



**REGISTRATION DOCUMENT OF SUPPLIERS FOR SMALL
WORKS, SUPPLY AND DELIVERY OF GOODS AND SERVICES**

AWWDA/HQ/REG/..../2021-2023 (Indicate category)

CHIEF EXECUTIVE OFFICER

ATHI WATER WORKS DEVELOPMENT AGENCY

P.O BOX 45283-00100

NAIROBI

SECTION I- INVITATION FOR REGISTRATION (IFR)



ATHI WATER WORKS DEVELOPMENT AGENCY INVITATION FOR REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS FOR FINANCIAL YEARS 2021/2022 and 2022/2023

Athi Water Works Development Agency (AWWDA) is one of the nine (9) Water Works Agencies (WWDAs) established under the Ministry of Water & Sanitation and Irrigation. It was established under the Water Act 2016 vide legal notice No. 28 of 26th April 2019. AWWDA wishes to enhance the list of registered suppliers/service providers for the Financial Years 2021/2022 and 2022/2023 and now invites applications from interested, reputable and competent firms for provision of works, goods and services as per the listed categories hereunder:

	CATEGORY A - SMALL WORKS		TARGET GROUP
1.	AWWDA/HQ/REG/01/2021-2023	Small Works Contractors for Water and Sewerage Systems	OPEN
2.	AWWDA/HQ/REG/02/2021-2023	Small Works Contractors for Electrical and Mechanical Works	OPEN
	CATEGORY B- SUPPLY AND DELIVERY OF GOODS		
3.	AWWDA/HQ/REG/03/2021-2023	Supply and Delivery of Construction Materials, Pipes and Fittings	OPEN
4.	AWWDA/HQ/REG/04/2021-2023	Supply and Delivery of Laboratory Equipment, Chemicals and Glassware	OPEN
5.	AWWDA/HQ/REG/05/2021-2023	Supply and Delivery of Graded Sand	OPEN
6.	AWWDA/HQ/REG/06/2021-2023	Supply and Delivery of Water Treatment Chemicals	OPEN
7.	AWWDA/HQ/REG/07/2021-2023	Supply and Delivery of Pumps, Motors and Generators	OPEN
8.	AWWDA/HQ/REG/08/2021-2023	Supply and Delivery of Water Meters	OPEN
9.	AWWDA/HQ/REG/09/2021-2023	Supply and Delivery of General Hardware, Plastic Tanks and Electrical Items	Youth, Women and People Living with Disability
10.	AWWDA/HQ/REG/10/2021-2023	Supply and Delivery of Furniture, Office Equipment and Fittings	Youth, Women and People Living with Disability
11.	AWWDA/HQ/REG/11/2021-2023	Supply and Delivery of General Office Stationery and Consumables including Tonners, Cartridges etc.	Youth, Women and People Living with Disability
12.	AWWDA/HQ/REG/12/2021-2023	Supply, Delivery and Installation of Computer Equipment and Accessories,	Youth, Women and People

		Ipads, Printers, Shredders and Air Conditioners	Living with Disability
13.	AWWDA/HQ/REG/13/2021-2023	Supply and Delivery of Safaricom, Telkom, Airtel, etc. calling cards	Youth, Women and People Living with Disability
14.	AWWDA/HQ/REG/14/2021-2023	Supply and Delivery of Staff Uniforms, Sports Gear and Shoes etc.	Youth, Women and People Living with Disability
15.	AWWDA/HQ/REG/15/2021-2023	Supply and Delivery of Tyres, Tubes, Batteries and Motor Vehicle Accessories	Youth, Women and People Living with Disability
16.	AWWDA/HQ/REG/16/2021-2023	Supply and Delivery of Newspapers	Youth, Women and People Living with Disability
17.	AWWDA/HQ/REG/17/2021-2023	Supply and Delivery of Milk	Youth, Women and People Living with Disability
CATEGORY C- SERVICES			
18.	AWWDA/HQ/REG/18/2021-2023	Provision of Catering services	Youth, Women and People Living with Disability
19.	AWWDA/HQ/REG/19/2021-2023	Provision of Transport and Car Hire Services	Youth, Women and People Living with Disability
20.	AWWDA/HQ/REG/20/2021-2023	Provision of Air Ticketing and Travel Arrangements Services	Youth, Women and People Living with Disability
21.	AWWDA/HQ/REG/21/2021-2023	Provision of Fumigation and Pest Control Services	Youth, Women and People Living with Disability
22.	AWWDA/HQ/REG/22/ 2021-2023	Provision of General Cleaning, Ground Maintenance, Landscaping and Beautification Services	Youth, Women and People Living with Disability
23.	AWWDA/HQ/REG/23/2021-2023	Provision of Sanitary Bins and Garbage Collections Services	Youth, Women and People Living with Disability
24.	AWWDA/HQ/REG/24/2021-2023	Provision of Creative Design, Layout and Printing of Magazines, Calendars, Promotional Materials, Brochures, Notebooks, Diaries etc.	Youth, Women and People Living with Disability
25.	AWWDA/HQ/REG/25/2021-2023	Provision of Event Management & Entertainment Services (DJs, Bands, Musicians, Models, Hostesses, MCs,	Youth, Women and People Living with

