

COUNTY GOVERNMENT OF KAJIADO COUNTY TREASURY



**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS &
PROVISION OF WORKS AND SERVICES FOR THE FINANCIAL
YEARS 2016/2017- 2017/2018**

TENDERER'S NAME:
CATEGORY NO:
CATEGORY DESCRIPTION:

Closing Date: 11th August, 2016 at 12 Noon

Table of Contents

	Page
SECTION I - Invitation for Registration	4
SECTION II - Instructions to Candidates..... Appendix to Instructions to Candidates.	5
SECTION III - Letter of application	
SECTION IV - Standard Forms	
General information - (Form1)	
General experience Record - (Form 2)	
Joint Venture Summary - (Form 2A)	
Particular experience Record - (Form 3)	
Details of Contract of similar nature and complexity - (Form 3A)	
Summary sheet – Current	
Contract Commitments/Works in progress - (Form 4)	
Personnel capabilities - (Form 5)	
Candidate Summary - (Form 5A)	
Equipment capabilities - (Form 6)	
Financial Capability - (Form 7)	
Litigation History - (Form 8)	
Request for Review - (Form RB 1)	

SECTION I - INVITATION FOR REGISTRATION (IFQ)

1. The County Government of Kajiado hereinafter referred as “Procuring entity” intended to prequalify candidates for the Supply and Delivery for Goods, Works and Services as follows:
2. Special Groups include the Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) and they **MUST** show proof of registration by providing the certificate of registration.
3. Eligible candidates shall obtain the registration document from County Government of Kajiado website: www.kajiado.go.ke
4. A minimum requirement for qualification is to have successfully carried out (*minimum essential experience requirements in accordance with the instructions to candidates*)
5. Completed registration documents in plain sealed envelopes clearly indicating the title of the item and the Reference Number and addressed to:

**CECM, Finance and Economic Planning
County Government of Kajiado
P.O. Box 11-01100
Kajiado, Kenya**

6. Should be deposited in the Tender Box situated at **Procurement Office on or before 11th August, at 12.00 Noon**
7. Applications will be opened immediately thereafter, in the presence of candidates or their representatives who choose to attend the opening meeting, at the Board Room at the Procurement Office.
8. The Registration Category applied for **MUST** be clearly indicated on the envelope.
9. Firms which were pre-qualified for the 2014-2016 financial years need to apply for consideration in the 2016/17-2017/2018 financial year.

**DIRECTOR, SUPPLY CHAIN MANAGEMENT
FOR: CECM, FINANCE & ECONOMIC PLANNING**

SECTION II - INSTRUCTIONS TO CANDIDATES

Notes on Instructions to Candidates

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

SECTION II - INSTRUCTIONS TO CANDIDATES

Table of Contents		Page
2.1	Scope of tender	7
2.2	Submission of Applications	7
2.3	Eligible candidates	8
2.4	Qualification criteria	8
2.5	Joint venture	10
2.6	Public sector companies	11
2.7	Conflict of interest	11
2.8	Updating prequalification information	11
2.9	Preferences	
2.10	General	

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The County Government of Kajiado hereinafter referred to as the procuring entity intends to prequalify Suppliers, Contractors and Service providers in various categories as contained in the invitation for qualification. It is expected that registration applications will be submitted to be received by the procuring entity not later than **Thursday, 11th August, 2016 at 12.00 Noon**

Note Framework contracts, request for quotations or restricted tender will be made available only to those bidders who shall be found to be responsive upon successful completion of the registration process.

2.1.2 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 Category name and Category reference number and deposited in the tender box at the Procurement Office and be addressed to:

**CECM, Finance and Economic Planning
County Government of Kajiado
P.O. Box 11-01100
Kajiado, Kenya**

2.2.2 So as to be received on or before **Thursday, 11th August, 2016 at 12.00 Noon**. All late applications will be rejected accordingly.

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

2.2.4 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.

2.2.5 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.

2.2.6 A consultations and clarifications meeting will be held at (*place, date and time*) at which applicants may request clarifications of the registration document. Attendance of this meeting will be voluntary

Note *“The information in 2.2.5 should only be used if a consultations and clarifications meeting is necessary and planned. Such meetings are normally called only for very large and/or complex procurements.*

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 131 of the Act.

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

Note *“The eligibility criteria must comply with the law. It should not deliberately discriminate or inhibit competition*

2.4 Qualification Criteria

2.4.1 In order to be considered for the registration, prospective bidders must submit all the information herein requested;

- i. Registration Data - PQ-1**
- ii. Confidential Business Questionnaire- PQ-2**
- iii. Litigation History-PQ-3**
- iv. Statutory Requirements- PQ-4**

The firm must show proof that it is registered as required, has paid all its statutory obligations and possess a current Tax Compliance Certificate or exemption as the case may be, among others. Firm shall provide Incorporation/Registration Certificate, PIN Certificate, Current Tax Compliance Certificate and Firm Profile

v. Financial Capability-PQ-5

The Supplier’s financial condition will be determined either by the latest financial statements submitted with the registration documents, letters of reference from their bankers regarding suppliers/contractors credit position or their commitment in writing that they have the capacity to execute the contract once registered in case one is in the special group category. Potential bidders are required to provide evidence of the same.

vi. Past Performance/Experience- Form PQ-6

Letter of reference from past clients, Purchase Orders, Award Letters, Contract Agreements and evidence of having performed work must be attached.

In addition to the above, the firm must have a fixed business premise and must be registered in Kenya, with certificate of registration or incorporation/ copies of which must be attached.

2.4.2 Evaluation of the registration

Analysis of the bids will be based on meeting the minimum requirements in clause 2.4 above. The evaluation will be on either pass or fail basis and only those firms determined to be substantially responsive shall be considered registered

2.5 Joint Venture

2.5.1 Joint ventures must comply with the following:-

- (a) Following are the minimum qualification requirements.
 - (i) The lead partner shall meet not less than (not less than (%)) of all the qualifying criteria in paras’ s 2.4.3 and 2.4.6 above (24)

Note (24) Care should be exercised in drafting this clause. In certain types of projects, joint ventures are formed by assembling the specialist skills of various contractors (e.g. civil, electrical, mechanical, and industries). In such cases, the provisions referring to the lead partner and “other partners” must be tailored to particular circumstances o the project

- (ii) The other partners shall meet individually not less than _____ (%) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above
 - (iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

(b) The formation of a joint venture after registration and any change in a registered joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

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

2.5.2 The registration of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may

prequalify if it meets all the registration requirements, subject to a written approval of the procuring entity

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 dis-registration 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

Notes on the appendix to instructions to Candidates

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

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

Note

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to 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

**CECM, Finance & Economic Planning
County Government of Kajiado
P.O. Box 11-01100
Kajiado, Kenya.**

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 prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Category Number	Category Name
1.	

2. Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

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.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	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. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

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

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

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

SECTION IV - STANDARD FORMS

Table of Contents

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

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-contractors the information should be supplied in this format. Where there is a joint venture, each partners 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 not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application 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 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified

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

- Application 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
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 contained 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
- Form RB1 - Request for Review
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM (1)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
Name of Company/Firm of
Item Description.....
(Category No.).....
Post Office Address.....
E – Mail Address:
Office Tel. No.
Mobile No. :
Town
Street
Name of building Room/Office No.
Floor No.
Telephone Nos.
Full Name of applicant
Other branches location (if any)

Organization & Business Information

Management Personnel
Chief Executive /Director.....
Secretary:
General Manager (where applicable).....
Treasurer (where applicable):
Others

3. 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.....

