



**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/2019 – 2019/2020 FINANCIAL YEARS**

**REF: TENDER NO. KFS/01/2018 – 2019**

**CATEGORY NO. ....**

**ITEM DESCRIPTION.....**

Kenya Forest Service  
Karura, off Kiambu Rd,  
P.O. Box 30513 – 00100,  
NAIROBI, KENYA  
Tel. +254-20-2502508/0715-735555  
Email: [info@kenyaforestservice.org](mailto:info@kenyaforestservice.org)  
Website: [www.kenyaforestservice.org](http://www.kenyaforestservice.org)

Submission deadline 18<sup>th</sup> July 2018 at 10.00 a. m

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**PRE-QUALIFICATION NOTICE**  
**TENDER REF. No. KFS/01/2018 - 2019**  
**TENDER NAME: REGISTRATION OF SUPPLIERS & SERVICE**  
**PROVIDERS FOR 2018/19 – 2019/2020 FINANCIAL YEARS**

Kenya Forest Service invites applications from interested, eligible, and capable firms for prequalification/registration as suppliers, service providers and contractors for the under listed goods, services and works for the 2018/19 – 2019/2020 Financial Years.

**A) SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
A1	Supply of General Office Stationery	Reserved
A2	Supply of Computer/ Photocopier Consumables	Reserved
A3	Supply of Computer Equipments and Accessories	Open
A4	Supply of Office Furniture, Furnishings and Fittings	Open
A5	Supply of Office Equipment	Open
A6	Supply of Cleaning Materials, Detergents and Disinfectants etc	Reserved
A7	Supply of Hardware and Electrical items	Open
A8	Supply of staff uniforms, Forest Guard uniforms, Foot ware and CMT charges	Open
A9	Supply of Motor Tyres, Tubes, Batteries and Spare parts.	Open
A10	Supply of Telecommunication Equipment	Open
A11	Supply of Fuel, Oil and Lubricants	Open
A12	Supply of Machinery, Plants and Equipment	Open
A13	Supply of Fire Fighting Equipment	Open
A14	Supply of Biodegradable seedling Tubes and Bags	Open
A15	Supply of Food Rations	Open
A16	Supply of Surveying and Mapping Equipment and Materials.	Open
A17	Supply of Camping Equipment	Open
A18	Supply of Textbooks and Other Publications	Reserved
A19	Supply of Fabricated Uni-huts	Open
A20	Supply of construction materials for roads and buildings	Open
A21	Supply of Softwares (Software licenses, Operating Systems, Utility Softwares and Data Bases	Open
A22	Supply of tree seeds and seedlings, agricultural seeds	Open
A23	Supply of bottled drinking water	Open
A24	Supply of foodstuffs and beverages	Reserved

**B) PROVISION OF SERVICES AND WORKS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
B1	PR/Advertising services (Printing of Corporate Newsletters, Calendars, Diaries, Christmas cards, Brochures, Communication Items etc)	Open
B2	Provision of Legal Services	Open
B3	Courier Services/Mail delivery	Open
B4	Fumigation and Pest Control	Open
B5	Provision of Air Ticket services – IATA Registered Firms	Open
B6	Repair and Maintenance of Office Equipments i.e. Telephones, Printers, Photocopiers, Servers e.t.c	Open
B7	Repair and Servicing of Motor Vehicles & Motor Cycles; Ministry of Roads and Public Works approved Garages/ Dealers only	Open
B8	Supply of fresh Cut Flowers and maintenance of indoor plants.	Open
B9	Provision of Office and Toilet Cleaning Services	Reserved
B10	Provision Outside Catering	Open
B11	Provision of Insurance Services through Insurance Brokerage Firms	Open
B12	Provision of General Consultancy Services (Specify specialty)	Open
B13	Provision of PR/Media Consultancy Services	Open
B14	Provision of Consultancy Services in building and construction (Architectural, Electrical, Mechanical, Civil/Structural and Quantity Surveying). Specify the specialty.	Open
B15	Provision of Event Management Services	Open
B16	Repair of Jetties and Boats	Open
B17	Provision of Calling Cards and Scratch Cards	Reserved
B18	Provision of General Printing Services	Open
B19	KFS Asset Branding and Coding Services	Open
B20	Provision of Auctioneering Services	Open
B21	Provision of Asset Valuation Services	Open
B22	Printing of Promotional items T-shirts, Banners, Teardrops, caps etc	Open
B23	Design of printable materials	Reserved
B24	Video and audio production services	Reserved
B25	Provision of building and civil works, maintenance and repairs	Open
B26	Printing of Accountable Documents/Security Printing	Open
B27	Repair and Maintenance of CCTV Cameras	Open
B28	Repair and Maintenance of Air-Conditioning	Open

