



**KENYA REVENUE
AUTHORITY**

**PREQUALIFICATION OF
SUPPLIERS FOR WORKS
2010 - 2012**

KRA/HQS/PQW: 001-010/2009-2010

**TIMES TOWER BUILDING
P.O. BOX 48240 – 00100
TEL: +254 02 310900
FAX: +254 02 215809
NAIROBI, KENYA.**

JANUARY 2010

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SECTION I: INVITATION FOR PREQUALIFICATION (IFQ)



The Kenya Revenue Authority invites sealed applications from eligible candidates for purposes of pre-qualifying suppliers for the period 2010 to 2012.

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
		WORKS
D-1	KRA/PQW/001	Building Contractors/Renovators.
D-2	KRA/PQW/002	Monitoring and Surveillance Equipment Contractors.
D-3	KRA/PQW/003	Fire Detection Contractors.
D-4	KRA/PQW/004	Fire Suppression Equipment Contractors.
D-5	KRA/PQW/005	Plumbing and Sewerage Systems.
D-6	KRA/PQW/006	Electrical & Electronics Contractors.
D-7	KRA/PQW/007	Security Monitoring Equipment Contractors (CCTV).
D-8	KRA/PQW/008	Structured Cabling Contractors.
D-9	KRA/PQW/009	Telecommunication Services Contractors.
D-10	KRA/PQW/010	Maintenance and Cleaning of Water Tanks.

Interested eligible firms may obtain further information and inspect pre-qualification documents at the office of the:

Deputy Commissioner-Procurement & Supplies Services
Times Tower Building, 25th Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Fax No. +254 020 215809
Nairobi, Kenya.
website: www.kra.go.ke

A complete set of the pre-qualification documents may be obtained by interested candidates upon payment of the non-refundable fee of **Kshs.2,000.00 per category** paid in cash or Bankers Cheque at any of the KRA regional offices or download the document from the KRA website and pay a reduced fee of **Kshs.1,000.00 per category** at any of the KRA offices and submit proof of payment together with the Pre-qualification Document.

Bidders who participated in Pre-Qualification Tender No KRA/HQS/007/2008-2009 may collect one bid document free of charge for one category but will be required to purchase documents for any other category.

Pre-Qualification documents must be submitted in plain sealed envelopes clearly marked **“Prequalification of Providers Works : KRA/PQW:CATEGORY NO./2009-2010”** with the category reference number

accompanied with the original payment receipt and deposited in the Tender Box located on the Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi or to be addressed to the Commissioner General, Kenya Revenue Authority , Times Tower Building , P.O Box 48240 -00100 Nairobi so as to be received on or before **Monday 15th February, 2010 at 10.00 am.**

Applications for Pre-Qualification will be opened immediately thereafter in the Convention Centre on the **5th floor, Times Tower Building** in the presence of candidates' representatives, who choose to attend.

Completed Prequalification documents for each category should be submitted in plain sealed envelopes and clearly marked "**Pre-qualification of Service Providers of Works -KRA/PQW:CATEGORY NO./2009-2010**" and addressed to:

**The Commissioner General,
Kenya Revenue Authority,
Times Tower,
P.O Box 48240 – 00100 GPO,
Nairobi.**

A pre-bid Briefing will be held on **Wednesday 3rd February, 2010 at 10:00 a.m.** in the Convention Centre 5th Floor of Times Tower Building. Interested bidders are invited to attend.

Kenya Revenue Authority reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof.

Any canvassing or giving of false information will lead to automatic disqualification.

SECTION II

INSTRUCTIONS TO CANDIDATES

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SECTION II

INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1** The *Kenya Revenue Authority* hereinafter referred to as the procuring entity intends to pre-qualify suppliers for the following: Prequalification of Service providers of Works for the Period 2010-2012.
- 2.1.2** Prequalification 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 prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at Times Tower Building, Ground Floor or be addressed to Commissioner General, Kenya Revenue Authority, P.O. Box 48240 – 00100 GPO Nairobi so as to be received on or before 15th February, 2010 at 10.00 am.
- 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 pre qualification 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.
- 2.2.5** A consultations and clarifications meeting will be held at Convention Centre, 5th Floor, on **3rd February, 2010 at 10.00 a.m** at which applicants may request clarifications of the prequalification document. Attendance of this meeting will be voluntary.

