

KENYA ROADS BOARD



REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023-2024 & 2024-2025

DOC NO. KRB/REG./001/2023-2025

6th FLOOR, KENYA RE-TOWERS
OFF RAGATI ROAD, UPPER HILL
P O BOX 73718-00200
NAIROBI

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ISO 9001:2015 CERTIFIED

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

Date: 19th September 2023

REGISTRATION NO. KRB/REG/001/2023-2025.

DESCRIPTION: REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023- 2024 AND 2024-2025

The Kenya Roads Board was established under Section 4 of the Roads Board Act No. 7 of 1999 as a corporate body under the State Corporations Act (Cap. 446) of the Laws of Kenya. The Board falls within the Ministry of Roads and Transport.

The Board intends to update its list of suppliers hence invites applications from competent firms for supply and delivery of goods, works and services for financial years 2023-2024 and 2024-2025.

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015, the Board wishes to update the list of registered suppliers, contractors, and consultants in various specific categories of goods, works and services.

To be considered for procurement opportunities in future, interested firms are required to submit registration application documents for the specified category/ies. Registration documents are downloaded free of charge from KRB Website: www.krb.go.ke or from the Public Procurement Information portal: www.tenders.go.ke.

Completed registration documents enclosed in plain sealed envelopes, clearly marked with the Registration name and reference number should be addressed and sent to:

The Director General,
Kenya Roads Board,
Kenya Re Towers 6th Floor, off Ragat Road Upper Hill,
P.O. Box 73718-00200,
Nairobi-Kenya.

OR dropped in the Tender Box at KRB offices 6th Floor, Kenya Re Towers, to be received on or before 12.00 noon on Monday 16th October 2023.

Note: The receipt of the registration documents will be **continuous during the financial years** and prospective suppliers are expected to meet all the mandatory requirements and fill all the necessary forms in the format provided and submit to the Board to be evaluated after every six months starting **October 2023.**

Deputy Director, supply chain Management

For: DIRECTOR GENERAL.

SECTION II: REGISTRATION CATEGORIES

REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES			
NO.	CATEGORY	DESCRIPTION	ELIGIBILITY
1.	KRB/REG/001/2023-2025	Supply of General Office Stationery and Computer/ Printer Consumables	OPEN TO ALL
2.	KRB/REG/002/2023-2025	Office Furniture, Fittings and Equipment	OPEN TO ALL
3.	KRB/REG/003/2023-2025	Supply of Desktops and Laptop Computers, Phones, tablets, Servers, UPS, Printers, Scanners, and allied Accessories	OPEN TO ALL
4.	KRB/REG/004/2023-2025	Supply of clothing e.g. uniforms/ tailor made outfits for various occasions	OPEN TO ALL
5.	KRB/REG/005/2023-2025	Design, Brand and Supply of Promotional and Branded Items e.g T-shirts, caps banners, posters, calendars, annual reports, diaries, etc.	OPEN TO ALL
6.	KRB/REG/006/2023-2025	Supply of calling cards/ Airtime	OPEN TO ALL
7.	KRB/REG/007/2023-2025	Supply of Fresh milk	OPEN TO ALL
8.	KRB/REG/008/2023-2025	Supply of fresh flowers and indoor potted plants	OPEN TO ALL
9.	KRB/REG/009/2023-2025	Supply and delivery of ICT office equipment, Photocopiers, printers, scanners, projectors etc.	OPEN TO ALL
10.	KRB/REG/010/2023-2025	Supply of Newspapers and Periodical Booklets	OPEN TO ALL
11.	KRB/REG/011/2023-2025	Supply, installation, repair and maintenance of Air- conditioners and Related Accessories	OPEN TO ALL
12.	KRB/REG/012/2023-2025	Provision of Courier Services	OPEN TO ALL
13.	KRB/REG/013/2023-2025	Repair and Maintenance of Computers, Servers, Printers, UPS and Related ICT Equipment	OPEN TO ALL
14.	KRB/REG/014/2023-2025	Provision of Events Management Services	OPEN TO ALL
15.	KRB/REG/015/2023-2025	Public Relations and Other Related Consultancy Services	OPEN TO ALL
16.	KRB/REG/016/2023-2025	Team Building Consultancy Services	OPEN TO ALL

