



**NATIONAL BIOSAFETY AUTHORITY
PO BOX 28251-00100
NAIROBI**

**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE SUPPLY/PROVISION OF
GOODS, WORKS & SERVICES FOR 2021-2023**

FIRM'S NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

FEBRUARY 2021

Table of Contents

	Page
1. INVITATION TO PREQUALIFICTION	3
2. INSTRUCTIONS TO CANDIDATES.....	8
3. APPENDIX TO INSTRUCTIONS TO CANDIDATES..	14
4. FORM PQ-1 REGISTRATION DOCUMENTATION..	14
5. FORM PQ-2-REGISTRATION DATA.....	17
6. FORM PQ-3-SUPERVISORY PERSONNEL.....	20
7. FORM PQ-4-FINANCIAL POSITION.....	21
8. FORM PQ-5-CONFIDENTIAL QUESTIONNAIRE.....	22
9. FORM PQ-6-PAST EXPERIENCE.....	23
10. FORM PQ-7-LITIGATION HISTORY	24
11. FORM PQ-8-SWORN STATEMENT.....	25

SECTION 1: INVITATION TO REGISTRATION

NBA/001/2021-2023- REGISTRATION OF SUPPLIERS/CONTRACTORS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2021/2023

National Biosafety Authority is in the process of registering Suppliers/Contractors for the Supply/Provision of various Goods, Works and Services for the financial year 2021-2023

Interested and eligible Suppliers/Contractors specializing in the various categories of Supply/Provision of goods, works and services mentioned below are invited to apply for registration.

1. SUPPLY OF GOODS		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
NBA/PRE/001/2021-2023	Supply of General Office Stationery, Computer/Printer Consumables	AGPO
NBA/PRE/002/2021-2023	Supply and Delivery of computer consumables and its related Accessories.	AGPO
NBA/PRE/003/2021-2023	Supply and Delivery of computers, printers, UPS, fax machines, photocopiers, and other related office Equipment	OPEN
NBA/PRE/004/2021-2023	Design and supply of branded Promotional materials: T-shirts, Shirts, Caps, Banners, carrier bags, Caps, DVDs, USBs etc.	AGPO
NBA/PRE/005/2021-2023	Supply of Cleaning Materials, Detergents, Disinfectants and Tissue Paper	AGPO
NBA/PRE/006/2021-2023	Supply of Office Furniture and equipment	OPEN
NBA/PRE/007/2021-2023	Supply of Motor Vehicle Spare Parts, Tyres, Tubes/Abride Tyres and Batteries	OPEN
NBA/PRE/008/2021-2023	Supply and Fittings of Office Curtains, Sheers, Blinds and Wall Papers	AGPO
NBA/PRE/009/2021-2023	Supply of Hardware, Electrical, Fittings, Air Conditioning, and related Items	OPEN
NBA/PRE/010/2021-2023	Supply of Staff Uniforms, Footwear and Protective Clothing	AGPO
NBA/PRE/011/2021-2023	Supply of Newspaper, Magazines and Periodicals	AGPO
NBA/PRE/012/2021-2023	Supply of Electronic and Telecommunication Equipment (Camera, TVs, Telephone Heads, Mobile Phones etc.)	OPEN
NBA/PRE/013/2021-2023	Supply of Mobile Phone Airtime/Prepaid telephone cards	AGPO
NBA/PRE/014/2021-2023	Supply of Fuel, Oils and Lubricants	OPEN

2. PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	
NBA/PRE/015/2021-2023	Provision of conference and hotel accommodation	OPEN
NBA/PRE/016/2021-2023	Provision of Air Travel and Ticketing Services-Both Local and International Travel (IATA Registered Firms Only)	OPEN
NBA/PRE/017/2021-2023	Provision of Outside Catering Services	OPEN
NBA/PRE/018/2021-2023	Supply and Provision of Design, Artwork, Color Separation and Printing Promotional Communication and Advertising Materials (Such as T-shirts, Caps, Banners etc)	AGPO
NBA/PRE/019/2021-2023	Provision of General Printing Services	AGPO
NBA/PRE/020/2021-2023	Provision of Services on Verification, Valuation and Tagging of Assets	OPEN
NBA/PRE/021/2021-2023	Repair and Maintenance of ICT Equipment, Servers, Desktops Computers, Laptops, Notebooks, Local Area Network, Printers, UPS etc.	OPEN
NBA/PRE/022/2021-2023	Provision of Cleaning Services for Floors, Windows, Curtains, Carpets, Sofa sets and other related Upholstery	AGPO
NBA/PRE/023/2021-2023	Repair, Maintenance and Servicing of Motor Vehicles (CM & TE Registered Firms Only)	OPEN
NBA/PRE/024/2021-2023	Provision of Website, Bulk SMS, Database Development, Internet Connectivity (ISP), Cloud Services	AGPO
NBA/PRE/025/2021-2023	Collection and Disposal of Garbage Services and (Lab licensed by NEMA)	OPEN
NBA/PRE/026/2021-2023	Provision of Pest Control and Fumigation Services	AGPO
NBA/PRE/027/2021-2023	Repairs and Maintenance of Computers, Printers, Computer Network and Devices, Servers, UPS, Fax Machines, Photocopiers, Projectors, Telecommunication Equipment, PABX and another related ICT equipment and computer related licenses	OPEN
NBA/PRE/028/2021-2023	Installation and Repair and Maintenance of CCTV and Access Control Equipment	OPEN
NBA/PRE/029/2021-2023	Provision of Tracking Service of Motor Vehicles	OPEN
NBA/PRE/030/2021-2023	Provision of Security Guard Service	OPEN
NBA/PRE/031/2021-2023	Provision of Transport Services i.e. Taxis and	OPEN

	Hire of Motor Vehicles	
NBA/PRE/032/2021-2023	Provision of Office Refurbishment and Furnishings e.g. Curtains, Sheers, Blinds, Wall Papers and Carpets Services	AGPO
NBA/PRE/033/2021-2023	Provision of PR and Communication Agency	OPEN
NBA/PRE/034/2021-2023	Provision of Creative Design, Printing, Content Development, Publication and Editorial Services	OPEN
NBA/PRE/035/2021-2023	Provision of Repair and Maintenance Services of Office Furniture & Fittings	OPEN
NBA/PRE/036/2021-2023	Provision of Bottled Water 18.9 litres (mineral water), Disposal Cups and Leasing of Dispensers and Fresh milk	OPEN
NBA/PRE/037/2021-2023	Supply of Fuel and Lubricants (Electronic Fuel Card Services)	OPEN
NBA/PRE/038/2021-2023	Provision of Mail and Courier Services	AGPO
NBA/PRE/039/2021-2023	Provision of Support and Maintenance of Navision ERP	OPEN
NBA/PRE/040/2021-2023	Provision of Team Building Services	OPEN
3. PROVISION OF CONSULTANCY SERVICES		
CATEGORY NO	ITEM DESCRIPTION	
NBA/PRE/041/2021-2023	Provision of Event Organization, Exhibitions and Experiential/Road-show services, EXPOS	AGPO
NBA/PRE/042/2021-2023	Provision of Public Relations, Consultancy in Provision of Policy Formulation, Human Resource, Surveys and Services Promotion Services, ICT Consultancy (ERP Systems, MIS, Document Management System) and other related Consultancy Services	OPEN
NBA/PRE/043/2021-2023	Provision of Training on Public Procurement	OPEN
NBA/PRE/044/2021-2023	Provision of Insurance Brokerage Services	OPEN
NBA/PRE/045/2021-2023	Provision of Website Maintenance, Updating and Hosting Consultancy Services	OPEN
NBA/PRE/046/2021-2023	Provision of Branding Consultancy Services e.g. Brand Strategy Development and Perception Management	OPEN
NBA/PRE/047/2021-2023	Provision of Legal Services	OPEN
NBA/PRE/048/2021-2023	Provision of Consultancy Services on Human Resource Services (e.g. Human Resource Policies, Capacity Building, Training and	OPEN

