



**TENDER NO. KMLTTB/PREQUALIFICATION/001/2021-2023**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS  
FOR THE SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR  
2021/2022 & 2022/2023 FINANCIAL YEARS.**

**CLOSING DATE THURSDAY, 7<sup>TH</sup> OCTOBER, 2021 AT 10:00 A.M.**

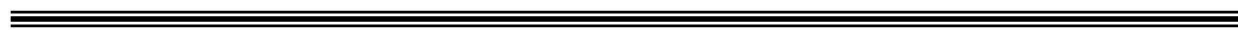
**Please indicate the item applied for as follows:**

**NAME OF THE SUPPLIER:.....**

**ITEM REF. No.....**

**ITEM DESCRIPTION.....**

**GROUP (OPEN / YWPD) .....**



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**REGISTRATION OF SUPPLIERS**

The Board wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2021/2022 and 2022/2023 financial year. Suppliers that are currently registered by KMLTTB are required to register a fresh if they wish to participate. The categories for consideration are listed below:

**CATEGORY A – SUPPLY OF GOODS**

<b>NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
KMLTTB/A/1	Supply of assorted general office stationery	YWPD
KMLTTB/A/2	Supply of computers, printers, computer and accessories	OPEN
KMLTTB/A/3	Supply Of Software’s And Associated Licenses(Windows, Microsoft Office,SPSS And Antivirus)	YWPD
KMLTTB/A/4	Supply Of Office Furniture, Furnishings And Fittings	OPEN
KMLTTB/A/5	Design, Printing And Supply Of Printed Materials E.g. Annual Reports, Licenses, Certificates And Other Printed Stationery/Materials	OPEN
KMLTTB/B/6	Supply of T-Shirts and Shirts	YWPD
KMLTTB/A/7	Supply Of Bottled Mineral Water	YWPD
KMLTTB/A/8	Supply Of Milk Beverages And Airtime	YWPD
KMLTTB/A/9	Supply Of Motor Vehicle Tyres, Batteries And Accessories	OPEN
KMLTTB/A/10	Supply Of Newspapers, Magazines And Periodicals	OPEN
KMLTTB/A/11	Supply, Training And Servicing Of Fire Extinguishers.	OPEN
KMLTTB/A/12	Supply, Installation And Commissioning Of CCTV Surveillance System.	YWPD
KMLTTB/A/13	Supply,Delivery,Installation,Testing And Commissioning Of Call Center	OPEN
<b>CATEGORY B- PROVISION OF SERVICES</b>		
KMLTTB/B/1	Provision Of Maintenance Of Office Equipment	OPEN
KMLTTB/B/2	Provision Of Maintenance Of Office Furniture, Furnishings And Fittings	OPEN
KMLTTB/B/3	Provision Of Photography And Video Coverage Services	YWPD

KMLTTB/B/4	Provision Of Air Ticketing Services/Air Travel Agency (IATA Registered Only)	YWPD
KMLTTB/B/5	Provision Of Legal Services	OPEN
KMLTTB/B/6	Provision Of Hotel Accommodation And Conference Facilities	OPEN
KMLTTB/B/7	Provision Of Repair And Maintenance Of ICT Equipment, LAN & Electrical Accessories	YWPD
KMLTTB/B/8	Provision Of Repair And Maintenance Of Air Conditioning Units	OPEN
KMLTTB/B/9	Maintenance And Servicing Of Motor Vehicles	OPEN
KMLTTB/B/10	Provision Of Medical Insurance Cover	OPEN
KMLTTB/B/11	Repair And Maintenance Of PABX, Telephone Lines, Switchboard And Other Telecommunication Equipment	OPEN
KMLTTB/B/12	Website, bulk sms, database development, internet connectivity(ISP), Cloud Services	OPEN
KMLTTB/B/13	Provision of cleaning services for floors, windows, curtains, carpets and other related upholstery.	YWPD
KMLTTB/B/14	Provision Of Pest Control And Fumigation Services	OPEN
KMLTTB/B/15	Provision of Consultancy (ERP Systems, MIS, Document management system) and other Consultancy Services.	OPEN
KMLTTB/B/16	Provision Of Payroll Management System	OPEN
KMLTTB/B/17	Provision Of Human Resource Management Consultancy	OPEN

Interested bidders may view and download the above registration documents From Public Procurement Information Portal website <http://supplier.treasury.go.ke> and website (www.kmlttb.org) or at KMLTTB Procurement Office on 4<sup>th</sup> Floor, ACK Garden House, 1<sup>st</sup> Ngong Avenue, Upperhill, Nairobi. Interested and eligible applicants are required to download the registration documents from the website free of charge.