2.3 Eligible Candidates

- 2.3.1** This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement & Disposal Act, 2005 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 Only the top qualifying firms in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities 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.

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

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

- (a) Average annual turnover as main Contractor over the last three (3) years of Kshs 1,000,000.00 and
- (b) Successful experience as main contractor in the execution of at least three projects within the last three (3) years.

2.4.4 *Personnel Capabilities.* The applicant must have suitably qualified personnel.

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)

2.4.5 Facilities/Equipment Capabilities.

The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order.

2.4.6 Financial Position:

The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means.

2.4.7 The Audited Accounts for the last three (3) years 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.

2.4.8 Litigation History: the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last three (3) years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

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 (60%)) of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above.
 - (ii) The other partners shall meet individually not less than 40% 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 pre-qualification and any change in a prequalified 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 pre-qualification 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 prequalification 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 prequalification 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-qualification of the applicant.

2.8 Updating Pre-qualification Information

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification 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 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.

2.1.1 The scope of the tender is the prequalification of suppliers for the supply and delivery of goods/services on an “*as-and-when*” required basis during the period 2010 - 2011.

The services are categorized as follows:

<i>CODE</i>	<i>CATEGORY REFERENCE</i>	<i>CATEGORY DESCRIPTION</i>
		WORKS
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D-4	KRA/PQW/004	Fire Suppression Equipment Contractors.
D-5	KRA/PQW/005	Plumbing and Sewerage Systems Contractors
D-6	KRA/PQW/006	Electrical & Electronics Contractors
D-7	KRA/PQW/007	Security Monitoring Equipment Contractors (CCTV).
D-8	KRA/PQW/008	Structured Cabling Contractors
D-9	KRA/PQW/009	Telecommunication Services Contractors
D-10	KRA/PQW/010	Maintenance and Cleaning of Water Tanks.

2.1.2 Pre-qualification is open to all firms with relevant accreditations.

2.2.5 Pre-bid briefing will be held on **3rd February, 2010 at 10.00 am** in the Convention Centre, Times Tower, 5th Floor.

2.3.1 Members of entrepreneurship funds operated by established and recognized institutions such as Ministries, Non-Governmental Organizations, Financial Institutions, e.t.c are encouraged to apply eligible. Members of such groups should provide valid accreditations from the relevant institution.

2.4.1 The following evaluation criteria will be used:

EVALUATION MATRIX					
	Evaluation Attribute	Evaluation Parameters	Weighted %	Maximum Score%	Cut off Score%
1	Mandatory Requirements:	Full Submission	25	25	25
A	Pre-qualification Submission Form	Mandatory			
B	A copy of Certificate of Registration/Incorporation.	Mandatory			
c	Three letters of recommendation from your current corporate clients.	Mandatory			
D	Tax compliance certificate.	Mandatory			
E	Duly Completed Confidential Pre-qualification Business Questionnaire	Mandatory			
F	Sworn Anti-Corruption Affidavit	Mandatory			
G	Evidence of physical address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/Title)	Mandatory			
H	Two (2) years audited accounts and or six (6) months current bank statements.	Mandatory			
2	Period of Operation (Attach certified copy of certificate of Business registration/Certificate of Incorporation)	- Over 5 Yrs - 3 to 5 Yrs - 6 months < 3 Yrs	- 20 - 15 - 10	20	10
3	Orders from leading customers in terms of value. (Attach copies of LSO from at least three customers)	- Over Kshs.2 M - Over 1million - Below Kshs.1M but above Kshs.500,000	- 25 - 15 - 10	25	10

4	Audited financial statements for the last two years or where the business has been in operation for less than 2 years Certified Management Accounts by a Certified Accountant		5	5	2.5
5	Certified copies of Six (6) months Current Bank Statements		5	5	2.5
6	Number of qualified staff – Diploma & above, professional certification where applicable (Attach certified Curriculum Vitae of qualified staff who will deal with KRA)	- Over 4 staff - 3 staff - 2 staff	- 20 - 15 - 10	20	10
TOTAL SCORE				100%	60 %

MINIMUM QUALIFYING SCORE IS 60 %.

