



**DR. DANIEL WAKO MURENDE TECHNICAL AND  
VOCATIONAL COLLEGE**

**(DR. DWMTVC)**

**DR. DWMTVC/OT/02/23-24**

**REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS FOR  
GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR  
2024/2025-2025/2026**

**COMPANY NAME.....**

**CATEGORY NO.....**

**CATEGORY DESCRIPTION.....**

**IF SPECIAL GROUP PLEASE INDICATE BELOW :(√)**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITIES**

**OPENING DATE MONDAY 10<sup>TH</sup> June 10, 2024**

**CLOSING DATE TUESDAY, 25<sup>TH</sup> JUNE 2024 AT 10:00 AM**

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## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

Dr. Daniel Wako Murende Technical and Vocational College invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the financial year 2024/2025-2025/2026

**Category A. Registration of Suppliers**

S/N	Category Number	Category Description	Condition	Target Group
1	DR. DWMTVC/01/2024/2025-2025/2026	Supply and Delivery of Beef, Mutton and Allied Products		Open
2	DR.DWMTVC/02/2024/2025-2025/2026	Supply and Delivery of Perishable food stuff (Vegetable, Fruits, Potatoes, Milk etc.)	Certificate of AGPO (Valid)	Women
3	DR.DWMTVC/03/2024/2025-2025/2026	Supply and Delivery of Dry Groceries(Rice, Maize Flour, Wheat Flour, Sugar, Salt Tea Leaves etc.)	Certificate of AGPO (Valid)	Women
4	DR. DWMTVC/04/2024/2025-2025/2026	Supply and Delivery of Building/Hardware Materials		Open
5	DR. DWMTVC/05/2024/2025-2025/2026	Supply and Delivery of Firewood and Charcoal		PLWD
6	DR.DWMTVC/06/2024/2025-2025/2026	Supply and Delivery of Poultry and Allied Products	Certificate of AGPO (valid)	Women
7	DR.DWMTVC /07/2024/2025-2025/2026	Supply and Delivery of General Stationary		Open
8	DR.DWMTVC /08/2024/2025-2025/2026	Supply and Delivery of Tonners and Cartridges	Manufacturer/dealer authorization letter	Open
9	DR.DWMTVC /09/2024/2025-2025/2026	Supply And Delivery of Human Drugs, Surgical Equipment, Materials and Related Product	License from Pharmacy and Poisons Board	Open
10	DR.DWMTVC /10/2024/2025-2025/2026	Supply and Delivery of Cereals ( Maize, Beans Green Grams etc.)	Certificate of AGPO	Youth
11	DR.DWMTVC /11/2024/2025-2025/2026	Supply and Delivery of Electrical Fittings and Materials		Open
13	DR.DWMTVC /13/2024/2025-2025/2026	Supply and Delivery of Cleaning Materials and Detergents	Registration with National Council of People Living with Disabilities	PLWD
14	DR.DWMTVC /14/2024/2025-2025/2026	Supply and Delivery of Office and Student Furniture	Registration with National Council of People Living with Disabilities	PLWD
15	DR.DWMTVC /15/2024/2025-2025/2026	Supply and Delivery of Sports Ware, Equipment and Related Materials		Open
16	DR.DWMTVC /16/2024/2025-2025/2026	Supply, Delivery Fish & allied products	Registration with National Council of People Living with Disabilities	PLWD
17	DR.DWMTVC /17/2024/2025-2025/2026	Supply, delivery and Servicing of Photocopiers, Laptops, Computers, Printers LCD Projectors Machines, Scanners and related Office Machines.	Registration with National Council of People Living with Disabilities	PLWD
18	DR.DWMTVC /18/2024/2025-2025/2026	Supply of Sewing Machines and sewing equipment/ tools, Textile Fabrics, dyes/ chemicals, threads Fabric coloration equipment/tools		Open

