



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF THE PRIME CABINET SECRETARY**

TENDER NO. OPCS/R01/2023-2024

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES,
AND WORKS FOR FINANCIAL YEARS 2023/2024 –
2024/2025.**

CLOSING DATE: 15TH SEPTEMBER 2023 AT 11.00AM

Contents

1. INTRODUCTION.....	3
2. REGISTRATION INSTRUCTIONS	6
3. REGISTRATION DATA INSTRUCTIONS	8
4. BRIEF CONTRACT REGULATIONS/GUIDELINES	16
5. FORM RQ-1 MANDATORY REGISTRATION DOCUMENTATION	18
6. FORM RQ -2 REGISTRATION DATA.....	20
7. FORM RQ-3 SUPERVISORY PERSONNEL.....	21
8. FORM RQ - 4: PAST EXPERIENCE	22
9. FORM RQ-5: SWORN STATEMENT	24
10. FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	25
11. FORM RQ - 7 LITIGATION HISTORY	27

1. INTRODUCTION

The Office of The Prime Cabinet Secretary in Compliance with sections 71 and Reg. 44 of the Public Procurement and Asset Disposal Act, 2015, and the Public Procurement and Asset Disposal Regulations 2020 respectively, invites applications for continuous Registration of suppliers to be included in the current list of registered suppliers for Goods, Works, and Services.

Instructions to Bidders:

- a) Bidders **MUST** complete the table below in the format provided.
- b) Bidders **MUST** provide a substantive response in the format provided, irrespective of any attached technical documents.
- c) Bidders are allowed to register for up to a **MAXIMUM OF THREE CATEGORIES** from either of the classes (A, B, C & D).
- d) Bidders who select more than **THREE** categories will be evaluated on the first three (3) and the rest will not be considered.
- e) Bidders will be required to submit a **SINGLE** document containing all the three categories selected.
- f) Bidders interested in registering for AGPO opportunities Must indicate the Preferred category either Without Previous experience or With Previous experience

Categories

Category	Description	Preferred Category (Yes/No)
A. AGPO (YOUTH, WOMEN, AND PERSONS WITH DISABILITIES)		
OPCS/R01/001/2023-2024	Supply and Delivery of General office stationery e.g. Printing papers.	
OPCS/R01/002/2023-2024	Supply and Delivery of computer, printer, and photocopier consumables, and related accessories and supplies e.g. Toners, Cartridges, Maintenance Kits, Rollers, etc.	
OPCS/R01/003/2023-2024	Provision of Fumigation and Pest Control Services	
OPCS/R01/004/2023-2024	Provision of Printing Services	
OPCS/R01/005/2023-2024	Supply and Delivery of Corporate Uniforms, Footwear and	

Category	Description	Preferred Category (Yes/No)
	Accessories	
OPCS/R01/006/2023-2024	Supply and Delivery of Sanitary, Cleaning Materials, and Detergents	
OPCS/R01/007/2023-2024	Provision of Landscaping Services	
B. OPEN FOR ALL		
OPCS/R01/008/2023-2024	Supply and Delivery of Audio Equipment, Public Address Systems, and Related Equipment such as Microphones, Recorders, and Control units	
OPCS/R01/009/2023-2024	Supply and fitting of motor vehicle Spares, Tyres, Tubes/Airbridge Tyres, Batteries, Tyre repairs, Wheel alignment and balancing	
OPCS/R01/010/2023-2024	Supply Of Software And Associated Licenses (Windows, Microsoft Office, Antivirus.)	
OPCS/R01/011/2023-2024	Provision of Maintenance Services for Computers, Laptops, Printers and Photocopiers.	
OPCS/R01/012/2023-2024	Supply and Delivery of Computers, Laptops, Printers, Scanners, Computer Software and Related Items	
OPCS/R01/013/2023-2024	Supply and Delivery of Furniture	
OPCS/R01/014/2023-2024	Minor Repair of Buildings, Furniture, and other small office Equipment.	
OPCS/R01/015/2023-2024	Provision of office refurbishment and Furnishings E.g. Curtains and carpet, vertical blinds, sheers, window films, minor fabrication, etc.	
OPCS/R01/016/2023-2024	Provision of Asset Management Services (Tagging, Marking, Tracking, Verification and Reconciliation Services)	

