

FORM RG-1

REGISTRATION DATA DOCUMENTS

All firms must provide:-

1. Copies of Certificate of registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Business Permit.
6. Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities **(for all civil/works contractors)**.
7. Letter of recommendation from previous organization served.
8. A profile of the owners or shareholders.
9. Practicing Certificate for all professionals.
10. **Towing Agents (Sub-contractors) must** attach evidence of having taken all the Insurance covers.
11. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
12. E-mail Contacts – a valid and active e-mail address
13. CD containg all the information

FORM RG-2 REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply
(Name of Company/Firm-Compulsory)

for registration as supplier (s) Of

.....
(Item Description)

.....
(Category)

E-mail address.....
(Compulsory)

Post Office Address
(Compulsory)

Town

Street

Name of building

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....
(Compulsory)

Full Name of applicant
(Compulsory)

Other branches Location

ORGANIZATION & BUSINESS INFORMATION

Management Personnel (Contact Person).....

Chief Executive

General Manager

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present Management since

Net worth equivalent Kshs

Bank reference and address

.....

Bonding company reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

Indicate terms of trade/sale

In compliance with the instructions on this document, we have paid a non-refundable amount of Ksh
..... as tender Security.

Mpesa Reference No.....**(compulsory)**

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified

RG-3 FINANCIAL POSITION AND TERMS OF TRADE

(1) Attach a copy firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(compulsory)**

(2) State Credit period

CREDIT PERIOD	MARKS EARNED(For evaluation)
More than 90 days	10
60 – 90 days	6
30 – 60 days	4
30 – 0 days	2

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically be disqualified)

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

FORM RG-4

Confidential Business Questionnaire Form

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

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

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

<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>Shares</th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Shares	Name	Nationality	Citizenship Details	1	2	3								
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2																					
3																					
<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>– Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Shares</th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Shares	Name	Nationality	Citizenship Details	1.	2.	3.	4.	5.
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<p>Date Seal/Signature of Candidate</p>																								

FORM RG 5 - PAST EXPERIENCE

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST ONE YEAR AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)

1.

- 1) Name of client (Organization)
- 2) Address of client (Organization)
- 3) Name of contact person at the client (Organization)
- 4) Telephone No. of client
- 5) Value of contract
- 6) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

2.

- 7) Name of client (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization)
- 10) Telephone No. of client
- 11) Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

3.

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client
- 17) Value of contract
- 18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client **(compulsory)**

FORM RG-7 FIRM'S DECLARATION

Having studied the supplier registration form, information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No...

Supply/Provision of

Date

Applicant's Name

Represented by (Authorised Signatory)

Signature

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