19	DR.DWMTVC /19/2024/2025-2025/2026	Supply Delivery and Servicing of Teaching Laboratory Equipment, Reagents, glassware and Related Materials for Chemistry and Biology labs	Appointed Dealers or Agents	Open
20	DR.DWMTVC /20/2024/2025-2025/2026	Supply, Delivery and Servicing of Engineering Labs Materials and Equipment for Engineering Labs	Appointed Dealers or Agents	Open
21	DR.DWMTVC /21/2024/2025-2025/2026	Supply and Delivery of Journalism and Mass Communication Equipment		Open
22	DR.DWMTVC /22/2024/2025-2025/2026	Supply and Delivery of Motor Vehicle Spare Parts.	Appointed Dealers or Agents	Open
23	DR.DWMTVC /23/2024/2025-2025/2026	Supply and Delivery of Beauty and Hair Dressing Equipment		AGPO
24	DR.DWMTVC /24/2024/2025-2025/2026	Supply and Delivery of Printed Promotional Materials (T. Shirts, Shirts, Umbrellas, Caps Brochures etc.	Registration with National Council of People Living with Disabilities	PLWD
25	DR.DWMTVC /25/2024/2025-2025/2026	Supply and Delivery of Kitchen Appliances and Cutleries.		Women
26	DR.DWMTVC /26/2024/2025-2025/2026	Supply and Delivery of LPG Cooking Gas and Oxyacetylene Gas	Appointed Dealers or Agents	Open
27	DR.DWMTVC/27/2024/2025-2025/2026	Supply and Delivery of Computer Software		Open
45	DR.DWMTVC/45/2024/2025-2025/2026	Supply and Delivery of Library Books and Reference Materials		Open
<b>Category B. Registration of Service Providers</b>				
28	DR.DWMTVC /28/2024/2025-2025/2026	Provision of Website Development and Design Services, Internet services, E-learning platforms, CCTVs, Networking and biometric services.	Certificate of AGPO	Youth
29	DR.DWMTVC /29/2024/2025-2025/2026	Provision of Legal Services	Membership to LSK	Open
30	DR.DWMTVC /30/2024/2025-2025/2026	Provision of Hotel Reservations and Conference Facilities		Open
31	DR.DWMTVC /31/2024/2025-2025/2026	Provision of Calibration services to Lab equipment, Weighing scales and other machines.		Open
32	DR.DWMTVC/32/2024/2025-2025/2026	Provision of Small Works	Certificate of AGPO	Youth
33	DR.DWMTVC /33/2024/2025-2025/2026	Hiring of Tents, Chairs, PA System, Tables, Flowers and Decorations for events.	Certificate of AGPO	Women
34	DR.DWMTVC /34/2024/2025-2025/2026	Provision of graphic design and Sign writing works e.g door labels, Signboards etc.	Registration with National Council of People Living with Disabilities	PLWD
35	DR.DWMTVC /35/2024/2025-2025/2026	Provision of Motor Vehicle Repairs and Servicing.	Appointed Dealers or Agents	Open
36	DR.DWMTVC /36/2024/2025-2025/2026	Provision of air ticketing and Travel Services	IATA License	Open

37	DR.DWMTVC /37/2024/2025-2025/2026	Servicing of Office Machines eg Computers, Printers, Photocopiers etc.		Open
38	DR.DWMTVC /38/2024/2025-2025/2026	Servicing of Standby Generators	Appointed Dealers or Agents	Open
39	DR.DWMTVC /39/2024/2025-2025/2026	Provision of Curtains and accessories	Registration with National Council of People Living with Disabilities	PLWD
40	DR.DWMTVC /40/2024/2025-2025/2026	Repair, Maintenance & Servicing of Cold rooms & Refrigerators		Open
41	DR.DWMTVC/41/2024/2025-2025/2026	Provision of Catering Services		Open
42	DR.DWMTVC/42/2024/2025-2025/2026	Provision of Student Insurance Cover for students on Industrial attachment		Open
43	DR.DWMTVC/43/2024/2025-2025/2026	Provision of Insurance services for Dr.Daniel wako Murende Technical and Vocational College Assets.		Open
44	DR.DWMTVC/44/2024/2025-2025/2026	Provision for security Services		Open

**NB: PLWD refers to person living with Disability/ies**

Tender documents may be obtained by interested tenderers from the Institution's Procurement Office upon payment of a non-refundable fee of **Ksh. 1,000** at **NATIONAL BANK Busia Branch** Account Name: **Dr. Daniel Wako Murende Technical and Vocational College ACC No: 01022225645200** OR **Pay bill Business number 7142423 ACC No: 01022225645200** or download **Free of Charge** from our [Website: www.drdanielwakomurendetvc.ac.ke](http://www.drdanielwakomurendetvc.ac.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke)

