



**THE JOMO KENYATTA FOUNDATION**

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**CONTINUOUS REGISTRATION OF  
SUPPLIERS/CONTRACTORS/ CONSULTANTS FOR THE  
SUPPLY OF GOODS, WORKS, PROVISION OF  
SERVICES & GENERAL CONSULTANCIES FOR THE  
FINANCIAL YEARS 2024/2025 – 2025/2026**

**REF. JKF/REG/2024-2026**

**TENDERER'S NAME:**

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**POSTAL ADDRESS:**

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**TELEPHONE No.:**

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**E-MAIL ADDRESS:**

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**CATEGORY NO:**

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**CATEGORY NAME:**

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**PHYSICAL ADDRESS:**

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**IF SPECIAL GROUP (AGPO) RESERVED CATEGORIES PLEASE TICK:  
(YOUTH.....) - (WOMEN.....) - (PERSONS WITH DISABILITY...) - (✓)**

**DATE: 31<sup>st</sup>. JULY, 2024**

**CLOSING DATE: 8<sup>th</sup>. AUGUST, 2024. AND CONTINUOUS TO JUNE 2026**

**IMPORTANT:**

**THE ENVELOPE(S) CONTAINING THE DOCUMENTS SHOULD BE CLEARLY  
MARKED WITH THE CATEGORY NUMBER AND NAME (ONLY ONE (1)  
DOCUMENT REQUIRED)**

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**PART 1 - APPLICATION PROCEDURES**

## **SECTION I: CONTINUOUS REGISTRATION OF SUPPLIERS INVITATION NOTICE**

The Jomo Kenyatta Foundation invites sealed applications from eligible candidates for purposes of registering interested and qualified Suppliers, Contractors and consultants of various goods, services and works for two years period in the financial years 2024-2025 and 2025-2026 beginning 1st July 2024 on an “as and when required basis”. As per categories below;

<b>CATEGORY CODE</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
JKF/REG/1/2024-2026	Supply of Hardware Items ,Mechanical & Electrical materials, & Paints	All Bidders
JKF/REG/2/2024-2026	Supply of office furniture, fittings and equipment	AGPO Group
JKF/REG/3/2024-2026	Supply of Stationery , Computer/Printer Consumables and Accessories	All Bidders
JKF/REG/4/2024-2026	Supply and Delivery of Petrol, Diesel, Kerosene, Oil and LPG gas	All Bidders
JKF/REG/5/2024-2026	Supply of Branded and Promotional Materials (T-Shirts, caps, banners, conference stationery/ and giveaways, general branded materials etc.)	All Bidders
JKF/REG/6/2024-2026	Supply of Safety & Hygiene Consumables	All Bidders
JKF/REG/7/2024-2026	Provision of Creative Development works and Printing Services (Design, layout, illustrations, documentaries, commercials etc.)	All Bidders
JKF/REG/8/2024-2026	Provision for Hire of Transport Services	All Bidders
JKF/REG/9/2024-2026	Supply of Telephone and telecommunication Equipment	All Bidders
JKF/REG/10/2024-2026	Supply of uniform ware items including School uniforms	All Bidders
JKF/REG/11/2024-2026	Provision for repair and servicing of Motor Vehicle and Supply of Motor Vehicle parts, Tyres, Tubes and M.V. Battery	All Bidders
JKF/REG/12/2024-2026	Provision of IATA-Registered Travel Agency Services	All Bidders
JKF/REG/13/2024-2026	Provision of Legal Services	All Bidders
JKF/REG/14/2024-2026	Provision of Cleaning & Extraction, Garbage collections Services for curtains, seats and carpets	AGPO Group
JKF/REG/15/2024-2026	Provision of General Building Repairs, Maintenance services and Civil Works	All Bidders
JKF/REG/16/2024-2026	Provision of Consultancy Services (Integrity Surveys, Monitoring & Evaluation, legal audit, Governance audit, Development and review of Strategic Planning	All Bidders
JKF/REG/17/2024-2026	Provision for HR consultancy services (such as trainings, employee satisfaction survey, policy review, competency baseline survey etc.)	All Bidders
JKF/REG/18/2024-2026	Provision for team building services	All Bidders
JKF/REG/19/2024-2026	Provision for marketing research services (such as customer satisfaction survey, feasibility Study for Product development	All Bidders
JKF/REG/20/2024-2026	Provision of Translators, Interpreters and Translation Services	AGPO Group
JKF/REG/21/2024-2026	Provision of Digital Services (Website, e-shots, e-bombs, social media management)	All Bidders
JKF/REG/22/2024-2026	Provision for Auctioneering and Debt Collector services	All Bidders
JKF/REG/23/2024-2026	Provision of Security Equipment and Maintenance Services including CCTV	All Bidders
JKF/REG/24/2024-2026	Installation and repairs of ICT Network Infrastructure, Staff attendance digital register.	All Bidders
JKF/REG/25/2024-2026	Provision of Cash in transit services.	All Bidders
JKF/REG/26/2024-2026	Provision of Courier services.	All Bidders
JKF/REG/27/2024-2026	Provision of Digital book printing services.	All Bidders

