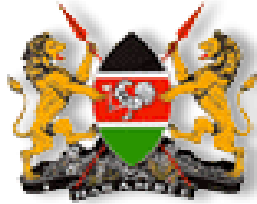


**REPUBLIC OF KENYA**



**KIAMBU COUNTY GOVERNMENT  
P.O. BOX 2344-00900  
KIAMBU-KENYA**

**THE STANDARD TENDER  
REGISTRATION DOCUMENT  
AND LIST OF REQUIREMENTS**

**TENDER NO. **KCG/PRQ/011/2017/2019****

**PRE-QUALIFICATION FOR PROVISION OF EVENT  
MANAGEMENT AND CATERING SERVICES**

**CLOSING DATE & TIME:**

**12th February 2018 at 11.00 AM.**

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INTRODUCTION

- 1.1 This standard procurement prequalification and registration document has been prepared for use by the public procuring entities in Kenya and is intended for use in prequalifying and registering enterprises wishing to tender for various services and works such as buildings, civil engineering works, large plant, heavy equipment and certain types of **services**, supply and installation contracts where the procuring entity determines it is necessary for procurement to be made through a prequalification and registration process. It may also be used by a procuring entity for the purpose of registration of enterprises.
- 1.2 The standard document includes a form for invitation for prequalification and registration, instructions to enterprises and a letter of application with attached forms for enterprises to complete.
- 1.3 For purposes of simplifying presentation, the document has been written for service and works construction contracts (commonly used). Care should therefore be taken when preparing prequalification and registration document for specific cases to ensure that the prequalification and registration criteria are clear and explicit, and that they refer to the needs and characteristics of the specific procurement. For this purpose where appropriate, “Works” should be substituted by “Equipment” or “Plant” as the case may be and “**Contractor**” should be replaced with “**Service provider**”, “Supplier” or “Manufacturer” as the case may be.
- 1.4 The following directions should be observed when using the standard procurement prequalification and registration document.
  - (a) The forms **will** require adaptation to suit the requirement of each proposed procurement
  - (b) specific details, such as the names of the procuring entity should be furnished in the spaces indicated in the text.
  - (c) Where alternative clauses or texts are shown, the user **should select** those that best suit the particular contract and should discard the alternative text that will not apply.
  - (d) The instructions to enterprises **should basically remain unchanged**. Any necessary amendments to any clause or additions should be made through Appendix to instructions to enterprises.
- 1.5 The notes in the text of the prequalification and registration documents are meant to assist the procuring entity in the preparation of the document. They are not part of the prequalification and registration document and should therefore be deleted as the document is prepared.
- 1.6 The cover of the tender document should be modified to include:
  - i. Tender number.
  - ii. Tender name.

- iii. Name of procuring entity.
- iv. Delete name and address of PPOA.

**SECTION I - INVITATION FOR PREQUALIFICATION AND REGISTRATION (IFPR)**

**Tender No. KCG/PRQ/011/2017/2019**

**Tender Name PREQUALIFICATION FOR PROVISION OF EVENT MANAGEMENT & CATERING SERVICES**

1. The County Government of Kiambu hereinafter referred as “Procuring entity” intended to prequalify enterprises for the following **PREQUALIFICATION FOR PROVISION OF EVENT MANAGEMENT & CATERING SERVICES**
2. Prequalification and registration is open to all eligible insurance service providers currently domicile in the republic of Kenya.
3. Eligible enterprises may obtain by down loading the prequalification and registration document from [www.kiambu.go.ke](http://www.kiambu.go.ke) or [supplier.treasury.go.ke](http://supplier.treasury.go.ke) for free.
4. The minimum requirements for qualification are to have successfully provided **documentary evidences** as shall be requested in the tender for registration and prequalification documents here in.
5. Applications for prequalification and registration **must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number** and deposited in the tender box located outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Police Station** or to be addressed to the

**County Secretary  
Kiambu County,  
P.O. Box 2344 00900  
Kiambu**

so as to be received on or before

**12th February 2018 on or before 11:00 am.**

6. All enterprises whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only enterprises prequalified under this prequalification and registration process will be invited to tender.

**DR. MARTIN NJOGU  
COUNTY SECRETARY**

Note

1. The IFPQ shall be advertised as per the procurement law and the regulations
2. The IFPQ provides information that enables enterprises to decide whether or not to participate
3. The IFPQ shall be incorporated into the prequalification and registration document and the information contained in the IFPQ shall conform to it.