	Management, Strategy Development, Staff Recruitment, Change Management, Health and Safety etc)	
NBA/PRE/049/2021-2023	Provision of Consultancy and Training Services on Enterprise Risk Management	OPEN
NBA/PRE/050/2021-2023	Provision of Research Consultancy Services (e.g. Customer Satisfaction, and National Perception Survey, Employees Satisfaction, Work Environment Survey Services, Customer Satisfaction and Corruption Perception Survey)	OPEN
NBA/PRE/051/2021-2023	Provision of training services on use, maintenance and servicing of lab equipment and related procedures	OPEN
NBA/PRE/052/2021-2023	Provision of Entertainment Service (Performance Artists, Acrobats, Bands, Musicians etc.)	OPEN
4. PROVISION OF MINOR WORKS		
CATEGORY NO	ITEM DESCRIPTION	
NBA/PRE/053/2021-2023	Minor Construction Works, Partitioning, Repairs, Panting and Demolition of Building, Offices and Structures	OPEN
NBA/PRE/054/2021-2023	Provision of Minor Repairs and Maintenance of Building (Plumbing, electrical, masonry and carpentry)	OPEN
NBA/PRE/055/2021-2023	Provision of Repair and Maintenance Services for Backup Diesel Generators	OPEN
NBA/PRE/056/2021-2023	Provision of Repair and Maintenance Services for Air Conditioning Equipment	OPEN
5. SUPPLY OF CHEMICAL REAGENTS		
NBA/PRE/057/2021-2023	Supply of all lab related Chemicals and reagents	OPEN
6. SUPPLY REPAIR, MAINTANCE, SERVICING AND CALIBRATION OF LAB EQUIPMENT/		
NBA/PRE/058/2021-2023	Provision for Supply of all related repair and servicing of lab equipment	OPEN
7. SUPPLY OF CASHWASH SERVICES		
NBA/PRE/059/2021-2023	Provision for car wash services	OPEN

The registration tender documents, containing submission information, detailed terms and conditions of qualification can be downloaded from the NBA website www.biosafetykenya.go.ke **Please note that registration does not require Bid bond.**

The disadvantaged groups are Women, Youth and Persons Living with Disabilities (AGPO).

It is mandatory for bidders to serialize their tender documents and any loosely bound tender documents shall be rejected.

The registration closing date is **Tuesday, February 23rd, 2021 at 12.00 noon**. Tenders received after the deadline will be rejected. Existing or Current Suppliers will be required to apply.

Duly completed original registration documents in plain sealed envelopes MUST indicate the registration **Category No.** and **Tender No.** and clearly marked **“Registration of Suppliers-2021/2023”** and should be deposited in the “Tender Box” on , NBA HEADQUARTERS, located at National Commission for Science, Technology and Innovation building 2nd floor Nairobi, or be addressed to:

**The Chief Executive Officer
National National Biosafety Authority
Nacosti Building (2nd floor), Upper Kabete off Waiyaki way
P.O Box 28251-00100 Nairobi**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 The National Biosafety Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by The National Biosafety Authority to perform the contract of provision of goods, services and Works to the Authority.

2.2 Format and Signing of Applications

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

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

2.3 Submission of Applications

- 2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Tuesday, February ,23rd 2021 at 12.00noon**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.
- 2.3.2 The Candidate shall seal the original of the registration document in envelopes duly marking the envelopes "ORIGINAL".

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub- Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to

enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

- 2.3.3 If the outer envelope is not sealed and marked as instructed above, the National Biosafety Authority will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate’s identity the National Biosafety Authority will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.
- 2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

2.4 Eligible Candidates

- 2.4.1 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 CEO, The National Biosafety Authority so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for pre- qualification - Form PQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Authority, as the National Biosafety Authority shall reasonably request.

