



**MINISTRY OF YOUTH AFFAIRS, THE ARTS AND SPORTS
STATE DEPARTMENT FOR YOUTH AFFAIRS AND THE
ARTS**

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

FOR THE FINANCIAL YEARS 2023-2025

Tender No. SDYAA /REG/03/2022-2023

**CLOSING DATE AND TIME: WEDNESDAY 28TH JUNE 2023
AT 11.00 A.M**

Tenderer's Name.....

Item Description.....

Tender Ref No.....

JUNE 2023

Contents

1.0 TENDER NOTICE.....	3
2.0 INSTRUCTIONS TO CANDIDATES	7
3.0 Registration Data Instructions.....	9
IMPORTANT REGISTRATION EVALUATION CRITERIA	10
Evaluation Criteria.....	10
REGISTRATION FORM RQ-1:	11
FORM RQ -2: – REGISTRATION OF SUPPLIER APPLICATION FORM.....	12
FORM RQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE	13
FORM RQ -4: LITIGATION HISTORY.....	15
FORM RQ -5: PAST EXPERIENCE	16
FORM RQ -6: BIO-DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018, - PROCUREMENT OF PUBLIC GOODS, WORKS AND SERVICES BY PUBLIC ENTITIES	17
FORM RQ -7 COMMITMENT TO SUPPLIERS CODE OF ETHICS,	18
FORM RQ -8: SELF DECLARATION FORMS -NON-DEBARMENT.....	20
FORM RQ -9: SELF DECLARATION FORMS - NOT ENGAGE IN ANY CORRUPT OR COERCIVE, OBSTRUCTIVE, COLLUSIVE OR FRAUDULENT PRACTICE OR CONFLICTS OF INTEREST.	21
FORM RQ -10 SWORN STATEMENT.....	22

1.0 TENDER NOTICE

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

DATE: 14TH JUNE, 2023

TENDER NO: SDYAA/REG/03/2022-2023

TENDER DESCRIPTION: REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

1.1 The State Department for Youth Affairs and the Arts (SDYAA), invites sealed applications from eligible and interested bidders to apply for the Registration for Supply of Goods, Works and Provision of Services as tabulated below, for the period **1st July, 2023 - 30th June, 2025**

S/No	Tender Number	Item Description of goods and services	Eligibility
CATEGORY A: SUPPLY OF GOODS			
1	SDYAA/REG/03/2022-2023(01)	Supply, Delivery and Installation of Office Equipment (Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.)	Open
2.	SDYAA/REG/03/2022-2023(02)	Design and supply of branded Promotional materials: T-shirts, Caps, Banners, carrier bags, Logos, brochures, business cards, staff identification cards, documentary wallets etc)	Open
3.	SDYAA/REG/03/2022-2023(03)	Supply and Delivery of General Office Furniture, Furnishings including Blinders & Fittings	Open
4.	SDYAA/REG/03/2022-2023(04)	Supply and delivery of	Open

		Newspapers, Magazines and Periodical	
5.	SDYAA/REG/03/2022-2023(05)	Supply and delivery of Air Conditioners and Associated Parts	Open
6.	SDYAA/REG/03/2022-2023(06)	Supply and delivery of Assorted Mobile Phone Scratch and Calling Cards	Open
7.	SDYAA/REG/03/2022-2023(07)	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries	Open
8.	SDYAA/REG/03/2022-2023(08)	Supply and delivery of General Electrical Items	Open
9.	SDYAA/REG/03/2022-2023(09)	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
10.	SDYAA/REG/03/2022-2023(010)	Repair, Maintenance and service of office equipment (photocopiers, computers, printers, servers, laptops and Scanners)	Open
11.	SDYAA/REG/03/2022-2023(011)	Provision of air ticketing and travel agency services (IATA/KATA approved firms only)	Open
12.	SDYAA/REG/03/2022-2023(012)	Service and Maintenance of PABX, and Telecommunications Equipment (Telephones Fax machines)	Open
13	SDYAA/REG/03/2022-2023(013)	Provision of Hotel (Meals & Accommodation) and Conference Facilities Country Wide	Open
14	SDYAA/REG/03/2022-2023(014)	Provision of Security & Guarding Services	Open
15	SDYAA/REG/03/2022-2023(015)	Provision of maintenance and service of Electrical appliances and Repair of Assorted Electrical Fittings & Lighting	Open
16	SDYAA/REG/03/2022-2023(016)	Provision of event organization	Open