## **SECTION II - INSTRUCTIONS TO ENTERPRISES**

### **Notes on Instructions to Enterprises**

1. The instructions to enterprises should provide the enterprises with adequate information to facilitate preparation and submission of a good prequalification and registration application.
2. All the blank spaces should be properly completed by the procuring entity before the prequalification and registration document is given to the enterprises.
3. The note accompanying the clauses in this part are not part of the text. They are meant to assist the procuring entity when preparing the prequalification and registration document. The notes should not be incorporated in the actual prequalification and registration documents.
4. Where in the text alternative clauses are shown, the procuring entity should select those suitable for the particular contract and discard the alternative text that will not apply. This should also be clarified in the appendix to instructions to enterprises.
5. The instructions to enterprises may be amended or supplemented by clauses in the appendix to instructions to enterprises.

## **SECTION II - INSTRUCTIONS TO ENTERPRISES**

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## SECTION II - INSTRUCTIONS TO ENTERPRISES

### 2.1 Scope of Tender

The County Government of Kiambu hereinafter referred to as the procuring entity intends to prequalify contractors for the following **KCG/PRQ/011/2017/2019) PREQUALIFICATION FOR PROVISION OF EVENT MANAGEMENT & CATERING SERVICES**

It is expected that prequalification and registration applications will be submitted to be received by the procuring entity not later than **12th February 2018** on or before **11:00 am** in the tender boxes located outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Divisional Headquarters Thika Police Station** or to be addressed to the

**County Secretary  
Kiambu County,  
P.O. Box 2344 00900  
Kiambu**

- 2.1.1 Prequalification and registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to enterprises.
- 2.1.2 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to enterprises. The contract will be a unit price/lump sum/turnkey contract as the need may be specified thereafter. The tender documents will be issued to all successful bidders after the registration exercise.

### 2.2 Submission of Application

Applications for prequalification and registration shall be submitted in **sealed envelopes marked with the tender name and reference number** and deposited in the tender box at outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Divisional Headquarters Thika Police Station** or to be addressed to the

**County Secretary  
Kiambu County,  
P.O. Box 2344 00900 Kiambu**

so as to be received on or before 12th February 2018 on or before 11:00 am.

The procuring entity **reserves the right to accept or reject late applications.**



- 2.2.1 The name and mailing address of the applicant **shall** not be marked on the outer envelopes.
- 2.2.2 All the information requested for pre qualification 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.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.4 A consultations and clarifications meeting will not be necessary and may not be held.
- 2.2.5 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or email at the entity's address indicated in the Invitation for tenders or by sending an email to [procure022@gmail.com](mailto:procure022@gmail.com) . The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective tenderers who have received the tender document.

### **2.3 Eligible Enterprises**

- 2.3.1 This invitation for pre-qualification is open to all enterprises who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to enterprises.
- 2.3.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification and registration criteria shall be prequalified.

### **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail depending with the candidates bid to garner **75%** of the **total score** allocated in section 2.4.3. The procuring entity reserves the **right to waive minor deviations** if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 General Experience. The applicant shall meet the following minimum criteria:

**QUALIFICATION FOR REGISTRATION MINIMUM MANDATORY ITEMS**

- a) Certified copy of the **incorporation certificate or certificate of business registration (5mks)**.
- b) **KRA pin** registration certificate **(5 mks)**.
- c) **Valid** tax compliance certificate **(5 mks)**.
- d) Proof of financial capability being **certified bank statements** for the immediate **TWO** years **(5 mks)**.
- e) Letter of **credit worthiness** from your banker **(5 mks)**.
- f) **Similar previous** experience for at least three years being letters of prequalification / award. **(5mks)**.
- g) **Valid** single business permit and or G.O.K. trade license **(5 mks)**.
- h) **Past or Expired** single business permits for and or G.O.K. trade license **(5 mks)**.
- i) List of **3** major clients with their letters of offer **(5mks)**.
- j) **Qualifications** of management staff with a minimum of **3 years** experience (show letters of appointment or contracts entered into) **(5 mks)**.
- k) Copy of Safety program, policies and work practices that also includes disclosure of past safety performance on similar jobs, training of workers on safe work and tools for monitoring safety performance.**(4mks)**
- l) Provide **two** copies of this prequalification document, an **original and a duplicate** copy of the original and shall be serialized on **ALL** pages **(5mks)**.
- m) Correctly filled and signed **Letter of Application** by the authorized person devoid of any errors **(10 mks)**.
- n) A current **CR12** form or the equivalent for business name registrations **(2 mks)**
- o) State your firm's **litigation** history **(4 mks)**.
- p) Firms bearing a certificate of Access to Government Procurement Opportunities **(AGPO)** shall be awarded **(5 mks)**
- q) Attach a detailed company profile **(10 mks)**
- r) Dully filled S.33 form (Business Questionnaire) **(10 mks)**

1. A bidder shall score **75%** of the **total score** to be prequalified in any future tenders for a duration not exceeding two years from the date of engagement or signing off.

