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CONTINUOUS REGISTRATION FOR PROVISION OF SUPPLY OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2024/2025 – 2025/2026

KeMU/PREQ /009-083/2024-2026

CATEGORY NAME:.....

CATEGORY NO:.....

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INVITATION TO PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES & WORKS.

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services /works for the Calendar Year 2024-2026.

Tender No.	Tenders Description	Special Condition (Where Applicable)
CATEGORY I 1: Registration of Suppliers for supply of goods for (2024-2026) Financial years		
KeMU/PQ/009/2024-2026	Supply and delivery of Stationery and related items	
KeMU/PQ/010/2024-2026	Supply and Delivery of Toners and cartridges	
KeMU/PQ/011/2024-2026	Supply and Delivery of Fresh meat and meat products (Pork, fish and chicken)	
KeMU/PQ/012/2024-2026	Supply and Delivery of Dairy and Milk products	
KeMU/PQ/013/2024-2026	Supply and Delivery of Dry Foodstuffs & general supplies (supermarkets and wholesale shops)	
KeMU/PQ/014/2024-2026	Supply and Delivery of packaged/Processed food products, fresh bread and related food stuff	
KeMU/PQ/015/2024-2026	Supply and Delivery of Cereals	
KeMU/PQ/016/2024-2026	Supply and Delivery of Fresh Vegetables and fruits	
KeMU/PQ/017/2024-2026	Supply and Delivery Drinking water and soft drinks	

KeMU/PQ/018/2024-2026	Supply and Delivery of Cleaning Materials, detergents and toiletries	
KeMU/PQ/019/2024-2026	Supply and Delivery of Animal Feeds and supplements	
KeMU/PQ/020/2024-2026	Supply and Delivery of Building materials, Hardware, Plumbing and paints.	
KeMU/PQ/021/2024-2026	Supply and Delivery of Electrical materials	
KeMU/PQ/022/2024-2026	Supply and Delivery of General Building Materials (Sand, Ballast & Murram etc.)	
KeMU/PQ/023/2024-2026	Supply and Delivery of Linen, staff uniforms and protective clothing.	
KeMU/PQ/024/2024-2026	Provision of design Layout, printing, branding and publishing services. Branding of promotion materials, signage, bill boards, e.t.c.	
KeMU/PQ/025/2024-2026	Supply and delivery of Library books, periodicals and journals	
KeMU/PQ/026/2024-2026	Supply and Delivery of hospitality equipment's i.e., cutlery, crockery and kitchen appliances	
KeMU/PQ/027/2024-2026	Supply of timber and charcoal	
KeMU/PQ/028/2024-2026	Supply and Delivery of Bulk LPG Gas and related accessories and other LPG gases e.g., 50kg, 13kg, 6kg sizes.	
KeMU/PQ/029/2024-2026	Supply, Delivery, installation, maintenance, and servicing of firefighting equipment's	Approval by the Directorate of Occupational Safety & Health Services
KeMU/PQ/030/2024-2026	Supply and delivery of Graduation Attire and labelling (Gowns, Hoods and Caps)	

KeMU/PQ/031/2024-2026	Supply and delivery of motor vehicle spare parts, tyres, tubes and motorcycle spare parts.	
KeMU/PQ/032/2024-2026	Supply and Delivery of sportswear and equipment	
KeMU/PQ/033/2024-2026	Supply, Delivery & installation of computerized security appliances	
KeMU/PQ/034/2024-2026	Supply and Delivery of ICT Equipment's & consumables; computers, laptops, projectors, printers, scanners, copiers, servers, storage devices, network devices, UPS and accessories	
KeMU/PQ/035/2024-2026	Supply and Delivery of Newspapers, Magazines and Periodicals	
KeMU/PQ/036/2024-2026	Supply and Delivery of Medical Drugs, Dressings, Laboratory, Nursing and non-pharmaceutical products	
KeMU/PQ/037/2024-2026	Supply And Delivery of Laboratory Equipment	
KeMU/PQ/038/2024-2026	Supply, Delivery & installation of solar heating equipment's	
KeMU/PQ/039/2024-2026	Supply, delivery & installation of cleaning equipment's and machines.	
KeMU/PQ/040/2024-2026	Supply, Delivery and Maintenance of Office & Student Furniture, Furnishings and Fittings	
KeMU/PQ/041/2024-2026	Supply and Delivery for Fertilizer, Herbicides, Fungicides, Insecticides, pesticides and Farm Chemicals and seedlings.	
KeMU/PQ/042/2024-2026	Supply and Delivery of Laboratory reagents, consumables and glassware	