- 2.4.2** KRA does not envisage any highly specialized inputs in this prequalification exercise.
- 2.4.3** The experience stated should relate to the category the bidder has selected. The Experience should clearly show the following:
- Average annual turnover as main supplier for the category selected of the last three (3) years of Kshs 500,000.00; and
 - Successful experience as supplier in execution of at least three contracts/projects of a nature and complexity comparable to the proposed contract within the last three (3) years.
- 2.4.5** The applicant should state the Equipment he has for dealing with the procurement item in the category he has selected. The Equipment will include but not limited to the following:
- Office Space Facilities.
 - Warehouse.
 - Information and Communication Technology Equipment.
 - Motor Vehicles e.t.c.
- 2.4.6** The applicant is required to demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the commitment to fulfill the contract.
- 2.4.7** Persons who do not have Audited accounts are required to submit any other evidence to demonstrate the soundness of the Applicant's financial position such as 6 months

current bank statements.

- 2.5** The Authority does not envisage the formation of Joint Ventures in this Registration process.
- 2.7.1** Applicants are required to disclose this information in the Confidential Business Questionnaire which is attached to this document.

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

 (name and address of the procuring entity)

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 pre qualification information provided, the undersigned hereby apply to be prequalified and registered by yourselves for Building and Civil Engineering works.

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. Kenya Revenue Authority its authorized representatives may contact the following persons for further information.

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

5. This application is made with the full understanding that:
 (a) bids by pre-qualified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 (b) Your Agency reserves the right to:

- reject or accept any application, cancel the prequalification process, and reject all applications

6. We confirm that if we bid, that bid, as well as any resulting contract, will be:

- signed so as to legally bind all partners, jointly and severally; and
- submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

2. 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

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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-

Notes on completion of Standard Forms

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 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 -

Confidential Business Questionnaire Form

This form is to be filled by all applicants.

Application Form 10-

Letter of Notification

This form is to be filled only by KRA when notifying successful applicants.

Form RB1 -11

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)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

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

APPLICATION FORM (2)
GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
	Totals			

APPLICATION FORM (3)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to pre-qualify	
5.	Contract role (check one) <input type="checkbox"/> Sole contract <input type="checkbox"/> Management contract <input type="checkbox"/> Subcontract <input type="checkbox"/> Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) <div style="display: flex; justify-content: space-around; width: 100%;"> - years - months </div>	
10	Specified requirements	

APPLICATION FORM (4)

SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS

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)

PERSONNEL CAPABILITIES

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

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 last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

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

APPLICATION FORM (6)

EQUIPMENT CAPABILITIES

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer 3. Capacity	2. Model and power rating 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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 5px;">8. Name</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 5px;">9. Address of owner </td> </tr> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Telephone</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Contact name and title</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Fax</td> <td style="border-bottom: 1px solid black; padding: 5px;">Email</td> </tr> </table>	8. Name		9. Address of owner 		Telephone	Contact name and title	Fax	Email
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 <hr style="border: 0.5px solid black;"/> Address of banker Telephone Contact name and title <hr style="border: 0.5px solid black;"/> Fax E mail
--------	---

Financial information in Kshs.	Actual : previous five years		Projected: next two	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

APPLICATION FORM (9)



CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

Part 1 – General	
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road Postal Address
	Tel No. Fax
	E mail
1.4	Nature of Business ,.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – Kshs.
1.7	Name of your Bankers Branch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin Citizenship Details
Part 2 (b) Partnership	
2b.1	Given details of Partners as follows:

3.8 If answer in '3.7' above is **YES** give details
.....
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date
Signature of Candidate

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



REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION

ACT CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND

DISPOSAL ACT, NO. 3 OF 2005.

I, of P. O. Box
being a resident of in the Republic of Kenya do
hereby make oath and state as follows: -

- 1. THAT I am the.....;**
(Chief Executive/Managing Director/Principal Officer
/Director) of:

.....(Name of
the Business) which is a Candidate in respect of Tender
Number to supply
goods, render services and/or carry out works for Kenya
Revenue Authority and duly authorized and competent
to make this Affidavit.

2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity.

3. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kenya Revenue Authority.

4. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.

5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said}

.....}

}

on this day of 20... }

}

}

DEPONENT

Before me }

Commissioner for Oaths }

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*) ofdated the...day of20.....in the matter of Tender No.....of20...

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 of20.....

SIGNED

Board Secretary