17.	KRB/REG/017/2023-2025	Provision of Photography/Videography services and Related Services	OPEN TO ALL
18.	KRB/REG/018/2023-2025	Repair and maintenance of Office equipment, Photocopying machines	OPEN TO ALL
19.	KRB/REG/019/2023-2025	Provision of Promotional and Advertising Materials, Corporate Branding and Signage Services.	OPEN TO ALL
20.	KRB/REG/020/2023-2025	Provision of Asset Valuation, tagging, verification and reconciliation Services	OPEN TO ALL
21.	KRB/REG/021/2023-2025	Provision of public address system, Audio Visual equipment, and related accessories	OPEN TO ALL
22.	KRB/REG/022/2023-2025	Provision of Events management services (Tents, seats, tables and draping services, toilets etc.) for corporate events	OPEN TO ALL
23.	KRB/REG/023/2023-2025	Repair and Maintenance of plumbing systems	OPEN TO ALL
24.	KRB/REG/024/2023-2025	Repair and Maintenance of Electrical works & Accessories	OPEN TO ALL
25.	KRB/REG/025/2023-2025	Provision of cleaning services	OPEN TO ALL
26.	KRB/REG/026/2023-2025	Computer Software and associated Licenses	OPEN TO ALL
27.	KRB/REG/027/2023-2025	Supply of Kitchen Appliances	OPEN TO ALL
28.	KRB/REG/028/2023-2025	Supply of beverages and lease of beverage dispensers	OPEN TO ALL
29.	KRB/REG/029/2023-2025	Supply of motor vehicle Tyres, Tubes, batteries and related accessories	OPEN TO ALL
30.	KRB/REG/030/2023-2025	Supply of Drinking Water and lease of water dispensers	OPEN TO ALL
31.	KRB/REG/031/2023-2025	Supply and delivery of ICT Networking and Telecommunication Equipment	OPEN TO ALL
32.	KRB/REG/032/2023-2025	Supply & Installation of CCTV and Access Control Equipment	OPEN TO ALL
33.	KRB/REG/033/2023-2025	Supply of Library Books and materials	OPEN TO ALL
34.	KRB/REG/034/2023-2025	Supply & Delivery of Hardware Electrical Appliances, Fittings & Other Related Items	OPEN TO ALL
35.	KRB/REG/035/2023-2025	Repair and maintenance of network infrastructure, servers and related devices	OPEN TO ALL
36.	KRB/REG/036/2023-2025	Maintenance of Firefighting Equipment.	OPEN TO ALL

37.	KRB/REG/037/2023-2025	Provision of full board accommodation and conference facilities	OPEN TO ALL
38.	KRB/REG/038/2023-2025	Transport Services - (Hire of Vans, Mini-Buses, Buses, and Taxi Services)	OPEN TO ALL
39.	KRB/REG/039/2023-2025	Provision of Legal Services	OPEN TO ALL
40.	KRB/REG/040/2023-2025	Repairs, Service and Maintenance of Motor Vehicles	OPEN TO ALL
41.	KRB/REG/041/2023-2025	Provision of Private security services	OPEN TO ALL
42.	KRB/REG/042/2023-2025	Provision of Physical model construction services	OPEN TO ALL
43.	KRB/REG/043/2023-2025	Provision of Internet, Networking and Web Design Services	OPEN TO ALL
44.	KRB/REG/044/2023-2025	Provision of Server, LAN and WAN Maintenance Services	OPEN TO ALL
45.	KRB/REG/045/2023-2025	Repair and Maintenance of CCTV and Access Control Equipment	OPEN TO ALL
46.	KRB/REG/046/2023-2025	Work Environment/Market Research/Customer/Employee Satisfaction Survey	OPEN TO ALL
47.	KRB/REG/047/2023-2025	Radio and TV Programs, Documentaries and Films	OPEN TO ALL
48.	KRB/REG/048/2023-2025	Provision of Consultancy Services on Change Management and Leadership Development Programs	OPEN TO ALL
49.	KRB/REG/049/2023-2025	Maintenance, Servicing and Repair of ICT Telephony (PABX, IP Phones, Etc.)	OPEN TO ALL
50.	KRB/REG/050/2023-2025	Maintenance, Servicing and Repair of Network Equipment	OPEN TO ALL
51.	KRB/REG/051/2023-2025	Provision of production of Broadcast Quality Documentaries and news Features Services	OPEN TO ALL
52.	KRB/REG/052/2023-2025	Provision of Billboards, large signages and related services	OPEN TO ALL
53.	KRB/REG/053/2023-2025	Provision of corporate display stands, and granite works for corporate events	OPEN TO ALL
54.	KRB/REG/054/2023-2025	Provision of ICT security services	OPEN TO ALL
55.	KRB/REG/055/2023-2025	Provision of ICT training services	OPEN TO ALL