Completed Registration documents MUST be submitted in plain sealed envelopes clearly marked: -

**“KMLTTB/001/2021-2023 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2021/2022 & 2022/2023”.**

**CATEGORY ..... ITEM NO.....**

**ITEM DESCRIPTION.....**

**GROUP (OPEN/ YWPD) .....**

And addressed to:

**The Registrar  
KMLTTB  
4<sup>th</sup> Floor ACK Garden House, 1<sup>ST</sup> Ngong Avenue, Upperhill  
P.O Box 20889-00202  
Nairobi, Kenya.  
Telephone +254-20-2731391  
E: mail:  
procurement@kmlttb.org  
Website: <http://www.kmlttb.org>**

And deposited in the tender box located on 4<sup>th</sup> floor ACK Garden House, 1<sup>ST</sup> Ngong Avenue Upper Hill, Nairobi so as to be received on or before:

**7<sup>TH</sup> October, 2021 at 10:00 a.m.**

Registration documents will be opened immediately thereafter in the presence of the bidders’ representatives who may choose to attend at the Board Room located on 4<sup>th</sup> floor, ACK Garden House, 1<sup>st</sup> Ngong Avenue, Upperhill, Nairobi. Late tenders will not be accepted.

**REGISTRAR - KMLTTB**

## **GENERAL INSTRUCTIONS**

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) KMLTTB attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) KMLTTB reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Ref No. which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly book bound** or (spiral/velo) **filled** and **page numbered**. KMLTTB shall not be responsible for Loss of documents not bound (loose).

## **1. REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the KMLTTB to perform the contract of supply and delivery or provision of goods and services to KMLTTB.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services/ works under relevant tenders/quotations to KMLTTB on **as and when** required during the stated period.

### **1.3 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Registrar-KMLTTB, so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. 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 Distribution of Registration Documents.**

A copy of the completed Registration data and other requested information shall be submitted to reach:

**THE REGISTRAR,**

KMLTTB,

4<sup>th</sup> Floor ACK Garden House, 1<sup>st</sup> Ngong Avenue, Upperhill

P.O. Box 20889 – 00202,

**NAIROBI, KENYA.**

Tel: +254 – 20- 2731391

Email: [procurement@kmlttb.org](mailto:procurement@kmlttb.org)

Website: <http://www.kmlttb.org>

Not later than **7<sup>TH</sup> OCTOBER, 2021 at 10:00 a.m.**

**1.8 Questions Arising from Documents**

Questions that may arise from the Registration documents should be directed to the following address:

**THE REGISTRAR,**

KMLTTB,

P.O. Box 20889 – 00202,

**NAIROBI.**

Email: [procurement@kmlttb.org](mailto:procurement@kmlttb.org)

**1.9 Additional Information**

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

- 1.10** Tenders will be made available only to those bidders whose qualifications are accepted by Kenya Medical Laboratory Technicians and Technologists Board after scoring a minimum of **70 Points** after the completion of the registration process.

**2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials**



The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

## **2.2 Customs Clearance**

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

## **2.3 Contract Price**

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

## **2.4 Payments**

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

# **3. REGISTRATION DATA INSTRUCTIONS**

## **3.1 Registration data forms**

The attached questionnaire forms described as part II, III, IV, V, VI, VII, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

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

## **3.2 Qualification**

**3.2.1** It is understood and agreed that the Registration data on prospective bidders is to be used by KMLTTB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of KMLTTB 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 bidders shall have at least 2 years' experience in the supply of goods, and 5 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Consultants shall be required to have indemnity cover with reputable insurance Company.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- (c) KMLTTB reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

#### **3.3.2 Personnel**

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part VIII.

#### **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 suppliers/contractors' credit position. Potential suppliers/contractors will be Registered 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 to be filled/ provided on Part II.

However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in part V.

### **3.4 Statement**

Application must include a sworn statement on part VII by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Registration.**

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KMLTTB reserves the right to reject the tender from such a bidder even though they have been initially registered.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

### **3.6 Invitation to Tender.**

The successful firms that will be registered with the Authority will be issued with Tender/RFP/Quotation documents and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from KMLTTB panel of suppliers.

