**REPUBLIC OF KENYA**

****

**KIAMBU COUNTY GOVERNMENT**

**P.O BOX 2344-00900, KIAMBU.**

STANDARD PROCUREMENT PREQUALIFICATION DOCUMENT

**(Construction for small works)**

**TENDER NO. CGK/PQF/005/2020-2022**

***CLOSING: 9th October 2020***

(This Prequalification Is Valid for a Period Of Two Years)

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**SECTIONI - INVITATION FOR PREQUALIFICATION(IFQ)**

**Tender No. (*as per tender document*) Tender Name prequalification for construction of small works**

1. The County Government of Kiambu hereinafter referred as “Procuring entity” intended to prequalify candidates for the following small works
2. Prequalification is open to all eligible contractors
3. You may obtain further information at the Procurement office, COUNTY GOVERNMENT OF KIAMBU House, room 15B A complete tender document may be obtained from the county website free of charge **www.kiambu.go.ke OR tenders.go.ke**.
4. Completed tender documents are to be enclosed in **plain sealed water proof envelopes**, marked with the tender number and be deposited in the tender box provided at Thika Sub-county offices outside room 15B or be addressed and posted to

**CHIEF OFFICER FINANCE & ECONOMIC PLANNING**

**COUNTY GOVERNMENT OF KIAMBU.**

**P.O. Box 2344 00900**

**Kiambu**

to be received on or **before 9th October 2020 at noon.**

Due to Covid-19 pandemic, tenders will be opened on **16th October 2020 at 10.00 A.M.** in the presence of the Candidates or their representatives who choose to attend **at Thika Town Hall Chambers Thika Sub county**

**SECTIONII- INSTRUCTIONS TOCANDIDATES**

**Notes on Instructions to Candidates**

1. The instructions to candidates should provide the candidates with adequate information to facilitate preparation and submission of a good prequalification application.
2. All the blank spaces should be properly completed by the procuring entity before the prequalification document is given to the candidates.
3. The note accompanying the clauses in this part are not part of the text. They are meant to assist the procuring entity when preparing the prequalification document. The notes should not be incorporated in the actual prequalification documents.
4. Where in the text alternative clauses are shown, the procuring entity should select those suitable for the particular contract and discard the alternative text that will not apply. This should also be clarified in the appendix to instructions to candidates.
5. The instructions to candidates may be amended or supplemented by clauses in the appendix to instructions to candidates.

**SECTIONII- INSTRUCTIONS TOCANDIDATES**

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**SECTIONII- INSTRUCTIONS TOCANDIDATES**

# 2.1 Scope of Tender

* + 1. 2.1.1 The **County Government of Kiambu** hereinafter referred to as the procuring entity intends to prequalify contractors for the following **small works for construction of roads, classrooms, sheds, toilets etc.** It is expected that prequalification applications will be submitted to be received by the procuring entity not later than 9th October 2020 at Noon.
    2. 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
  1. **2.2 Submission of Application**
     1. 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at (address and location) or be addressed to **Thika Sub County offices outside room 15B or to be addressed to The Chief Officer – Finance and Economic Planning, County government of Kiambu, P.O.BOX 2344-00900 Kiambu** so as to be received on or before 9th October 2020 at Noon. The procuring entity reserves the right to accept or reject late applications.
     2. 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
     3. 2.2.3 All the information requested for pre-qualification 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.

* + 1. 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant’s disqualification.

# 2.3 Eligible Candidates

* + 1. 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
    2. 2.3.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
    3. 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

# 2.4 Qualification Criteria

* + 1. 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant’s general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
    2. 2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
    3. 2.4.3 General Experience. The applicant shall meet the following minimum criteria
       1. Average annual turnover: Kshs. 1Million as main service provider (defined as billing for services in progress and completed) over the last two (2) years.
       2. Successful experience as prime service provider of at least 5 similar contracts in the last two (2) years. This experience should include prove of successful similar services rendered, corporate documentaries etc.
    4. The audited Accounts for the last 2 years or bank statements shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant’s bankers.