CATEGORY CODE	ITEM DESCRIPTION	ELIGIBILITY
JKF/REG/28/2024-2026	Provision of Fumigation and Pest Control services.	All Bidders
JKF/REG/29/2024-2026	Provision of Hotel, Conference, Accommodation and outside Catering Services.	All Bidders
JKF/REG/30/2024-2026	Provision of Photography and Videography Services.	AGPO Group
JKF/REG/31/2024-2026	Supply of General items including School kit items	All Bidders
JKF/REG/32/2024-2026	Supply of motor vehicle petrol, diesel and lubricants; generator (petrol, diesel, IDO), and LPG gas cylinders and gas refilling service, related accessories.	All Bidders
JKF/REG/33/2024-2026	Provision of repair and maintenance services for fire -fighting equipment including fire alarms and accessories	All Bidders
JKF/REG/33/2024-2026	Supply & Delivery of Newspapers.	All Bidders

It is the Company's requirement to have registered firms who can supply or provide various goods and services on the basis of "as and when required" The prospective suppliers and service providers should demonstrate capability to fulfill the company's requirements in order to qualify for registration.

The registration documents containing submission information, detailed terms and the conditions of qualification may be viewed and downloaded free of charge from the Public Procurement Information Portal (PIIP.tender.go.ke) from the JKF website; [www.jkf.co.ke](http://www.jkf.co.ke) Clarifications may be obtained from the JKF Supply Chain Management office located at Dennis Pritt road-Caledonia, Milimani area, Nairobi during normal working hours. Tender documents obtained electronically will be free of charge.

**The Bidder shall chronologically serialize (1, 2, 3...) on all pages of the document including attachments. A Table of content should be attached clearly directing to the page a document is located.**

The bidders who download the document must arrange to forward their particulars/contacts to the Procurement Unit, The Jomo Kenyatta Foundation through [supplies@jkf.co.ke](mailto:supplies@jkf.co.ke) before the closing date for records and for the purposes of receiving any further clarifications and/or addendums.

Duly completed Registration documents, in plain sealed envelopes clearly marked with the registration number and name and be deposited in the **tender box provided at the Reception** or be addressed to:

The Managing Director  
THE JOMO KENYATTA FOUNDATION (JKF) -Dennis pritt road-Caledonia,  
Milimani area  
Tel; +254-723286993, Email; [info@jkf.co.ke](mailto:info@jkf.co.ke)  
P. O. Box 30533-00100, NAIROBI.