Category	Description	Preferred Category (Yes/No)
OPCS/R01/017/2023-2024	Hire of Transport Services	
OPCS/R01/018/2023-2024	Hire of equipment (audio-visual e.t.c)	
C. FRAMEWORK CONTRACTS AND AGREEMENT		
OPCS/R01/019/2023-2024	Provision of Hotel Accommodation and Conference Facilities	
OPCS/R01/020/2023-2024	Provision of Office Catering Services	
OPCS/R01/021/2023-2024	Provision of Air Ticketing Services/Air Travel Agency	
OPCS/R01/022/2023-2024	Supply of Bottled Drinking Water	

1.2 A complete set of bidding documents in English may be obtained from the Public Procurement Information Portal: www.tenders.go.ke.

1.3 Tenderers who download the tender document must forward their particulars immediately to procurement@primecs.go.ke to facilitate any further clarification or addendum free of charge.

1.4 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00 am-5:00 pm. Completed Bids MUST be submitted in plain sealed envelopes marked:

"OPCS/RO1/2022-2023 - Registration of Suppliers for Goods, Services, And Works for The Financial Years 2023/2024/2024-2025 for the following Categories:

- i.**
- ii.**
- iii.**

1.5 Registration documents will be opened immediately thereafter at Kenya Railways Headquarters, Block A in the presence of candidates or their duly authorized representatives who choose to attend.

1.6 Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements. Failure to attach any of the mandatory requirements will lead to **disqualification**.

2. REGISTRATION INSTRUCTIONS

2.1 Registration Objectives

The main objective of this part is to short-list firms for the supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 71 and Reg. 44 of the PPAD ACT 2015 And PPAD Regulations 2020 Respectively.

2.2 Invitation for Registration

Firms registered with the Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to **The Office of the Prime Cabinet Secretary based at the Kenya Railways Headquarters Block “A”** so that they may be registered for submission of Tenders/Quotations. The prospective suppliers must provide the mandatory information for registration.

2.3 Experience

Experience in the supply and delivery of similar items/services is Mandatory for firms under the **OPEN** category (Documentary evidence to be submitted). However, firms owned by the **Youth, Women, Persons with Disabilities**, and other disadvantaged groups are exempted from this requirement. This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, the prospective supplier/provider **MUST** submit all the information herein requested.

2.4 Distribution of Registration Documents

Registration documents shall be downloaded from the Public Procurement Information Portal at www.tenders.go.ke.

2.5 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to **Head, Supply Chain Management Services** during official working hours, or email procurement@primecs.go.ke

2.6 Additional Information

The Office of the Prime Cabinet Secretary reserves the right to request the

submission of additional information from prospective bidders.

2.7 Invitation to Tenders / Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by The Office of the Prime Cabinet Secretary after evaluation of the documents presented and after the completion of the registration process.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration Data Forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, and RQ-7 are to be completed by prospective suppliers who wish to be registered to participate in Quotations for Supply of Goods, Services, and Works.

The Registration application forms that are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English Language and ink

3.2 Qualification

It is understood and agreed that the Registration Data on prospective bidders is to be used by The Office of the Prime Cabinet Secretary in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform concerning the Category as described by the client.

Prospective bidders may not be considered qualified unless, in the judgment of the Office of the Prime Cabinet Secretary, they possess the capability, experience, qualified personnel available, and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

Experience: Prospective bidder shall **NOT BE** required to have experience in the supply of goods, services, and works in the categories reserved to the Women, Youth, or Persons Living with Disabilities owned enterprises. However, experience of at least 2 years shall be required for other categories where the eligibility is. In that case, the potential supplier should show competence, willingness, and capacity to service the contract.

Bidders can only participate up to a maximum of three (3) categories and where bidders surpass the limitation the first three categories selected will be considered.

