



ENGINEERS BOARD OF KENYA

Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya

TENDER NO: EBK/OP/001/2026-2027

**FOR REGISTRATION OF SUPPLIERS, CONTRACTORS & CONSULTANTS FOR SUPPLY
AND DELIVERY OF GOODS AND PROVISION OF SERVICES AND WORKS FOR A
PERIOD OF TWO FINANCIAL YEARS 2026/2027 – 2027/2028**

ISSUE DATE: 24TH SEPTEMBER, 2026

CLOSING DATE: 8TH OCTOBER, 2026 AT 11.00AM

TENDER SUBMISSION Engineers Board of Kenya

**PLACE AND ADDRESS: Fortis Suites, 9th floor, Upper Hill Hospital Road
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SEPTEMBER, 2026

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ENGINEERS BOARD OF KENYA

— Enhancing Professionalism —

CONTRACT NAME: REGISTRATION OF SUPPLIERS, CONTRACTORS & CONSULTANTS FOR SUPPLY AND DELIVERY OF GOODS AND PROVISION OF SERVICES AND WORKS FOR A PERIOD OF TWO FINANCIAL YEARS 2026/2027 – 2027/2028

CONTRACT NO: EBK/OP/001/2026-2027

1. The Engineers Board of Kenya intends to Register Suppliers, Contractors and Consultants for the following categories of Supply of Goods, provision of Services and Works for a period of Two (2 No.) Financial Years i.e FY 2026-2027 to F/Y 2027-2028, as listed Below.
2. It is expected that the invitation for registration will be made in the financial period starting November, 2026 and Ending October, 2028.
3. Tendering will be conducted through National procedures using a standardized tender document and will be open to all applicants who register.
4. Qualified and interested applicants may obtain further information and inspect the Registration. Document during office hours 0900 to 1500 hours at the address given below. Registration Documents may be viewed and/or downloaded from the website: www.ebk.go.ke and www.tenders.go.ke
5. Complete set of Registration Document in English may be obtained electronically free of charge.

Registration Reference No	DESCRIPTION	STATUS
SUPPLY AND DELIVERY OF GOODS		
EBK/PRE/1/2026-2028	Supply & Delivery of General Office Stationery	AGPO Group
EBK/PRE/2/2026-2028	Supply Of Design, Artwork and Printing Services for Calendars, Diaries, Brochures and Promotional Materials/branded items	AGPO Group
EBK/PRE/3/2026-2028	Supply of Staff Uniforms, Protective Clothing, Footwear and Curtains	AGPO Group

EBK/PRE/4/2026-2028	Supply And Delivery of Computer Hardware, Laptops, Ipad/Tablets, Shredders, Scanners Etc and Related Accessories	Open to all bidders
EBK/PRE/5/2026-2028	Supply, Delivery and Installation of Virtualization Software, Licensing and Support	Open to all bidders
EBK/PRE/6/2026-2028	Supply, Delivery and Installation of IP-PABX, IP Telephone systems, Telephone Heads and Other Telecommunication Equipment and Accessories	Open to all bidders
EBK/PRE/7/2026-2028	Supply and Delivery of Office Furniture, Furnishings and Fittings	AGPO Group
EBK/PRE/8/2026-2028	Supply And Delivery of Motor Vehicle Tyres, Tubes and Batteries	Open to all bidders
EBK/PRE/9/2026-2028	Supply And Delivery of Computer and Photocopier Consumables	Open to all bidders
EBK/PRE/10/2026-2028	Supply Of Airtime and Calling Cards	AGPO Group
EBK/PRE/11/2026-2028	Supply of Newspapers, Magazines and Periodicals and Library Books	AGPO Group
EBK/PRE/12/2026-2028	Supply and Delivery of Kitchen Utensils	AGPO Group
EBK/PRE/13/2026-2028	Supply of Assorted Hardware Materials	AGPO Group
EBK/PRE/14/2026-2028	Supply Of Food Stuffs, Milk and Dry Foods	AGPO Group
EBK/PRE/15/2026-2028	Supply, Delivery and Installation of Data Recovery Software, Licensing and Support	Open to all bidders
EBK/PRE/16/2026-2028	Supply Of Fresh Flowers and Related Services	AGPO Group
EBK/PRE/17/2026-2028	Supply And Delivery, Installation and Support of Microsoft Products, Antivirus, Firewalls and Other Utility Software	Open to all bidders
EBK/PRE/18/2026-2028	Supply and Delivery of PPES (Facemasks, Sanitizers and Gloves)	AGPO Group
EBK/PRE/19/2026-2028	Supply of Drinking Water	AGPO Group
EBK/PRE/20/2026-2028	Supply, Delivery and Installation of Software and Hardware	Open to all bidders
Registration Reference No	DESCRIPTION	STATUS
PROVISION OF Non-Consulting SERVICES		
EBK/PRE/21/2026-2028	Provision of Security Services	Open to all bidders
EBK/PRE/22/2026-2028	Provision of Courier Services/ Mail Services	Open to all bidders

