



## **TENDER NO. ICPAK/06/2019**

### **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR 2019/2020 & 2020/2021.**

#### **TABLE OF CONTENTS**

TENDER NOTICE .....	5
1. REGISTRATION INSTRUCTIONS .....	7
2. BRIEF CONTRACT REGULATIONS/GUIDELINES .....	8
3. REGISTRATION DATA INSTRUCTIONS .....	9
4. REGISTRATION EVALUATION CRITERIA .....	12
PART I: REGISTRATION DOCUMENTATION .....	14
PART II: SUPPLIER DETAILS .....	15
PART III: COMPANY DETAILS .....	15
PART VII: PERFORMANCE STANDARDS & FACILITIES .....	19
PART VIII: MANPOWER .....	20
PART IX: GENERAL INFORMATION .....	21
PART X: BUSINESS PROBITY AND LITIGATION HISTORY .....	23
PART XI: SWORN STATEMENT .....	24

#### **REGISTRATION OF SUPPLIERS.**

The Institute of Certified Public Accountants of Kenya (ICPAK) is the statutory body established under the Accountants' Act No.15 of 2008 with the mandate to develop and regulate the Accountancy Profession in Kenya. ICPAK is a member of the International Federation of Accountants (IFAC), the global umbrella body for the accountancy profession and Pan Africa Federation of Accountants (PAFA).

The Institute 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 2019/2020 and 2020/2021 financial year. Suppliers that are currently registered by the Institute are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

<b>CATEGORY A - SUPPLY OF GOODS &amp; SERVICES</b>		<b>TARGET GROUP</b>
<b>NO.</b>	<b>ITEM DESCRIPTION</b>	
ICPAK/01/2019	Supply of General Office Supplies	YWPD
ICPAK/02/2019	Supply of Office Equipment	Open
ICPAK/03/2019	Supply Office Furniture, Furnishings and Fittings	Open
ICPAK/04/2019	Supply, Printing and Embroidery of Promotional Materials	Open
ICPAK/05/2019	Design, Printing and Supply of Printed Paper Materials E.g. Calendars, Diaries, Annual Reports, Desktop calendars and other Printed Stationery/Materials.	Open
ICPAK/06/2019	Supply and Maintenance of Fresh Office Flowers and Indoor Potted Plants.	Open
ICPAK/07/2019	Supply of Printer Toners and Computer Accessories.	Open
ICPAK/08/2019	Supply of Newspapers, Magazines and Periodicals.	YWPD
ICPAK/09/2019	Provision of OSHA Audit Services.	Open
ICPAK/10/2019	Provision of Fumigation Services.	Open
ICPAK/11/2019	Supply of Softwares and Associated licenses (Windows, Microsoft Office, Antivirus, DMS, Memory Soft, etc.)	Open
ICPAK/12/2019	Provision of Courier Services - light and bulky items	Open
ICPAK/13/2019	Provision of Training and Education content Development services for Continuous Professional Development	
ICPAK/14/2019	Provision of Maintenance Services for Computers, Printers, UPS, Anti-virus/IT security solutions, AN/WAN etc.	Open
ICPAK/15/2019	Provision of Maintenance of Office Furniture, Furnishings and Fittings	Open
ICPAK/16/2019	Provision of Repair and Maintenance of CCTV Cameras	Open

ICPAK/17/2019	Provision of Cleaning Services	Open
ICPAK/18/2019	Provision of Signage and Outdoor Branding Services	
ICPAK/19/2019	Provision of Photography and Video Coverage Services	Open
ICPAK/20/2019	Provision of Air Ticketing Services/Air Travel Agency ( <b>IATA registered only</b> )	YWPD
ICPAK/21/2019	Provision of Event Management Services (Dome tent, DJ, Bands, Comedy, Dancers, Musicians, Models and MC's etc.)	Open
ICPAK/22/2019	Provision of Media Monitoring, Analysis and Reporting Services	Open
ICPAK/23/2019	Translation (English to Kiswahili and Vernacular Languages)	Open
ICPAK/24/2019	Provision of Auctioneering Services	Open
ICPAK/25/2019	Provision of Legal Services	Open
ICPAK/26/2019	Provision of Legal Audit Services	Open
ICPAK/27/2019	Provision of Governance Audit Services	Open
ICPAK/28/2019	Provision of Board Training Services	Open
ICPAK/29/2019	Provision of Staff Medical Insurance Cover Services (inpatient & outpatient)	Open
ICPAK/30/2019	Provision of Staffs Surveys e.g. Work environment Survey, Ergonomics Surveyors etc.	Open
ICPAK/31/2019	Supply of Generator Diesel	Open
ICPAK/32/2019	Provision of Asset Tagging, Verification and Reconciliation Services	YWPD
ICPAK/33/2019	Production of Radio and Television Infomercials/Documentaries	Open
ICPAK/34/2019	Provision of Management Consultancy Services (HR, Recruitment, Selection and Training)	Open
ICPAK/35/2019	Provision of Hotel Accommodation and Conference Facilities - <b>All towns in Kenya</b>	Open
ICPAK/36/2019	Provision of Repair and Maintenance of Electrical Accessories	Open
ICPAK/37/2019	Supply of General Hardware items e.g. Plumping Systems	Open