2.5 Qualification Criteria

- 2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, to be completed by prospective suppliers who wish to be registered for submission of tender for the specific category.

Declaration will be either pass or fail regarding the applicant’s general and experience, capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section III and submitted with the letter of application. 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.

- 2.5.2 The registration forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.5.3 Experience

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

2.5.4 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

2.5.5 Financial Condition

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements up to six months or below and letters of reference from the bank) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form PQ -5.

2.5.7 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form PQ-6.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution – Form PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-8.

2.6 Cost of Application

The registration document shall be availed to the applicant free of charge by downloading from NBA website. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the National Biosafety Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

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

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

2.8 Amendment of Registration Documents

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

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

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

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the National Biosafety Authority at the address specified in Subclause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.

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

2.10 Opening of Registration Documents

2.10.1 The National Biosafety Authority will open the applications in the absence of applicants' designated representatives due to Covid,19(representatives shall be required to fill their detail at the reception).

2.10.2 The National Biosafety Authority may prepare minutes of the opening of the registration documents.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any

effort by an applicant to influence the Authority 's processing of applications or approval decisions may result in the rejection of the applications

2.12 Clarification of Applications and Contacting of the Authority

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the National Biosafety Authority may, at its discretion, ask any applicant for clarification of his/her application.
- 2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the National Biosafety Authority on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Authority, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence the National Biosafety Authority in the registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

- 2.13.1 Prior to the detailed evaluation of applications, the National Biosafety Authority will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3 ; (b) is substantially responsive to the requirements of the registration documents; and (c) provides any clarification and/or substantiation that the National Biosafety Authority may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the registration documents, the Authority 's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- 2.13.3 If an application is not substantially responsive, it will be rejected by the National Biosafety Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 The Authority , prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

- 2.14.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the National Biosafety Authority within thirty (30) days from the date of opening of registration documents.
- 2.14.2 At the same time the National Biosafety Authority notifies qualified Applicants that their applications are responsive, the National Biosafety Authority shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

- 2.15.1 The National Biosafety Authority will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13
- 2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 Authority's Right to accept any Application and to reject any or all Applications

- 2.16.1 The National Biosafety Authority reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

- 2.17.1 Prior to expiration of the period of registration validity prescribed by the Authority, the National Biosafety Authority will notify successful applicants by publishing the list on its website

2.18 Acceptance of the Approval

- 2.18.1 The successful candidates may be required to acknowledge in writing the acceptance of their registration to the Authority .

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

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

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- (ii) Properly bound and good presented documents. Loosed documents will not be accepted.
- (iii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

A: PRELIMINARY EVALUATION

FORM PQ 1 - REGISTRATION REQUIREMENTS

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Access to Government Procurement opportunities Certificate	Mandatory-For applicable Category
3.	Copy of current Trade License	Mandatory
4.	Valid Tax Compliance Certificate/ Exemption certificate.	Mandatory
5.	Pin Certificate	Mandatory
6.	Audited Accounts for last (3) three years-2018 - 2020.	Mandatory(open category)
7.	Letters of recommendation from four major clients (Attach reference letters)	Mandatory(open category)
8.	Company profile to include management team, board of Directors and organogram	Mandatory
9.	Copies of registration certificate with relevant regulatory bodies where applicable e.g. IRA, LSK, CMTE, ICPAK, IIA, Institute of Risk Management and IATA	Mandatory-For applicable category
10.	Valid Practicing Certificate for all professionals and professional firm where applicable and be a current member in good standing	Mandatory _ For applicable category

11.	Current National Construction Authority Certificate and practicing license for construction category	Mandatory (for applicable category)
12.	Dully filled, signed, and stamped registration data FORM PQ2, PQ 3, PQ5, PQ6, PQ7 and PQ8	Mandatory
13.	Bidders shall serialize all pages for each bid submitted	Mandatory

Note: Failure to provide any mandatory document will lead to automatic disqualification.