56.	KRB/REG/056/2023-2025	Provision of motivational speaker services	OPEN TO ALL
57.	KRB/REG/057/2023-2025	Provision of knowledge management services	OPEN TO ALL
58.	KRB/REG/058/2023-2025	Provision of market research/customer/employee satisfaction survey/employee engagement	OPEN TO ALL
59.	KRB/REG/059/2023-2025	Provision of Entertainment Services (Master of ceremony services, DJ, Live Bands, comedians etc.)	OPEN TO ALL
60.	KRB/REG/060/2023-2025	Maintenance and servicing of Surveying Equipment (Large Format Plotters and Scanners)	OPEN TO ALL
61.	KRB/REG/061/2023-2025	Provision of Legal Services	OPEN TO ALL
62.	KRB/REG/062/2023-2025	Provision of Radio and Television Airing services	OPEN TO ALL
63.	KRB/REG/063/2023-2025	Provision of Occupational Health programmes and Fire Safety Audits	OPEN TO ALL
64.	KRB/REG/064/2023-2025	Provision of design and mounting of trade fair (show) stands and Exhibitions	OPEN TO ALL
65.	KRB/REG/065/2023-2025	Office partitioning, repair and maintenance of Building works, interior Design and related services	OPEN TO ALL

N/B

- Interested AGPO registered suppliers will be registered alongside other suppliers in the above categories of registration.

-AGPO registered suppliers shall be **continuously** registered/listed by the Board upon submission of a company profile and a valid AGPO certificate.

SECTION III: INSTRUCTIONS TO CANDIDATES.

2.1 INTRODUCTION.

- 2.1.1 The Kenya Roads Board (KRB) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the KRB to perform the contract of supply of the goods to the Board.

2.2. FORMAT AND SIGNING OF APPLICATIONS.

- 2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.
- 2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 SUBMISSION OF APPLICATIONS

Applications for registration shall be submitted in sealed envelopes marked with the registration document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Monday 16th October 2023**.

- 2.3.1 Applications received after the closing date shall be rejected and returned to the applicant unopened.
- 2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to KRB headquarters as provided in the invitation for registration and the registration advertisement.
- (b) Bear the name and identification number of the registration document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes shall indicate the

name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, Kenya Roads Board will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate’s identity the Employer will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

2.4 ELIGIBLE CANDIDATES

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to The Supply Chain Head, Kenya Roads Board so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for registration- Form REG-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Board, as the Board shall reasonably request.

2.5 QUALIFICATION CRITERIA

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms REG-1, REG-2, REG-3, REG-4, REG-5 and REG-6 are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

2.5.2 The registration of suppliers’ application forms -Form REG-1 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.

2.5.3 Experience:

(a) Prospective bidders shall have at least 1 year experience in the supply of goods, services, and allied items in case of potential supplier should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

2.5.4 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form REG-2.

2.5.5 Financial Condition

The Supplier's financial condition will be determined by latest financial statements submitted with the registration documents as well as letters of reference from their bankers regarding suppliers credit position. Potential suppliers will be registered on the satisfactory information given.

2.5.6 Potential bidders must give a statement that demonstrates an understanding of the category of interest on form REG-3.

2.5.7 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders should provide evidence of financial capability to execute the contract.

2.5.8 Confidential Business Questionnaire

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

2.5.9 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form REG-4.

2.5.10 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 REG-5 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form REG-6.

2.6 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 CLARIFICATION OF REGISTRATION DOCUMENTS

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Board in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Employer's mailing address indicated in the registration data.

2.7.2 The Board will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Board's response to queries raised by applicants (including an explanation of the query but

without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

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

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Board.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Board may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

2.9.1 Applications must be received by the Board at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

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

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Board will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Board shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

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

2.11 PROCESS TO BE CONFIDENTIAL

2.11.1 Information relating to the examination, evaluation of applications, and

recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by a applicant to influence the Board's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE BOARD

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the Board may, at his discretion, ask any applicant for clarification of his/her application.
- 2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Board on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Board, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence the Board in the Board 's registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

2.13 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

- 2.13.1 Prior to the detailed evaluation of applications, the Board will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3 ; (b) is substantially responsive to the requirements of the registration documents; and (c) provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the registration documents, the Board's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- 2.13.3 If an application is not substantially responsive, it will be rejected by the Board and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 The Board will, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage the registration process to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 NOTIFICATION OF QUALIFIED APPLICANTS

- 2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the Board within thirty (30) days from the date of opening of registration documents.
- 2.14.2 At the same time the Board notifies qualified applicants that their applications are responsive, the Board shall notify the other applicants whose applications are not responsive.