		services e.g., tents, chairs, stage and décor at county headquarters	
17	SDYAA/REG/03/2022-2023(017)	Provision of Comprehensive Office Cleaning, Sanitary, Fumigation & Pest Control Services	Open
18.	SDYAA/REG/03/2022-2023(018)	Provision of laundry services (curtains, Sheers etc)	Open
19	SDYAA/REG/03/2022-2023(019)	Provision of outside catering and other related services (tea, snacks, meals)	Open
20.	SDYAA/REG/03/2022-2023(020)	Provision of Valuation, Tagging & Labeling of Assets Services	Open
21	SDYAA/REG/03/2022-2023(021)	Repair and maintenance of ICT network infrastructure (LAN, WAN, internet, upgrade of web site	Open
22	SDYAA/REG/03/2022-2023(022)	Repair and Maintenance of motor vehicles (ministry of public works (CM&TE) approved garage only	Open
23	SDYAA/REG/03/2022-2023(023)	Repair and maintenance of air conditions and supply of assorted spare parts	Open
24	SDYAA/REG/03/2022-2023(024)	Provision of Small Contractual Works - General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting etc. (Registered With NCA)	Open
CATEGORY C:PROVISION OF PROFESSIONAL AND CONSULTANCY SERVICES			
25.	SDYAA/REG/03/2022-2023(025)	Provision of Human Resource Consultancy Services, Training and Capacity Building,	Open

1.2 Interested eligible candidates may obtain detailed information from and inspect the tender documents during office hours *[0900 to 1600 hours at head of supply chain management office Room No.362 located on third floor at Kencom House, Moi Avenue, off city hall way.*

- 1.3 A complete set of Registration Document may be downloaded by interested candidates free of charge at Stat Department website <http://www.youth.go.ke> or public procurement information portal(tenders.go.ke).Those who download the document from the website must forward their particulars immediately to procurement@youth.go.ke for recording for any further clarifications and addenda.
- 1.4 Completed tender documents, enclosed in plain sealed envelope, marked with the tender number for the Supply/Provision of.....” shall be addressed to: -

**The Principal Secretary,
State Department for Youth Affairs and the Arts
P.O BOX 34303 – 00100,
Nairobi, Kenya**

and be deposited in the tender box located at 3rd Floor, Kencom House, MOI Avenue, off city hall way Nairobi, so as to be received on or before **Wednesday 28th June, 2023 at 11.00am**

- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at State Department for Youth Affairs and the Arts, Kencom House, 3rd floor, Mainboard Room on **Wednesday 28th June, 2023 at 11.00 a.m.**
- 1.6 Any tender document received after the deadline shall be rejected as a late application and shall not be considered.
- 1.7 Applicants can apply for registration up to four categories provided the applications are done in separate documents for each category
- 1.8 The tenderer shall chronologically serialize all pages of the tender documents submitted

**THE PRINCIPAL SECRETARY
STATE DEPARTMENT FOR YOUTH AFFAIRS AND THE ARTS**

2.0 INSTRUCTIONS TO CANDIDATES

2.1 Introduction

The State Department for Youth Affairs and the Arts would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract for supply and delivery of goods and services to the government.

2.2 Pre-qualification Objective

The main objective is to provide services under relevant tenders/quotations to the Principal Secretary, State Department for Youth Affairs and the Arts as and when required during a period of 24 months.

2.3 Invitation for registration.

Service provider registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to Principal Secretary, State Department for Youth Affairs and the Arts so that they may be registered for submission of quotations. The prospective Service provider are required to supply mandatory information for registration.

