

REPUBLIC OF KENYA



PARLIAMENT

THE NATIONAL ASSEMBLY

TENDER NO: NA/REG/001/2022-2023

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS
FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND
CONSULTANCY
FOR
THE FINANCIAL YEARS 2023/2024-2024/2025**

NAME OF THE FIRM

CATEGORY NO

ITEM DESCRIPTION

TARGET GROUP

If AGPO registered firm, please specify the category:-

Youth _____
Women _____
PWD _____

CLOSING DATE: 3RD MAY, 2023 AT 11.00 A.M.

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES

The National Assembly invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Year **2023-2024** and **2024-2025** in the following listed categories:-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1)	A1	Supply and Delivery of General Office Stationery and supplies	AGPO registered Firms
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, related accessories and supplies.	Open to all
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets related ICT Equipment and Accessories	Open to all
4)	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners etc.	AGPO registered Firms
5)	A5	Supply and Delivery of General Office Furniture and Fittings	AGPO registered Firms
6)	A6	Supply and Delivery of General Office Equipment	AGPO registered Firms
7)	A7	Supply, Delivery and Installation of Computer Software including Software Development, Customization and Support Services	Open to all
8)	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.	Open to all
9)	A9	Supply and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
10)	A10	Supply and Delivery of Ceremonial/Corporate Uniforms, Outfits, Footwear, etc.	Open to all
11)	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
12)	A12	Supply and Delivery of General Broadcast Materials	Open to all
13)	A13	Supply and Delivery of Electrical Items and its related Accessories including provision of fittings	Open to all
14)	A14	Supply and Delivery of hardware/building materials and related equipment including fittings	Open to all
15)	A15	Supply and Delivery Sanitary, Cleaning Materials and Detergents	AGPO registered Firms
16)	A16	Supply, Delivery, Installation and Commission of Security Equipment	Open to all
17)	A17	Supply delivery and Installation of firefighting equipment's	Open to all
18)	A18	Supply delivery and installation of air conditioning and refrigeration equipment's	Open to all
19)	A19	Supply and delivery of calling cards	Open to all
CATEGORY B: PROVISION OF SERVICES/WORKS/CONSULTANCY			
20)	B1	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open to all

21)	B2	Provision of Office Refurbishment and Furnishings e.g., Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Open to all
22)	B3	Provision of vehicle transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.	Open to all
23)	B4	Provision of Charter Plane and Chopper Services	Open to all
24)	B5	Provision of Photography and Video Coverage Services	Open to all
25)	B6	Provision of Creative Design and Printing Services i.e., Brochures, Flyers, Banners, Flexes etc.	AGPO registered Firms
26)	B7	Provision of Asset Marking/Tracking of Asset System	Open to all
27)	B8	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open to all
28)	B9	Provision of minor Works, Office and building repairs including partitioning, minor renovations, routine maintenance works, paint works, installations of minor Equipment, Plant and Machinery, etc. (Must be Registered with National Construction Authority-NCA)	Open to all
29)	B10	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with National Construction Authority-NCA)	Open to all
30)	B11	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all
31)	B12	Provision of Legal Services -constitutional experts, sectoral laws and policy experts	Open to all
32)	B13	Events Management (Hire of Tents and Chairs, Draping and Decorations)	Open to all
33)	B14	Hire of Audio Equipment, Public Address System and Related Equipment	Open to all
32)	B15	Provision of Consultancy Services in the following key Areas (Please clearly specify the area of expertise): Management with more emphasis on change and risk Management. Organizational Development Training (to work closely with the Centre for Parliamentary Studies & Training (CPST) Systems Automation, Procurement consultancy/agency	Open to all
33)	B16	Provision of asset movement/ relocation of offices or equipment	Open to all
34)	B17	Provision of editorial	Open to all
35)	B18	Provision of courier services	Open to all
36)	B19	Provision of management Consultancy services: Human Resources, ICT, Audit, Legal, Tax Accountancy, Occupational Health and Safety Services e.t.c	Open to all
37)	B20	Provision of software Licences, Operating systems, Utility software and database.	Open to all
38)	B21	Provision of Auctioneering Services	Open to all
39)	B22	Provision of air conditioning and refrigeration services	Open to all
40)	B23	Provision of maintenance services for firefighting equipment's	Open to all
41)	B24	Provision of maintenance services for hardware and Software	Open to all
42)	B25	Provision of Parliamentary Budget office technical professional services and related services	Open to all
43)	B26	Provision of technical professional services in graphic designs and illustrations covering key publications, books, magazines, programmes including online and digital items/output that is critical and useful to effective performance of key technical arms and the Legislature	Open to all