**In compliance with section (57) (2) of the PPAD ACT.2015, The submission of requests shall be continuous and Registration List shall be updated continuously.**

**The Registration shall be updated every 4 Months. Bidders are encouraged to submit their documents on or before the respective closing dates as shown below;**

REGISTRATION MONTH	DEADLINE FOR SUBMISSION
July, 2024	8 <sup>th</sup> .August, 2024
October, 2024	24 <sup>th</sup> . October, 2024

February, 2025	20 <sup>th</sup> . February, 2025
June, 2025	25 <sup>th</sup> . June, 2025
October, 2025	23 <sup>rd</sup> . October, 2025
February, 2026	19 <sup>th</sup> . February, 2026
June, 2026	25 <sup>th</sup> . June, 2026

**FOR AGPO SPECIAL GROUP MANDATORY REQUIREMENTS**

**The AGPO (Special) Category are encouraged to apply in all categories qualified and must attach the following:**

1. Copy of a valid AGPO Certificate
2. Filled Confidential business Questionnaire
3. Previous experience is **not a requirement**.

**SECTION II: QUALIFICATION REQUIREMENTS**

**Eligibility: OPEN**

***ALL AGPO GROUPS SHALL BE AUTOMATICALLY REGISTERED UNDER THE CATEGORY THEY APPLY FOR AS LONG AS THEY HAVE VALID AGPO CERTIFICATES.***

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

1. Certificate of registration /incorporation
2. Valid tax Compliance Certificate
3. The person/firm MUST NOT be debarred by the public Procurement Regulatory Authority (Provide Statement /Declaration)
4. Copy of Current Trade License from County Government within the Republic of Kenya
5. MUST provide valid AGPO Certificate for the reserved group
6. Duly Completed Confidential Business Questionnaire.
7. For Building, Repair and Maintenance works Firm MUST be registered by NCA
8. Evidence of physical registered office or tenancy Agreements.
9. Letters of recommendation for three (3) clients
10. Certificates from Affiliated Professional Bodies/Association, where the nature of supply or service is Applicable/specific to your line of business e.g. .NCA.IATA, NITA, LSK etc.

11. For provision of Outside Catering Service –bidder MUST avail a certificate of health for food handling issued by National or County Government.

12. Garages to have approval letter from the County Mechanical officer.

13. Filling all the Forms at the end of this document from page 22 (Forms PQ- 1 – 7).

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective area of application. In this case, document detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to professional body where relevant should be attached for consulting and non – consulting services)

### **SECTION III: SPECIFIC REQUIREMENTS**

The tenderers submitting registration documents for the categories listed below must in addition to the mandatory requirements submit the additional information/documents specified in the last column of the table below

<b>NO.</b>	<b>TENDER DESCRIPTION</b>	<b>TARGET GROUP</b>	<b>ADDITIONAL MANDATORY REQUIREMENT</b>
1	Provision of Legal Services	Open to all	Certified copies of current practicing certificates of all Advocates in the law firm. Letters of Recommendation from At Least five corporate clients. The letter should be in the Client's letterhead. Evidence of the Law firm's Professional Indemnity cover of not less than KSh. 100,000,000. Law firms should disclose details of past or pending litigation they have against JKF. A signed statement by the senior counsel that the bidder is not debarred from participating in public procurement.
2	Provision of Consultancy services	Open to all	Must indicate specialized area of consultancy e.g. Integrity Surveys., Monitoring & Evaluation, legal audit, Governance audit, Development and review of Strategic Planning, trainings, employee satisfaction survey, policy development and review, competency, baseline survey, Energy Audit, Environmental Audit, Feasibility study etc)
3	Provision of General Building Repairs, Maintenance services and Civil Works	Open to all	Must be registered by National Construction Authority(NCA)

## **GUIDELINES FOR PREPARING TENDER DOCUMENTS**

### **PART 1- APPLICATION PROCEDURES**

#### **1. General**

1.1 Page 1 (The Heading of the Document), the Preface and its Appendices (if any) shall not be included in the Document to be issued to Applicants. The Document to be issued to Applicants shall start with the page titled “This Page, NAME, LOGO AND ADDRESS OF THE PROCURING ENTITY, NAME AND IDENTIFICATION OF TENDER”, including all the other material on the page completed appropriately.