		Dancers, Exhibitions, Décor Services, PA Systems, Plasma Screens and Related Services etc.)	Disability
26.	AWWDA/HQ/REG/26/2021-2023	Production of Documentaries, Photography and Videography services,	Youth, Women and People Living with Disability
27.	AWWDA/HQ/REG/27/2021-2023	Provision of Interior Design and Decoration Services	Youth, Women and People Living with Disability
28.	AWWDA/HQ/REG/28/2021-2023	Provision of Consultancy Services for Design, Technical Audits and Supervision Construction Works (Individuals)	OPEN
29.	AWWDA/HQ/REG/29/2021-2023	Provision of consultancy services for design, Technical Audits and supervision of Construction Works (Firms)	OPEN
30.	AWWDA/HQ/REG/30/2021-2023	Provision of ESIA and RAP services	OPEN
31.	AWWDA/HQ/REG/31/2021-2023	Provision of Survey and Valuation Services	OPEN
32.	AWWDA/HQ/REG/32/2021-2023	Provision of Consultancy Services for Team Building	OPEN
33.	AWWDA/HQ/REG/33/2021-2023	Provision of Consultancy Services on Taxation and Financial Services (Individual and Firm)	OPEN
34.	AWWDA/HQ/REG/34/2021-2023	Provision of Consultancy Services on Performance Management	OPEN
35.	AWWDA/HQ/REG/35/2021-2023	Provision of Professional Counselling & Psychosocial Support Services	
36.	AWWDA/HQ/REG/36/2021-2023	Provision of Asset Tagging and Valuation Services	OPEN
37.	AWWDA/HQ/REG/37/2021-2023	Provision of Auctioneer Services	OPEN
38.	AWWDA/HQ/REG/38/2021-2023	Provision of Legal Services	OPEN
39.	AWWDA/HQ/REG/39/2021-2023	Provision of Environmental Technical Health and Safety Audits (EHS)	OPEN
40.	AWWDA/HQ/REG/40/2021-2023	Servicing of Safety Equipment and Safety Assessments (Fire extinguishers, safety drills)	OPEN
41.	AWWDA/HQ/REG/41/2021-2023	Provision of Water Bowsers Services - Registered/Licensed Operators	OPEN
42.	AWWDA/HQ/REG/42/2021-2023	Provision of Media Management and PR Services.	OPEN
43.	AWWDA/HQ/REG/43/2021-2023	Provision of Corporate Signage Services	OPEN
44.	AWWDA/HQ/REG/44/2021-2023	Provision of Simultaneous Interpretation Equipment, Interpretation, Translation Services and Rapporteur services	OPEN
45.	AWWDA/HQ/REG/45/2021-2023	Provision of Consultancy Services for Water and Waste Water Quality Testing	OPEN
46.	AWWDA/HQ/REG/46/2021-2023	Provision of Consultancy Services for Hydro Geological Surveys	OPEN
47.	AWWDA/HQ/REG/47/2021-2023	Provision of Consultancy Services for Hydrological Studies	OPEN
48.	AWWDA/HQ/REG/48/2021-2023	Provision of Consultancy Services for Forensic Audits	OPEN
49.	AWWDA/HQ/REG/49/2021-2023	Provision of Security Services	OPEN
50.	AWWDA/HQ/REG/50/2021-2023	Provision of Repair and Maintenance	OPEN

