



KENYA FERRY SERVICES LIMITED

BI- ANNUAL REGISTRATION OF SUPPLIERS FOR THE PERIOD 2017-2019

APPLICATION DOCUMENT- CATEGORY (B)

TENDER NO.

TENDER NAME/CATEGORY.....

.....

KENYA FERRY SERVICES LTD
P.O. Box 96242-80110
MOMBASA
KENYA, EAST AFRICA
TEL.: + 254 0723664000/ 0728722100
E-mail: procurement@kenyaferry.co.ke
Website: www.kenyferry.co.ke

Table of Contents

Page

INTRODUCTION		
SECTION I - Invitation for registration		3
SECTION II - Instructions to Candidates.....		4
Appendix to Instructions to Candidates.....		5
SECTION III - Letter of application.....		13
SECTION IV - Standard Forms.....		17
General information	- (Form1)	
General experience Record	- (Form 2)	
Joint Venture Summary	- (Form 2A)	
Particular experience Record	- (Form 3)	
Details of Contract of similar nature and complexity	- (Form 3A)	
Summary sheet – Current		
Contract Commitments/Works in progress	- (Form 4)	
Personnel capabilities	- (Form 5)	
Candidate Summary	- (Form 5A)	
Equipment capabilities	- (Form 6)	
Financial Capability	- (Form 7)	
Litigation History	- (Form 8)	
Request for Review	- (Form RB 1)	

SECTION I - INVITATION FOR REGISTRATION (IFR)

Tender No. -----

Tender Name-----

1. The (*Kenya Ferry services ltd*) hereinafter referred as “Procuring entity” intended to register candidates for the following (*particulars of the procurement*).
2. Registration is open to all firms eligible as per the Kenyan procurement law.
3. Eligible candidates may obtain and inspect the registration document from the Procurement Manager’s office at the Kenya Ferry Services Ltd Headquarters. A complete set of registration documents may be downloaded free of charge from the Kenya Ferry Services website: www.kenyaferry.co.ke.
4. A minimum requirement for qualification is as per the appendix to IFR herein.
5. Applications for registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at located at the reception of the Company Headquarters on Gaza Road – Peleleza Likoni Mainland South before **1000 Hours on Wednesady 5th July, 2017**. Registration documents will be opened immediately thereafter and bidders’ or their representatives are invited to attend at Kenya Ferry Services Resource Centre.
6. All candidates 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 candidates registered under this registration process will be invited to tender.

**PROCUREMENT & SUPPLIES MANAGER
FOR: MANAGING DIRECTOR**

SECTION II - INSTRUCTIONS TO CANDIDATES

Table of Contents

Page

2.1	Scope of tender	6
2.2	Submission of Applications.....	7
2.3	Eligible candidates	7
2.4	Qualification criteria	8
2.5	Joint venture	9
2.6	Pubic sector companies	10
2.7	Conflict of interest	10
2.8	Updating registration information	10
2.9	Preferences	
2.10	General	

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The (*Kenya Ferry Services Ltd*) hereinafter referred to as the procuring entity intends to register suppliers for the following



1.	KFS/REG/05/07/2017 (B1)	Provision of mechanical workshop services
2.	KFS/REG/05/07/2017 (B2)	Provision of electrical workshop services
3.	KFS/REG/05/07/2017 (B3)	Provision of diving and underwater services
4.	KFS/REG/05/07/2017 (B4)	Provision of Dry docking facilities and services
5.	KFS/REG/05/07/2017 (B5)	Supply of motor vehicle parts (tyres, batteries, etc)
6.	KFS/REG/05/07/2017 (B6)	Supply and maintenance of firefighting equipment and spares.
7.	KFS/REG/05/07/2017 (B7)	Supply of marine paints
8.	KFS/REG/05/07/2017 (B8)	Supply of mooring and anchorage spares, mechanical workshop tools and accessories
9.	KFS/REG/05/07/2017 (B9)	Supply of marine spares
10.	KFS/REG/05/07/2017 (B10)	Provision of legal services
11.	KFS/REG/05/07/2017 (B11)	Provision of building and construction services (mechanical, electrical and general contractors).
12.	KFS/REG/05/07/2017 (B12)	Provision of architectural services
13.	KFS/REG/05/07/2017 (B13)	Provision of quantity survey services and land valuers.
14.	KFS/REG/05/07/2017 (B14)	Provision of conference facilities and hotel accommodation services.
15.	KFS/REG/05/07/2017 (B15)	Provision of Health & Safety and Environmental audits
16.	KFS/REG/05/07/2017 (B16)	Provision of Air travel ticketing & related services

2.1.2 It is expected that registration applications will be submitted to be received by the procuring entity not later than **Wednesday 5th July, 2017**.

2.1.3 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.4 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period (where applicable), facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The tender documents will be (*see appendix to IFR*).

2.2 Submission of Application

2.2.1 Applications for registration shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box as per the advertisement/invitation to tender

2.2.2 The name and mailing address of the applicant may be marked on the envelope.

- 2.2.3 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.
- 2.2.4 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.
- 2.2.5 A consultations and clarifications meeting will be held at which applicants may request clarifications of the registration document. Attendance of this meeting will be voluntary.

2.3 Eligible Candidates

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

2.4 Qualification Criteria

- 2.4.1 Registration 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 regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV 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.
- 2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub suppliers, such sub suppliers and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 General Experience. The applicant shall meet the minimum criteria specified in the IFR

(a) Average annual turnover as main supplier over the last **3 years**.

(b) Successful experience as prime supplier in execution of at least three projects (within the last **3 years**).

2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel.