2. Any tenders organized and contacted between the procuring entity and a contractor shall be binding for a similar duration.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.  
(i) The lead partner shall meet not less than 90% of all the qualifying criteria in paragraphs 2.4.3 above.

(ii) The other partners shall also meet individually not less than 80% of all the qualifying criteria given in para. 2.4.3 above.

(iii) The joint venture must satisfy collectively the criteria of 2.4.3 above for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification and registration requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7. Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8. Updating Pre-qualification Information**

- 2.8.1 Pre qualified enterprises shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **APPENDIX TO INSTRUCTIONS TO ENTERPRISES**

### **Notes on the appendix to instructions to Enterprises**

1. The appendix to enterprises to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to enterprises.
2. The appendix may amend any information in the instructions to enterprises.
3. The procuring entity should use the appendix to ensure that all relevant information to the enterprises relating to a particular pre qualification is included.

## **APPENDIX TO INSTRUCTIONS TO ENTERPRISES**

The following instructions for the pre qualification of enterprises shall supplement, complement or amend the provisions of the instructions to enterprises.

Where there is a conflict between the provisions of the instructions to enterprises and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the enterprises.

### Note

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Enterprises.

## **SECTION III - LETTER OF APPLICATION**

### **Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.



**SECTION III- LETTER OF APPLICATION**

Date .....

To .....  
 .....  
 .....  
 .....

*(name and address of the procuring entity)*

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_  
*(name of firm)* (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining  
 (a) the applicant’s legal status  
 (b) the principal place of business or domicile and  
 (c) the place of incorporation *(for applicants who are corporations)*, or the place of registration and the nationality of the owners *(for applicants who are partnerships or individually-owned firms)*.

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2



Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
  - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification and registration at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification and registration process, and reject all applications
  - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
  
6. Appended to this application, we give details of:
  - (a) The participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association.
  - (b) We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
  
7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  
8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## **SECTION IV - STANDARD FORMS**

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Form No.	Name	Page
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2.	General experience record	
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3.	Particular experience record	
3A	Details of contracts of similar nature and complexity	
4.	Summary sheet current contract commitments/works in progress	
5.	Personnel capabilities	
5A	Enterprise summary	
6.	Equipment capability	
7.	Financial capability	
8.	Litigation History	
9.	Request for Review	

## SECTION IV - STANDARD FORMS

### Notes on completion of Standard Forms

**Attention: Take note of the marks allocation criteria as outlines in 2.4.3. A score of 85% of the total score is required for registration.**

**(Shall be necessary alongside the mandatory requirements)**

- Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form (10)
- Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary where necessary  
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to enterprises. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two enterprises qualified to meet the specified

requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Enterprise Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to enterprises. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Form RB1 - Request for Review  
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

## APPLICATION FORM(1) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---

Annual turnover data		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2A)**

**JOINT VENTURE SUMMARY**

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, i.e. billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			



**APPLICATION FORM (3) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings)**

**PARTICULAR EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---

## APPLICATION FORM (3A) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

### DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture
---

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of service or contract	
5.	Contract role (check one) * Sole contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Duration or date of termination	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

**APPLICATION FORM (4) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings)**

**SUMMARY SHEET: CURRENT CONTRACT  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
---

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

**APPLICATION FORM (5) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings)**

**PERSONNEL CAPABILITIES**

Name of Applicant
-------------------

1.	Title of position Name of prime enterprise Name of alternate enterprise
2.	Title of position Name of prime enterprise Name of alternate enterprise
3.	Title of position Name of prime enterprise Name of alternate enterprise
4.	Title of position Name of prime enterprise Name of alternate enterprise

**APPLICATION FORM (5A) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings)**

**ENTERPRISE SUMMARY**

Name of Applicant
-------------------

Position	Enterprise * Prime                      * Alternate
Enterprise information	1. Name of enterprise
	2. Date of incorporation / registration
	3. Professional qualifications of lead member
Present engagements	4. Name of employer
	5. Address of employer
Telephone	Contact
Fax	E mail
Contract title	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

**APPLICATION FORM (7) MANDATORY**

**(To be clearly filled by all interested bidders devoid of mistakes and over writings and the banks to certify)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
---

Banker	Name of banker		
	Address of banker		
	Telephone	Contact name and title	
	Fax	E mail	

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				



5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED  
Board Secretary**