	Equipments /and Supply of Associated Parts	
B29	Provision of Garbage Collection Services	Reserved
B30	Provision of environmental management audit/environmental impact assessment consultancy services	Open
B31	Provision of road construction and building construction equipment for hire	Open
B32	Provision of construction services (buildings and Roads) specify class	Open
B33	Provision of conference facilities	Open
B34	Provision of car Hire Services	Open
B35	Provision of Consultancy to carry out Financial Audit	Open
B36	Provision of Consultancy to carry out Legal Audit	Open
B37	Provision of Consultancy to carry Governance Audit	Open
B38	Servicing of generators and water pumps	Open
B39	Servicing of firefighting equipment	Open

Note: 1) Reserved refers to Youth, Women and People with Disabilities

2) Current providers are required to reapply.

Registration documents with detailed information may be downloaded from the KFS website:

[www.kenyaforestservice.org](http://www.kenyaforestservice.org) Or from the National Treasury IFMIS Suppliers Portal

[www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke).

Completed Registration Documents in plain sealed envelopes clearly marked

**“REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2018/19 – 2019/2020 FINANCIAL YEARS”**

Category No.....

Item Description.....

Should be addressed to:

The Ag. Chief Conservator of Forests

Kenya Forest Service

P.O. Box 30513 – 00100

Tel. +254-20-2502508

[www.kenyaforestservice.org](http://www.kenyaforestservice.org)

and deposited in the tender box situated on Ground floor reception area, KFS Headquarters **Karura off Kiambu Road** so as to be received on/or before Wednesday **18.07.2018 at 10.00 a.m.** Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tenders will be opened immediately after the closing date and time in the presence of the tenderers or their representatives who choose to attend the opening in the KFS headquarters main boardroom.

**Ag. CHIEF CONSERVATOR OF FORESTS**

## **PREQUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Kenya Forest Service would like to invite interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods and services to the Corporation.

### **1.2 Reserved and Open categories**

Categories marked “reserved” have been specifically set aside for enterprises owned by the Youth, Women and Persons living with disabilities. Categories marked “Open” is accessible to all interested and competent suppliers.

### **1.3 Registration Objective**

The main objective is to have a standby list of qualified suppliers for various categories to supply and deliver of assorted items and also provide services under relevant Tenders / Quotations/Proposals as and when required during the period ending 30<sup>th</sup> June, 2020 (2 years).

### **1.4 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 Ag. Chief Conservator of Forests, Kenya Forest Service so as to be registered for submission of quotations/proposals/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers/contractors are required to provide mandatory documents and other information for registration.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions / Corporations of similar size and complexity. Potential suppliers/ contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.6 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

### **1.7 Submission of Registration Document**

**One original** copy of the completed registration data and other requested information shall be submitted to reach:

**Ag. Chief Conservator of Forests  
Kenya Forest Service  
P.O Box 30513 – 00100  
NAIROBI  
Not later than 10.00 A.M. on 24.07.18**

## **1.8 Questions arising from Documents**

Questions that may arise from the Registration documents should be directed to the Ag. Chief Conservator of Forests, Kenya Forest Service whose address is in part 1.7 above.