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow for a period of the contract, net of the applicant's commitments for other contracts.

2.4.7 The audited Accounts for the last **3 years** shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

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 (70%) of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above

(ii) The other partners shall meet individually not less than (50%) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above.

- (iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.
- (b) The formation of a joint venture after registration and any change in a registered 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 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 liabilities with respect to the contract.

2.5.2 The registration of a joint venture does not necessarily register 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 register if it meets all the 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 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 disqualification of the applicant.

2.8. Updating Registration Information

2.8.1 Registered candidates shall be required to update the financial information used for registration 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 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.

CLAUSE	
2.1	Clause 2.1.5 is hereby inserted to read "The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary"
2.3	Clause 2.3.4 is hereby inserted to read A complete set of tender documents may be downloaded free of charge from the Kenya Ferry Services website: www.kenyaferry.co.ke .
2.4	The criteria for evaluation shall in addition to the provisions of the document consider as indicated below. Applicant must attain a minimum of 65% to be registered

	CRITERIA	SCORE
1	<p>a) Organization structure/company profile including;</p> <ul style="list-style-type: none"> ❖ Certificate of Incorporation/registration ❖ Valid Tax compliance certificate ❖ Registration with relevant professional body where applicable e.g. NCA,IATA e.t.c (attach evidence) ❖ PIN & VAT certificates <p>b) Form of tender/letter of submission duly signed and stamped/sealed</p> <p>c) Document presented in the required format</p> <p>d) Have physical presence and registered office in Kenya. Provide details of physical address (For categories B1-B16, bidder must have a well-equipped workshop with all the relevant equipment</p> <p>e) Duly filled, signed and stamped self-declaration forms (Section 62 of the PPAD Act 2015).</p>	Mandatory requirements
2.	<p>General and specific Experience.</p> <p>(a) Average annual turnover as main supplier over the last 3years (for bidder to attain maximum score the turn over must exceed 2 ½ times the estimated cash flow in the proposed contract (annual spend.) Any bidder with a score below 1.5 times shall score 0 in this criterion.</p> <p>(b) Proof of sufficient experience in the relevant field.(No. of years in business- at least 5 for maximum score)</p>	35

	(c) Provide list of corporate clients with details of contracts, contact persons and copies of references/ contract documents, L.P.O's etc. At least 3 corporate clients, Successful experience as prime supplier in execution of at least three similar assignments	
3	Technical capability – This includes equipment, personnel incase of services and engineering works and proof of being a stockiest for goods.	25
4	Financial position. Proof of financial stability and capability including credit period.(The procuring entity's credit payment period is 30 - 45 days)	15
5	Litigation history the applicant should provide accurate information on any litigation or arbitration	5
	Total	80

All information provided by the applicant may be subjected to confirmation by the procuring entity. Provision of false information shall lead to disqualification.

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 Kenya Ferry services ltd

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 registration information provided, the undersigned hereby apply to be registered 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 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 registered applicants will be subject to verification of all information submitted for 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 registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the 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.
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. 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.
 2. 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 liabilities of all partners in the event the contract is awarded to us.

3. 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)

SECTION IV - STANDARD FORMS

Table of Contents

Form No.	Name	Page
----------	------	------

1. General information
2. General experience record
- 2 A Joint Venture summary
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 Candidate summary
6. Equipment capability
7. Financial capability
8. Litigation History
9. Request for Review

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

Application Form 1 - General information

This form is to be completed by all applicants. Where the applicant proposes to use sub-suppliers the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form

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

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 candidates. 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 -
progress

Summary sheet. Contract commitments/work in

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 candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Candidate 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 6 - Equipment Capability
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- 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 candidates. 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)

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)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)		
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 construction turnover, in terms of work 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)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A)

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 works and special features relevant to the contract for which the Applicant wishes to register	
5.	Contract role (check one) * Sole contract * Management 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.	Date of completion	
9.	Contract/subcontract duration (years and months) <div style="display: flex; justify-content: space-around; width: 100%;"> - years - months </div>	
10	Specified requirements	

APPLICATION FORM (4)

**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)

PERSONNEL CAPABILITIES

Name of Applicant

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

APPLICATION FORM (5A)

CANDIDATE SUMMARY

Name of Applicant

Position	Candidate
----------	-----------

		* Prime	* Alternate
Candidate information	1. Name of candidate	2. Date of birth	
	3. Professional qualifications		
Present employment	4. Name of employer		
	5. Address of employer		
	Telephone	Contact (manager/personnel officer)	
	Fax	E mail	
	Job title of candidate	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 (6)

EQUIPMENT CAPABILITIES

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	

	6. Details of current commitments
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name _____
	9. Address of owner
	Telephone _____ Contact name and title _____
	Fax _____ Email _____
Agreements	Details or rental/lease/manufacture agreements specific to the project

APPLICATION FORM (7)

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
	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.	

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that you have been registered in the following category

- 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 of20.....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 order/orders that: -

- 1.
- 2.etc

SIGNED (Applicant)

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

FOR OFFICIAL USE ONLY

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

**SIGNED
Board Secretary**

TENDER-SECURING DECLARATION FORM

(r.22) [The Bidder shall complete this Form in accordance with the instructions indicated]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of bidding process]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

1. 1 We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - (a) our receipt of a copy of your notification of the name of the successful Bidder; or
 - (b) thirty days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor e.t.c)

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of, [insert date of signing]

Seal or stamp

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P. O. Box being a resident of
..... in the Republic of ----- do hereby make a statement as
follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in respect of
Tender No. for(insert tender title/description) for
.....(insert name of the Procuring entity) and duly authorized and competent to
make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder's Official Stamp