2.4.5 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions (19)

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Total experience  (years) | In similar works  (years) | As manager of similar  works (years) |
| Project Manager |  |  |  |
| Other Position |  |  |  |
| Other position |  |  |  |

* + 1. 2.4.6 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of theproposal

|  |  |
| --- | --- |
| Equipment type and characteristics | Minimum number required |
| 1) |  |
| 2) |  |
| 3) |  |

* + 1. 2.4.7 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of 24 months, estimatedatKshs.1 million net of the applicant’s commitments for other contracts.
    2. 2.4.8 The audited Accounts (22) for the last 2 years shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant’s bankers.
    3. 2.4.9 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

# 2.5 Joint Venture

* + 1. 2.5.1 Joint ventures must comply with the following: -
       1. Following are the minimum qualification requirements.

1. The lead partner shall meet not less than (not less than (5%)) of all the qualifying criteria in paras’s 2.4.3 and 2.4.6 above (24)
2. The other partners shall meet individually not less than (5%) of all the qualifying criteria given in para. 2.4.3 and 2.4.6above
3. The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8above.
   * + 1. The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

* + 1. 2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity
  1. **2.6 Public Sector companies**
  2. 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.
  3. **2.7 Conflict of Interest**
     1. 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis- qualification of the applicant.

# 2.8 Updating Pre-qualification Information

* + 1. 2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant’s qualification thresholds are no longer met at the time of bidding.

# APPENDIX TO INSTRUCTIONS TO CANDIDATES

**Notes on the appendix to instructions to Candidates**

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre-qualification is included.

**APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre-qualification 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.

# Mandatory Requirements;

# Company registration documents

# Valid Tax compliant certificates

# NCA (roads, electrical, water, building and energy)

# Pin Certificate

# Valid single business permit

# Technical requirements

# TECHNICAL RATING SCORES TO BE APPLIED IN EVALUATING THEBIDDERS

# Technical scores are assigned a total score of 70% because of the relatively high expectations of the project completion success which is largely tied to technical and similar past performance levels of the applicant. The technical parameters to be considered are

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Scores |  |
| 1 | Experience in works of a similar nature for the last five years,1 year2years3years4 years5years | 5 points each |  |
| 2 | Major items of construction equipment owned | 20 points |  |
| 3 | Qualifications and experience of key site management and technical personnel proposed for the Contract . | 10 points |  |
| 4 | Credit worthiness from your banker upto 4 million Kenyan shillings | 10 points |  |
| 5 | Certified Audited accounts for the last 2 years | 10 points |  |
| 6 | Tenderers are required to attach copies of the,TAX Compliance Certificate,PIN certificatesVAT certificatesSingle Business PermitNCA 7 and above (roads, electrical, water, building and energy) | 5 points each |  |

**SECTIONIII - LETTER OF APPLICATION**

**Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**SECTIONIII- LETTER OFAPPLICATION**

Date ……………………………

To …………………………………

……………………………….

(*name and address of the procuring entity*) Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

|  |  |
| --- | --- |
| Tender number | Tender name |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

1. Attached to this letter are copies of original documents defining
   1. the Applicant’s legal status
   2. the principal place of business and
   3. the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-*owned firms*).
2. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
3. Your Agency and its authorized representatives may contact the following persons for further information.

|  |  |
| --- | --- |
| General and managerial inquiries | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| Personnel inquiries | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| Technical inquiries | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

|  |  |
| --- | --- |
| Financial inquiries | |
| Contact 1 | Telephone 1 |
| Contact 2 | Telephone 2 |

1. This application is made with the full understanding that:
   1. bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
   2. Your Agency reserves the right to:
      * amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
      * reject or accept any application, cancel the prequalification process, and reject all applications
   3. your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
2. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each>contract.
3. We confirm that if we bid, that bid, as well as any resulting contract, will be:
   1. signed so as to legally bind all partners, jointly and severally and
   2. submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
4. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

|  |  |
| --- | --- |
| Signed | Signed |
| Name | Name |
| For and on behalf of (name of Applicant or  lead partner of a joint venture) | For and on behalf of (name of partner) |

|  |  |
| --- | --- |
| Signed | Signed |
| Name | Name |
| For and on behalf (name of Partner) | For and on behalf of (name of partner) |

|  |  |
| --- | --- |
| Signed | Signed |
| Name | Name |
| For and on behalf (name of Partner) | For and on behalf of (name of partner) |