ICPAK/38/2019	Provision of Servicing and Maintenance of Air conditioners and Mechanical Ventilation	Open
ICPAK/39/2019	Provision of Occupational Health and Safety Services	Open
ICPAK/40/2019	Provision of Security Services	Open
ICPAK/41/2019	Provision of Risk Management, External Audit, ICT Audit	Open
ICPAK/42/2019	Supply and Delivery of Mineral Water Dispensers and Bulk Water (Minimum 10000lts)	Open
ICPAK/43/2019	Provision of Asset Valuation Services	Open
ICPAK/44/2019	Supply of Telephone and Telecommunication Equipment i.e Headsets, PABX and Accessories	Open
ICPAK/45/2019	Provision of Graphic Design / Creative Services	YWPD
ICPAK/46/2019	Provision of Servicing and Maintenance of Building Management Unit ( <b>Cradle</b> ) services	Open
ICPAK/47/2019	Provision of Lift/Elevators Inspection Services	Open
ICPAK/48/2019	Provision of Printer Leasing Services	Open
ICPAK/49/2019	Provision of Garbage Collection and Disposal Services	YWPD
ICPAK/50/2019	Provision of Public Relations Services	Open
ICPAK/51/2019	Provision of Website Maintenance Services	Open
ICPAK/52/2019	Provision of Editorial Services	Open
	<b>CATEGORY C- SMALL WORKS CONTRACTS</b>	
ICPAK/53/2019	Office Partitioning, Repair and Maintenance of Building Works, Renovation and Related Services.	Open

Interested bidders may view and download the above registration documents from ICPAK website free of charge.

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

**“ICPAK/06/2019- REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2019/2020 & 2020/2021”.**

**CATEGORY ..... ITEM NO.....**

**ITEM DESCRIPTION.....**

**GROUP (OPEN/ YWPD) .....**

and addressed to:

**Chief Executive Officer,  
ICPAK,  
P.O Box 59963-00200, NAIROBI.**

The completed tender documents should be deposited in the Tender Box situated on the **9<sup>th</sup> floor CPA Centre Building Thika Road** to be received on or before, **Tuesday 24<sup>th</sup> September 2019 at 10.00am.**

The submitted registration documents shall be opened immediately thereafter in the boardroom in the presence of bidders or their representatives who may wish to attend.

The Management of the Institute reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof.

**Late submissions will be rejected.**

***The special groups*** are Youth (Up to 35 years), Women and Persons with Disabilities who have registered with the National Treasury (**Directorate of Procurement**)

**Open means:** All eligible bidders can apply for these categories

## 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) ICPAK 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) ICPAK 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**. ICPAK shall not be responsible for Loss of documents not bound (loose).

## **1. REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

ICPAK would like to invite interested candidates who must qualify by meeting the set criteria as provided by the institute to perform the contract of supply and delivery or provision of goods and services to ICPAK.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services/ works under relevant tenders/quotations to ICPAK **as and when** required during the stated period.

### **1.3 Invitation of Registration**

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**

A copy of the completed Registration data and other requested information shall be submitted to reach:

**Chief Executive Officer  
ICPAK  
P.O Box 59963 00200 NAIROBI  
Email: [procurement@icpak.com](mailto:procurement@icpak.com)**

Not later than **24<sup>th</sup> September, 2019 at 10:00 a.m.**

### **1.8 Questions Arising from Documents**

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

Ag. Senior Manager, Procurement Services  
ICPAK  
P.O. Box 59963 – 00200, **NAIROBI.**  
Email: [procurement@icpak.com](mailto:procurement@icpak.com)

### **1.9 Additional Information**

ICPAK reserves the right to request submission of additional information from prospective bidders.

**1.10** Tenders will be awarded only to those bidders whose qualifications are accepted by ICPAK after scoring a minimum of **70%** after the completion of the registration process.

## **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 Chief Executive Officer .

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.

## **3. REGISTRATION DATA INSTRUCTIONS**

### **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 institute 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 ICPAK 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 3 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.

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

(b) ICPAK 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, ICPAK 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 ICPAK 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 ICPAK 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 Authority.

#### 4. REGISTRATION EVALUATION CRITERIA

##### A: OPEN CATEGORY: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	<b>Requirements</b>	<b>Score</b>
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
6	A Copy of CR 12 for companies	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, LSK, ICPAK, KISM etc.	Mandatory

##### TECHNICAL EVALUATION

	<b>Requirements (submit evidence)</b>	<b>PART No.</b>	<b>Score (%)</b>
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
	<b>Total</b>		<b>100</b>

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)**

	<b>Requirements</b>	<b>Score</b>
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, LSK, ICPAK, KISM, 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.**

	<b>Requirements (submit evidence)</b>	<b>PART No.</b>	<b>Score (%)</b>
1	Registration Documentation	I	35
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	10
6	Litigation History	VII	10
	<b>Total</b>		<b>100</b>

The minimum score to qualify for Registration shall be **50%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

## **PART I: REGISTRATION DOCUMENTATION**

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, ICPAK, PCB,KISM 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

**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	Shares
------	-------------	---------------------	--------

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, ICPAK, 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 3 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)

***Note: ICPAK prefers payment to be made after 30 days after delivery of goods/services.***

---

**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 ICPAK
- 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 1<sup>st</sup> 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 2<sup>nd</sup> Client**

- i) Name of Client .....
- ii) Address of Client .....
- iii) 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 organizations 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 ICPAK? Yes/No .....  
 If yes give reasons for cancellation  
 .....  
 .....
- iii) Have you ever been issued with a tender/quotation document by ICPAK and



you failed respond/submit? Yes/No ..... If yes give reasons for not submitting:

.....  
 .....

iv) Do you have any objection in ICPAK 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 ICPAK 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 ICPAK 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 ICPAK.

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 ICPAK.
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 institute/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

<b>FORM COMPLETED BY</b>	
Date:	
Name:	
Signature:	
Stamp or seal	

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