objective**

The main objective is to maintain and regularly update lists of registered suppliers, contractors and consultants in the identified categories for a period of two years for purposes of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing. The applicants are required to submit mandatory information for Registration - Form REG -.

#### **4.3 Invitation for registration**

Suppliers, Contractors and Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise, works or services are invited to submit their registration documents to enable the County achieve its objective. The applicants are required to submit mandatory information for Registration - **Form REG -1**

#### **4.4 Experience**

It is desirable that Prospective Suppliers, Contractors and Service providers have reasonable experience in respective categories applied for. Those that do not have experience should demonstrate competence, willingness and capacity to service contracts. AGPO Registered Firms are exempted from this criterion

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

#### **4.5 IFMIS**

Applicants must be able to transact in IFMIS and a Self-declaration to the effect, which shall include IFMIS Registration Number is Mandatory

#### **4.6 Additional Information**

4.6.1 County Government of Kisumu reserves the right to request submission of additional information from prospective bidders.

4.6.2 Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by County Government of Kisumu after meeting all the mandatory criteria.

### **5. Qualifications**

5.1 Registration data provided will be used by County Government of Kisumu in determining, according to its sole judgment and discretion, qualifications of applicants to perform in respect to each category.

### **6. Personnel**

6.1 Candidates shall provide information on qualifications of key staff and shall also submit their CVs.

## **7. Financial Capability**

7.1 Applicants shall submit the latest Audited Financial Statements (for the year 2020) or six (6) months current bank statements with their registration documents as well as letters of reference from their bankers regarding the candidate's credit position. Applicants will be registered on the satisfactory information given.

Data on Form **REG-5**.

## **8. Past Performance**

8.1 Past performance is desirable and will be considered favourably in the registration process. Applicant's Letter of reference from past customers should be included in Form **REG -6**. AGPO Registered firms are however exempted from this requirement

## **9. Litigation History and Sworn Statement**

9.1 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 REG -4** and a sworn statement by the applicant ensuring the accuracy of the information given- Form **REG -7**

## **10. Confidential Business Questionnaire**

10.1 The general information and details of nature of business and location should be included in **Form REG -2**

## **11. Withdrawal of registration**

11.1 Should a condition arise during the period of Registration that could substantially change the performance and qualification of the applicant or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, County Government of Kisumu reserves the right to de-register the firm.

11.2 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and articles of Association, copies must be attached.

11.3 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

11.4 Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Public Procurement) **MUST** show proof of registration by providing the valid certificate of registration.

## **12. Clarification of Registration Documents**

12.1 Prospective applicants requiring any clarification of the registration documents may notify CGK in writing or email at the CGK mailing address indicated in the registration data.

12.2 CGK will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of CGK response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) shall be uploaded **in the websites**.

### **13. Registration Data Forms**

13.1 This document includes questionnaire forms and documents required of prospective bidders.

13.2 All the attached questionnaire forms REG.-1, REG.-2, REG.-3, REG.-4, REG.-5, REG.-6, and REG.-7 are to be completed by applicants who wish to be registered in the specific category.

13.3 Application forms that are not **duly completed / filled and submitted in the prescribed manner shall not be considered** and will lead to disqualification. All the documents that form part of the proposal must be written in English and in ink.

### **14. Qualification Requirements**

14.1 In order to be considered for the registration, prospective bidders must submit all the information herein requested:

- i. **Mandatory Requirements - REG-1**
- ii. **Registration Data – REG-2**
- iii. **Confidential Business Questionnaire – REG-3**
- iv. **Litigation History – REG-4**
- v. **Financial Capability – REG-5.**
- vi. **Past Performance/Experience – Form REG-**
- vii. **Sworn Statement – REG-7**

### **15. Submission of Applications**

15.1 Applications for registration shall be submitted in sealed envelopes clearly marked with the Category number and item Description, and deposited in the tender box as per instructions in the Invitation for Registration.

15.2 Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected.

15.3 All information requested for the supplier registration shall be provided in English Language.

### **16. Opening of Registration Documents**

16.1 CGK 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.

16.2 CGK shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

16.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

**17. Process to be Confidential**

17.1 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 CGK processing of applications or approval decisions may result in the rejection of the applications.

**18. Clarification of Applications and Contacting of CGK**

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

18.2 Subject to Sub-Clause 19, no applicant shall contact CGK 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 CGK, it should do so in writing.

18.3 Any effort by any applicant to influence CGK in registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

**19. Evaluation of the Registration documents**

19.1 Analysis of the applications will be based on meeting the minimum requirements in the qualification forms. Registration will be based on meeting the minimum requirements to pass in the criteria set: -.

| S/N <sup>o</sup> . | Required Information                | Form Type | Points Score | Compliance Requirement                                                                                              |
|--------------------|-------------------------------------|-----------|--------------|---------------------------------------------------------------------------------------------------------------------|
| 1.                 | Mandatory Requirements              | REG-1     | Mandatory    | All documents required for the respective categories must be submitted                                              |
| 2.                 | Registration Data                   | REG -2    | Mandatory    | The Form must be duly completed, signed and stamped                                                                 |
| 3.                 | Confidential Business Questionnaire | REG -3    | Mandatory    | The Form must be duly completed, signed and stamped                                                                 |
| 4.                 | Litigation History                  | REG -4    | 10           | The Form must be duly completed, signed and stamped                                                                 |
| 5.                 | Financial Capability                | REG -5    | 15           | Document(s) required must be submitted                                                                              |
| 6.                 | Past Experience                     | REG -6    | 15           | Provide all information and documentation Requested for. <b><i>Special Groups Exempted from this criterion.</i></b> |
| 7                  | Sworn Statement                     | REG -6    | 10           | The Form must be duly completed, signed and stamped                                                                 |
| <b>TOTAL</b>       |                                     |           | <b>50</b>    |                                                                                                                     |

**To Qualify for Registration, applicants must score at least 60% i.e.**

- ***21 out of 35 for special groups (Women, Youth and PWD); and***
- ***30 out of 50 for others***

## **20. Notification of Qualified Applicants**

20.1 Applicants whose applications are determined to be successful in accordance with sub-clause 19 will be notified by the CGK within ninety (90) days from the date of opening of prequalification documents by uploading successful names in the County Website.