2.4 Experience

Prospective service providers must have carried out successful service provision to Government institutions of similar size and complexity. Potential service provider must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Registration Document

This document includes questionnaire forms and documents required of prospective service provider.

2.6 In order to be considered for pre-qualification, prospective service provider must submit all the information herein requested.

2.7 Distribution of registration Documents

One copy of the completed registration data and other requested information shall be submitted to reach: Principal Secretary, State Department for Youth Affairs and the Arts P.O. Box 34303 - 00100 Nairobi Tel: 020-2240068 /168/169 not later than Wednesday 28th June, 2023 at 11.00 a.m.

2.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the: Principal Secretary, State Department for Youth Affairs and the Arts whose address is given in par 2.7

2.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

2.10 Brief Contract Regulations/Guidelines

2.10.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.10.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.10.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.10.4 Payments

All local purchase shall be on credit of as stipulated in the Public procurement and Asset Disposal Act, 2015 and Public Procurement and Asset disposal regulations, 2020.

2.10.5 Confidentiality

Information relating to evaluation and recommendation concerning registration shall not be disclosed to the applicants or any other persons not officially concerned with such process until the registered firms have been advised accordingly.

2.10.6 Notification

Notification of registration results will be uploaded on website www.youth.go.ke once the list of those who succeeded to be registered has been approved.

3.0 Registration Data Instructions

3.1 Registration data forms

3.1.1 The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7, RQ-8, RQ-9 and RQ-10 are to be completed by prospective service provider/contractors who wish to be registered for submission of tender for the specific tender.

3.1.2 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.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Past Performance

Past performance/ experience will be considered.

3.4 Statement.

Application must include a sworn statement Form REG 10- 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 registered to bid and the bid opening date which in the opinion of the client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

IMPORTANT REGISTRATION EVALUATION CRITERIA

Candidates shall submit **One Original Document** in the category they wish to be registered.

Evaluation Criteria

Evaluation will be carried out using the criteria set out here below to determine the responsiveness of the tenders to the prequalification requirements.

A. Preliminary Evaluation (Mandatory Requirements):

S/NO	Requirements	SCORE	COMPLY YES/NO
1	Certificate of Incorporation/Registration	Mandatory	
2	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory	
3	VAT Certificate	Mandatory	
4	Copies of Pin Certificate of firm/company /individual	Mandatory	
5	Valid Trade License/Current businesses permit FROM COUNTY GOVERNMENT	Mandatory	
6	Current copy of CR 12/ID AS APPLICABLE	Mandatory	
7	Air travel firms must be registered with IATA and any other relevant bodies	Mandatory	
8	Practicing Certificate for all Consultancy services where applicable	Mandatory	
9	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory	
11	Requirements for Hotels; a) quality certificate Star rating accredited by relevant bodies and or other similar certificates	Mandatory	
12	For Repair & Maintenance works Firms		

	MUST be registered by NCA	Mandatory	
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NB. Failure to provide the mandatory documents will lead to disqualification.

Note. This registration is not open to the persons who own firms and who are currently in the service or on full employment with a public entity

Detailed Evaluation Criteria (Registration submission Forms)

Required Information	Form Type	Points Score
Registration submission form	RQ1	10
Registration of supplier application form	RQ2	5
Confidential business questionnaire	RQ3	15
Litigation History	RQ4	5
Past experience	RQ5	30
Bio-data in line with executive order No. 2 Of 2018	RQ6	5
Commitment to suppliers code of ethics,	RQ7	15
Self-declaration forms -non-debarment	RQ8	5
Self-declaration forms - not to engage in any corrupt or coercive, obstructive, collusive or fraudulent practice or conflicts of interest.	RQ9	5
Sworn statement	RQ10	5
Total		100

The qualification is 80 Points.

To qualify the prospective supplier must score not less than 80 Points.

REGISTRATION FORM RQ-1:

Registration Submission Form

Date.....