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 applied 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. Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers</p> <p>Branch</p>																									
	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																									
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">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> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																						
1.																						
2.																						
3.																						
4.																						
	<p style="text-align: center;">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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">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> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																						
1.																						
2.																						
3.																						
4.																						
	<p>Date.....Signature of Candidate.....</p>																									

FORM PQ-3 - LITIGATION HISTORY

Name of Contract Supplier:

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

FORM PQ-4- STATUTORY REQUIREMENTS

All firms must provide:-

1. Copies of Certificate of Registration/incorporation;
2. Copy of VAT Registration Certificate;
3. Current Tax Compliance Certificate/exemption from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application);
4. Copies of KRA PIN Certificate of firm/company/individual.
5. Current Copy of Trading License/Permit from County government (where applicable)
6. Proof of registration with relevant regulatory bodies for categories that requires professional approvals (**E.g. National Construction Authority (NCA) for works, National Industrial Training Authority for training, Insurance Regulatory Authority for Insurance Brokers e.t.c.)** where applicable.

NB: Business units owned by Special Groups i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate i.e. Access to Government Procurement Opportunities (AGPO Certificate) with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Disposal (Preference and Reservations) Regulations, 2011.

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker <hr/> Address of banker Telephone Contact name and title <hr/> Fax E mail
--------	--

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				

Audited books of accounts for the last 3 years

FORM PQ-6 - PAST EXPERIENCE

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS
NAMES OF 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)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

vii) Name of Contact Person at the client (organization)

viii) Telephone No. of Client

.....

ix) Value of Contract

.....

x) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

xi) Name of Contact Person at the client (organization)

.....

xii) Telephone No. of Client

.....

xiii) Value of Contract

xiv) Duration of Contract (date)

.....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....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

EVALUATION CRITERIA FOR PROVISION OF WORKS

Prequalification will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum score/points
1.1	Incorporation/Registration certificate	5
1.2	PIN Certificate	5
1.3	KRA Tax compliance certificate	5
1.4	Firm Profile	5
1.5	Dully filled Business Questionnaire	5
1.6	Dully filled litigation History firm	5
1.7	NCA Certificate	5
1.8	Dully filled application letter	5
1.9	Financial Capability	20
2.0	Equipment Capability	10
2.1	Past Experience	30
	TOTAL	100%

*Note: Candidates scoring at least seventy **points/per cent (70%)** will be registered.*

EVALUATION CRITERIA FOR PROVISION OF SERVICES

Prequalification will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum score/points
1.1	Incorporation/Registration certificate	5
1.2	PIN Certificate	5
1.3	KRA Tax compliance certificate	5
1.4	Firm Profile	5
1.5	Dully filled Business Questionnaire	5
1.6	Dully filled litigation History firm	5
1.7	Personnel Profile	10
1.8	Dully filled application letter	10
1.9	Financial Capability	20
2.0	Past Experience	30
	TOTAL	100%

Note: Candidates scoring at least seventy points/per cent (70%) will be pre-qualified.

EVALUATION CRITERIA FOR PROVISION OF INSURANCE BROKERAGE SERVICES

Prequalification will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum score/points
1.1	Incorporation/Registration certificate	5
1.2	PIN Certificate	5
1.3	KRA Tax compliance certificate	5
1.4	Firm Profile	5
1.5	Dully filled Business Questionnaire	5
1.6	Dully filled litigation History firm	5
1.7	Personnel Profile	5
1.8	Registration with IRA Certificate	5
1.9	Dully filled application letter	10
2.0	Financial Capability	20
2.1	Past Experience	30
	TOTAL	100%

Note: Candidates scoring at least seventy points/per cent (70%) will be pre-qualified

**EVALUATION CRITERIA FOR CATEGORY RESERVED FOR YOUTH,
WOMEN AND PERSONS WITH DISABILITY**

Prequalification will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum score/points
1.1	Incorporation/Registration certificate	Mandatory
1.2	PIN Certificate	Mandatory
1.3	KRA Tax compliance certificate	Mandatory
1.4	Firm Profile	Mandatory
1.5	Dully filled Business Questionnaire	Mandatory
1.6	Dully filled litigation History firm	Mandatory
1.7	AGPO Certificate	Mandatory

Note: Candidates must provide all the above requirements in order to be prequalified