Personnel: The name, telephone number, and email of the directors, key personnel, and contact person must be indicated in Form RQ.3

Past Performance: Past performance will be given due consideration by pre-qualification bidders. Letters of reference from past customers **MUST** be submitted along with Form RQ-4

3.4 Statement

The application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client could substantially change the Performance and Qualification of the bidder or his ability to perform such as, but not limited to bankruptcy, change in ownership or new commitments, The Office of the Prime Cabinet Secretary reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

The listed forms will form the criteria for evaluation. Bidders are to duly fill, sign, and stamp forms. Where a certain form is not applicable, the bidders should indicate "**NOT APPLICABLE**"

Required Information

No.	Required Information	Form
1.	Registration Documentation	Form RQ-1
2.	Registration Data	Form RQ-2
3.	Supervisory Personnel	Form RQ-3
4.	Experience for category (For Open Categories)	Form RQ-4
5.	Sworn Statement	Form RQ-5
6.	Confidential Questionnaire	Form RQ-6
7.	Litigation History	Form RQ-7

3.7 Category-Specific Information

3.7.1 Hotel Accommodation and Conference Services (Framework Contract)

In Addition to the mandatory requirements, bidders are required to meet the following requirements,

Mandatory Requirements

- a) Valid Single Business permit from a County Government. (Attach License/payment receipt).
- b) Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing the services. Attach the names, addresses, and contact details. Contact details to include e-mail and cellphone number.
- c) Provide Public Health Certificates for staff and employees issued by a County Government.
- d) Proof of compliance with the catering levy (Evidence from Tourism Fund).

Price schedule

Name of Supplier/Hotel	Region (e.g.) Naivasha, Nairobi, Mombasa Kisumu	Rate for Full Day Conference Facilities per day per pax (Kshs)	Rate for Half Day Conference Facilities per day per pax (Kshs)

Notes:

- ✓ The framework contract is for One-year renewable annually, subject to satisfactory performance
- ✓ In the event of change of prevailing market prices, the contract shall be subjected to a mini competition.

3.7.2 Provision of Office Catering Services (Framework Contract)

In Addition to the mandatory requirements, bidders are required to meet the following requirements,

Mandatory Requirements

- a) Valid Single Business permit from a County Government. (Attach License/payment receipt).
- b) Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing catering services. Attach the names,

addresses, and contact details. Contact details to include e-mail and cellphone number.

- c) Provide Public Health Certificates for staff and employees issued by a County Government.
- d) Proof of compliance with the catering levy (letter from the Tourism Fund).

Schedule of Requirements

Item No	Description of Service	Unit	Rate (Kshs.)
Provision of The Below Catering Services On Need Basis			
1.	Breakfast Package that includes: Hot Beverages, Snacks/Pastries, and Traditional Food e.g., Arrowroots	Package	
2.	Lunch Package: Protein (White Meat), Starch, Vegetables, Fruit and a Soft Drink	Package	
3.	Lunch Package: Protein (Red Meat), Starch, Vegetables and Fruit and a Soft Drink	Package	
	TOTAL Rate	Package	

Under Section 141(2) the first three (3) bidder(s) with the lowest evaluated total rate shall be successful and will be subsequently considered for a framework contract.

N/B: Only Bidders Within the Nairobi County are eligible to bid

Notes:

- ✓ The framework contract is for One-year renewable annually, subject to satisfactory performance
- ✓ In the event of a change of prevailing market prices, the contract shall be subjected to a mini competition.

3.7.3 Provision of Air Ticketing Services/Air Travel Agency (Framework Contract)

In Addition to the mandatory requirements, bidders are required to provide a **Valid IATA Registration Certificate**