1.2 If in the course of preparing a Registration Document or evaluating the applications following the criteria in the Standard Registration Document, a Procuring Entity finds a provision it does not understand or agree with, it shall contact PPRA for clarifications before it changes anything, otherwise it will be considered as violation of the procurement rules.

1.3 The Procuring Entity should confirm that the goods, works or services to be procured is in its Procurement Plan and budgeted for. It should also confirm the estimated cost of the contract, including the estimated time for executing the contract. The cost estimate helps the Procuring Entity determine the applicable procurement method to be used and the determination if the contract should be subject to Registration. Prior to finalizing the Registration Document, it is advisable for the Procuring Entity to recheck these estimates.

1.4 The estimates must be prepared by an expert in the field of the subject contract i.e. by Engineers, IT Specialists, Procurement Specialists, and/or other experts depending on the items to be procured. The Estimates should be based on current market prices or on data collected by the Procuring Entity based on past (but not historic) contracts.

1.5 The purpose of the estimates is to enable the Procuring Entity determine amounts of money to be inserted in the Tender Document for: -

a. The minimum amount of money required for the applicant to demonstrate that the applicant has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the contract execution cash flow requirements, net of the Tenderer's other commitments. Usually the assets should be about 2-3 months cash flow requirements based on the estimated completion time.

b. The minimum amount of money required as an average annual turnover for the applicant to demonstrate that the applicant is a prime contractor, supplier, manufacturer or service provider. Usually the minimum amount of money is about 2.50 times the estimated cost of the contract(s).

c. The amount of money required to determine specific experience of the applicant based on the minimum size of contract(s) substantially completed and that are similar to the proposed contract. Normally the minimum amount of money required is about 80% of the estimated cost of the contract.

1.6 During preparation of the Registration document, the Procuring Entity should specify

whether to allow the following:

- a. International Tender,
- b. Reservations

## **2.1 Section I - Instructions to Applicants (ITA)**

This Section provides relevant information to help applicants prepare their applications. Information is also provided on the submission, opening, and evaluation of applicants and on the eligibility and qualification of applicants. This should not be modified by the Procuring Entity or by an Applicant.

## **2.2 Section II - Registration Data Sheet (PDS)**

This Section includes provisions that are specific to each procurement that supplement Section I, Instructions to Applicants. The Section shall be completed appropriately by the Procuring Entity and not by an Applicant. In any case, the Procuring Entity shall not add any item in the PDS not included in the Standard Registration Document.

## **2.3 Section III- Qualification Criteria and Requirements**

2.3.1 This section contains the methods, criteria, and requirements that the Procuring Entity shall use to evaluate the Applications. The Form “Eligibility and Qualification Criteria” shall be prepared taking into account the guidelines provided in Section III regarding multiple contracts. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form. If the Registration is for Supply of Goods or for Non-Consulting Services, this Form shall be modified by the Procuring Entity to reflect requirements for qualification for Supply of Goods or for Non-Consulting Services, instead of for Works contracts. No other criterion shall be added by the Procuring Entity.

2.3.2 The Procuring Entity shall prepare one Form for each Lot or Contract in case of multiple contracts.

## **2.4 Section IV–Application Forms**

This Section includes all the forms to be prepared by the Procuring Entity, to be completed by the Applicant and submitted to the Procuring Entity as part of the application. Each form shall be headed appropriately to indicate if the application is for Works, Goods or Non-Consulting Services. These forms shall not be modified by the Applicant.

## **3. PART 2 – SCOPE WORKS, GOODS OR NON-CONSULTING SERVICES REQUIREMENTS**

### **3.1 Section V – Scope Works, Goods or Non-Consulting Services Requirements**

This Section contains the details, descriptions of and supplementary information on Works, Goods or Non- Consulting Services to be tendered for. The details are provided by the Procuring Entity in sufficient detail to enable an applicant understand clearly the scope of the follow-up tender and enable him/her apply to be registered.



