



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN
DEVELOPMENT & PUBLIC WORKS
STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

**TENDER:SDHUD/002/2019-2020
REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
THE PERIOD 2019- 2022**

CLOSING DATE 17TH OCTOBER 2019 AT 12 NOON

Please indicate the item applied for as follows:

NAME OF THE SUPPLIER:.....

ITEM REF. No.....

ITEM DESCRIPTION.....

GROUP (OPEN / YWPD)

TABLE OF CONTENTS

PAGE NUMBER

<u>TENDER NOTICE</u>	3
<u>1. REGISTRATION INSTRUCTIONS</u>	5
<u>2. BRIEF CONTRACT REGULATIONS/GUIDELINES</u>	8
<u>3. REGISTRATION DATA INSTRUCTIONS</u>	11
<u>4. REGISTRATION EVALUATION CRITERIA</u>	12
<u>PART I: REGISTRATION DOCUMENTATION</u>	14
<u>PART II: SUPPLIER DETAILS</u>	15
<u>PART III : COMPANY DETAILS</u>	15
<u>PART VII: PERFORMANCE STANDARDS & FACILITIES</u>	19
<u>PART VIII: MANPOWER</u>	20
<u>PART IX: GENERAL INFORMATION</u>	21
<u>PART X: BUSINESS PROBITY AND LITIGATION HISTORY</u>	23
<u>PART XI: SWORN STATEMENT</u>	24

The Ministry of Transport, Housing and Urban Development through the State Department for Housing and Urban Development wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2019- 2022. Suppliers that are currently registered by the State Department are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

CATEGORY A: SUPPLY OF GOODS- Framework contracting

NO.	ITEM DESCRIPTION	TARGET GROUP
MTHUD/HUD/A1	Supply of General Office Supplies	YWPD
MTHUD/HUD/A2	Supply of office Equipment	Open
MTHUD/HUD/A3	Supply of Office Furniture, Furnishings and Fittings	Open
MTHUD/HUD/A4	Supply, Printing and Embroidery of Promotional materials and Services	YWPD
MTHUD/HUD/A5	Design, Printing and Supply of Printed Paper Materials e.g. Calendars, Diaries, Annual Reports and other Printed Stationery/Materials	YWPD
MTHUD/HUD/A6	Supply of Printer Toners and Computer Accessories	YWPD
MTHUD/HUD/A7	Supply of Newspapers, Magazines and periodicals	YWPD
MTHUD/HUD/A8	Supply of Corporate Uniform and Protective Clothing/ Gear	YWPD
MTHUD/HUD/A9	Supply of Software's and Associated Licences (Windows, Microsoft Office, SPSS, Ant Virus, DMS, Adobe, Pastel Memory Soft etc)	YWPD
MTHUD/HUD/A10	Supply of Motor Vehicles Tyres, Batteries and Accessories	Open

CATEGORY B: SERVICES

NO.	ITEM DESCRIPTION	TARGET GROUP
MTHUD/HUD/B1	Provision of Maintenance of Office Equipment	YWPD
MTHUD/HUD/B2	Provision of Maintenance of Office Furniture, Furnishings and Fittings	YWPD
MTHUD/HUD/B3	Provision of Repair and Maintenance of CCTV AND TV Installation and Accessories	YWPD
MTHUD/HUD/B4	Provision of Photography and Video Coverage Services	YWPD
MTHUD/HUD/B5	Provision of Air Ticketing Services/ Air Travel Agency(IATA registered only)	YWPD
MTHUD/HUD/B6	Provision of Event Management Services (DJ, Bands, Comedy, Dancers, Musicians models and MC'S etc)	YWPD
MTHUD/HUD/B7	Provision of Media Monitoring, Analysis and Reporting Services	Open
MTHUD/HUD/B8	Translation and Editorial Services (English to Kiswahili and Vernacular Languages)	Open
MTHUD/HUD/B9	Provision of Auctioneering Services	Open
MTHUD/HUD/B10	Provision of Legal Services	Open
MTHUD/HUD/B11	Provision of Legal Audit Services	Open

MTHUD/HUD/B1 2	Provision of Asset Tagging, Verification and Reconciliation Services	YWPD
MTHUD/HUD/B1 3	Provision of Public Relations Agency/External Communication Services	open
MTHUD/HUD/B1 4	Production of Radio and Television Infomercials/Documentaries	Open
MTHUD/HUD/B1 5	Provision of Management Consultancy Services (HR, Recruitment, Selection and Training)	YWPD
MTHUD/HUD/B1 6	Provision of Hotel Accommodation and Conference Facilities	Open
MTHUD/HUD/B1 7	Provision of Repair and Maintenance of Electrical Accessories	YWPD
MTHUD/HUD/B1 8	Provision of Repair and Maintenance of Plumbing Systems	YWPD
MTHUD/HUD/B1 9	Provision of Repair and Maintenance of Air Conditioning Units	Open
MTHUD/HUD/B2 0	Provision of Occupational Health and Safety Services	Open
MTHUD/HUD/B2 1	Provision of Consultancy Services for Performance Contract Related Surveys	Open
MTHUD/HUD/B2 2	Provision of Design, Mounting of Trade Fairs (Shows), Exhibitions	YWPD
MTHUD/HUD/B2 3	Provision of Risk Management, Internal Audit, ICT Audit and Penetration Testing Services	Open
MTHUD/HUD/B2 4	Provision of Asset Valuation Services	Open
MTHUD/HUD/B2 5	Provision of Graphic Design /creative Services	YWPD
Prequalification of Firms		
MTHUD/HUD/B2 6	Prequalification of insurance providers – Brokers and underwriters	Open
MTHUD/HUD/B2 7	Prequalification of estate management services	Open