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

- 2.15.1 The Employer will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13.
- 2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 EMPLOYER'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

- 2.16.1 The Employer reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Board's action.

2.17 NOTIFICATION OF APPROVAL

- 2.17.1 Prior to expiration of the period of registration validity prescribed by the Board, the Board will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL

- 2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their registration to the Board.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Registration of candidates shall supplement, complement, or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (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 ONE ORIGINAL REGISTRATION** document.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

PRELIMINARY EVALUATION

A: MANDATORY REQUIREMENTS

No.	Requirements	Score
1)	Duly filled signed and stamped Registration Submission Form addressed to The Director General indicating the area or category of interest	Mandatory
2)	Copy of Certificate of Registration/Incorporation	Mandatory
3)	Copy of Valid Tax Compliance Certificate	Mandatory
4)	Copy of Valid Single Business Permit from the County Government	Mandatory
5)	Provide the latest CR 12 Certificate for Companies and Identification documents for sole proprietor and partnership firms.	Mandatory
6)	Duly filled, signed and stamped Confidential Business Questionnaire	Mandatory
7)	Dully Filled registration Data (Registration of suppliers Application form) (REG- 1)	Mandatory
8)	Dully filled, signed supervisory personnel form (REG- 2)	Mandatory
9)	Give statement that demonstrates an understanding of the category of interest (REG-3)	Mandatory
10)	Dully filled, signed and stamped Past Experience Form (REG- 4)	Mandatory
11)	Dully filled Litigation History form (REG- 5)	Mandatory
12)	Dully filled, signed and stamped Sworn statement (REG- 6)	Mandatory
13)	Valid Tourism License (For Hotels and Conference venues only)	Mandatory
14)	Valid registration certificate and Licence with National Construction Authority (NCA) for works category only.	Mandatory
15)	Valid AGPO certificate (AGPO registered suppliers only)	Mandatory
16)	Professional service providers are required to provide current practicing certificates from their professional bodies and to be of good standing without any disciplinary cases e.g. Legal services (<i>The Board reserves the right to carry out due diligence before registration of the service providers</i>).	Mandatory

Note;

Bidders must meet ALL the Mandatory Requirement to qualify for Registration

SECTION IV: REGISTRATION SUBMISSION FORM

Date _____

Registration No. _____

To: **The Director General,
Kenya Roads Board,
Kenya Re Towers, off Ragati Road,
P.O Box 73718-00200
NAIROBI, KENYA**

Gentlemen and/or Ladies:

Having examined the Registration documents including Addenda Nos. the receipt of which is hereby duly acknowledged, we, the undersigned hereby submit our Registration Document.

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of Registered firms.

Category applied for Registration Code No. _____

Category Description _____

We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 20_____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of (*Name of the firm*)

i) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____ c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

FORM REG - 1 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/Wehereby apply for registration as supplier(s)

(Name of Company/Firm)

of

(Sub Category Description)

.....

(Sub-Category Code No.)

Post Office Address

Town.....Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

1) Names of Partners

.....

2) Business founded or incorporated

3) Under present management since

4) Net worth equivalent Kshs.....

5) Bank reference and address

6) Bonding company reference address.....

7) Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8) State any technological innovations or specific attributes which distinguish you from your competitor.....

9) Indicate terms of trade/sale

REG -2

SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

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)

REG-3 STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST.

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use should you be awarded a contract. This should include all activities and processes you will engage in as well as equipment and personnel that will be involved so as to ensure timely delivery of the goods.

[illegible]

FORM REG-4 - PAST EXPERIENCE

NAME OF FIVE CLIENTS

1. Name of 1stClient (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 2nd Client (organization)
 - i) Name of Client (organization) ii)
Address of Client (organization) iii)
Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client v)
Value of Contract vi)
Duration of Contract (date)
(Attach documental evidence of existence of contract)
3. Name of 3rd 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)
4. Others clients

FORM REG-5 - LITIGATION HISTORY

Name of Contract Supplier

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

FORM REG-6 - SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS, AND SERVICES

KRB intends to update its register for suppliers for various goods, works and services for the financial year, 2023-2025. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works or services they wish to be registered in.

Having studied the registration information for the above tender, I/we hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being registered i/we acknowledge that this will grant 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. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature& Stamp

(Full name and designation of the person signing and stamp or seal)