		Services for Office Equipment, Furniture, and Fittings.	
51.	AWWDA/HQ/REG/51/2021-2023	Provision of Repair and Maintenance Services for Scanners, Shredders and Air Conditioners.	OPEN
52.	AWWDA/HQ/REG/52/2021-2023	Provision of Laboratory Equipment Maintenance Services	OPEN
53.	AWWDA/HQ/REG/53/2021-2023	Provision of Consultancy Services for Enterprise Resource Management	OPEN
54.	AWWDA/HQ/REG/54/2021-2023	Prevention of Sexual Exploitation and Abuse Awareness	OPEN
55.	AWWDA/HQ/REG/55/2021-2023	Provision of Community Baseline Studies and Mobilisation Services	OPEN
56.	AWWDA/HQ/REG/56/2021-2023	Provision of Ecological Baseline Surveys and Assessment	OPEN
57.	AWWDA/HQ/REG/57/2021-2023	Provision of Landscaping and Site Restoration Services	OPEN
58.	AWWDA/HQ/REG/58/2021-2023	Provision of Repair and Maintenance Services for Pumps, Motors, Valves and Meters	OPEN
59.	AWWDA/HQ/REG/59A/2021-2023 AWWDA/HQ/REG/59B/2021-2023 AWWDA/HQ/REG/59C/2021-2023 AWWDA/HQ/REG/59D/2021-2023 AWWDA/HQ/REG/59E/2021-2023	Provision of Consultancy Services in the following fields: - (A) Human Capital Services (Recruitment and HR Related Services). (B) Supply Chain Management (C) Customer Satisfaction, Work Environment, Corruption Perception and Employee Satisfaction Surveys. (D) Preparation of Strategic Plan. (E) Governance Advisory Services (NB-please specify area of specialization)	OPEN

Interested service providers should visit the AWWDA website, www.awwda.go.ke to obtain the registration documents free of charge. You are required to indicate the category you are participating in from the list above in the provided space in each registration document.

The applications should be deposited in the Tender Box to the address below on or before **4th May 2021 at 10.00 Am.**

**Chief Executive Officer,
Athi Water Works Development Agency,
Athi Water Plaza
Muthaiga North Road, Off Kiambu Road
P.O. BOX 45283-00100,
Nairobi, Kenya.
Tel: 254-715 688272;
Email: info@awwda.go.ke,**

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Registration

The Athi Water Works Development Agency (AWWDA) hereinafter referred to as the procuring entity intends to register suppliers for the **provision of small works, goods and services as per listed categories above.**

It is expected that Registration applications will be submitted to be received by the procuring entity not later than **4th May 2021 at 10.00 am.**

- 2.1.1 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

- 2.2.1 Applications for Registration shall be submitted in sealed envelopes marked with the tender name and category and deposited in the tender box or by mail or email (info@awwda.go.ke), addressed to **Chief Executive Officer, Athi Water Works Development Agency, Athi Water Plaza, Muthaiga North Road, Off Kiambu Road** so as to be received on or before **4th May 2021 at 10.00 am Local Time.**

- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.

- 2.2.3 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.

- 2.2.4 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

- 2.3.1 This invitation for Registration 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.

- 2.3.2 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 55 of the PPADA Act 2015.

- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be registered.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below.

- i. General Information
- ii. Legal status/Incorporation
- iii. Tax compliance status
- iv. Relevant Experience
- v. Personnel Capability where applicable
- vi. Equipment Availability where applicable
- vii. Financial Capability
- viii. Registration to relevant statutory bodies where applicable
- ix. Litigation History

To qualify the supplier/service provider must pass all the above set criteria. 2.41. Candidates must attach company registration documents, Tax compliant certificates, Authority from relevant authorities to offer such services, YAPGO Certificate and Business Permits.

The following are the Requirements for Registration in the category of Youth, Women and People Living with Disabilities.

1. Valid YAGPO Certificate
2. Certificate of Incorporation/Registration
3. Valid Tax Compliance Certificate
4. General Information
5. Registration to relevant statutory bodies where applicable

2.4.2 The declaration will be either pass or fail regarding the applicant's general information (Incorporation, Legal Status, Tax Compliance Status and Registration of Business), General experience 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.

2.4.3 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such sub contractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.4 General Experience. The applicant shall meet the following minimum criteria:

- a) Average annual turnover: KShs. 1Million as main service provider (defined as billing for services in progress and completed) over the last

five (5) years. (The Preference Reservation groups with YAGPO Certificates are excepted from this criteria)

- b) Successful experience as prime service provider of at least 5 similar contracts in the last five (5) years. This experience should include prove of successful similar services rendered, corporate documentaries etc. (The Preference Reservation groups with YAGPO Certificates are excepted from this criteria).

2.4.5 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. (The Preference Reservation groups with YAGPO Certificates are excepted from this criteria)

2.4.6 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.

2.6 Public Sector companies

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.

2.7. Conflict of Interest

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 Registration 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 disqualification of the applicant.

2.8. Updating Registration Information

2.8.1 Registered candidates shall be required to update the financial information used for registration 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

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.