20.2 Those unsuccessful will be requested to pick debriefing letters through notice in the website.

### **SECTION III- FORMS**

## SECTION III - FORMS

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These include: -

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of opening. *(This may be verified with the Registrar of Companies.* Others (Partnerships and Business names) must submit copies of Directors National Identity Cards – mandatory to all categories.
2. Submit a copy of a **Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority** *(May be verified on the KRA TCC Checker)* - mandatory for all categories.
3. Submit a copy of relevant valid **business permit** from County Government in Area of operation – mandatory for all.
4. Self-Declaration that the firm is Registered in IFMIS and able to transact through IFMIS Supplier Portal. The declaration shall include name of the firm and IFMIS Registration Details / number
5. **Businesses owned by Special Groups i.e., Youth, Women and Persons Living with Disabilities (PWDs)** and that intend to be Registered and benefit from Opportunities reserved for Special Groups must submit a copy of Valid **AGPO Certificate from National Treasury**.
6. Provide proof of valid relevant registration and/or Licenses from relevant regulatory bodies for categories that require regulatory approvals (e.g., National Construction Authority for works, Insurance Regulatory Authority for Insurance, **IATA** for Air travel firms, **Practicing certificates** for Professionals, **VMD** for Vaccines, Pharmacy and Poisons Board for Pharmaceuticals, ERC License for fuels etc.) where applicable.

**Note:**            **Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification**

## FORM REG-2 - REGISTRATION DATA

### REGISTRATION OF SUPPLIERS APPLICATION FORM

#### 1. Company/Firm Data

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

For .....  
(Item Description)

.....  
(Category No.)

Post Office Address: .....

E-mail Address: .....

Office Tel. No..... Mobile No. ....

Town..... Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Full Name of Applicant: .....

Other branches location (if any) .....

IFMIS Registration No. ....

#### 2. ORGANIZATION & BUSINESS INFORMATION

.....  
.....  
(Indicate Nature of Business)

#### AGPO DETAILS (Applicable for Special Groups Only)

AGPO Category of Registration .....  
(Indicate either Youth, Women or PWD)

AGPO Registration No. ....

I/We confirm availability of financial resources to execute contract(s) once registered .....  
(Indicate Yes/No.)

Signature of Applicant .....

Stamp

## FORM REG -3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 .....  
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. | ..... | .....       | .....               | .....  |
| 4. | ..... | .....       | .....               | .....  |

### 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. | ..... | .....       | .....               | .....  |
| 4. | ..... | .....       | .....               | .....  |

Date ..... Signature of Candidate .....

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

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

#### **FORM REG-4 - LITIGATION HISTORY**

Name of Contract Supplier: .....

Information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount.

| <b>YEAR</b> | <b>AWARD FOR<br/>OR AGAINST<br/>APPLICANT</b> | <b>NAME OF CLIENT CAUSE<br/>OF LITIGATION<br/>AND MATTER IN DISPUTE</b> | <b>DISPUTED AMOUNT<br/>(CURRENT VALUE KSHS<br/>EQUIVALENT)</b> |
|-------------|-----------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------|
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |
|             |                                               |                                                                         |                                                                |

All pending litigation shall in total not represent more than fifty percent (50%)] of the Applicant's net worth and shall be treated as resolved against the Applicant.

Signature of Applicant .....

Stamp

1. **Financial Capability:** Applicants will be required to demonstrate that the company is stable financially to transact business with County Government of Kisumu and shall be expected to: -
  - i) Submit at least one of the following: -
    - Audited Financial Statements for the last financial year (i.e. 2020),
    - Copy of auditor's certificate confirming the candidate is not insolvent, in receivership, bankrupt or in the process of being wound up
    - Certified Bank Statement for the last six Months.
  - .
2. For firms in the special group category, a commitment indicating that one has the financial capacity to execute contract(s) once registered.

**FORM REG-6            -    PAST EXPERIENCE NAMES OF THE APPLICANT'S  
CLIENTS (AT LEAST THREE) IN THE LAST TWO YEARS**

***(NOT APPLICABLE TO SPECIAL GROUPS)***

**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 documental 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 documental 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. of Client  
.....

v) Value of Contract  
.....

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

**(Attach documental evidence of existence of contract)**

**FORM PQ-7       -       SWORN DECLARATION /STATEMENT**

Having studied the Registration information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, I/We acknowledge that this grants me/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.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the registration made.
- d. I/We enclose all the required documents and information required for the registration evaluation.
- e. I/We hereby give County Government of Kisumu authority to seek any references it may deem vital while carrying out their evaluation.
- f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

**Date:** .....

**Applicant's Name:** .....

**Represented by:** .....

**Designation:** .....

**Signature:** .....

(Name and designation of the person signing and stamp or seal)