Price Schedule

No.	Air ticketing Service	Destination	Indicative Air Fare Rates		Visa Charges (if any) Kshs.
			Business Class (Kshs) inclusive of all taxes	Economy Class (Kshs) inclusive of all taxes	
1.	Air Ticketing Services for domestic air travel	Mombasa			
		Kisumu			
		Eldoret			
		Lodwar			
2.	Air Ticketing Services for East Africa Air Travel	Uganda			
		Tanzania			
		Rwanda			
		Ethiopia			
		South Sudan			
		DRC Congo			
3.	Air Ticketing Services for Regional air travel (the rest of Africa)	Algeria			
		Angola			
		Botswana			
		Burkina Faso			
		Cameroon			
		Cote d'Ivoire			
		Egypt			
		Ghana			
		Lesotho			
		Liberia			
		Malawi			
		Morocco			
		Nigeria			
		South Africa			
4.	Air Ticketing Services for	Australia			
		Belgium			

No.	Air ticketing Service	Destination	Indicative Air Fare Rates		Visa Charges (if any) Kshs.
			Business Class (Kshs) inclusive of all taxes	Economy Class (Kshs) inclusive of all taxes	
International air travel.		Canada			
		China			
		Denmark			
		Estonia			
		Finland			
		France			
		Germany			
		Greece			
		Hungary			
		India			
		Israel			
		Italy			
		Jamaica			
		Japan			
		Korea			
		Malaysia			
		Mauritius			
		Mexico			
		Netherlands			
		New Zealand			
		Norway			
		Portugal			
		Qatar			
	Singapore				
	Spain				
	United Kingdom				

No.	Air ticketing Service	Destination	Indicative Air Fare Rates		Visa Charges (if any) Kshs.
			Business Class (Kshs) inclusive of all taxes	Economy Class (Kshs) inclusive of all taxes	
		United States of America			

Notes.

- The Services will be offered on an “as and when required basis”.
- Bidders must indicate prevailing market rates at the time of bidding. A “mini competition” shall be held to determine the market price for each ticket at the time of travel.
- Where other taxes are applicable except VAT, bidders must specify the applicable taxes in detail.
- Only bidders who meet all the requirements will be responsive and considered for registration.
- The framework contract is for One-year renewable annually, subject to satisfactory performance

3.7.4 Supply and Delivery of Bottled Drinking Water (Framework Agreement)

- The proposed annual supply of bottled drinking water shall preferably be purified water, confirmed as being fit for human consumption by the relevant Authorities, and must be backed /supported by a valid KEBS Kenya Bureau of Standards certificate and laboratory test report.
- The water shall be delivered in bottles of 18.9 Litres and 500ml bottles.
- The water shall be delivered on an “As and When Required” basis.
- The Office of the Prime Cabinet Secretary does not intend to own the water bottles and expects the supplier to take them away at the end of the contract period.
- The contract shall be a fixed price contract and must be quoted in Kenya Shilling only.

- The contract for the supply of bottled water is for a period of **ONE YEAR** commencing from the date of contract signing and it's renewable upon satisfactory performance.

Price Schedule

No.	Item	Unit	Rate (Kshs.)
1.	Bottled Purified Water 18.9L	No.	
2.	Bottled Purified Water 500ML (24s)	Carton	

4 BRIEF CONTRACT REGULATIONS/GUIDELINES

4.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to de-registration and initiation of the process of debarment.

4.2 Contract Price

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

4.3 Delivery Period

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

4.4 Inspection of the goods, services, or works

The supplier must ensure the goods, services, and works delivered meet the quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Office of the Prime Cabinet Secretary shall not accept substandard goods, works, or services regardless of their low cost. The supplier shall bear the cost of delivery and return of rejected goods, services, and works.

4.5 Payments to suppliers awarded contracts/orders

The Office of the Prime Cabinet Secretary shall only pay for the goods, works, or services after their delivery. No advance payment is allowed. All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.

Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract and upon delivery/provision of goods/services/works.

4.6 Rights of the Office of the Prime Cabinet Secretary about registration of suppliers

The Office of the Prime Cabinet Secretary reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition, enhanced safety/security to the Government employees, and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Office of the Prime Cabinet Secretary. However, firms registered and identified through this open invitation for registration shall always be accorded first consideration to submit competitive bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on several occasions or if there is evidence a supplier has provided false, inaccurate, or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has a conflict of interest or has been debarred by any Government regulatory body.

4.7 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied.