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant shall be sent to

**The Principal  
Dr. Daniel Wako Murende Technical and Vocational College  
P. O. Box 149-50400  
BUSIA**

Or, dropped in the **Tender Box** at The Ground Floor of the **Administration Block Building**, so as to reach the College not **later than Tuesday 25<sup>th</sup> June 2024 at 10:00 am**. Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend. All pages including any attachments should be **PAGINATED**

**The special Groups (Youth, women and Persons Living with Disabilities) must be registered with National Treasury/County Governments, and other relevant bodies. Attach copy of AGPO certificate)**

**Special criteria will be used to evaluate categories reserved for the special/Target groups. Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.**

### **1.2 Registration Objective**

The main objective of this part, is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to Dr. Daniel Wako Murende Technical and Vocational College as and when required during the **period 2024/2025 – 2025/2026**

### **1.3 Invitation of registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their REGISTRATION/PRE-QUALIFICATION documents to the Dr. Daniel Wako Murende Technical and Vocational College, so that they may be registered for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of Similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered for registration, prospective suppliers must submit all the information herein requested.

## **1.7 SECTION I – INVITATION TO TENDER**

**Date: 10<sup>th</sup> June, 2024**

Dr. Daniel Wako Murende Technical and Vocational College invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial year 2024/2025-2025/2026

- 1.1 A detailed tender notice and a complete set of tender documents may be obtained by interested tenderers from the Institutions Procurement Department.
- 1.3 All pages including any attachments should be **PAGINATED**
- 1.4 Any additional information, addendums or clarifications in respect to this tender will be communicated.
- 1.5 Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant shall be sent to

**The Principal**

**Dr. Daniel Wako Murende Technical and Vocational College**

**P. O. Box 140-50400 BUSIA**

Or, dropped in the **Tender Box** at The Ground Floor of the **Administration Block Building**, so as to reach the College not **later than Friday 25<sup>th</sup> June, 2025 at 10:00 am**. Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

1.6 Tenders will be opened immediately thereafter in the presence of the tenderers, representatives who choose to attend.

1.7 Dr. Daniel Wako Murende Technical and Vocational College reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

1.8 Late Tenders, incomplete Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted.



## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the following email address [drdanielwakomurendetvc@gmail.com](mailto:drdanielwakomurendetvc@gmail.com)

## **1.9 Additional Information**

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

## **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the company after **scoring more than 70 points** soon after the completion of the registration/Pre-qualification process

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 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.

### **2.2 Customs Clearance**

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

### **2.4 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 and on the authority of the client's Accounting Officer

### **2.5 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

# REGISTRATION DATA INSTRUCTIONS

## 3.1. Registration data Forms

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7 & R-8 are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the **Specified tender lot**

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

## 3.2 QUALIFICATION

3.21 It is understood and agreed that the registration data on prospective bidders is to be used by DR. DWMTVC in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the Institution 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 Essential Criteria for registration

3.3.1. (a) Experience: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

### 3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form R 3.

### 3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form R 4. However, potential bidders should provide evidence of financial capability to execute contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form R-5 where applicable.

### **3.3.6 Newly Registered firms**

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required litigation history's marks shall also be awarded in full for such new firms.

### **3.3.7 Firms under preference and reservation regulations**

Such entities shall be required to have been registered with the Ministry of Finance and submit the certificate to be exempted from the evaluation criteria and qualify

## **3.4 STATEMENT**

Application must include a sworn statement Form R-6 by the Tenderer ensuring the accuracy of the information given.

