

KENYA INSTITUTE OF SPECIAL EDUCATION



TENDER NO: KISE/01/2024

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

FINANCIAL YEARS: 2024 -2025/2025-2026

NAME OF THE FIRM:

If AGPO registered firm, please specify the category: -

YOUTH _____

WOMEN _____

PWD _____

CLOSING DATE: Wednesday 14th August, 2024 AT 11:00 A.M
OPENING DATE: Wednesday 14th August, 2024 AT 11:00 A.M

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REGISTRATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2024 -2025/2025-2026 FINANCIAL YEAR

PART 1: INVITATION TO TENDER FOR REGISTRATION

SECTION A: ABOUT KISE

1.1 Introduction

Kenya Institute of Special Education (KISE) is a semi-autonomous government agency of the Ministry of Education, Kenya. It was established through a Legal Notice No. 17 of 14th February 1986. The Institute invites applications from eligible individuals / firms for registration of suppliers for the Financial Years 2024/2025 and 2025/2026.

Corporate Statements

Vision

An inclusive Kenyan society, in which every child with special needs and disability accesses quality education and achieves their fullest human potential

Mission

To facilitate service provision for persons with special needs and disabilities through human capital development, research, functional assessment, rehabilitation, Inclusive education practices, technology and production of learning and assistive materials

Core Values

KISE upholds the following core values;

- Professionalism,
- Relevance,
- Integrity,
- Equity,
- Respect and
- Empathy.

The Goods, Services and Works for which tenderers may apply for registration are detailed in Part 1, Section B below;

SECTION B: CATEGORIES FOR REGISTRATION

GOODS			
No	CATEGORY NUMBER 1	DESCRIPTION	TYPE
1.	KISE/REG/01/2024-2026	Supply of Office and General Stationery	Reserved
2.	KISE/REG/02/2024-2026	Supply of Computer Hardware & Software, Anti-Virus and other related ICT hardware & accessories	Open
3.	KISE/REG/03/2024-2026	Supply of Local Office Furniture and Fittings	Open
4.	KISE/REG/04/2024-2026	Supply of Printer and Photocopier Toners	Reserved
5.	KISE/REG/05/2024-2026	Design and Supply of Branded Materials (T-Shirts, Caps, Carrier Bags, Banners, Brochures, Logos etc.)	Reserved
6.	KISE/REG/06/2024-2026	Supply and Maintenance of PABX, Telephone and Telecommunication Equipment Inclusive of Spares and Related Accessories	Open
7.	KISE/REG/07/2024-2026	Supply of Staff Uniforms	Reserved
8.	KISE/REG/08/2024-2026	Supply, Installation, Commissioning & Maintenance of Fire Extinguishers, Automatic Fire Suppression Systems, Smoke Detectors and accessories	Reserved
9.	KISE/REG/09/2024-2026	Supply, Installation, Commissioning & Maintenance of ICT Security and Access Control Devices, CCTV, Alarm Systems	Open
10.	KISE/REG/10/2024-2026	Supply of Cleansing Materials	Reserved
11.	KISE/REG/11/2024-2026	Supply of Tyres, Tubes and Batteries	Open
12.	KISE/REG/12/2024-2026	Design and Printing of Calendars, Diaries, Stickers, Brochures, Booklets and Other Printed Stationery	Reserved
13.	KISE/REG/13/2024-2026	Supply of Cereals and Dry Provisions	Open
14.	KISE/REG/14/2024-2026	Supply of Soap and Detergents	Reserved
15.	KISE/REG/15/2024-2026	Supply of Timber, Manufactured Boards and Hardware Materials	Open
16.	KISE/REG/16/2024-2026	Supply of Electrical Appliances and Fittings	Open
17.	KISE/REG/17/2024-2026	Supply of Bread and Bread Products	Open
18.	KISE/REG/18/2024-2026	Supply of Chicken, Fish and Eggs	Reserved
19.	KISE/REG/19/2024-2026	Supply of Milk	Open
20.	KISE/REG/20/2024-2026	Supply of Plumbing Materials	Reserved
21.	KISE/REG/21/2024-2026	Supply of Meat and Meat Products	Open
22.	KISE/REG/22/2024-2026	Supply of Human Drugs and Dressings	Open
23.	KISE/REG/23/2024-2026	Supply of Paper for Embosser and Brailleurs	Reserved
24.	KISE/REG/24/2024-2026	Supply of Games and Sports Items	Open
25.	KISE/REG/25/2024-2026	Supply of Firewood	Open
26.	KISE/REG/26/2024-2026	Supply of Fruits and Vegetables	Open
27.	KISE/REG/27/2024-2026	Supply of Swimming Pool Chemicals	Open
SERVICES/WORKS			
No	CATEGORY NUMBER 2	DESCRIPTION	TYPE
1.	KISE/REG/28/2024-2026	Provision of Travel Agency Services, Air Ticketing and Travel Arrangements – IATA Registered	Open