44)	B27	Provision of website design and comprehensive content management that includes digital content, and ensure effective usability and application across various media	Open to all
45)	B28	Provision of Hotel Accommodation and Conference Facility Services (Please State your Geographical Locations preferably Three (3) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. ❖ Hotels in other towns to apply and be considered based on provision of quality standards.	Open to all
46)	B29	Provision of interpretation services	Open to all
47)	B30	Provision of mover's relocation services	Open to all
48)	B32	Provision of Branding services	Open to all
49)	B33	Provisions of Gifts including assorted Branded services	Open to all
50)	B34	Provision of advertising services	Open to all
CATEGORY C: PROVISION OF SPECIALIZED SERVICES			

51)	C1	Provision of Cleaning Services	AGPO registered Firms
52)	C2	Provision of Laundry & Dry-Cleaning Services	AGPO registered Firms
53)	C3	Provision of Fumigation & Pest Control Services	Open to all
54)	C4	Provision of Landscaping and Gardening Services	Open to all
55)	C5	Supply and maintenance of Fresh Flowers	AGPO registered Firms
CATEGORY D: PROVISION OF CATERING GOODS			
56)	D1	Supply of Fresh Fruits and Vegetables	
	Lot 1	Supply and delivery of Fresh Fruits	AGPO registered Firms
	Lot 2	Supply and delivery of Vegetables	
57)	D2	Supply of Meat and Meat Products	
	Lot 1	Poultry	AGPO firms
	Lot 2	Fish	Open to all
	Lot 3	Beef	Open to all
58)	D3	Supply of Alcoholic beverages, Soda & Bottled Water	Open to all
	Lot 1	Supply of Alcoholic beverages	
	Lot 2	Supply of Soda	
	Lot 3	Supply of Bottled Water	
59)	D4	Supply of Cigarettes & Tobacco	Open to all
60)	D5	Supply of Fresh Fruit Juices	Open to all
61)	D6	Supply of Dry Goods	AGPO registered firms
62)	D7	Supply of Wines and Spirits	Open to all
63)	D8	Supply of Catering Operating Equipment such as:-	Open to all
		<ul style="list-style-type: none"> • Silverware (Cutlery) such as Forks, Knives, Spoons etc. • Crockery such as Cups, Plates, Bowls, Flasks etc. • Glassware such as Glasses, Mugs, Jugs etc. • General Kitchen Equipment such as Cooking Pots, Oven, Fridges, Fryers, Coffee Machine, Dough Mixer etc. 	
64)	D9	Supply of Catering Cleaning Materials such as Oven Cleanser,	

		Max Bleach, Dish Washing, Super Degreaser etc.	
65)	D10	Supply of Catering Hygienic Products such as Rapid Test Kit for Testing Food, Probe Thermometer, Sanitizers, PPE Equipment etc.	AGPO registered firms

Interested eligible candidates may download the registration document from the commission website; www.parliament.go.ke or from the Public Procurement Information portal, www.tenders.go.ke free of charge. Bidders who download the registration document must arrange to register with National Assembly their contact details at procurementna.2042@gmail.com for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Complete registration document are to be enclosed in plain sealed envelopes, marked with the tender number and respective category and Item description be deposited in the Tender Box at 13th Floor, Protection House, Nairobi or be addressed to:

The Clerk of the National Assembly,
Parliament of Kenya,
P. O. Box 41842-00100,
NAIROBI.

so as to be received on or before **Wednesday, 3rd May, 2023 at 11.00 am** Kenyan time.

CLERK OF THE NATIONAL ASSEMBLY

1.0 REGISTRATION INFORMATION

1.1 Introduction

The National Assembly invites all interested firms that fulfil the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the National Assembly.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the National Assembly on 'as and when required' during the Financial Year 2023-2024 and 2024-2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the National Assembly.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Clerk of the National Assembly,
Parliament of Kenya
P.O. Box 41842-00100,
Nairobi.**

Not later than **Wednesday, 3rd May, 2023 at 11.00 am (Local time)**
(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with National Assembly their contact details at procurementna.2042@gmail.com **(Not Applicable)** at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The National Assembly reserves the right to request for submission of additional information from prospective bidders. The National Assembly may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

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

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by the National Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of National Assembly they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements.

2.4 Category specific information

Category B1-Provision of Travel and air ticketing agency services

- ❖ IATA Registration Certificate for Air Travel Agents.
- ❖ The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category B2-Provision of Hotel Accommodation and Conference Facility

- ❖ The Hotels should state their geographical locations and should be (4) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. (Hotels in other towns to apply and be considered based on provision of quality standards)

- ❖ The National Assembly may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the National Assembly. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

Category B5-Provision of vehicle transport, car hire and taxi services

- ❖ The firm should clearly state their geographical areas of operation e.g Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- ❖ The vehicles should be well maintained/serviced and available at short notice.