## **1.9 Additional Information**

The Ag. Chief Conservator of Forests reserves the right to request submission of additional information from prospective bidders.

- 1.10 Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by Kenya Forest Service after scoring a minimum of 75 % points after the completion of the registration process.

## **2 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on imported materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is / are donor funded. (Where taxes are paid by the Government). The suppliers should also be i-tax compliant.

### **2.2 Customs clearance**

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

### **2.3 Contract Price**

The contract price 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 authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

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

## **3.0 PREQUALIFICATION DATA INSTRUCTIONS**

### **3.1 Prequalification Data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be

- registered for submission of specific tender/RFQs.
- 3.1.1** The pre-qualification 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 the Kenya Forest Service in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.
- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Kenya Forest Service they possess capability, experience, qualified personnel, availability 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 Prequalification**
- 3.3.1 (a)** Experience: Prospective bidders should have at least three years experience in the supply of goods, and five years in the case of consultancy services and allied items. In case of potential supplier/contractor, should demonstrate competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance company. AGPO groups are exempt from this requirement.
- (b) Prospective supplier requires special experience and capacity to organize supply and delivery of items, or services at short notice
- (c) KFS reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.
- 3.3.2 Personnel**  
The Supplier/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. C.Vs of key personnel or individual or group to execute the contract must be indicated in PQ-3.
- 3.3.3 Financial Condition**  
The supplier's financial position will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.  
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 filled/ provided in part II. However, potential bidders should provide evidence of financial capability to execute the contract.
- 3.3.4 Past Performance (exempted for AGPO registered firms)**  
Past performance will be given due consideration in registration of suppliers. Letter of reference from past clients should be included in part V.



**3.4 Statement**

Application must include a sworn statement in PQ-8 by the supplier ensuring accuracy of the information given.

**3.5 Withdrawal of Registration**

Should a condition arise between the time of registration exercise and the opening date which in the opinion of the client /corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KFS reserves the right to reject the tender from such a bidder even though he was initially registered. For providers operating outside Nairobi the applicant must show evidence of a fixed premise, must be registered in Kenya and operating from the region with the relevant business licenses.

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

**3.6.1** The firm must show proof that it has paid all statutory obligations and have current Tax Compliance Certificate from Kenya Revenue Authority.

**4. Pre-qualification evaluation criteria**

**(a)Mandatory requirements**

	<b>Requirements</b>	<b>Score</b>
1	Certified copy of Certificate of Registration/Incorporation	Mandatory
2	Valid certificate of registration with Treasury for AGPO registered firms	Mandatory
2	Certified copy of Valid Tax Compliance Certificate	Mandatory
3	Air travel firms must be registered by IATA or any other relevant bodies	Mandatory
4	Firms seeking prequalification for provision of legal services to indicate their geographical location and other branches	Mandatory
5	Outside Catering Service Providers- firms to avail a certificate of health for food handling NCC/Relevant County	Mandatory
6	Suppliers of biodegradable seedling tubes and firms seeking prequalification to conduct Environment Audit (EA) and Environmental Impact Assessment (EIA) to provide current license from NEMA.	Mandatory
7	Firms seeking prequalification in all construction related works must be registered by NCA in the relevant category	Mandatory
8	Single Business Permit from NCC/Relevant County or certificate/letter of exemption for professional services (AGPO registered firms are exempted)	Mandatory
9	Evidence of physical registered office-Attach a utility bill e. g electricity/water bill etc or tenancy agreement (AGPO registered firms exempted).	Mandatory

<b>(b) Technical Evaluation Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Document	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
*4. Financial Position	PQ-4	20
5. Confidential report	PQ-5	5
*6. Past experience	PQ-6	20
7. Litigation History	PQ-7	5
8. Sworn statement	PQ-8	-
	<b>TOTAL</b>	<b>100</b>