2.	KISE/REG/29/2024-2026	Provision of Fumigation and Pest Control Services	Open
3.	KISE/REG/30/2024-2026	Repair and Maintenance of Refrigerators, Deep Freezers, Air Condition System & Cold Room	Open
4.	KISE/REG/31/2024-2026	Generator Repair and Maintenance	Open
5.	KISE/REG/32/2024-2026	Provision of Earth Moving and Landscaping Services	Reserved
6.	KISE/REG/33/2024-2026	Provision of Hotel, Accommodation and Conferencing Services Country Wide.	Open
7.	KISE/REG/34/2024-2026	Provision of Insurance Brokerage Services	Open
8.	KISE/REG/35/2024-2026	Provision of Sanitary Services	Reserved
9.	KISE/REG/36/2024-2026	Provision of Fire Equipment Maintenance Services, OSH training, Fire and First Aid Training Services	Open
10.	KISE/REG/37/2024-2026	Provision of Chairs and Tents for Hire	Open
11.	KISE/REG/38/2024-2026	Provision of Medical Waste Disposal Services	Open
12.	KISE/REG/39/2024-2026	Civil and Building Works Contractors and Renovators	Open
13.	KISE/REG/41/2024-2026	Provision of Garbage Collection Services	Reserved
14.	KISE/REG/42/2024-2026	Provision of Grounds Maintenance Services	Open
15.	KISE/REG/43/2024-2026	Provision Motor Vehicle Body Works and Painting Services	Open
16.	KISE/REG/44/2024-2026	Repair and Maintenance of Embosser Machines and Other Specialised Machines	Open
PROFESSIONAL CONSULTANTS			
No	CATEGORY NUMBER 3	DESCRIPTION	TYPE
1.	KISE/REG/45/2024-2026	Provision of Team Building Consultancy Services	Open
2.	KISE/REG/46/2024-2026	Provision of Baseline Survey and Related Consultancy Services	Open
3.	KISE/REG/47/2024-2026	Provision of Human Resource Consultancy Services, Training and Capacity Building Attach Valid Practicing Certificate in Area of Expertise	Open

SECTION C: REQUIREMENTS

Tenderers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Copy of Certificate of Registration/Incorporation- All OPEN Categories
2. Valid Tax Compliance Certificate- All OPEN categories
3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)- All categories.
4. Company profile - All OPEN categories.
5. Valid AGPO Certificate for the AGPO groups.
6. Duly filled signed and stamped Confidential Business Questionnaire - All OPEN categories.
7. For Construction related works, Tenderers MUST be registered by NCA
8. Valid Food Handling Certificate- where applicable.
9. Litigation history to be provided – All categories
10. Proof of membership to a professional body where relevant / applicable to be attached
11. Self-Declaration Forms – All categories

suppliers are expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant / applicable should be attached.

Duly completed Registration Documents in plain sealed envelopes clearly marked;

REGISTRATION OF SUPPLIERS, FOR PROVISION OF GOODS, WORKS & SERVICES FOR KENYA INSTITUTE OF SPECIAL EDUCATION FOR THE FINANCIAL YEARS 2024/2025 & 2025/2026

**Tender No: KISE/01/2024 -2025,
Category number and Item Description.**

Should be addressed to:

**The Director,
Kenya Institute of Special Education
P.O. Box 48413-00100 Nairobi**

PART 2: TENDERING PROCEDURES

INSTRUCTIONS TO CANDIDATES

2.1. Introduction

Interested Tenderers must meet the set criteria as provided in this document to qualify for registration for provision of goods, services and works to the Institute.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one registration document, as described in Instructions to Candidates, bound, paginated and clearly marked ORIGINAL.

2.2.2 The original 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 duly authorized to sign on behalf of the applicant. The person signing the registration document shall initial all pages of the document where entries or amendments have been made.

- 2.2.3 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

- 2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, item description and reference number and deposited in the tender box at the address and location indicated under the section 'Requirements' so as to be received on or before **Wednesday 14th August, 2024 at 11.00Am**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

- 2.3.2 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.