To: The Principal Secretary
State Department for Youth affairs and the Arts
P. O. Box 34304-00100
NAIROBI.

Dear Sir,

Having examined and fully understood the qualification/registration information provided, including addenda Nos..... the receipt of which is hereby duly acknowledged.

I/we, the undersigned, hereby apply to be registered and offer to supply /provide services in accordance with your request for quotations/restricted tender and hereby submit our registration document for consideration "As and When " You Require " for the registration of

Tender No.....

Item Description.....

My/our registration are binding to me/us and if accepted, I/we shall be pleased to be included in your register of suppliers for the registration under reference.

You are at liberty to contact the persons listed here below for further information (list three persons).

The information provided in my qualification /registration document is complete, true, and correct in every detail.

I/we fully understand that you are not bound to accept any tender you may receive.

Dated this day of.....20.....

Signature.....in the capacity of

FORM RQ -2: – REGISTRATION OF SUPPLIER APPLICATION FORM

I/we (Name prospective suppliers/ individual consultants /consulting firms) hereby apply for registration as supplier(s)

Of.....

(item description)

Of.....

(Tender no.)

Full name of applicant.....

County of operation

Other branches location.....

Postal address: P.o. boxcode.....town.....

Physical address: Street..... Name of building.....

room/office No..... floor No.....

Telephone landline..... telephone mobile.....

Email address: personal email company email.....

Website

.....

List of directors (in case of a company)

.....

Name of proprietor (for sole proprietor and business name)

.....

Name of proprietor (for a partnership)

FORM RQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name.....

Location of Business Premises

Plot No,.....

Street/Road.....

Postal address

Tel No.

Fax Email Nature of Business

Registration Certificate No. Maximum value of business which you can handle at any one time –

Part 2 (a) – Sole Proprietor

Your name in full.....

Age.....

Nationality.....

Country of Origin.....

Citizenship details.....

Part 2 (b) – Partnership

Given details of partners as follows

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

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.			
2.			

3.
4.
Date.....
Signature of Candidate.....company stamp/seal.....
Bank Account Name:
Branch of the Bank:
Bank Account Number:
VAT Registration Number:
IFMIS Number, where applicable:.....

FORM RQ -4: LITIGATION HISTORY

Name of prospective suppliers/ individual consultants /consulting firms

.....

Prospective suppliers/ individual consultants /consulting firms should provide information on any history litigation or arbitration resulting for contract executed in the last two year or current under execution

Year	Award For or Against	Name Of Client Cause of Litigation	Dispute Amount (Current Value,

- (v) Value of contract.....
- (vi)Duration of contract (Date).....

b) Name of 2nd 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).....

c) Name of 3rd 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).....

(Attach documental evidence of existence of contract

**FORM RQ -6: BIO-DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018, -
PROCUREMENT OF PUBLIC GOODS, WORKS AND SERVICES BY PUBLIC ENTITIES**

1	Name of Supplier /Contractor/Consultant	
2	Registration Details	
	Registration Number	
	Identification Number	
	Incorporation Number	
	IFMIS Number	
3.	Pin Number	

4.	In Case of Company,	
	List of Directors	
	ID number	
	List of Share Holders	
	List of Beneficial Owners	
5.	In Case of Sole Proprietor/Consultant:	
	Proprietor name	
	ID number	
	Business Name	
6.	In Case of Partnership,	
	Name of Partners	
	ID number of partners	
7.	Business Contracts Information	
	Telephone Office	
	Telephone -Director	
	Email Address	
8.	Postal Address	
9.	Physical Address	
10	Tax Compliance Status	
11	Business Permit/License Number	
12.	County Operation	

(Attach Filled, Signed, Certified & Stamped Copies in the Format Provided)

Bidder's Official Stamp

**FORM RQ -7 COMMITMENT TO SUPPLIERS CODE OF ETHICS,
Issued pursuant to Section 181 of the Public Procurement & Asset Disposal Act,
2015 (To be submitted as part of my registration dully filled, certified, signed,
stamped or sealed and initialled)**

I
of ID no.(s).....
Ms.(s).....
P.O. box.....code.....