Interested eligible candidates may obtain further information from the State Department for Housing and Urban Development, Procurement and Supplies Services Department, Ardhi House 6th Floor during normal working Hours. The document is to be down loaded free of charge from the State Department of Housing and Urban Development, website www.housingandurban.go.ke

Completed Registration documents MUST be submitted in plain sealed envelopes clearly marked: -

TENDER NO.FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR 2019- 2022

CATEGORY ITEM NO.....

ITEM DESCRIPTION.....

GROUP (OPEN/ YWPD)

and addressed to:

PRINCIPAL SECRETARY
P.O BOX 30119-001000
NAIROBI

Deposited in the tender box located on 6th floor Ardhi House, Nairobi so as to be received on or before **17th October 2019 at 12noon** Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the boardroom 6th Floor Ardhi House, Nairobi. Late tenders will not be accepted.

CHAPETR ONE; GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) The State Department for Housing and Urban Development attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) The State Department for Housing and Urban Development reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Ref No. which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly book bound** or (spiral/velo), **filled** and **page numbered**. The State Department for Housing and Urban Development shall not be responsible for Loss of documents not bound (loose).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The State Department for Housing and Urban Development would like to invite interested candidates who must qualify by meeting the set criteria as provided by the The State Department for Housing and Urban Development to perform the contract of supply and delivery or provision of goods and services to The State Department for Housing and Urban Development

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services/works under relevant tenders/quotations to The State Department for Housing and Urban Development on **as and when** required during the stated period.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Principal Secretary State Department for Housing and Urban Development, so that they

may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

1.4 Experience

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

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

The completed Registration data and other requested information shall be Submitted to reach:

The Principal Secretary,

P.O. Box 30119-00100

NAIROBI, KENYA.

Tel: +254 – 202734886

Email: procurementhousingandurban@gmail.com

Not later than (closing date) **17th October 2019 at 12noon**

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the following address:

The Principal Secretary
Ministry of Transport, Infrastructure, Housing & Urban Development
State Department for Housing & Urban Development
P.O. Box 30119-00100

Nairobi – Kenya

1.9 Additional Information

The State Department for Housing and Urban Development reserves the right to request submission of additional information from prospective bidders.

- 1.10** Quotations will be made available only to those bidders whose qualifications are accepted by The State Department for Housing and Urban Development after scoring a minimum of **70%** after the completion of the registration process.

CHAPTER 2; BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law. The firms should also have Electronic Tax Register Machines.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Principal Secretary. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

CHAPTER 3: REGISTRATION DATA INSTRUCTIONS 3.1

3.1 Registration data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

3.1.1 The registered 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 indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by The State Department for Housing and Urban Development in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of The State Department for Housing and Urban Development they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, and 5 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Consultants shall be required to have indemnity cover with reputable insurance Company.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(c) The State Department for Housing and Urban Development reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

3.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part VIII.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Part II.

However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders.

Letter of reference from past customers should be included in part V.

3.4 Statement

Application must include a sworn statement on part VII by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, The State Department for Housing and Urban Development reserves the right to reject the tender from such a bidder even though they have been initially registered.

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

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

3.6 Invitation to Tender.

The successful firms that will be registered with the State Department will be issued with tender/RFP/Quotation documents and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the

tender/quotation form/email failing which the firm may be deleted from the State Department panel of suppliers.

All invitation to tender documents will be sent by email. All suppliers **MUST have a valid email address** and any change must be communicated to the State Department

CHAPTER 4: . REGISTRATION DATA INSTRUCTIONS

PART I: EVALUATION CRITERIA

A: OPEN CATEGORY: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	Valid Single Business Permit from a County Government	Mandatory
5	Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements	Mandatory
6	A Copy of CR 12 for companies	Mandatory
7	Audited Accounts for the last two years for companies or Certified bank statements for 6 months	Mandatory
8	Letters of recommendation from four (4) clients.	Mandatory
9	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, EPRA, CA, LSK, ISPAK, PCB etc.	Mandatory

TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	25
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	25
6	Litigation History	VII	5
	Total		100

The minimum score to qualify for Registration shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

B. DISADVANTAGED GROUP: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory

3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	A Copy of CR 12 for companies	Mandatory
5	Certified copy of the latest bank statement	Mandatory
6	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, ERC, CA, LSK, ISPAK, Pest Control Board etc.	Mandatory
7	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory

TECHNICAL EVALUATION.