EBK/PRE/23/2026-2028	Provision of Cleaning, Sanitary, Fumigation Services, Delivery of Sanitary, Detergents and Cleaning Materials	Open to all bidders
EBK/PRE/24/2026-2028	Provision of Internet Connectivity Services	Open to all bidders
EBK/PRE/25/2026-2028	Provision Of Repair and Maintenance of Computer Hardware and It Services	AGPO Group
EBK/PRE/26/2026-2028	Provision of Transport, Taxis, Hire Services and Related Services	AGPO Group
EBK/PRE/27/2026-2028	Provision of Air Tickets and Travel Board Services (IATA/KATA Registered Firms Only)	AGPO Group
EBK/PRE/28/2026-2028	Provision Of Event Management (Decoration, Djs, Band Etc) Exhibition Booth Services and Related Services	Open to all bidders
EBK/PRE/29/2026-2028	Provision Of Documentary Production, News Coverage, Photography Services, Video Graphics, Public Address System, Audiographer Production and Editing Services	Open to all bidders
EBK/PRE/30/2026-2028	Provision Of Digital Services (Website, E-Shots, E-Bombs, Social Media Engagements	Open to all bidders
EBK/PRE/31/2026-2028	Provision of Moving and Storage Services	Open to all Bidders
EBK/PRE/32/2026-2028	Provision Of Hotel Accommodation and Conference Facilities in all 47 counties	Open to all bidders
EBK/PRE/33/2026-2028	Provision Of Digital Asset Tracking, Coding, Tagging and Management Solution	Open to all bidders
EBK/PRE/34/2026-2028	Repair And Maintenance of Office Furniture, Fitting & Electrical Items	Open to all bidders
EBK/PRE/35/2026-2028	Provision Of Catering services	Open to all bidders
EBK/PRE/36/2026-2028	Provision of Software Development and Implementation	Open to all bidders
EBK/PRE/37/2026-2028	Provision of Bulk SMS and Emailing Services	Open to all bidders
EBK/PRE/38/2026-2028	Provision of Translators, Interpreters and translation services	Open to all bidders
EBK/PRE/39/2026-2028	Provision of calligraphy services	Open to all bidders
EBK/PRE/40/2026-2028	Provision of Auctioneering Services	Open to all bidders
EBK/PRE/41/2026-2028	Provision of Vehicle Tracking System	Open to all bidders

EBK/PRE/42/2026-2028	Provision of Leased Printers and Copiers	Open to all bidders
EBK/PRE/43/2026-2028	Provision of Valuation Services	Open to all bidders
EBK/PRE/44/2026-2028	Provision of General Insurance Services (Ira Registered Underwriters and Brokers)	Open to all bidders
EBK/PRE/45/2026-2028	Provision of Digital records Management	Open to all bidders
EBK/PRE/46/2026-2028	Provision of Relocation and Warehousing Services	Open to all bidders
EBK/PRE/47/2026-2028	Provision of Graphic Design services	Open to all bidders
EBK/PRE/48/2026-2028	Provision Of Documentary Production, News Coverage, Photography Services, Video Graphics, Public Address System, Audiographer Production And Editing Services	Open to all bidders
EBK/PRE/49/2026-2028	Provision Of Minor Building Works Services, Repairs, Maintenance Services and Civil Works	Open to all bidders
PROVISION OF CONSULTANCY SERVICES		
EBK/PRE/50/2026-2028	Re-designing, development, commissioning, hosting and maintenance of website	Open to all
EBK/PRE/51/2026-2028	Provision of consultancy services on market surveys	Open to all
EBK/PRE/52/2026-2028	Provision of Consultancy services for Events Planning	Open to all
EBK/P/53/2026-2028	Provision of consultancy services in automation and digitalization of EBK Operations (specify area of specialization in ICT)	Open to all
EBK/P/54/2026-2028	Provision of consultancy service in public relation and customer satisfaction	Open to all
EBK/P/55/2026-2028	Provision of Organizational performance (specify area of specialization)	Open to all
EBK/P/56/2026-2028	Provision of consulting services on Monitoring and evaluation	Open to all
EBK/P/57/2026-2028	Provision of Legal consultancy Services	Open to all
EBK/P/58/2026-2028	Provision of Enterprise Risk Assessment and Mitigation services	Open to all
EBK/P/59/2026-2028	Leadership, Governance & Strategy	Open to all
EBK/P/60/2026-2028	Records Management	Open to all
EBK/P/61/2026-2028	Provision Of Quality Management System (ISO 9001:2015)	Open to all