(Supplier name(s) as it appears in the certificate of registration (cr 12))

Hereby Confirm that I have read and fully understood;

1. The contents of Article 227 of the Cok, 2010, the PPADA, 2015 (the Act), its attendant PPADR 2020 (the Regulations), Executive Order No. 2 Of 2018- Procurement of Public Goods, Works and Services by Public Entities and instructions issued by the Public Procurement Regulatory Authority (PPRA).
2. That the pricing of all the items is reasonable, and deliverables will provide value for money in terms of cost, quality, quantity and timeliness of the delivered works, goods or services of the financial year in consideration.
3. That the supply of goods, works and services is at a price that is fair and reasonable and compares well with the known prices in the circumstances of the financial year in consideration.
4. That if transactions in which the standard goods, services and works are procured at unreasonably inflated price, I shall in addition to sanction prescribed in the PPADA, 2015 (the Act), & PPADR 2020 (the regulations) pay the State Department for Youth Affairs and the arts for loss resulting from my/our actions. (REF: 54(2) & 63(1) (D) PPADA 2015)
5. That I complied with professional standards & requirements of my industry and regulated professional body of which I am member (REF: 55(C)PPADA 2015)
6. That I have not been debarred form practicing in Procurement and Asset Disposal. (REF: 41(1-5) PPADA 2015)
7. That I have complied with my tax obligation/tax compliance status as stipulated in the 55(1)(F) PPADA 2015 and The Executive Order No. 1 of 2018
8. That my current contract of does not constitute any corrupt, coercive, obstructive, collusive or fraudulent practice or conflict of interest. (REF: 66(1) PPADA 2015) P a g e 20 | 22
9. Those standard goods, services and works with known market prices will be procured at the prevailing market price as stipulated in the PPRA market price index of the financial year in consideration. (REF: 103(2)(E) PPADA 2015)
10. That I SHALL NOT Obstruct or hinder an officer or any other authorized

person from carrying out a duty or function or exercising a power relating to procurement. (REF: 176-178 - PPADA 2015)

11. That I /we SHALL NOT knowingly or in collusion with others lie to or mislead a person carrying out a duty or function or exercising a power relating to procurement.

I also certify that I am duly authorized to sign this CODE OF ETHICS OF SUPPLIERS, on my own behalf and on behalf of my organization, and agree to fully comply.

Name..... Sign.....
Position.....
Office address.....
Telephone.....
E-mail.....

Name of the Firm.....
(As it appears on the certificate of registration) (Company Seal/ Rubber Stamp where applicable)

Sworn at }
By the said } Deponent this.....day
of.....20..... }
Before Me }
Commissioner for Oaths/Magistrate

FORM RQ -8: SELF DECLARATION FORMS -NON-DEBARMENT

In Compliance with The PPADA 2015 & PPADR 2020) Not Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of
(Insert name of the Company and postal address)
who is a Bidder in respect of Tender No.?
for
(Insert tender title/description)
for
(Insert name of the Procuring entity) and duly authorized and competent to make

this statement.

2. THAT the aforesaid Bidder, its directors and subcontractors have NOT BEEN DEBARRED from participating in procurement proceeding under Part IV of the PPAD ACT 2015 & PPAD Regulations 2020.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

FORM RQ -9: SELF DECLARATION FORMS - NOT ENGAGE IN ANY CORRUPT OR COERCIVE, OBSTRUCTIVE, COLLUSIVE OR FRAUDULENT PRACTICE OR CONFLICTS OF INTEREST.

(In Compliance with Section 62 PPADA 2015 And 47 Of the PPADR 2020)

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

.....

(Insert name of the Company and address) who is a Bidder in respect of Tender

No. dated for

.....(insert tender title/description)

for

(Insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not

engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

.....

(Insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

(Name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date) Bidder’s Official Stamp

FORM RQ -10 SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date

Applicant's Name:

Represented by

Signature

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