All invitation to tender documents will be sent by email. All suppliers **MUST have a valid email address** and any change must be communicated to the Board.

#### 4. REGISTRATION EVALUATION CRITERIA

##### A: OPEN CATEGORY: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	<b>Requirements</b>	<b>Score</b>
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	Valid Single Business Permit from a County Government	Mandatory
5	Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements	Mandatory
6	A Copy of CR 12 for companies	Mandatory
7	Audited Accounts for the last two years for companies or Certified bank statements for 6 months	Mandatory
8	Letters of recommendation from four (4) clients.	Mandatory
9	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, EPRA, CA, LSK, ISPAK, PCB etc.	Mandatory

##### TECHNICAL EVALUATION

	<b>Requirements (submit evidence)</b>	<b>PART No.</b>	<b>Score (%)</b>
1	Registration Documentation	I	25
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	25
6	Litigation History	VII	5
	<b>Total</b>		<b>100</b>

The minimum score to qualify for Registration shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

## **B. DISADVANTAGED GROUP: YOUTH, WOMEN & PERSONS WITH DISABILITY**

### **PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

	<b>Requirements</b>	<b>Score</b>
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	A Copy of CR 12 for companies	Mandatory
5	Certified copy of the latest bank statement	Mandatory
6	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, ERC, CA, LSK, ISPAK, Pest Control Board etc.	Mandatory
7	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory

### **TECHNICAL EVALUATION.**

	<b>Requirements (submit evidence)</b>	<b>PART No.</b>	<b>Score (%)</b>
1	Registration Documentation	I	35
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	10
6	Litigation History	VII	10
	<b>Total</b>		<b>100</b>

The minimum score to qualify for Registration shall be **50%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

## **PART I: REGISTRATION DOCUMENTATION**

Firms must provide copies of the following applicable to Open & YWPD: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual
5. Copy of valid Single Business Permit from County Government
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, EPRA, CCK, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
7. Current letters of recommendation from previous organizations served (provide at least four).
8. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
9. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
10. CVs for Senior Staff for Consultancy Services
11. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

**PART II:**

**1. SUPPLIER REGISTRATION DATA**

**A. Business Name**

.....

Pin No.....

VAT Reg. No .....

*(Attach copy registration certificate)*

**B. Address**

P.O. Box.....Postal Code.....

City/Town.....

Telephone No's .....

Mobile Nos.....

Fax No.....

Email Address:.....

Website address (If any).....

**C. Physical Address**

Business Location.....

Name of building .....

Plot No. ....

Road/Street Name .....

Floor No. ....

Room No. ....

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**2. COMPANY DETAILS**

**A Sole Proprietor**

Your name in full.....

Age.....

Nationality.....

Country of origin.....

\*Citizenship details.....

**B Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**C Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

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

\*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

**D. Registration with Registrar of Companies**

- 1) Date of Registration..... Registration No. ....  
**(Attach copy/copies of registration certificate)**
- 2) Registration with National Construction Authority (NCA)  
Date of Registration.....  
Registration No. ....  
Present Category .....  
**(Attach copy/copies of current registration certificate)**



- 3) Registration with any other bodies/authority relevant to your line of business e.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc  
Date of Registration .....
  - Registration No. ....
  - Present Category .....
  - (Attach a copy/copies of registration certificates)**
  - 4. Current Practising Certificates **(Attach copy)**
- 

**3. TRADE LICENCES**

Single Business Permit held – County Government

- 1) Licence No. ....
- Expiry Date .....
- Licensed for.....

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Authorities etc

- 1) Licence No. ....
- Expiry Date .....
- 2) Licence No. ....
- Expiry Date .....
- 3) Licence No. ....
- Expiry Date.....

**(Attach copy/copies of registration certificate)**

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**4. NATURE OF BUSINESS**

**A.** Please list the goods or services you provide specific to item Ref. No, Item Description applied for:

- 1) .....

**B.** For Contractors, state your area of specialization specific to item Ref. No, Item Description applied for: -

- 1) .....
  - 2) .....
  - 3) .....
- 

**PART III: FINANCIAL POSITION / INVESTMENT**

**A. Company's Capital**

- 1) Authorised Shares Ksh .....
- 2) Issued Shares Ksh.....

**B.** Partnership & Sole Proprietorship:

Total Investment: Kshs. ....

**NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the 6 months certified by the issuing bank as proof of ability to execute the items applied for.**

**C.** Maximum value of business which you can handle at any time .....

**D.** State terms of payment in preference order

- i) .....
- ii) .....
- iii) .....

**Note: KMLTTB prefers payment to be made within 30 days after delivery of goods/services.**

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**PART IV: PERFORMANCE STANDARDS & FACILITIES**

**A. Space**

- 1) Factory: ..... Sq.ft. Owned or rented .....
- 2) Godown: ..... Sq.ft. Owned or rented.....
- 3) Office ..... Sq.ft. Owned or rented.....

**B. Machinery**

- 1) You own or lease .....
- 2) Approximate value Ksh.....

***(Provide and attach a list of key plant/equipment for the execution of the works)***

- 3) State extent to which you would have to sub-contract work.....  
.....  
.....  
.....

- 4) Are you certified by any Quality Assurance Body? If so, give the standard and name  
.....  
.....  
.....  
.....

***(Attach copies of the accreditation)***

**PART V: MANPOWER**

- a) Name of Chief Executive Officer/Principal Officer  
.....
- b) How many staff does your organization have?.....
- c) Indicate the number in each category:
  - (i) Technical (Permanent..... Temporary.....)
  - (ii) Semi-Skilled ( Permanent..... Temporary.....)
- d) Please describe generally the experience and expertise your organisation possesses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by KMLTTB
  - Attach CV's of key professional/technical personnel in the following format.

Name .....

Age .....

Academic Qualification .....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

.....

*(Attach Certificates if any)*

Length of service with the firm

Position held .....



**PART VI: PAST PERFORMANCE & EXPERIENCE**

a. Please provide at least four (4) major supplies/services/projects/assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

**1. Name of 1st Client**

- i) Name of Client .....
- ii) Address of Client .....
- iii) Name of Contact Person at the client .....
- iv) Telephone Contact.....
- v) Value of Contract .....
- vi) Duration of Contract (date).....
- vii) Signature and Date.....  
Company Stamp.....  
(Attach documental evidence of existence of contract)

**2. Name of 2nd Client**

- i) Name of Client .....
- ii) Address of Client .....
- iii) Name of Contact Person at the client .....
- iv) Telephone Contact.....
- v) Value of Contract .....
- vi) Duration of Contract (date).....
- vii) Signature and Date.....  
Company Stamp.....  
(Attach documental evidence of existence of contract)

**3. Name of 3rd Client**

- i) Name of Client .....
- ii) Address of Client .....
- iii) Name of Contact Person at the client .....
- iv) Telephone Contact.....
- v) Value of Contract .....

- vi) Duration of Contract (date).....
- vii) Signature and Date.....  
Company Stamp.....  
(Attach documental evidence of existence of contract)

**4. Name of 4<sup>th</sup> Client**

- i) Name of Client .....
- ii) Address of Client .....
- iii) Name of Contact Person at the client .....
- iv) Telephone Contact.....
- v) Value of Contract .....
- vi) Duration of Contract (date).....
- vii) Signature and Date.....  
Company Stamp.....  
(Attach documental evidence of existence of contract)

**b. Trade References**

Attach at **least four (4) current letters of recommendation** from reputable organizations that you have supplied goods, works/service for the last three years.

- i) Name and address of your Bankers  
.....  
.....
- ii) Have you ever had an order/contract issued and cancelled in whole or part by KMLTTB? Yes/No .....  
If yes give reasons for cancellation  
.....  
.....
- iii) Have you ever been issued with a tender/quotation document by KMLTTB and you failed respond/submit? Yes/No .....  
If yes give reasons for not submitting:  
.....

- .....
- iv) Do you have any objection in KMLTTB obtaining a confidential financial report from your bankers?.....
- v) Has your company ever been involved in litigation/arbitration with clients/consultants?  
If yes, give details
- .....
- .....
- 

**PART VII: BUSINESS PROBITY AND LITIGATION HISTORY**

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential KMLTTB supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is Established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by	

	the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by KMLTTB and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings spouse or children	

#### **PART VIII: SWORN STATEMENT**

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I Understand that any misrepresentation will render my organization ineligible to participate in any future business activities with KMLTTB

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with KMLTTB.



2. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the Registration evaluation.
4. We will not engage in corrupt practices with the Authority/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

<b>FORM COMPLETED BY</b>	
Date:	
Name:	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)