TECHNICAL EVALUATION

No.	Requirements	Parameters	Weighted	Score (%)
1.	Supervisory Personnel	<ul style="list-style-type: none"> i. Provide Organization profile. ii. Indicate key staff, provide their CV indicating their professional qualification, experience, and functions (attach certificates) 	<ul style="list-style-type: none"> I. Organization. profile 10 II. Over 4 key staff with certificates provided 15 III. 3 staff and below with certificates provided 10 	25
2.	Financial capability	<ul style="list-style-type: none"> i. Provide latest audited financial statements for the last 3 years and bank statement for AGPO group ii. Letter of reference from the Bank regarding your credit position. iii. Provide evidence that if awarded the contract, the bidders will be able to supply and deliver 	<ul style="list-style-type: none"> I. 3 years 15 2 years 10 1 year 5 II. Reference letter from the bank. 10 III. Evidence of capability to supply if awarded contract. 25 	50
3.	Supply Capacity	Provide proof of previous experience, Attach evidence (Copies of previous contracts, letters of recommendation among others). The letters should show the maximum volume of business handled in the last two years	<ul style="list-style-type: none"> I. 2 million and above 25 II. 1.5 to 2 Million 20 III. 1.5 Million and below 15 	25
	TOTAL			100
	PASS MARK			70

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM PQ-2 - REGISTRATION OF SUPPLIERS APPLICATION FORM

PART I. REGISTRATION DATA

1. Business Name

.....
.....

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

(Attach Copy Registration Certificate)

2. Category Applied

For.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....

State names of five major clients, references and contact persons
(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)

.....

.....
List ongoing contracts/projects (goods & services) and values of contract/orders.....

.....

.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

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

5 a) Have you previously dealt with The National Biosafety Authority ? If yes, state nature of business.

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

b) State whether you have, at any one time, been blacklisted by the The National Biosafety Authority . If yes, give reasons:

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

6. Financial Strength

Provide copies of the company’s audited accounts for the last three (2) years.

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....
- ii. Street/Road.....
- iii. City/Town.....

b)Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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

c) State whether your company is a:

- a) Manufacturer.....
- b) Authorized agent (Attach principal/manufacture's authorization letter).....
- c) Stockist.....
- d) Other (Please specify).....

9. Specify the amount of business you can handle at any one time

.....
.....

10. Give any other information that you feel is relevant for purpose of Registration supplier:

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

ADDITIONAL INFORMATION

1. Bank details:

Bank Name	Account Number	Bank Branch

PQ-3 SUPERVISORY PERSONNEL

Name
Age
Academic Qualification
Under graduate.....
Post graduate.....
Diploma.....
Certificate
High School.....
Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier /position held

.....

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

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts for the last 3 years
- (2) Certified Bank Statements for the last six months
- (3) Attach letters of reference from the bankers regarding supplier's credit position.
- (4) State Credit period (minimum proposed is 30 days)

PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this form Part I- General:

Business Name Location of business premises..... Plot No.
 Street/Road..... Postal Address.....Tel No..... Nature of business..... Current Trade License No.....
 Expiring date.....
 Maximum value of business which you can handle at any one time: Kshs.....
 Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....																							
Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares								
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Part 2 (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:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																				
1.																				
2.																				
3.																				
4.																				
Date		Signature of Candidate.....																					

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

FORM PQ-6 - PAST EXPERIENCE NAME OF AT LEAST THREE CLIENTS

- 1. Name of 1st Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)(Attach documental evidence of existence of contract)

- 2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)(Attach documental evidence of existence of contract)

- 3. Name of 3rd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)(Attach documental evidence of existence of contract)

- 4. Others clients

FORM PQ-7 -LITIGATION HISTORY Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

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

FORM PQ-8 -SWORN STATEMENT

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

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

Date.....

Applicant’s Name / Company’s Name

Represented by
.....

Signature& Stamp.....

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