Page

|  |  |
| --- | --- |
| **SECTION IV -** | **STANDARD FORMS** |
| **Table of Contents** |  |
| Form No. | Name |
| 1. | General information |
| 2. | General experience record |
| 2 A | Joint Venture summary |
| 3. | Particular experience record |
| 3A | Details of contracts of similar nature and complexity |
| 4. | Summary sheet current contract commitments/works in progress |
| 5. | Personnel capabilities |
| 5A | Candidate summary |
| 6. | Equipment capability |
| 7. | Financial capability |
| 8. | Litigation History |
| 9. | Request for Review |

**SECTIONIV- STANDARDFORMS**

**Notes on completion of Standard Forms**

Application Form1 - General information

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form

Application Form2 - General Experience Record

This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.

Application Form2A- Joint Venture Summary

This form is to be completed by joint venture applicants only.

Application Form3 - Particular Experience Record

This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.

Application Form3A- Details of Contracts of similar nature and complexity

This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

Application Form4 - Summary sheet. Contract commitments/work in progress

This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Application Form5 - Personnel Capabilities

This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified

requirements stated for each position. The data on their experience shall be supplied on Form 5A

Application Form5A- Candidate Summary

This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel

Application Form6 - Equipment Capability

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form7 - Financial Capability

This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

Application Form8 - Litigation History

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

FormRB1 - Request for Review

This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at any time during the tender process but not later than 14 days after date of notification of award

**APPLICATION FORM (1)**

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name of firm | |
| 2. | Head office address | |
| 3. | Telephone | Contact |
| 4. | Fax | E-mail |
| 5. | Place of incorporation/registration | Year of incorporation/registration |

|  |  |  |
| --- | --- | --- |
| Nationality of owners | | |
| Name | | Nationality |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**APPLICATION FORM (2)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture

|  |  |  |
| --- | --- | --- |
| Annual turnover data (Construction only) | | |
| Year | Turnover | Kshs. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**APPLICATION FORM (2A)**

**JOINT VENTURE SUMMARY**

|  |  |
| --- | --- |
| Names of all partners of a joint venture | |
| 1. | Lead partner |
| 2. | Partner |
| 3. Partner | |
| 4. | Partner |
| 5. Partner | |
| 6. Partner | |

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only:Kshs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner | Form 2  Page no. | Year 1 | Year 2 | Year 3 |
| 1.Lead  Partner |  |  |  |  |
| 2. Partner |  |  |  |  |
| 3. Partner |  |  |  |  |
| 4. Partner |  |  |  |  |
| 5. Partner |  |  |  |  |
| 6. Partner |  |  |  |  |
|  | Totals |  |  |  |

**APPLICATION FORM (3)**

**PARTICULAR EXPERIENCE RECORD**

|  |
| --- |
| Name of Applicant or partner of a joint venture |

**APPLICATION FORM (3A)**

**DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY**

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

|  |  |  |
| --- | --- | --- |
| 1. | Number of contract |  |
|  | Name of Contract | |
|  | Country | |
| 2. | Name of employer | |
| 3. | Employer address | |
| 4. | Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify | |
| 5. | Contract role (check one)  \*Sole contract \*Management contract \*Subcontract \* Partner in a joint venture. | |
| 6. | Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract) | |
| 7. | Date of award | |
| 8. | Date of completion | |
| 9. | Contract/subcontract duration (years and months)  -years -months | |
| 10 | Specified requirements | |

**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture

|  |  |  |
| --- | --- | --- |
| Name of contract | Value of outstanding work  Kshs. | Estimated completion date |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**APPLICATION FORM (5)**