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

2.4 Qualification Criteria

- 2.4.1 Registration will be based on meeting the minimum requirements and passing the criteria set as shown below. The attached questionnaire forms RQ-1, RQ- 2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

- 2.4.2 The registration 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 and in ink.

2.4.3 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in FORM RQ-1

2.4.4 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.4.5 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.4.6 Past Performance

Past performance will be given due consideration in registering bidders. Letters of reference from

past customers and or copies of previous contracts or orders should be included in Form RQ-3.

2.4.7 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 RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given – Form RQ-5.

2.5 Cost of Application

Interested firms may obtain registration documents from Supply Chain department during normal working hours upon payment of non-refundable fee of Kshs 1,000 per set of Tender document payable through MPESA and free if downloaded from the website www.kise.ac.ke/downloads or www.tenders.go.ke

2.6 Clarification of Registration Documents

2.6.1 The prospective applicant requiring any clarification of the registration documents may notify the Institute in writing or by email at the Institution's email address indicated in the Section 'Requirements'

2.6.2 The Institute will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Institution'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 picked the registration documents and left their email addresses.

2.7 Amendment of Registration Documents

2.7.1 At any time prior to the deadline for submission of applications, the Institution 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.

2.7.2 The Addendum thus issued shall be part of the registration documents and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Institution.

2.7.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Institution may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.2.

2.8 Deadline for Submission of Registration Documents

2.8.1 Applications must be received by the Institution at the address specified in Sub Clause 2.5 no later than the time and date stipulated in this document.

2.8.2 The Institution may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.7 in which case all rights and obligations of the Institution and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.9 Process to be Confidential.

2.9.1 Information relating to the examination, evaluation of applications, and recommendations for the

successful tenderers shall not be disclosed to applicants or any other persons not officially concerned with such process until the successful applicants have been informed. Any effort by an applicant to influence the Institution's processing of applications or approval decisions may result in the rejection of the applications.

2.10 Clarification of Applications and Contacting of the Institution

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

2.10.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Institution 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 Institution, he/she should do so in writing.

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

2.11 Examination of Registration Documents and Determination of Responsiveness

2.11.1 Prior to the detailed evaluation of applications, the Institution will determine whether each application.

(a) has been properly signed and delivered pursuant to clause 2.2.2;

(b) is substantially responsive to the requirements of the registration documents; and provides any clarification and/or substantiation that the Institution may require to determine responsiveness pursuant to Sub-Clause 2.15.

2.11.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

2.11.3 A material deviation or reservation is one: -

(a) Which limits in any substantial way, inconsistent with the registration documents, the Institution's rights or the applicant obligations under the contract; or

(b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.11.4 If an application is not substantially responsive, it will be rejected the Institution and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.11.5 The Institution, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.12 Notification of Qualified Applicants

2.12.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.16 will be notified by the Institution within two (2) months from the date of opening of registration documents.

2.12.2 At the same time the Institution notifies qualified Applicants that their applications are responsive, the Institution shall notify the other Applicants whose applications are not responsive.

2.13 Evaluation and Comparison of Applications

2.13.1 The Institution will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.13.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.14 The Institution's Right to accept any Application and to reject any or all Applications

2.14.1 The Institution 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 contract, without thereby incurring any liability to the affected applicant.

2.15 Notification of Approval

2.15.1 Prior to expiration of the period of registration validity prescribed by the Institution, the Institution will notify successful applicants through their contact addresses.

2.16 Registration of current Institution's suppliers / service providers / contractors

2.16.1 All current suppliers / service providers / contractors SHALL be required to apply for registration as per the criteria provided in this document so as to be on-boarded afresh and be registered by the Institution.

APPENDIX 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 document.
- (ii) Subject to Clause 2.14 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATOR REQUIREMENTS)

No.	Requirements	OPEN (Required: - Yes/No)	RESERVED (Required: - Yes/No)
1.	Copy of Certificate of Registration /Incorporation (To be submitted by applicants for All categories).		
2.	Copy of Valid Tax Compliance Certificate (To be submitted by applicants for OPEN categories ONLY).		
3.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement / Declaration)- (To be submitted for all categories)		
4.	Company profile (To be submitted by applicants for OPEN categories ONLY).		

No.	Requirements	OPEN (Required: - Yes/No)	RESERVED (Required: - Yes/No)
5.	Valid AGPO Certificate for the AGPO groups (For reserved categories)		
6.	Duly filled signed and stamped Confidential Business Questionnaire (To be submitted by applicants for OPEN categories ONLY).		
7.	For Repair & Maintenance works Firms MUST be registered by NCA – where applicable		
8.	Valid Food Handling Certificate – where applicable		
9.	Proof of membership to a professional body where relevant / applicable to be attached		
10.	Litigation History (To be submitted for all categories) - Provide details on FORM RQ-4.		
11.	Sworn Statement (To be submitted for all categories) - Provide details on FORM RQ-5		
12.	Filled Self Declaration Form – (To be submitted for all categories) - Provide details FORM RQ-6		
13.	At least 3 years of experience for supply and delivery of similar goods, services or works. Attach orders or contracts or reference letters at least two OR MORE (2)- where Eligibility is open.		

Any applicant who fails to provide ALL the mandatory requirements as applicable / outlined on the criteria above shall NOT proceed to the next stage of the evaluation below.

B. EVALUATION CRITERIA.

No.	Requirements	Score Pass / Fail (OPEN)	Score Pass / Fail. (RESERVED)
1.	Duly filled Registration Data RQ-1 RQ-2 RQ-3 (To be submitted for open categories only) RQ-4 and RQ-5		
2.	RQ-1 (To be submitted for open categories only)		
3.	RQ-2 (To be submitted for open categories only)		
4.	RQ-3 (To be submitted for open categories only)		
5.	RQ-4 (To be submitted by all categories -both open and reserved)		
6.	RQ-5 (To be submitted by all categories -both open and reserved)		

FORM RQ-1 - REGISTRATION DATA SUPPLIERS APPLICATION FORM

I/We (Name of Company/Firm)
hereby apply for registration. as suppliers of: (Item Description)
.....

Category No:

Other branches and location:

Organization & Business Information Management Personnel:

- Job Title.....
1.
.....
 2.
.....
 3.
.....

Partnership (if applicable) Names of Partners

1.
.....
2.
.....
3.
.....

Indicate terms of trade/ sale /Payment

Enclose copy of profile of the firm indicating the main field of activities.

FORM RQ-2 - 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.Expiry Date

Maximum value of business that you can handle at any one time: Kshs..... (Amount in words)

Name of your bankers Branch

Are you an agent of the Kenya National trading Corporation? YES/NO

Part 2 (a) – Sole Proprietors:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)- Partnership:

Give details of partners as follows:

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....				
2.....				
3.....				
4.....				
5.....				

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company –

Nominal Kshs.

Issued Ksh

Give details of all directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....			
2.....			
3.....			
4.....			
5.....			

Date

Signature of Tenderer

If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

FORM RQ-3 - PAST EXPERIENCE NAMES OF AT LEAST TWO CLIENTS (for open categories only)

Name of 1st Client (organization)

Name of Client (organization).....
Address of Client (organization).....
Name of Contact Person at the Client (organization).....
Telephone No. of Client.....
Duration of Contract (date).....
Signature and Stamp of Organization.....

Name of 2nd Client (organization)

Name of Client (organization).....
Address of Client (organization).....
Name of Contact Person at the Client (organization).....
Telephone No. of Client.....
Duration of Contract (date).....
Signature and Stamp of Organization.....

Name of 3rd Client (organization)

Name of Client (organization).....
Address of Client (organization).....
Name of Contact Person at the Client (organization).....
Telephone No. of Client.....
Duration of Contract (date).....
Signature and Stamp of Organization.....

Name of 4th Client (organization)

Name of Client (organization).....
Address of Client (organization).....
Name of Contact Person at the Client (organization).....
Telephone No. of Client.....
Duration of Contract (date).....
Signature and Stamp of Organization.....

FORM RQ-4- LITIGATION HISTORY.

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution. Litigation History (Provide current sworn affidavit)

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

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

FORM RQ-5- SWORN STATEMENT

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

- a) That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b). That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c). When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d). We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company Name

Represented by

Date.....

Signature & stamp:

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

FORM RQ-6 - SELF-DECLARATION FORM

We, the Tenderer (insert name)
Submitting our tender in respect of Tender No for.....
..... (insert tender Title Description) for
.....(insert Name of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the registration of suppliers exercise as defined and/or described in the following:
 - i) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations; ii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iii) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of(name of the procuring entity);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject exercise;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:
[Insert complete name of tenderer signing the application for registration]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:
.....
[Insert complete name of person duly authorized to sign the application for registration]

Title of the person signing the application for registration
.....
[Insert complete title of the person signing the quotation]

Signature of the person named above
[Insert signature of person whose name and capacity are shown above]