- N.B**
- 1. The minimum score to be registered shall be 75 points. Applicants who will not meet this minimum score shall be registered.**
  - 2. AGPO registered firms will be evaluated differently. Provision of information under PQ-2, PQ5, PQ7, and PQ8 shall be sufficient for registration in this category.**

## **Form PQ 1 – PREQUALIFICATION DOCUMENTS (Mandatory)**

**All firms should provide copies of the following: -**

1. Copies of certificate of Registration/Partnership deed/business registration
  2. Copy of VAT Registration Certificate  
Tax Compliance certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
  3. Copies of PIN certificate of Firm/ Company/ Individual
  4. Copy of current trade license.
  5. Copies of relevant and current registration certificates/permits/licenses specific to your line of business from applicable bodies' e. g Ministry of public works, IATA, CCK, AAK, MISK, LSK, Pest Control Board, BORAQs/NCA 7 and above (for construction firms) etc.
  6. Current letters of recommendation from previous organizations served where applicable
  7. Copies of current practicing certificate for all professionals where applicable from relevant applicable bodies.
  8. Where registration of service is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies/Authorities
  9. CVs of senior staff for consultancy services
  10. Must have fixed Business premises with contact person and telephone Number (attach utility bill or tenancy agreement)
- (30 points)**

**FORM PQ-2**

**- SUPPLIER PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

1. We.....hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of.....  
(Item Description)

.....  
(Category No.)

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

Town.....

Street.....

Name of building.....

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

Telephone Nos.....

Email address.....

Full Name of applicant.....

Other Branches location.....

**2. Organization & Business Information**

Management Personnel .....

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Name of partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net Worth equivalent Kshs. ....
6. Bank reference and Address.....  
.....
7. Bonding Company reference and Address.....
8. Enclose Copy of organization chart of the firm indicating the main fields of activities.....  
.....
9. State any technological innovations or specific attributes which distinguish you from other competitors.....  
.....  
.....
10. Indicate terms of trade /sale.....

**(10 points)**

**PQ-3 SUPERVISORY PERSONNEL**

**Name**.....

**Age**.....

**Academic Qualification**.....

.....

**Professional Qualification**.....

.....

**Length of service with Contractor or supplier and position** .....

.....

**(Attach copies of certificates of key personnel in the Organization)**

**(10 points)**

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1)** Attach a copy of firm's two certified financial statement giving summary of assets and current liabilities/ or any other financial support.
  
- (2)** Attach letters of reference from the bankers regarding supplier's credit position.

**(20 points)**

**PQ4-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 premises..... Plot No. .... Postal Address..... Nature of Business..... Current Trade Licence No. .... Maximum value of business which you can handle at any one time : Kshs..... Name of your bankers.....
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	Part 2 sole proprietor Your Name in full ..... Nationality..... * Citizenship details.....																														
	Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">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> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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	Part 2 (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:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">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> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											
Date.....	Signature of Candidate.....																														

- If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**(10 Points)**



**FORM PQ-6 - PAST EXPERIENCE**  
**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**  
**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS**

- (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 documentary evidence of existence of contract)

2. Name of 2<sup>nd</sup> Client (Organization)

- (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 documentary evidence of existence of contract)

3. Name of 3<sup>rd</sup> Client (Organization)

- (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 documentary evidence of existence of contract)

4. Others .....

(Please note that documentary evidence could be in form of L.P.O's,  
L.S.O's, Copies of payment vouchers e.t.c).  
NB: Kenya Forest Service may verify to corroborate the above information

**(10 points)**

**FORM PQ-7**

**- LITIGATION HISTORY**

Name of Contract Supplier

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

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

**(10 points)**

**FORM PQ- 8**

**- SWORN STATEMENT**

Having studied the pre-qualification information for the above subject we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- c. We enclose all the required documents and information required for the pre-qualified evaluation.
- d. We have not been debarred from participating in prequalification proceedings

**Date.....**

**Applicants Name.....**

**Represented by.....**

**Signature.....**

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