



REGISTRATION DOCUMENT

PROVISION OF EVENT ORGANISING SERVICES

**TENDER NO.
YEDEF/PQ/029/2017-2019**

**NB: SEALED BIDS TO BE RETURNED NOT LATER THAN
4TH MAY 2017 AT 10.30AM**

REGISTRATION OF SUPPLIERS/SERVICES PROVIDERS

REQUIREMENTS FOR CATEGORY YEDF/PQ/029/2017-2019

PROVISION OF EVENT ORGANISING SERVICES

1. Fully complete the Confidential Business Questionnaire (S33) attached.
2. VAT, Certificate of Tax Compliance – Provide copies of certificates.
3. Company Registration certificate and all statutory obligations.
4. List of Organizations served in the last two (2) years.
(Attached copies of orders received.) This is not however applicable to starting businesses.
5. Attached proof of dealership or appointed agents if any.
6. Attach all certificates preference where required

Special Conditions of Tendering

(A) REFEREES

Obtain at least 3 Referees from the list of Organizations you have worked with for the last 2 years or those who know you (not a requirement for new businesses).

(1) (i) Name of organization-----

(ii) Official Rubber Stamp-----

(iii) Kind of work done and value

(iv) Signature and stamp----- Date -----
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(2) (i) Name of Organization -----

(ii) Official Rubber Stamp -----

(iii) Designation of Officer-----

(iv) Signature ----- Date -----

(3) (i) Name of Organization -----

(ii) Official Rubber Stamp -----

(iii) Designation of Officer-----

(iv) Signature ----- Date -----

Status of Compliance with Statutory Requirements and Evaluation Criteria.

	<u>Weight</u>
1. Certificate of Registration/Incorporation(Must Attach copy)	15%
2. Past experience (not applicable to new businesses).....	15%
3. Valid local authority Trade License..... (Attach copy)	15%
4. AGPO certificate..... (Attach copy)	15%
5. PIN/VAT No..... (Attach copy)	10%
6. Tax Compliance Certificate..... (Must Attach current copy)	<u>30%</u>
	100%

Pass mark 85%

7. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law
.....
8. State whether you have any litigation against the Government (attach proof from lawyer)
.....
9. State any technological innovations or specific attributes which distinguishes you from your competitors.....
10. Certificate of Good Conduct from Kenya Police (for Garages and Spare parts shops)
.....(Attach copy)
11. Other important certificates e.g. KEBS, Registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent)
.....(Attach copy)

Anti-Corruption Pledge Form

I/We.....

.....

.....aware that the Government views corruption in the procurement process a serious matter and aware that it is against Anti-Corruption and Crimes Act to engage in corrupt and fraudulent practices do hereby pledge not to engage in such practices while bidding for the supply of Goods and service to the Procurement entity.

Tenderer's Name.....

Address.....

Authorized signature.....

Date.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this Form.

Part I – General:

Business

Name.....

Location of business premises.....

Plot No.Street/Road.....

Postal Address.....Tel. No.

Nature of business.....

Current Trade Licence No.Expiring date.....

Maximum value of business which you can handle at any one time:

K£.....

Name of your bankers.....Branch.....

Are you an agent of the Kenya National Trading Corporation?

YES/NO.....

Part 2 (a) – Sole Proprietor:

Your name in full.....

Age.....

Nationality.....

Country of Origin.....

*Citizenship details.....

Part 2 (b) – Partnership:

Give details of partners as follows:

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

Part 2 (c) – Registered

Company: Private or

public.....

State the nominal and issued capital of the company –

Nominal K£.....

Issued K£.....

Give the details of all directors as follows:

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

Date.....Signature of Tenderer..... *If

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

GPK (L)