**PERSONNEL CAPABILITIES**

Name of Applicant

|  |  |
| --- | --- |
| 1. | Title of position  Name of prime candidate Name of alternate candidate |
| 2. | Tile of position  Name of prime candidate Name of alternate candidate |
| 3. | Title of position  Name of prime candidate Name of alternate candidate |
| 4. | Title of position  Name of prime candidate Name of alternate candidate |

**APPLICATION FORM (5A)**

**CANDIDATE SUMMARY**

Name of Applicant

|  |  |  |
| --- | --- | --- |
| Position | | Candidate  \*Prime \*Alternate |
| Candidate  information | 1. Name of candidate | 2. Date of birth |
|  | 3. Professional qualifications |  |
| Present employment | 1. Name of employer 2. Address of employer | |
| Telephone | | Contact (manager/personnel officer) |
| Fax | | E mail |
| Job title of candidate | | Years with present employer |

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

|  |  |  |
| --- | --- | --- |
| From | To | Company/Project/Position/Relevant technical and management experience |
|  |  |  |
|  |  |  |
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**APPLICATION FORM (6)**

**EQUIPMENT CAPABILITIES**

Name of Applicant

|  |  |  |
| --- | --- | --- |
| Item of equipment | | |
| Equipment information | 1. Name of manufacturer  3. Capacity | 2. Model and power rating  4. Year of manufacturer |
| Current status | 1. Current location 2. Details of current commitments   ………………………………………………………………………….. | |
| Source | 7. Indicate source of the equipment  \*Owned \* Rented \*Leased \* Specially manufactured | |

Omit the following information for equipment owned by the Applicant or partner

|  |  |
| --- | --- |
| Owner | 1. Name 2. Address of owner   ……………………………………………………………..  Telephone Contact name and title  Fax Email |
| Agreements | Details or rental/lease/manufacture agreements specific to the project  ………………………………………………………………………….  ………………………………………………………………………….. |

**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture

E mail

Fax

Name of banker

Address of banker

………………………………………………………………………… Telephone Contact name andtitle

Banker

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial information in Kshs. | Actual: Projected:  Previous five years next two years  1. 2. 3. 4. | | | |
| 1. Total assets |  |  |  |  |
| 2. Current assets |  |  |  |  |
| 3. Total liabilities |  |  |  |  |
| 4. Current liabilities |  |  |  |  |

**APPLICATION FORM (8)**

**LITIGATION HISTORY**

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a jointventure.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Award FOR or AGAINST  Applicant | Name of client, cause of litigation, and matter in dispute | Disputed amount (current value Kshs.) |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| 5.Profitsbefore taxes |  |  |  |  |
| 6. Profits after taxes |  |  |  |  |

|  |  |
| --- | --- |
| Source of finance | Amount Kshs. |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or whichever applies 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; Country/Town……………………….

Plot No……………………………………… Street/Road …………………………

Postal Address……………………………… Tel No………………………………..

Nature of Business…………………………………………………………………..

Current Trade Licencee No…………………… Expiring date…………………

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

pound………………………..

Name of your bankers………………………………………………………………

Branch…………………………………………………………………………………

*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 in full Nationality Citizenship Details Shares*

1 ……………………………………………………………………………………

2 ……………………………………………………………………………………

3 ……………………………………………………………………………………

**\**

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

To:

RE: Tender No.

Tender Name

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULLPARTICULARS)*

SIGNED FOR ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO……………. OF……….….20……...

BETWEEN

……………………………………………. APPLICANT AND

…………………………………RESPONDENT *(Procuring Entity*)

Request for review of the decision of the…………… (*Name of the Procuring Entity)* of

……………dated the…day of ………….20……….in the matter of Tender No of

…………..20…

**REQUEST FOR REVIEW**

I/We……………………………, the above named Applicant(s), of address: Physical address…………….Fax No……Tel. No……..Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

1.

2.

etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

2.

etc

SIGNED (Applicant)

Dated on…………….day of ……………/…20…

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on day of

………....20….………

**SIGNED**

**Board Secretary**