KeMU/PQ/043/2024-2026	Supply and installation of carpets e.g. VIP carpets	
KeMU/PQ/044/2024-2026	Supply and delivery of steel and PVC casings, ceramics & pvc tiles.	
CATEGORY III: Registration of Suppliers for Provision of Services (2024-2026)		
KeMU/PQ/045/2024-2026	Provision of Legal Services	Refer to legal prequalification document on website.
KeMU/PQ/046/2024-2026	Provision of public address system services	
KeMU/PQ/047/2024-2026	Provision of media advertisement & broadcasting services.	
KeMU/PQ/048/2024-2026	Provision of binding repair services-Library books	
KeMU/PQ/049/2024-2026	Provision of Repair and Servicing of Motor Vehicles & Tractors & motor bikes.	
KeMU/PQ/050/2024-2026	Provision of motor vehicle valuation services & calibration services.	
KeMU/PQ/051/2024-2026	Provision of Valuation of property, Survey, Estate Management and Related Services	
KeMU/PQ/052/2024-2026	Provision of Courier and mail delivery services	
KeMU/PQ/053/2024-2026	Repair & maintenance of incinerator, laundry machine and cold rooms.	
KeMU/PQ/054/2024-2026	Provision of Air Travel Agency and Ticketing services (Only IATA registered firms)	
KeMU/PQ/055/2024-2026	Provision of maintenance and servicing of University Generators	

KeMU/PQ/056/2024-2026	Provision of Tents, chairs, decorations, PA and portable toilets for hire/ events management services	
KeMU/PQ/057/2024-2026	Provision of servicing of Air Conditioners	
KeMU/PQ/058/2024-2026	Provision of Diagnostic, Repair and Maintenance of Electrical Equipment	
KeMU/PQ/059/2024-2026	Provision of Maintenance and Servicing of Laboratory Equipment and Machines e.g. fridge.	
KeMU/PQ/060/2024-2026	Provision of Repair, Servicing and Maintenance of Computers, Printers and Photocopiers	
KeMU/PQ/061/2024-2026	Provision of asset tagging and barcode services.	
KeMU/PQ/062/2024-2026	Provision of Medical gas (oxygen and nitrous oxide)	
KeMU/PQ/063/2024-2026	Provision of Hotel Accommodation & Conference Services	
KeMU/PQ/064/2024-2026	Repair and maintenance of office equipment's and furniture	
KeMU/PQ/065/2024-2026	Provision of Videography and Photography services	
KeMU/PQ/066/2024-2026	Provision of Major building construction works	
KeMU/PQ/067/2024-2026	Provision of Minor building construction and repair works.	
KeMU/PQ/068/2024-2026	Provision of minor repair works (carpentry, joinery, tile works, paint works, cabro paving, plumbing, fencing services e.t.c	

KeMU/PQ/069/2024-2026	Provision of welding and metal fabrication works	
KeMU/PQ/070/2024-2026	Contractors of small dams and pans	
KeMU/PQ/071/2024-2026	Provision of Solar installations maintenance and repair works	
KeMU/PQ/072/2024-2026	Provision of airtime and scratch cards	
KeMU/PQ/073/2024-2026	Provision of network, software installation & Development, & configuration services	
KeMU/PQ/074/2024-2026	Provision of accounting, audit and bookkeeping services.	
KeMU/PQ/075/2024-2026	Provision of irrigation services & equipment's	
KeMU/PQ/076/2024-2026	Provision of hire of machines and equipment's e.g., exhauster services	
KeMU/PQ/077/2024-2026	Provision of internet and support services	
KeMU/PQ/078/2024-2026	Supply, delivery, commissioning & testing of CCTV and other security equipment's.	
KeMU/PQ/079/2024-2026	Supply, delivery, installation, commissioning and maintain medical/clinical related software.	
CATEGORY IV: Registration of Suppliers for Provision of Consultancy Services (2024-2026)		
KeMU/PQ/080/2024-2026	Provision of Architectural and Interior design services	
KeMU/PQ/081/2024-2026	Provision of Quantity Surveying Services	
KeMU/PQ/082/2024-2026	Provision of Civil and Structural Engineering Services	
KeMU/PQ/083/2024-2026	Provision of Mechanical and Electrical Engineering Services	

A complete set of the Tender Documents may be downloaded by interested and eligible candidates Free of Charge at www.kemu.ac.ke

A **SINGLE** application **MUST** be submitted per category. Those wishing to be considered for pre-qualification in more than one category should submit separate applications per category.

Duly completed Registration Documents should be submitted in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of...” and should be addressed to:

The Vice Chancellor
Kenya Methodist University
P.O Box 267- 60200
Meru, Kenya.

and submitted at the Procurement Office Located at 1st Floor, Administration block during Normal working hours.