SECTION III - 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.

SECTION III - LETTER OF APPLICATION

Date

To:

**Chief Executive Officer
Athi Water Works Development Agency
P.O Box 45283-00100
Nairobi.**

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 registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Registration No. and Registration name)

Registration number	Registration name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining:
- (a) the Applicant’s legal status- Valid KRA Tax Compliance Certificate.
 - (b) the principal place of business (Business permit) and
 - (c) the certification 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).
 - (d) details of the ownership of the firm (Attach CR 12)
 - (e) valid YAGPO Certificate for reservation groups.
 - (f) bank account details.
 - (g) official contacts (Email address, Telephone Number, Postal Address etc.)

3. 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.
4. Your Agency and its authorized representatives may contact the following persons for further information.

Contact Information Enquiries	
Name of Contact Person:	Telephone 1
Email Address:	Telephone 2

5. This application is made with the full understanding that:
 - (a) bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
 - (b) 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 registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the Registration process, and reject all applications
 - (c) 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.
6. 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)

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-consultants, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - 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 required to enclose testimonials, Award Letters and certificates of Completion with their applications.
- Application Form 3 - Confidential Business Questionnaire
This form is to be completed by all applicants. The information provided will complement information on Form
- Application Form 4 - 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 Form 5 - Proposed Personnel Capabilities (Where Applicable)
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 Form 5A - 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 Form 6 - Equipment Capability (Where Applicable)
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 Form 7 - 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 Form 8 - 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.
- Application Form 9 - Anti Corruption Declaration Pledge
This form **MUST** be completed and signed by all the applicants.

APPLICATION FORM (1): GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone No:	Contact person:
4.	Fax:	E-mail address:
5.	Place of incorporation/registration	Year of incorporation/registration
7.	Bank Account Details:	

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

APPLICATION FORM (3): CONFIDENTIAL BUSINESS QUESTIONNAIRE

Name of Applicant:

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. E mail

Nature of Business

Registration Certificate No.

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

Name of your bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>Citizenship details</p>																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="293 1591 407 1625">Name</th> <th data-bbox="407 1591 618 1625">Nationality</th> <th data-bbox="618 1591 911 1625">Citizenship Details</th> <th data-bbox="911 1591 1406 1625">Shares</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1625 407 1659">1.</td> <td data-bbox="407 1625 618 1659">.....</td> <td data-bbox="618 1625 911 1659">.....</td> <td data-bbox="911 1625 1406 1659">.....</td> </tr> <tr> <td data-bbox="293 1659 407 1692">2.</td> <td data-bbox="407 1659 618 1692">.....</td> <td data-bbox="618 1659 911 1692">.....</td> <td data-bbox="911 1659 1406 1692">.....</td> </tr> <tr> <td data-bbox="293 1692 407 1726">3.</td> <td data-bbox="407 1692 618 1726">.....</td> <td data-bbox="618 1692 911 1726">.....</td> <td data-bbox="911 1692 1406 1726">.....</td> </tr> <tr> <td data-bbox="293 1726 407 1759">4.</td> <td data-bbox="407 1726 618 1759">.....</td> <td data-bbox="618 1726 911 1759">.....</td> <td data-bbox="911 1726 1406 1759">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company</p>																				

	Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
5.																											
	Date Signature of Candidate																														

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

APPLICATION FORM (4) SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS (Where Applicable)

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) PROPOSED PERSONNEL CAPABILITIES (Where Applicable)

Name of Applicant:

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title 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 (Where Applicable)

Name of Applicant

Position	Candidate * Prime * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project (where applicable).

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (6) EQUIPMENT CAPABILITIES (Where Applicable)

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. 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	8. Name	
	
	9. 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:
--

Banker	Name of Banker: _____ Account Name: _____ Account No: _____ Swift Code: _____ Bank Code: _____ Branch Code: _____
---------------	--

Financial information in Kshs.	Actual: previous five years		Projected: 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 on the applicants' letterhead 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 joint venture.

APPLICATION FORM (9) ANTI CORRUPTION DECLARATION PLEDGE

Name of Applicant or partner of a joint venture:

I/WE.....(Name of Firm)
declare that I/WE recognize that the Public Procurement is based on a free and fair competitive
Tendering process which should not be opened to abuse

I/WE..... declare that
I/WE will not offer or facilitate directly or indirectly any inducement or reward to any public
officer, their relations or business associates, in accordance with the tender No.
.....for or in subsequent performance of the contract if
I/WE/am /are successful.

Date

Signature of Candidate/ Authorised Signatory