



REPUBLIC OF KENYA

**MINISTRY OF TRANSPORT, INFRASTRUCTURE,
HOUSING AND
URBAN DEVELOPMENT**

**State Department of Housing and Urban Development
P.O. BOX 30119 00100
NAIROBI**

APPLICATION DOCUMENT

FOR

**REGISTRATION OF SUPPLIERS
FOR GOODS, SERVICES AND WORKS**

REGISTRATION NO. 1

CATEGORY _____

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SECTION A

REGISTRATION NO. 1: REGISTRATION AND UPDATEING OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30TH JUNE 2018

The State Department of Housing and Urban Development intends to register Suppliers, from interested eligible prospective providers of specific categories for the supply of the under listed goods, works and services, for the period ending 30th June 2018.

CATEGORY OF ITEMS TO BE APPLIED FOR:

Category No.	Item Description	Remarks
Category 1	Supply of General Office Stationery and Computer Consumables	Reserved for AGPO
Category 2	Supply of Computer Equipment & Accessories	Reserved for AGPO
Category 3	Supply of Furniture, Office Equipment, and Furnishings	Open
Category 4	Supply of Motor Vehicles Tyres, Tubes and Batteries	Open
Category 5	Supply of Newspapers and Magazines	Open
Category 6	Provision of Fumigation and Pest Control Services	Reserved for AGPO
Category 7	Provision of Graphic Design and Printing Services	Reserved for AGPO
Category 8	Provision of Telephone Airtime Cards	Open
Category 9	Repair and Maintenance of Telephone Equipment, Fax Machines and PABX	Open
Category 10	Repair & Maintenance of Office Equipment i.e. Photocopiers, Scanners, Shredders, Calculator, Franking Machines	Open
Category 11	Repair and Maintenance of Servers, Desktop computers, Local Area Network (LAN) Printers and UPS	Open
Category 12	Repair and Servicing of Motor Vehicles Only Ministry of Roads and Public Works approved Garages/Dealers	Open
Category 13	Provision of Air Ticketing Services (IATA Registered, firms only)	Open
Category 14	Supply and delivery of Plumbing and Electrical Materials	Reserved for

Category No.	Item Description	Remarks
		AGPO
Category 15	Provide catering services (i.e. tents, chairs, tables, mobile toilets, etc) during events like projects handing over and commissioning	Reserved for AGPO
Category 16	Provision of bulk printing and photocopying services	Reserved for AGPO
Category 17	Provision of Event Organizing Services	Open
Category 18	Supply of Cleaning Materials and Detergents	Reserved for AGPO
Category 19	Supply and Fitting of Curtains, Drapers and carpets	Reserved for AGPO
Category 20	Supply of Staff Uniforms and Protective Clothing	Reserved for AGPO
Category 21	Supply of Fuel and Lubricants	Open
Category 22	Cleaning of curtains, Carpets & Sofa Sets	Reserved for AGPO
Category 23	Supply of Mineral Water	Reserved for AGPO
Category 25	Provision of Internet Services	Open

The application documents, containing detailed terms and conditions of qualification, may be obtained from Supply Chain Management Office Ardhi House, 6th floor, Wing ‘B’ MTC Secretariat, during working hours, or be downloaded from the Ministry’s website www.transport.go.ke.

Completed application documents in plain sealed envelopes clearly marked **‘REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES, CATEGORY NO and ITEM DESCRIPTION’** and addressed to:

The Permanent Secretary
State Department of Housing and Urban Development
Ministry of Transport, Infrastructure, Housing and Urban Development

P.O. Box 30119 - 00100

NAIROBI

Should be deposited in the **tender box** situated at the **6th Floor of Ardhi House**, so as to be received on or before **Friday 7th October, 2016 at 10.30 a.m.**

Applications will be opened immediately thereafter in the **Boardroom, 6th Floor Ardhi House** in the presence of bidders' representatives, who may wish to attend.

Head, Supply Chain Management Services
FOR: PERMANENT SECRETARY

Section B



REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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

Part 1 General:

Business Name

Location of Business

Plot No.....Street/Road.....

Postal AddressTel.No.....

Nature of Business.....

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

Maximum value of Business which you can handle at any one time

Name of your Banker.....Branch.....

Are you're an agent of Kenya National Trading Corporation? **YES / NO**

Part 2(a) Sole Proprietor:

Your Name in full Age

NationalityCountry of Origin

Part 2(b) Give details of partners as follows:

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

Part 2(C) Registered Company:

Private or Public

State the nominal and issued capital of the company

Nominal K.....

Issued K.....

Give details of all directors as follows:

1.
2.
3.
4.

Date Signature of Tenderer

N.B: Indicate under "Citizen Details" whether by Birth, Naturalization or Registration:

Section C

SUPPLIERS APPLICATION FORM:

Official Receipt No.....

Date

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/WE

(Name of the Company/Firm)

for registration as supplier(s) of

.....

(Item Description)

.....

(Category No.)

Postal Address Email Address.....

TelStreet.....Name of Building.....

.....Room/Office No..... Floor No.....

Full Name of Applicant.....

Other Branches location

.....

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Section D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS:

No.	STATUTORY DOCUMENT	DOCUMENT NO.	REMARKS
1.	Certificate of Registration OR Certificate of Incorporation.		Attach copy
2.	VAT Registration		Attach copy
3.	Current Business Permit from respective Local Authority		Attach copy
4.	P.I.N Certificate		Attach copy
5.	Valid Tax Compliance Certificate, (Documentary proof is necessary).		Attach copy
6.	Certificate of good conduct (category 4)		Attach copy
7.	Certification from the relevant body (category 12 & 13)		Attach copy

In addition: -

(i) State any technological innovations or specific attributes which distinguishes you from your competitors

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(ii) State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the applicable Law

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(iii) Referee:-

- 1) Name of Company
- And Address
- Name of Contact Person
- Signature and Date
- Company Stamp

Declaration

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Having studied the pre-qualification information for the above tender, I/We state:

1. the information furnished, in our application is accurate to the best of our knowledge,
2. 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 the basis of the provision in the tender or quotation documents to follow,
3. when the call for tenders/quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall come ourselves to inform you and acknowledge your right to review the pre-qualification made,
4. we enclose all the required documents and information required for the pre-qualification evaluation

Section E

OTHER IMPORTANT PRE-REQUISITES:

- Must confirm that the firm, it's servants or agents have not offered and shall not offer any inducements to the procuring entity.
- Attach company profile indicating qualification of key personnel. Attach copies of their certificates.
- Must have fixed Business premises
- Provide a list of clients (previous and current)
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated.