

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF PUBLIC SERVICE,
YOUTH AND GENDER AFFAIRS

NATIONAL YOUTH SERVICES

Registration of Suppliers Document

(Registration of Suppliers for the FY 2018/2019 and 2019/2020)

Ref. NYS-01-01-2018



June 2018



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1.0 Introduction

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2.0 General Instructions

2.0 General Instructions	
2.1	Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification
2.2	Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2.3	Participants should indicate clearly the goods, services or works they would want to be considered for registration, drawing reference from the schedule provided.
2.4	Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
2.5	Submission of tenders: The application for registration should be submitted in sealed envelopes properly labelled with the Category Name, Category Number Cluster Name and Cluster Code.
2.6	In selection of suppliers, only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and services shall be considered for registration.
2.7	Service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
2.8	The application document should be signed by the authorized representative of the organization under company seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
2.9	It is a condition that participants MUST have complied with all statutory requirements in regard to registration for VAT and remission of the required taxes.
2.10	Firms/ entities should prove that they have successfully supplied or delivered similar goods/services /works to relevant institutions.

3.0 Invitation for Registration



3.0 Invitation for Registration					
3.1	National Youth Service invites applications for registration of suppliers and service providers for the period 2018/2019 and 2019/2020.				
3.2	All eligible candidates are advised to download the registration document from the Government of Kenya Official Tenders Website - The National Treasury website: supplier.treasury.go.ke . no hardcopies will be issued.				
3.3	All current registered suppliers are required to re-apply afresh.				
3.4	To be eligible, the candidate MUST prove that they qualify to participate in public Procurement by providing CERTIFIED COPIES of the MANDATORY documents as indicated in Section 6.0 –Documents for Registration				
3.5	Completed documents must be delivered in a plain sealed envelope clearly marked “ APPLICATION FOR REGISTRATION AS A SUPPLIER, REF. NO. NYS/01/01/2018 AND INDICATING ON TOP OF THE ENVELOPE: CATEGORY NAME, CATEGORY NUMBER AND NYS CLUSTER NAME AND CODE APPLIED FOR ”				
3.6	For Application submission purposes only , the Purchaser's address is: Attention: The Director General MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS State Department of Public Service and Youth Affairs National Youth Services Headquarters, Off Thika Super Highway, Ruaraka P.O. Box: 30397-00100 Nairobi GPO Tel: +254-208563521 Fax: +254-20856148				
3.7	Clarifications may be obtained from: Attention: The Head of Supply Chain Management Services National Youth Services Headquarters, Off Thika Super Highway, Ruaraka P.O. Box: 30397-00100 Nairobi GPO Tel: +254-208563521 Fax: +254-20856148				
3.8	Registration Document shall be deposited in the Tender Boxes located at the Procurement Units of the respective Cluster Submission Points as indicated below, so as to be received on or before, Thursday 26TH July 2018 at 11.00 A.M. Late submissions will not be accepted. Submission Points <table border="1"> <thead> <tr> <th>Cluster Name</th> <th>Place of Submission</th> </tr> </thead> <tbody> <tr> <td>NAIROBI CLUSTER Nairobi Holding Unit, NYS Engineering Institute, TGTI VTI, MTB And HQs</td> <td>NYS Headquarters, Thika Road, Nairobi. 1st Floor Tender Box</td> </tr> </tbody> </table>	Cluster Name	Place of Submission	NAIROBI CLUSTER Nairobi Holding Unit, NYS Engineering Institute, TGTI VTI, MTB And HQs	NYS Headquarters, Thika Road, Nairobi. 1 st Floor Tender Box
Cluster Name	Place of Submission				
NAIROBI CLUSTER Nairobi Holding Unit, NYS Engineering Institute, TGTI VTI, MTB And HQs	NYS Headquarters, Thika Road, Nairobi. 1 st Floor Tender Box				



	<p>NORTH EASTERN CLUSTER Tana Basin, Bura Hola, Garissa and Mbalambala</p>	<p>NYS Tana Basin Field Unit, Bura Tana. Procurement Office</p>
	<p>NYANZA CLUSTER Lambwe</p>	<p>NYS Lambwe Developent Unit, Homabay. Procurement Office</p>
	<p>EASTERN CLUSTER Yatta Field Station, Mavoloni Field Unit and Athi River</p>	<p>NYS Yatta Field Unit, Kithimani. Procurement Office</p>
	<p>COAST CLUSTER Mombasa, Mwatate, Hindi and Witu</p>	<p>NYS Technical College, Mombasa Procurement Office</p>
	<p>RIFT VALLEY CLUSTER Naivasha, NYS College-Gilgil, Tumaini and Kirimun</p>	<p>NYS College, Gilgil Procurement Office</p>
	<p>WESTERN CLUSTER Turbo and Kerio Valley</p>	<p>NYS Turbo Field Unit, Lugari. Procurement Office</p>
3.9	<p>Applications will be opened immediately thereafter in the presence of the applicants' representatives who choose to attend on the same date and time at the respective Cluster Submission points.</p>	



Scope of Registration



CATEGORY A: NYS-GP-2018/2020 - GENERAL PURCHASES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-GP-2018/2020-01	Supply and delivery of General office stationery and consumables	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-02	Supply and delivery of computers, computer equipment and hardware	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-03	Supply of general office equipment, furniture, filing equipment and fittings	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-04	Supply and delivery of telecommunication equipment and accessories	Open
NYS-GP-2018/2020-05	Supply and delivery of general hardware, domestic appliances, electrical items, plumbing items and assorted hardware	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-06	Supply and delivery of tyres, tubes & batteries	Open
NYS-GP-2018/2020-07	Supply and delivery of Airtime Vouchers	PWDs
NYS-GP-2018/2020-08	Supply and delivery of newspapers, magazines, periodicals, library books and other publications	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-09	Supply and delivery of mineral water and water dispensers	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-10	Supply and delivery of office Business Machines (photocopies, scanners, printers, guillotine, laminating machines etc.)	Open
NYS-GP-2018/2020-11	Supply and delivery of Cleaning & Sanitary Supplies	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-12	Supply and delivery of Household & Equipment and Supplies	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-13	Outdoor Equipment and Supplies (Tents and Tent Accessories, Camping Beds, Sleeping Bags, Lanterns etc.)	Open
NYS-GP-2018/2020-14	Supply and delivery of Kitchen and Cookery Equipment and Supplies	Open
NYS-GP-2018/2020-15	Supply and delivery of ICT Equipment & Accessories	Open
NYS-GP-2018/2020-16	Supply and delivery of Sports Equipment, Accessories and Clothing	Reserved for Youth, Women & PWDs
NYS-GP-2018/2020-17	Supply and delivery of Workshop Tools, Engineering Equipment, Accessories and Supplies	Open
NYS-GP-2018/2020-18	Supply and delivery of Photo & Audio Visual Materials	Reserved for Youth, Women & PWDs



NYS-GP-2018/2020-19	Supply and delivery of Agricultural and Veterinary Equipment and supplies (seed, fertilizers, ploughs, wheelbarrows, veterinary drugs etc.)	Open
NYS-GP-2018/2020-20	Supply and delivery of Medical Equipment and Supplies	Open
NYS-GP-2018/2020-21	Supply and delivery of Motor Vehicle Spares and Accessories	Open
NYS-GP-2018/2020-22	Training Materials, Equipment & Learning Aids	Open
NYS-GP-2018/2020-23	Supply and delivery of Beauty and Cosmetic Equipment and Accessories	Open
NYS-GP-2018/2020-24	Supply and delivery of Tailoring Equipment and Accessories	Open
CATEGORY B: NYS-GS-2018/2020 – GENERAL SERVICES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-GS-2018-2020-01	Design, print and supply of branded marketing and promotional materials, merchandise and giveaways (e.g. T- shirts, caps, lapel pins, printed stationery, gift items, banners, Christmas cards, calendars, diaries, etc.).	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-02	Provision of event management and organization, exhibitions, entertainment (bands, DJs, musicians, models, hostess, MCs, dancers, etc.) and experiential/road show services.	Open
NYS-GS-2018-2020-03	Provision of public relations, media management, media liaison, media monitoring and analysis services	Open
NYS-GS-2018-2020-04	Provision of photography, videography and audio-visual production and editing services (film, documentary, radio production, voice over, proof reading, etc.)	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-05	Provision of outdoor displays and billboards	Open
NYS-GS-2018-2020-06	Provision of travel agency services, air ticketing and travel arrangements – IATA registered	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-07	Provision of ISP and internet services providers	Open
NYS-GS-2018-2020-08	Provision of website designs, email hosting and maintenance	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-09	Supply, delivery, installation and commissioning of various software systems e.g. ERM/HR/Payroll etc. and software developers	Open
NYS-GS-2018-2020-10	Provision of maintenance services for computers, printers, ups, anti-virus/IT security solutions, Local/Wide Area Network and wireless network, etc.	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-11	Provision of cleaning, fumigation, pest control, and sanitary services	Reserved for Youth, Women & PWDs
NYS-GS-2018-2020-12	Provision of Asset Marking/Tracking of Assets Systems	Reserved for Youth, Women & PWDs



NYS-GS-2018-2020-13	Provision of Auctioneering Services	Open
NYS-GS-2018-2020-14	Provision of Valuation Services	Open
NYS-GS-2018-2020-15	Hiring of Equipment- (Farm equipment and Machinery)	Open
NYS-GS-2018-2020-16	Provision of Veterinary Services (Clinical, AI services)	Open
CATEGORY C: NYS-CS-2018/2020 – CONSULTANCY SERVICES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-CS-2018-2020-01	Consultants for customer, employee satisfaction, work environment surveys, performance evaluation, performance analysis, capacity development and job evaluation services	Open
NYS-CS-2018-2020-02	Provision of ICT Consultancy Services	Open
NYS-CS-2018-2020-03	Consultants for strategic planning services and performance management systems	Open
NYS-CS-2018-2020-04	Environmental Impact Assessments Services	Open
CATEGORY D: NYS-MS-2018/2020 – MAINTENANCE SERVICES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-MS-2018/2020-01	Repairs & maintenance of telephone & telecommunications equipment	Reserved for Youth, Women & PWDs
NYS-MS-2018/2020-02	Repairs & maintenance of computers, printers & accessories	Reserved for Youth, Women & PWDs
NYS-MS-2018/2020-03	Repairs & maintenance of office equipment, office furniture and fittings	Reserved for Youth, Women & PWDs
NYS-MS-2018/2020-04	Repair & maintenance of Workshop & Engineering Equipment	Open
NYS-MS-2018/2020-05	Repair & maintenance of Servicing of Sewing Equipment	Open
NYS-MS-2018/2020-06	Repair & Maintenance of Servicing of Farm Machinery Equipment	Open
CATEGORY E FOOD SUPPLIES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-FS-2018/2020-01	Fruits (Water Melon, Mangoes, Oranges, Bananas etc.)	Reserved for Youth, Women & PWDs
NYS-FS-2018/2020-02	Vegetables (Onions, Cabbages, Kales etc.)	Reserved for Youth, Women & PWDs
NYS-FS-2018/2020-03	Cereals (Rice, Beans, Maize etc.)	Open
NYS-FS-2018/2020-04	Milk and Milk products	Open
NYS-FS-2018/2020-05	Meat and Meat Products	Open



NYS-FS-2018/2020-06	Dry Rations (Biscuits, Canned Beef, Canned Pineapples and other Canned foods)	Open
NYS-FS-2018/2020-07	Tea Leaves, Spices, Bread, Salt and other Cooking Supplies.	Open
NYS-FS-2018/2020-08	Bulk Food Supplies (Cooking Oil, Sugar, Maize Meal)	Open
CATEGORY F UNIFORMS, FOOTWEAR, KITS & ACCESSORIES		
CATEGORY	CATEGORY DESCRIPTION	ELIGIBILITY
NYS-CM-2018/2020-01	Supply and delivery of Fabric, Clothing Equipment and Clothing Accessories	Open
NYS-CM-2018/2020-02	Supply and delivery of footwear (boots, gumboots, socks, stockings, shoes etc)	Open

The above supply requirements are required in following NYS cluster points:

Cluster Name	Cluster Code
NAIROBI CLUSTER Nairobi Holding Unit, NYS Engineering Institute, TGTI VTI, MTB And HQs	001
NORTH EASTERN CLUSTER Tana Basin, Bura Hola, Garissa and Mbalambala	002
NYANZA CLUSTER Lambwe	003
EASTERN CLUSTER Yatta Field Station, Mavoloni Field Unit and Athi River	004
COAST CLUSTER Mombasa, Mwatate, Hindi and Witu	005
RIFT VALLEY CLUSTER Naivasha, NYS College-Gilgil, Tumaini and Kirimun	006
WESTERN CLUSTER Turbo and Kerio Valley	007

Bidders are limited to register for one category and for one specified cluster, no bid will be evaluated for more than one category and cluster.

HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES



4.0 Documents for Registration

Your application should be in the following arrangement:

- Form Reg. 1: Applicant's Preliminary Information
- Form Reg. 2: Letter of Application
- Form Reg. 3: Confidential Business Questionnaire + Supporting Documentation
- Form Reg. 4: Financial Situation and Performance + Supporting Documentation
- Form Reg. 5: Experience in Category Applied+ Supporting Documentation
- Form Reg. 6: Applicant's Management Capability + Supporting Documentation

The application will be considered complete if the eligible applicant submits the following forms complete with **mandatory** documents: -



MANDATORY REQUIREMENTS

#	Mandatory Requirement	Applicable to	Reference	Attached [YES/NO]
1.	Form Reg. 1: Applicant's Preliminary Information	ALL	Form Reg. 1	
2.	Form Reg. 2: Letter of Application	ALL	Form Reg. 2	
3.	Form Reg. 3: Confidential Business Questionnaire	ALL	Form Reg. 3	
4.	Form Reg. 4: Financial Situation and Performance	Non AGPO Contractors	Form Reg. 4	
5.	Form Reg. 5: Experience in Category Applied	Non AGPO Contractors	Form Reg. 5	
6.	Form Reg. 6: Applicant's Management Capability	ALL	Form Reg. 6	
	Mandatory Supporting Documentation			
1.	Business Registration Certificate	ALL	Form Reg. 3	
2.	Form CR12	ALL	Form Reg. 3	
3.	Proof of Physical Address/Premises	ALL	Form Reg. 3	
4.	Valid Tax Compliance Certificate	ALL	Form Reg. 3	
5.	Valid AGPO Certificate	AGPO Groups	Form Reg. 3	
8.	Relevant Professional Licenses and Registrations	ALL	Form Reg. 3	
9/	Audited Financial Statements (Min 1 Year)	Non AGPO Contractors	Form Reg. 4	
10.	Letter of reference from your Bank	ALL	Form Reg. 4	
11.	Contract Agreements, LPOs	Non AGPO Contractors	Form Reg. 5	
12.	Recommendation Letters	Non AGPO Contractors	Form Reg. 5	
13.	Company Profile (Catalogues and Brochures)	ALL	Form Reg. 6	

All applications shall be examined for responsiveness (Submission of applications in the required format and submission of all the mandatory supporting documentation).



Section IV - Application Forms



Form Reg -1



Applicant's Preliminary Information

All applicants MUST indicate the details below:

1.1	Name/Business Name	
1.2	Postal Address	
1.3	Physical Location	
1.4	Tel/Fax	
1.5	E-mail	
1.6	Contact Person	
1.7	Item Category Description:	
1.8	Item Code:	
1.9	Date Submitted:	
1.10	AGPO/CITIZEN CONTRACTOR	
1.11	AGPO Ref. No	
1.12	Professional Registration No.	
1.13	Professional Licence No.	

1. Attached are certified copies of original documents of:

#	Document	Ref No.	Expiry Date:	YES/NO
1.	Company profile			
2.	Business Registration Certificate			
3.	Form CR12			
4.	Valid Tax Compliance Certificate			
5.	Proof of Physical Address/Location			
6.	Local Business Licence			
7.	AGPO Certificate			
8.	Professional Licenses and Registrations			
9.	Audited Financial Statements (Min.1Year)			
10.	Bank Reference Letter ¹			

¹ The Bank Reference letter should confirm that the applicant has an account with the Bank, signatories of the account and their respective mandates.



Letter of Application

To:
Attention: **The Director General**
National Youth Services,
P.O. Box: 30397-00100,
Nairobi.

RE: APPLICATION FOR REGISTRATION FOR SUPPLY OF GOODS AND PROVISION OF WORKS AND SERVICES FOR YEARS 2018/2019 AND 2019/2020

Having examined the application documents, the receipts of which is hereby duly acknowledged, we the undersigned apply for registration as a Supplier/Service provider for: _____ during the financial year 2018/2019 and 2019/2020.

We undertake, that:

- 2.1 If our application is acceptable to be competitive in our tenders and quotations and shall offer high quality goods/services and as per your specifications.
- 2.2 For goods/services, which require manufacturers support, we will obtain manufacturers certificate or guarantee.
- 2.3 We agree to abide by our statements in this application
- 2.4 The information furnished in our application is accurate to the best of our knowledge.
- 2.5 That in case we are successful, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- 2.6 We will not engage in corrupt practices.
- 2.7 We are not debarred from participating in Public Procurement proceedings by PPRA
- 2.8 When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you in writing of the status and acknowledge your right to review the registration made.

We understand this is not a tender but an application for consideration to participate in the company's procurement process during the financial year 2018/2019 and 2019/2020.

We remain Yours sincerely,

Authorized Signature.....
 Name and Title of Signatory.....
 Name of Applicant/Firm.....
 Date.....
 Address.....
 (Full name and designation of the person signing and stamp or seal)



Confidential Business Questionnaire



You are requested to give the particular indicated in Part 3.1 and either Part 3.2(a), 3.2(b), or 3.2(c) which ever applies to your type of business. Part 3.2 (d) to part 3.2 (i / j) must be filled.

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

Part 3.1 General: Applicants Details

Applicants Name:	
Nature of business:	
Location of Business Premises:	
Physical Address (Town, Building, Floor)	
Registration Certificate No:	
Name of your bankers:	
Branch:	
Contacts:	
PIN No.	
VAT No.	
Tax Compliance No.	
Expiry Date:	
Business License No.	
Expiry Date:	
Value of the largest single assignment you have undertaken to date (KShs)	
Applicant's authorized representative information	
Name: <i>[insert full name]</i>	
Address: <i>[insert street/ number/ town or city/ country]</i>	
Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i>	
Direct Mobile Phone Number:	
E-mail address: <i>[indicate e-mail address]</i>	
Part 3.2(a) – Sole Proprietor:	
Your name in full	
Age	



Nationality	
Country of origin	
Citizenship details	

Party 3.2(b) – Partnership

Give details of partners as follows:

#	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

Part 3.2(c) – Registered Company:

State whether Private or Public:

State the Nominal capital of the company (Ksh equivalent):

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:

#	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

1. Attached are copies of original documents of: (mandatory)

- Certificate of Incorporation, Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.
- Pin Certificate (or equivalent document)
- VAT Certificate (or equivalent document)
- Tax Compliance Certificate (or equivalent document)



- Local Business License (or equivalent document)
- AGPO Certificate (or equivalent document)
- Software Licenses/Authorizations/Ownership (or equivalent documents of authorizations to from the license owners to perform this assignment)

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Part 3.2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by National Youth Service and any other public or private institutions.

Full Names

Signature.....Dated this.....day of2018.

In the Capacity of.....Duly authorized to sign Tender for and on behalf of
.....

Part 3.2 (e) – Bankruptcy / Insolvency / Receivership

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names

Signature.....Dated this.....day of2018.

In the Capacity of.....Duly authorized to sign Tender for and on behalf of
.....

Part 3.2 (f) – Criminal Offence

I/We, (Name (s) of all Director/Partner (s)): -

- a)
- b)
- c)
- d)
- e)
- f)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

SignedFor and on behalf of

In the capacity of Dated thisday of2018.

Suppliers' / Company's Official Rubber Stamp



Part 3.2 (g) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)
- c)
- d)
- e)
- f)

For and on behalf of M/s

In the capacity of

Dated thisday of2018

Suppliers' Company's Official Rubber Stamp

Part 3.2 (h) – Interest in the Firm:

**Is there any person/persons in National Youth Service or any other public institution who has interest in the Firm?
Yes/No**

Institution

Name.....

Title.....

Signature.....

Date.....



Part 3.2(i or j) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give National Youth Service authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.



Full names.....

Signature.....

For and on behalf of M/s

In the capacity of.....

Dated thisday of**2018.**

Suppliers' / Company's Official Rubber Stamp

Blank space for the official rubber stamp.





Financial Situation and Performance

4.1. Financial documents

The Applicant and its parties shall provide copies of financial statements for a minimum of 1 year. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements² for the years required above; and complying with the requirements

4.2. Average Turnover

Applicant Name:			
Category Applied:			
Date:			
Annual turnover data			
Year	Amount Currency	Exchange rate*	KES equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

² If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.



4.3. Financial Data

Applicant Name:					
Category Applied:					
Date:					
Type of Financial information in (currency)	Historic information for previous <i>_[insert number] years, [insert in words]</i> (amount in currency, currency, exchange rate*, KES equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					



4.4. Sources of Finance

Specify sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.



No.	Source of finance	Amount (KSH equivalent)
1		
2		
3		
4		

4.5. The maximum contract value the applicant has ever successfully undertaken

Contract Name	
Client Name	
Value of Contract	
Date of Contract Award	
Date of Contract Completion	





Experience³ in Category Applied

Applicant Name:			
Category Applied:			
Date::			
Starting Month, Year	Ending Month, Year	Contract Identification	Role of Applicant
<i>[indicate Month, Year]</i>	<i>[indicate Month, Year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Contracts performed by the Applicant: <i>[describe contracts performed briefly]</i> Amount of contract: <i>[insert amount in KSh equivalent]</i> Name of Client: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact Person: <i>[indicate full names]</i> Email of Contact Person: <i>[indicate working email]</i> Phone Number of Contact Person: <i>[indicate daytime direct phone/cellphone]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: Brief Description of the Contracts performed by the Applicant: Amount of contract: Name of Client: Address: Contact Person: Email of Contact Person: Phone Number of Contact Person:	

³ Indicate all the relevant contracts (minimum of 2 contracts) that the Applicant has performed in line with the registration category.



Applicant's Management Capability

Notes to Applicants:

Management capability should be successfully demonstrated in the following key areas:

6.1 Organizational management structure

6.2 List of staff, academic qualifications and professional qualifications (management, technical and support staff)

6.3 Management Assets/Facilities (policy, systems, practice)

6.4 Risk management – identification, mitigation and management (policy and practice)

6.5 Health and safety management (policy, systems, practice)

6.6 Professional development and staff training (policy and practice)

6.7 Quality assurance mechanisms (policy and practice)

6.8 Sales Service and Customer Support (policy and practice)

Evaluation Criteria



Preliminary Evaluation

#	Criteria	Score
1.	Completeness of documents submitted	YES/NO
2.	Submission of mandatory Support Documentation	YES/NO
Basis to proceed to Capability Evaluation (Pass/Fail)		PASS

Applicants Capacity Evaluation

#	Criteria	Maximum Score
1.	Applicant's Financial Situation and Performance Average Turnover [10 marks] Financial Management [10 marks] Contract Performance & Financing [10 marks]	(30 Marks)
2.	Applicant's Experience in Category Applied	(40 Mark)
3.	Applicant's Management Capability Organizational Management Structure [5 marks] Management Staff Experience & Qualifications [10 marks] Management Assets/ Facilities [3 marks] Quality Assurance [2 marks] Risk Management [2 marks] Professional development and staff training [3 marks] Health and Safety Management [2 marks] Sales Service and Customer Support [3 marks]	(30 Mark)
	TOTAL SCORE	100 Marks
	Basis for due diligence and further registration (Minimum score)	70 Marks