	Requirements	PART No.	Score (%)
1. 1	Registration Documentation	I	35
2. 2	Supplier Registration Data	II	5
3. 4	Manpower/Key personnel	V	20
4. 6	Litigation History	VII	10
	Total		100

The minimum score to qualify for Registration shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

REGISTRATION DOCUMENTATION (Details)

Firms must provide copies of the following applicable to Open & YWPD: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual
5. Copy of valid Single Business Permit from County Government
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, EPRA, CCK, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
7. Current letters of recommendation from previous organizations served (provide at least four).
8. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.

- 9. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- 10. CVs for Senior Staff for Consultancy Services
- 11. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

PART II:

1. SUPPLIER REGISTRATION DATA

A. Business Name

.....
 Pin No.....
 VAT Reg. No

(Attach copy registration certificate)

B. Address

P.O. Box.....Postal Code.....
 City/Town.....
 Telephone Nos

Mobile Nos.....
 Fax No.....
 Email Address:.....
 Website address (If any).....

C. Physical Address

Business Location.....
 Name of building

Plot No.
 Road/Street Name

Floor No.
 Room No.

2. COMPANY DETAILS

A Sole Proprietor

Your name in full.....
 Age..... Nationality.....

Country of origin.....

*Citizenship details.....

B Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

.....
.....
C Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

Name	Nationality	Citizenship Details
1.....
2.....
3.....
4.....

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

D. Registration with Registrar of Companies

1) Date of Registration..... Registration No.
(Attach copy/copies of registration certificate)

2) Registration with National Construction Authority (NCA) Date of
Registration.....
Registration No.
Present Category
(Attach copy/copies of current registration certificate)

3) Registration with any other bodies/authority relevant to your line of business
e.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc
Date of Registration
Registration No.

Present Category

(Attach a copy/copies of registration certificates)

4. Current Practising Certificates (*Attach copy*)

3. TRADE LICENCES

Single Business Permit held – County Government

- 1) Licence No.
- Expiry Date
- Licensed for.....

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Authorities etc

- 1) Licence No.
- Expiry Date
- 2) Licence No.
- Expiry Date
- 3) Licence No.
- Expiry Date.....

(Attach copy/copies of registration certificate)

4. NATURE OF BUSINESS

A. Please list the goods or services you provide specific to item Ref. No, Item Description applied for:

- 1)

B. For Contractors, state your area of specialisation specific to item Ref. No, Item Description applied for: -

- 1)
- 2)
- 3)

PART III: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

- 1) Authorised Shares Ksh
- 2) Issued Shares Ksh.....

B. Partnership & Sole Proprietorship:

Total Investment: Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the 6 months certified by the issuing bank as proof of ability to execute the items applied for.

C. Maximum value of business which you can handle at any time

.....

D. State terms of payment in preference order

- i)
- ii)
- iii)

PART IV: PERFORMANCE STANDARDS & FACILITIES

A. Space

- 1) Factory: Sq.ft. Owned or rented
- 2) Godown: Sq.ft. Owned or rented.....
- 3) Office Sq.ft. Owned or rented.....

B. Machinery

- 1) You own or lease
- 2) Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

- 3) State extent to which you would have to sub-contract work.....

.....
.....
.....

4) Are you certified by any Quality Assurance Body? If so, give the standard and name

.....
.....
.....
.....

(Attach copies of the accreditation)

PART V: MANPOWER

a) Name of Chief Executive Officer/Principal Officer

.....

b) How many staff does your organization have?.....

c) Indicate the number in each category:

(i) Technical (Permanent..... Temporary.....)

(ii) Semi Skilled (Permanent..... Temporary.....)

d) Please describe generally the experience and expertise your organisation possesses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by IRA

• Attach CV's of key professional/technical personnel in the following format.

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma..... High

School.....

Professional Qualification

(Attach Certificates if any) Length

of service with the firm

Position held



PART VI: PAST PERFORMANCE & EXPERIENCE

- a. Please provide at least four (4) major supplies/services/projects/assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

1. Name of 1st Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

2. Name of 2nd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

3. Name of 3rd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

4. Name of 4th Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

b. Trade References

Attach at **least four (4) current letters of recommendation** from reputable organisations that you have supplied goods, works/service for the last three years.

- i) Name and address of your Bankers
.....
.....
- ii) Have you ever had an order/contract issued and cancelled in whole or part by IRA?
Yes/No
If yes give reasons for cancellation
.....
.....
- iii) Have you ever been issued with a tender/quotation document by IRA and you failed respond/submit? Yes/No
If yes give reasons for not submitting:
.....
.....
- iv) Do you have any objection in the State Department obtaining a confidential financial report from your bankers?
.....
- v) Has your company ever been involved in litigation/arbitration with clients/consultants?
If yes, give details

.....
...
.....

PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential State Department supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in The country in which your Organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by the State Department and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings spouse or children	

PART VIII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the State Department.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with the State Department
2. That in case of being registered 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.
3. We enclose all the required documents and information required for the Registration evaluation.
4. We will not engage in corrupt practices with the State Department/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY

Date:	
Name:	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)