## **SECTION I – INSTRUCTION TO APPLICANTS**

### **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

#### **A. General**

##### **1. Scope of Application**

1.1 The name of the Procuring Entity inviting for applications is defined in the PDS. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the PDS. If the scope of contract so defined is in multiple contracts, it will be specified in the PDS if Registration will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

##### **2. Source of Funds to be specified in the PDS, if deemed necessary.**

##### **3. Fraud and Corruption**

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, Registration process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

##### **4 Collusive practices**

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

##### **5 Eligible Applicants**

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Registration

process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for Registration both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for Registration either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2.

An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. Sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this Registration. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:

a are directly or indirectly involved in the preparation of the Registration Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the

Procuring Entity throughout the Registration, ITT process and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)

5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to Register, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:

a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or

b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Registration Documents

## **7 Sections of Registration Document**

7.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

### **PART 1 – Registration Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II – Registration Data Sheet (PDS)
- iii) Section III – Qualification Criteria and Requirements
- iv) Section IV- Application Forms

### **PART 2 – Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Registration Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Registration Document.

## **8 Clarification of Registration Documents, site visit(s) and Pre-Application Meeting**

8.1 An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Registration Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Entity shall also promptly publish its response at the webpage identified in the PDS. Should the Procuring Entity deem it necessary to amend the Registration Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the PDS if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the PDS if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit.

The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the PDS before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the Registration documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the PDS. Any modification to the Registration Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Amendment of Registration Document**

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the

Registration Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Registration Document and shall be communicated in writing to all Applicants who have obtained the Registration Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

## **10 Cost of Applications**

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

## **11 Language of Application**

11.1 The Application as well as all correspondence and documents relating to the Registration exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the

Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

## **12 Documents Comprising the Application**

12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

## **13 Application Submission Letter**

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

## **14 Documents Establishing the Eligibility of the Applicant**

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

## **15 Documents Establishing the Qualifications of the Applicant**

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a. For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b. Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set

aside,

15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

## **17 Sealing and Marking of Applications**

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a. Bear the name and address of the Applicant;
- b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c. Bear the specific identification of this Registration process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

## **18 Deadline for Submission of Applications**

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the PDS.



18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **19 Late Applications**

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the PDS. If late applications will be accepted, they must be received not later than the date specified in the TDS after the deadline for submission of applications.

## **20. Opening of Applications**

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the PDS.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

## **21 Confidentiality**

21.1 Information relating to the Applications, their evaluation and results of the Registration shall not be disclosed to Applicants or any other persons not officially concerned with the Registration process until the notification of Registration results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the Registration in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the Registration process may do so only in writing.

## **22 Clarification of Applications**

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of

the Application.

## **23 Responsiveness of Applications**

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Registration Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

## **24 Margin of Preference**

24.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this Registration.

## **25 Nominated Subcontractors**

25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity (ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Registration of Applicants

## **26 Evaluation of Applications**

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor’s qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

i) The Specialized Subcontractors shall meet the minimum qualification requirements

specified in Section III, and

ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualification of the Applicant for the purpose of the evaluation.

Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to Registration but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall register each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification

Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

## **27 Procuring Entity's Right to Accept or Reject Applications**

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the Registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

## **28 Registration of Applicants**

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **29 Invitation to Tender**

29.1 Promptly after the notification of the results of the Registration, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

29.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

29.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

### **30 Changes in Qualifications of Applicants**

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to Register the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

### **31 Procurement Related Complaints and Administrative Review**

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 A request for administrative review shall be made in the form provided.