Note:

For any engagement The National Assembly shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

Category B6-Provision of Charter plane and Chopper services

- ❖ The certificate of Incorporation/registration should be of air ticket/air flight services.
- ❖ Should also provide three referrals where they offer similar services.

Category B10- Provision of legal services

- ❖ Be an advocate of the high court of Kenya having signed the roll of advocates.
- ❖ Hold a current practising certificate.

Category B11- Provision of valuation of assets and other related services

- ❖ Be entered in the register of valuers
- ❖ Hold a certificate of registration
- ❖ Hold a valid annual license

Category D- Provision of Catering Goods and materials

- ❖ Valid Health certificate/food handling certificate.
- ❖ Fixed clean premises for suppliers of poultry products (attach ownership or lease agreements)
- ❖ Evidence of a delivery vehicles and or equipment/facilities preferably refrigerated.
- ❖ Category D3 must attach NACADA License for alcoholic beverages.
- ❖ Category D7 and D8 must provide a valid Manufacturer's/Distribution Authorization Certificate or License.
- ❖ At the time of invitation, the firms will be issued with actual specifications for the items including category specific qualification requirements in the bid documents.
- ❖ The firms will be invited to quote competitively on rotational basis and engaged on monthly or quarterly basis depending on the needs of the National Assembly.

- ❖ The National Assembly will review from time to time the quality standards of the suppliers registered in these categories in order to ensure high hygiene and quality standards are maintained at all times.

Category D2-Supply of Meat and Meat Products (Poultry, Fish and Beef)

- ❖ The firm must provide a valid Health Certificate/Food Handling Certificate.
- ❖ The firm must show evidence of a Fixed Clean Premise(s) (attach ownership or lease agreements).
- ❖ The firm must show evidence of a Delivery Vehicle(s) and or Equipment/ Facilities (preferably refrigerated).

2.5 Withdrawal of registration

Should a condition arise that 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 National Assembly reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6** After evaluation of the received applications, The National Assembly will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 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 disqualification from the list.

3.2 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.

3.3 Delivery Period

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

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the National Assembly quality standards/specification requirements as outlined in the Request for Quotation/tender document. The National Assembly shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The National Assembly shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase 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.

3.5 Rights of the National Assembly

The National Assembly 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 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 National Assembly. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of 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 conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	A valid Certificate of registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise	
6.	Duly filed registration data form PQ-1	
7.	Duly filed supervisory personnel form PQ-2	
8.	Duly filed confidential business questionnaire form PQ-3	
9.	Duly filed past experience form PQ-4	
10.	Duly filed sworn statement form PQ-5	
	RESPONSIVENESS	

Note:-

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when needs arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (*Firm's Name*) hereby apply
for registration in the categoryas supplier of.....(*Item
Description /per category*)

Post Office Address.....Town.....

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

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

- a)
- b)
- c)

Partnership (if applicable) Name of partners

3. ADDITIONAL INFORMATION

- a) Business founded or incorporated
- b) Networth equivalent Kshs.....
- c) Bank reference and Address
- d) Sister/Bonding Company reference and address (if applicable)
- e) State any technological innovations or specific attributes which distinguish you from your competitors:-.....
- f) Indicate terms of trade / sale

FORM PQ-2 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....
Certificate of Incorporation/Registration No
Location of business premises:
CountryPhysical address
Town Building.....
Floor..... Plot No.
Street / RoadPostal Address
Postal / Country Code..... Telephone No's.....
Fax No's.E-mail address
Website
Contact Person (*Full Names*) Direct / Mobile No's.....
Title Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc.*).....

(Applicable to Local Suppliers Only)
Local Authority Trading License No Expiry Date
Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**US\$/Kshs**)
.....

Was this successfully undertaken? **Yes / No**. (If **yes**, attach reference)

Name (s) of your banker (s)
Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names
Nationality..... Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the National Assembly and any other public or private institutions.

Full Names

Signature

Dated thisday of2023.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

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

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in the National Assembly or any other public institution who has interest in the Firm? Yes/No (*Delete as necessary*) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2
3.....
Contact person (Full Names)			

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give the National Assembly authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1 Name of 1st Client (Organization)
 - i. Name of Client (organization)
 - ii. Address of Client (organization)
 - iii. Name of Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date)

2. Name of 2nd Client (organization)

 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date)

3. Name of 3rd Client (organization)

 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date)

- Others

Note; This form will be considered duly filled for one or more clients

FORM PQ-5 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the National Assembly.
- c. We shall notify the National Assembly when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process *(In case of any litigation issues, please indicate the nature in a different sheet as an attachment).*

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

.....End.....