## **3.5 WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm in registration to bid and the bid opening date which in the opinion of the client/DR.DWMTVC 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. DR. DWMTVC reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

## **3.6 OUTLINED SUPPLY AND DELIVERY**

### **Procedures**

The registration applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form R-2

## **3.7 EVALUATION CRITERIA**

Dr. Daniel Wako Murende Technical and Vocational College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

**EVALUATION CRITERIA I – for AGPO Registered special groups (Youth, Women & PWD only)**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
<b>A1</b>	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
<b>A2</b>	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
<b>A3</b>	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
<b>A4</b>	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	

## EVALUATION CRITERIA II- General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>B.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE (YES/NO)</b>
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises ( <b>see business questionnaire</b> )	YES/NO
B6	Fulfillment of special condition relevant to the category applied for ( <b>where applicable</b> )	YES/NO
<b>C.</b>	<b>GENERAL REQUIREMENTS</b>	
C1.	Supplier Availability -Postal Address (2) -Contact Person (2) -Email Address (2) -Telephone/Mobile Number (2) -Website (2)	10
C 2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners/Sole proprietor	10
C 3.	Financial Stability Evidence of profit making in the attached 2 years audited reports	10
C4	Financial Capability – Audited accounts for the last 2 years	20
C5.	<b>Experience:</b> Indicate having undertaken similar assignment with at least 3 firms ( <b>Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts</b> )	20
C6	<b>Supply Capacity:</b> Maximum Volume of Business handled in the last 2 years -2million and above (12) -1.5-2 Million (9) 1-1.5 Million (3)	12
C7	<b>Credit Period:</b> Indicate Credit Period willing to offer -90 days (12) -60 days (9) -30 days (6) -Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
<b>TOTAL</b>		<b>100</b>

### 3.8 Qualification Mark

The qualification mark is **70 points** and over

Bidders must meet all the mandatory requirements to qualify

**All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Tax compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual



**FORM R-2**

**REGISTRATION DATA**

1.     Legal name of firm.....  
       Post office address.....  
       Street and Address.....  
       City.....  
  
       Person to contact.....
  
2.     Organization & Business Information.....  
       Management Personnel.....  
       Director.....  
       General Manager.....  
       Other.....  
       Partnership (if applicable).....  
       Names of Partners.....
  
3.     Business founded or incorporated.....
  
4.     Under present management since.....
  
5.     Net worth equivalent Kshs.....
  
6.     Enclose copy of the organization chart of the firm indicating the main fields of activities



**FORM R-3**

**SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held  
.....

**Supply or service experience**

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

g) Other.....

**Proposed Technical Personnel**

a) .....

b) .....

c) .....

d) .....

e) .....

Proposed position in this project if contract is awarded.....  
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

**FORM R-4**

**FINANCIAL POSITION**

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

**FORM R-5**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. i) Name of client (Organization)..... ii)  
Address of Client (Organization).....  
iii) Name of contact person at the client (Organization)..... iv) Telephone  
No. of Client.....  
v) Value of contract..... vi)  
Duration of contract (date).....
2. Name of 2<sup>nd</sup> client (Organization)  
(i) Name of client (Organization).....  
(ii) Address of client (Organization).....  
(iii) Name of contact person at the client (Organization).....  
(iv) Telephone No. of Client..... (v)  
Value of  
contract..... of  
vi) Duration of contract (Date).....
2. Name of 3<sup>rd</sup> Client (Organization)  
i) Name of client (Organization)..... ii)  
Address of Client (Organization)..... iii)  
Telephone No. of Client..... iv)  
Name of contact person at the client (Organization).....  
v) Value of contract..... vi)  
Duration of contract (Date).....
4. Others.....

**FORM R-6**

**SWORN STATEMENT**

Having studied the 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 as a supplier we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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

**FORM R-7**

**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 applies in 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.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

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

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

**Functioning e-mail address(es).....**

**PART 2(A) – Sole Proprietor**

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

**Part 2 (b) – Partnership:**

<b>Name</b>	<b>Nationality</b>	<b>citizenship Details</b>	<b>Shares</b>
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1. ....			
---------	--	--	--

2. ....			
---------	--	--	--

3. ....			
---------	--	--	--

4. ....			
---------	--	--	--

5. ....			
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**Part 2 (c) - Registered Company**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs..... Issued  
Kshs.....

Give details of all directors as follows:

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

Date.....

Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, naturalization or Registration

Please fill in block of letters

- 1. Full names of tenderer

.....  
.....

.....  
.....

- 2. Full address of tenderer to which tender correspondence is to be sent(unless an agent has been appointed below)

.....  
.....

- 3. Telephone numbers of tenderer

.....  
.....

- 4. Fax number of tenderer

.....  
.....

- 5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....  
.....

- 6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya(name, address, telephone and fax)

.....  
.....

.....

**Signature and stamp/seal of tenderer**





**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**