This document is for continuous Registration of suppliers/contractors for works and goods & services for the Calendar Year 2024-2026

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

- 1. Certificate of Registration/Incorporation**
- 2. PIN Certificate/ VAT Certificate**
- 3. Valid Tax Compliance Certificate**
- 4. Copy of Valid and Current Trade License**
- 5. Attach CR 12/CR 13 Directorship of the company**
- 6. For minor works repairs Firms MUST be registered by NCA**
- 7. For provision of Ticketing Services prospective service providers MUST be registered with KCAA/IATA**
- 8. Duly Completed Confidential Business Questionnaire**
- 9. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 Kenya Methodist University would like to invite interested candidates who must qualify by meeting the set criteria as provided by the University to perform the contract of provision of goods, services and works to the University.

2.2 Format and Signing of Applications

- 2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.
- 2.2.2 The original registration document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

- 2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and submitted at the procurement office.
- 2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:
- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
 - (b) Bear the registration category, title and reference number of the registration document.

- 2.3.3 If the envelope is not sealed and marked as instructed above, the university will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity KeMU will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.
- 2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.4 Eligible Candidates

- 2.4.1 Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the university so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Kenya Methodist University, as the University shall reasonably request.

2.5 Qualification Criteria

- 2.5.1 Registration will be based on meeting the **minimum** requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.
- 2.5.2 The registration application 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 in ink.
- 2.5.3 **Personnel**
- The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ- 1
- 2.5.4 **Financial Condition**
- The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.5 Confidential Business Questionnaire

The general information and details of the nature of business and location should be included in Form RQ -2

2.5.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.7 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Kenya Methodist University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Kenya Methodist University in writing or by email at the University's email address indicated in the registration data.

2.7.2 The University will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the University's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the University may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the University.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Kenya Methodist University may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications may be submitted anytime at the Procurement Office, located at the first floor, Administration Block during normal working hours.

2.9.2 The University may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the University and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the University's processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the University

2.11.1 To assist in the examination, evaluation, and comparison of applications, the University may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact KeMU on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the University, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence the University in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, KeMU will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the University may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

2.12.3 A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the University's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected by the University and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The University, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the University.

2.13.2 At the same time KeMU shall notify qualified Applicants that their applications are responsive, the University shall also notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The University will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.15 KeMU's Right to accept any Application and to reject any or all Applications

2.15.1 KeMU reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by KeMU, the University will notify successful applicants through letter of notification for award.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration 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.

- i. Subject to Clause 2.2.1 and 2.3.2 on Format and signing of applications and Submission of Applications respectively, bidders **MUST** submit **ONLY ONE ORIGINAL** registration document **PER CATEGORY**
- ii. Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	Copy of valid and current Trade License	Mandatory
4.	Copy of CR12/CR13 Directorship of the company	Mandatory
5.	For works Firms MUST be registered by NCA	Mandatory
6.	Copies of registration with relevant regulatory bodies where applicable e.g. KCAA/IATA, IRA, LSK, Pharmacy and Poisons Board certificate/license	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory

Any applicant who fails to provide the **MINIMUM** mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the **MINIMUM** requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ- 4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

S/No.	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History	10
	TOTAL	100

FORM RQ-1 -REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We _____ hereby apply for registration
(*Name of Company/Firm*)

as suppliers of _____
(*Item Description*)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

.....

Enclose a copy of the profile of the firm indicating the main fields of activities.

RQ-2 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 offense to give false information on this form

Part 1- General:

Business Name.....

Plot No.....

Location of Business

Premises.....

Street/Road.....

Email address.....

Postal Address.....

Tel No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time: Ksh.....

Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....

Nationality.....Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....			
.....			
.....			
.....			
.....			
.....			
.....			

Part 2 (c) Registered Company

i. Private or public Company

ii. State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii. Give details of Directors as follows.

Names of Director	Nationality	Citizenship	% Shares owned

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1.

Name of 1st Client (organization)

i)

Name of Client (organization)

ii)

Address of Client (organization)

iii)

Name of Contact Person at the Client (organization)

i)

Telephone No. of Client

ii)

Duration of Contract (date)

iii)

Signature and Stamp of Organization.....

2.

Name of 2nd 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)

Duration of Contract (date)

vi)

Signature and Stamp of Organization.....

3.

Name of 3rd. 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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

FORM RQ-4 - 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 one year or currently under execution.

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

SELF DECLARATION FORMS (R.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, Of Post Office Box

being a resident of..... in the

Republic of.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No.

.....

..... for (insert tender title/description) for (insert

name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

4.

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE.**

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

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of Tender No.
..... for(insert name of the Procuring entity) and
duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of
(Insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (Name of the Procuring entity).
4. THAT the aforesaid Bidder, will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

(Signature)(Date)

Bidder's Official Stamp

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant’s Name/Company

Name.....

Represented By.....

Date.....

Signature & Stamp.....

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