## **SECTION IV - REGISTRATION DATA SHEET (PDS)**

<b>Reference to</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
<b>A. General</b>	
ITA 1.1	The Managing Director THE JOMO KENYATTA FOUNDATION (JKF) Dennis pritt road-Caledonia, Milimani area Tel; +254-723286993, Email; info@jkf.co.ke P. O. Box 30533-00100, NAIROBI.  <b>REGISTRATION OF SUPPLIERS TENDER NO. JKf/REG/2024 – 2026</b>
ITA 2	The Source of funds shall be - N/A
ITA 5.2	Maximum number of members in the JV shall be: THREE

<b>B. Contents of the Prequalification Document</b>	
ITA 8.1	For clarification purposes, the Procuring Entity's address is:
ITA 8.2	A pre-application meeting will NOT BE HELD A pre-arranged Site visit will NOT BE HELD
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page - N/A
ITT 9.2	Addendum issued shall be published at the website PPIP PORTAL and JKF Website;
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>AS PER CRITERIA DOCUMENTS REQUIRED</b>
ITA 15.2(b)	The source for determining exchange rates is KENYA SHILLINGS (CBK)
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>ONLY ORIGINAL - 1</b>
<b>D. Submission of Applications</b>	
ITA 17.1	The deadline for Application submission is: Date: 25TH JUNE 2026 Time: 4.30PM For Application submission purposes only, the Procuring Entity: The Managing Director THE JOMO KENYATTA FOUNDATION (JKF) Attention: The Manager, Supply Chain and Logistics Address: <b>BOX 30533-00100 NAIROBI: KENYA</b>
<b>Reference to ITC Clause</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
<b>A. General</b>	
	Telephone: Email address: Applicants
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity will/will not accept late applications.
ITA 20.1	The opening of the Applications shall be at:
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference [insert either “shall” or “shall not”] - 15% AGPO apply.
ITA 25.1	At this time the Procuring Entity [insert “intends” or “does not intend”] to execute certain specific parts of the Works by sub-contractors selected in advance. [If the above states “intends” list the specific parts of the works and the respective sub-contractors]
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: .....  For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: For the attention: [insert full name of person receiving complaints] Title/position: [insert title/position] Procuring Entity: [insert name of Procuring Entity] Email address: [insert email address] In summary, at this stage, a Procurement-related Complaint may challenge any of the following:

**FORMS**

**2. FORM PQ-1 REGISTRATION DATA**

**a) Registration of Suppliers Application Form**

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

Of

.....  
..... (Item Description)

.....  
..... (Category No.)

Post Office Address

..... Town

..... Street

..... Name of building

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

..... Telephone Nos.  
..... Full

Name of applicant  
.....

**b) Organization & Business Information**

Management Personnel

..... President (Chief  
Executive) ..... Secretary

.....  
General Manager

..... Treasurer

Other  
.....

2. Partnership (if applicable)

Names 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 your competitors .....
- .....
- .....
- .....
10. Indicate terms of trade/sale.....

**3. PQ-2 (a) SUPERVISORY PERSONNEL**

Name .....

Age .....

. Academic Qualification .....

.....

Professional Qualification .....

.....

.....

Length of service with Contractor or Supplier position held .....

.....

..... (Attach copies of certificates of key personnel in the organization)

**PQ-2 (b) KEY PERSONNEL (applicable ONLY to suppliers applying for consultancy services)**

**Consultant's Experience**

Assignment Name	Approx. Value of the Contract (in current Kshs.)
Country: Location within country	Duration of assignment(months)
Name of Client	Total No. of staff-months of the assignment
Address:	Approx value of the service provided by your firm under the contract (in current Kshs)
Start date(month/year) Completion	No. of professional staff-months provided by associated consultants

Name of associated consultant if any	Name a senior professional staff of your firm involved and functions performed (indicate most significant profile such as project Director/Coordinator, team leader)
Narrative description of projects	
Description of actual service provided by your staff within the assignment	
Relevant documents attached	

## Consultants Qualification

*(Using this format below, provide information on at least five different key/technical staff employed/associated with the firm applying for this prequalification.)*

### CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

**1. Position of the Staff member in the company** *(only one candidate shall be nominated for each position):*

**2. Name of Staff** *(Insert full name):* \_\_\_\_\_

**3. Date of birth :** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**4. Education** *(Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment):*

\_\_\_\_\_  
 \_\_\_\_\_

**5. Membership of Professional Associations:** \_\_\_\_\_

**6. Other Training** *(Indicate any other relevant training other than those mentioned under 5 above):* \_\_\_\_\_

**7. Countries of Work Experience** *(List countries where staff have worked in the last ten years):*

\_\_\_\_\_

**8. Languages** *(For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing):*

\_\_\_\_\_

**9. Employment Record** *(Starting with present position, list in reverse order every employment held by staff member):*

NB: Attach copies of relevant certificates and testimonials

### 10. Certification:

**I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.**

\_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signature of staff member or authorized representative of the staff)*

*Full name of authorized representative:* \_\_\_\_\_

### 4. PQ-3 FINANCIAL POSITION AND TERMS OF TRADE



1. Attach a copy of firms two Audited accounts giving summary of assets and current liabilities/or any other financial support.

2. Attached letters of reference form the bankers regarding supplier's credit position

**5. PQ-4**

**REPUBLIC OF KENYA  
CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

You are requested to give the particulars indicated in part 1 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.....

Attach copy of certificate of incorporation or Registration Certificate.

Location of business premises..... Plot

No.....Street/Road..... Postal

Address..... Tel. No..... Nature of

Business.....

\*Current Trade License No..... Expiring date.....

\*PIN No.....

\*VAT Certificate No.....

\*Attach copies

Maximum value of business which you can handle at any one time:Kf.....

Name of the your Bankers.....Branch.....

Part 2(a) - Sole Proprietor:

Your name in

full.....Age..... PIN

No.....

Nationality.....Country of origin.....

\*Citizenship

details.....

Part 2 (b) - partnership:

Give details of partners as follows:

Name PIN No. Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

Attach copy of PIN certificate Part 2 © - Registered Company:

Private or public.....

State the nominal and issued capital of the company Nominal Kf.....

Issued Kf..... Give details of all directors as follows:

Name PIN NO. Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

Attach copy(ies) of PIN certificate

Date.....Signature of Tenderer.....

If Kenya Citizen, indicate under "Citizen Details" whether by Birth, Naturalization or Registration.

**6. FORM PQ-5 PAST EXPERIENCE**

**NAMES OF APPLICANTS CLIENTS IN THE LAST TWO YEARS  
NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS**

- 1.**
  - i) Name of 1<sup>st</sup>. 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) .....

- 2.**
  - i) Name of 1<sup>st</sup>. 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) .....

- 3.**
  - i) Name of 1<sup>st</sup>. 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) .....

- 4.**
  - i) Name of 1<sup>st</sup>. 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) .....

Evidence of being a manufacturer or distributor or wholesaler or agent of goods intended to supply and for services evidence of registration with National Construction Authority or any other regulatory organizations related to the service to be provided or membership to professional bodies of individual categories e.g. NEMA or Ministry of Tourism for Restaurants/Hotels etc.

**7. FORM PQ-6  
LITIGATION HISTORY**

Name of Contractor/ supplier  
Contractor/ supplier should provide information on any Litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Date	Complainant	Status of case	Verdict

**8. FORM PQ-7 - SWORN STATEMENT**

Having studied the pre-qualification/registered information for the above 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Jomo Kenyatta Foundation.
- c) When the call for Quotations is issued the legal technical or financial Conditions or the contractual capacity of the firm changes we shall notify the The Jomo Kenyatta Foundation and acknowledge your right to review the pre- qualification made.
- d) We enclose all the required documents and information required for the Registration evaluation.
- e) We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

**Date**.....

**Applicant's Name** .....

**Represented by** .....

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