



KENYA FERRY SERVICES LIMITED

REGISTRATION OF SUPPLIERS

APPLICATION DOCUMENT

**COMPANYSUPPLIER
NAME.**

**TENDER NAME/CATEGORY.....
.....**

DATE.....

(Applicants interested in more than one category shall submit a separate application each category of supplies applying for)

**KENYA FERRY SERVICES LTD
P.O. Box 96242-80110
MOMBASA
KENYA, EAST AFRICA
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FAX: + 254 020 2118346
E-mail: info@kenyaferry.co.ke
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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 (*categories of supplies as per invitation/ advertisement*).
2. Registration is open to all firms eligible as per the Kenyan procurement law.
3. Eligible candidates may obtain the Registration document from the company website or by sending an email to procurement@kenyaferry.co.ke
4. A minimum requirement for qualification is as per the appendix to IFR herein.
5. Application to be included in the list can be undertaken at any time and at no cost. However, to enable the company undertake the bi-annual evaluation, applicants in the General category must submit their applications on or before 30th July 2020 at 1700 hours. All submissions shall be made online through the company portal procurement.kenyaferry.co.ke:5052 for details on submission of application, visit the Kenya Ferry services Ltd website on www.kenyaferry.co.ke. Clarifications can also be sent via email to procurement@kenyaferry.co.ke

**PROCUREMENT MANAGER
FOR: MANAGING DIRECTOR**

SECTION II- INSTRUCTIONS TO CANDIDATES

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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

3 No.	DESCRIPTION
1.	Paints and general hardware items.
2.	Electrical items, workshop tools and equipment.
3.	Design and printing of promotional items and printed stationery
4.	Building and construction works
5.	Stationery, computer consumables and office items
6.	Repair and Maintenance of safety equipment (Life rafts, buoys, fenders e.t.c)
7.	Uniforms and personal protective clothing / items.
8.	Market research, surveys, consultancy and training services
9.	Catering services and supply of soft drinks.
10.	Mooring and anchorage spares, mechanical workshop tools and accessories
11.	Sports and recreation items
12.	Transport services
13.	Sanitary and cleaning materials and services
14.	Security items (signage, warning lights, speed breakers and security equipment).
15.	Gardening and landscaping services.
16.	Fumigation and pest control services
17.	Conference facilities and accommodation services
18.	Air conditioners, mechanical ventilation equipment and Chiller systems (maintenance)
19.	Computers and other ICT equipment
20.	Medical protective supplies and equipment
21.	Mechanical workshop services
22.	Electrical workshop services and works
23.	Diving and underwater services
24.	Communication equipment, telephones, marine band radios and navigation equipment.
25.	Motor vehicle parts (tyres, batteries)
26.	Firefighting equipment, spares and accessories.
27.	Marine paints
28.	Environmental assessments and other specialized surveys
29.	Marine Anchor and Ramp winch spares

30.	Marine Caterpillar engine spares
31.	Marine Volvo engine spares
32.	Marine Perkins engine spares
33.	Marine Schottel Propulsion spares
34.	Legal services
35.	Dry docking and hull maintenance works
36.	Architectural services
37.	Quantity Survey services
38.	Servicing of outboard engines
39.	Maintenance of hydraulic lifting systems

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

3.1.2 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 All submissions shall be made online through the company portal procurement.kenyaferry.co.ke:5052 For details on submission of application, visit the Kenya Ferry services Ltd website on www.kenyaferry.co.ke. Clarifications can also be sent via email to procurement@kenyaferry.co.ke

2.2.2 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.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.2.4 A consultations and clarifications meeting will be held at which applicants may request clarifications of the Registration document.

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 prequalified.

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 3years 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 (not less than (70 %)) of all the qualifying criteria in paragraph'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 prequalified joint venture will be subject to the written approval of the procuring entity prior to the

- deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements
- (ii) The new partners to a joint venture are not qualified, individually or as 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 pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may 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 dis-qualification 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”
2.25	This clause is deleted
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 prequalified

	CRITERIA	SCORE
1	<p>a) Organization structure/company profile including;</p> <ul style="list-style-type: none"> ❖ Certificate of Incorporation/registration ❖ Tax compliance certificate ❖ Registration with relevant professional body where applicable (attach evidence) <p>b) submit Audited accounts for the last three years</p> <p>c) Declaration in writing that the supplier has not been debarred from participating in public procurement and that they shall not be involved in corrupt practices</p>	Mandatory requirements
2.	<p>General and specific Experience.</p> <p>(a) Proof of sufficient experience in the relevant field. (No. of years in business- at least 5 for maximum score)</p> <p>(b) 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</p>	35
3	<p>Technical capability – This includes equipment, personnel in case of services and engineering works and proof of being a stockiest for goods.</p>	25
4	<p>Financial position. Proof of financial stability and capability including credit period. (The procuring entity's credit payment period is 30 - 45 days)</p>	15
5	<p>Litigation history the applicant should provide accurate information on any litigation or arbitration</p>	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 pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

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

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

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

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

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for Registration at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the 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

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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 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all

contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Application Form 5

- Personnel Capabilities

This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two 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 any time 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) - years - months	
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 title	Contact name and title	
	Fax	E mail	

Financial information in Kshs.	Actual : Projected: previous five years			
	1.	2.	3.	next
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 prequalified 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*) ofdated the...day of20.....in the matter of Tender No.....of20...

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 of20.....

SIGNED
Board Secretary