5. FORM RQ-1 MANDATORY REGISTRATION DOCUMENTATION

NO.	REQUIREMENT
1.	Copy of Certificate of Registration/Incorporation - All categories
2.	Valid Tax Compliance Certificate from Kenya Revenue Authority - All categories
3.	Valid AGPO Certificate- All Categories Reserved for AGPO Owned Firms.
4.	Current CR12 showing the shareholding of the firm (Not older than six months) - All categories for registered companies
5.	Duly filled, signed, and stamped Confidential Business Questionnaire in the format provided. - All categories
6.	At least two years of Experience in the Supply and delivery of Similar Goods, Services, or Works (Attach Orders or Contracts or reference letters at least two (2)) <i>where Eligibility is Open</i>
7.	Valid IATA Registration Certificate- <i>Provision of Air Ticketing Services/Air Travel Agency Category</i>
8.	Tape-bound, fully serialized, and paginated tender document including attachments. <i>All categories</i>
9.	Valid Single Business permit from a County Government. (Attach License/payment receipt) <i>For Provision of Office Catering Services and Conference Facilities</i>
10.	Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing the services. Attach the names, addresses, and contact details. Contact details to include e-mail and cellphone number. <i>For Provision of Office Catering Services and Conference Facilities</i>
11.	Provide Public Health Certificates for staff and employees issued by a County Government. <i>For Provision of Office Catering Services and Conference Facilities</i>
12.	Proof of compliance with the catering levy (letter from catering levy regulator). <i>For Provision of Office Catering Services and Conference Facilities</i>

Vendor Evaluation Criteria

No.	Criteria	Requirement	Required (Pass or Fail)
1.	Firms Experience	<p>Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/ services/ Works to other institutions.</p> <p>Attach at least two (2) Delivery Notes/LPO/LSO/Contract/Letter of Recommendation of the past undertaking.</p>	
2.	Post Qualification- (Due Diligence)	Bidders' documents may be subjected to verification for confirmation of the authenticity on the following: (Valid tax compliance, etc	

6. FORM RQ - 2 REGISTRATION DATA

a) Category to be Registered (**3 Maximum**)

i.

ii.

iii.

b) Legal name of the firm

Post Office Address.....

Street and Address City.....

Country.....

Telephone No.....

Email address

Person to contact

c) Full name(s) of Directors(s)/Partners or Proprietor

i.

ii.

iii.

d) Disadvantaged Group (e.g. Youth, PWD, Women, etc.)

e) AGPO Certificate No.....

f) Incorporation or Registration Certificate No.....

g) IFMIS No.....

7. FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel, and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				

8. FORM RQ - 4: PAST EXPERIENCE

Name of Applicants Other Clients and Values Two Years Names of Applicants Other Clients and Values of Contract/Orders

Name of client 1 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract)

Duration of contract (date).....

Name of client 2 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract)

Duration of contract (date).....

Name of client 3 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract)

Duration of contract (date).....

Note The information provided above should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

9. FORM RQ-5: SWORN STATEMENT

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

- a) That 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 us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we 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.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and based on which the office of the Prime Cabinet Secretary relies on the registration of our Firm/Company.

I/We are aware that The Office of The Prime Cabinet Secretary is at liberty to institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006, and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

.....

10. FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b), or 2 (c) whichever applies to your type of business; and Part 3.

Part 1 – General:

Business Name.....

Location of business premises.

Plot No..... Street/Road

Postal Address

Tel No.

Fax

E mail

Nature of Business

Registration Certificate No.

The maximum value of the business that you can handle at any one time – Kshs.....

Name of your bankers

Branch

A/C No.....

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of Origin

Citizenship details

Part 2 (b) Partnership

Given details of the partners are as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

- (a)
- (b)
- (c)
- (d)

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

For and on behalf of M/s

In the capacity of

Dated this day of2020.

Suppliers' / Company's Official Rubber Stamp

.....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization, or Registration.

11. RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier.....

The contractor/Supplier should provide information on any history of litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

Note: Where there is no litigation history, bidders are to indicate N/ A.