EBK/P/62/2026-2028	Provision of master of ceremony services	Opentoall
EBK/P/63/2026-2028	Organization Culture Audits and Culture Change transformation	Open to all
EBK/P/64/2026-2028	Provision of Team Building Services	Opentoall
EBK/P/65/2026-2028	Provision of Coaching and Mentorship services	Opentoall
EBK/P/66/2026-2028	Retirement and Succession Planning and management	Opentoall
EBK/P/67/2026-2028	Human Resources Audit	Opentoall
EBK/P/68/2026-2028	Staff skills and competency audit	Opentoall
EBK/P/69/2026-2028	Knowledge management skills development	Opentoall
EBK/P/70/2026-2028	Recruitment Services	Opentoall
EBK/P/71/2026-2028	Auditing & financial Software Solutions	Opentoall
EBK/P/72/2026-2028	Annual Support Services for Microsoft based Software Application	Opentoall
EBK/P/73/2026-2028	Provision of Digital Asset, tracking, coding, tagging & Management Solution	Opentoall

AGPO Group –Youth, Persons with Disability and Women

6. Registration Document may be viewed and downloaded for free from the website (www.ebk.go.ke). Applicants who download the Registration Document must forward their particulars immediately to Email: tenders@ebk.go.ke, to facilitate any further clarification or addendum.
7. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **8th October, 2026** at 11.00 a.m.
8. Late applications will be automatically rejected.
9. Registration Documents will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Registration Documents will be publicly opened in the presence of the Applicant's designated representatives who choose to attend at the address below.
10. **Note:** All eligible and prospective tenderers are advised to register their companies on the e-GP system, as most procurements and invitations to tender will be conducted through the platform
11. The addresses referred to above are;
 - A. **Address for obtaining further information and for purchasing tender documents**

**The Registrar/Chief Executive Officer
Engineers Board of Kenya**

Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya
Tel No: Mobile 254735330744/254722509972

B. Address for Submission of Tenders

Name of Procuring Entity: **Engineers Board of Kenya**

Physical address for hand: **Tender Box located at the Reception Area
Fortis Suites, 9th floor, Upper Hill Hospital Road**

Courier Delivery **Engineers Board of Kenya
Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya**

C. Address for Opening of Tenders.

**Engineers Board of Kenya
Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya
Tel No: Mobile 254735330744/254722509972**

The 'Original' Registration Document should be sealed in a single outer envelope, clearly marked: -
'Tender No. EBK/OP/001/2026-2027 for the Registration of Suppliers, Contractors & Consultants for Supply and Delivery of Goods and Provision of Services and Works for a Period of Two Financial Years 2026/2027 – 2027/2028 and the specific Registration Reference Nos e.g. EBK/PRE/1/2026-2028 for the Categories one has applied for.

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1 Scope of Application

- 1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2 Source of Funds

To be specified in the PDS, if deemed necessary.

3 Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

- 4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

5 Eligible Applicants

- 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.
- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its

articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:

- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
- b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke

5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:

- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
- b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified in the **PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10. Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13. Application Submission Letter

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted).
 - Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.
- 16 Signing of the Application and Number of Copies**
- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

- 16.3 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a Bear the name and address of the Applicant;
 - b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
 - c Bear the specific identification of this prequalification process indicated in the PDS1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

- 18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.
- 18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

- 19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

- 20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

- 21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

- 22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

24.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").

25.1 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualification of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.2 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

29 Invitation to Tender

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

29.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

29.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

30 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 A request for administrative review shall be made in the form provided.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	The Procuring Entity is: Engineers Board of Kenya, P.O Box 30324-00100 Nairobi The identification of the Invitation for Prequalification is: EBK/OP/001/2026-2027 for Registration of Suppliers, Contractors & Consultants for Supply and Delivery of Goods and Provision of Services and Works for a Period of Two Financial Years 2026/2027 – 2027/2028 Prequalification will be based on: Individual Contracts
ITA 2	The Source of funds shall be: Government of Kenya
ITA 5.2	Maximum number of members in the JV shall be: N/A
B. Contents of the Prequalification Document	
ITA 8.1	For clarification purposes, the Procuring Entity's address is: The Registrar / Chief Executive Officer Engineers Board of Kenya, Fortis Suites, 9th floor, Upper hill Hospital Road, off Ngong road P.O. Box 30324-00100 Nairobi Tel: +254 0735330744, +254722509972 Email: tenders@ebk.go.ke
ITA 8.2	A pre-application meeting will be held: Not Applicable A pre-arranged Site visit will be held: Not Applicable
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than 5 days of closing of tender
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page : Not Applicable
ITT 9.2	Addendum issued shall be published at the website: www.ebk.go.ke or www.tenders.go.ke
ITA 8.2	Pre-Application Meeting will be held: Not applicable
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant who are non- AGPO shall submit with its Application, the following additional documents: 1. Certificate of Registration / Certificate of Incorporation. 2. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority 3. Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) for limited Companies (Issued within the last 12 Months to Tender Opening Date); and/or Certified copies of the National Identity Card/Passport for all directors in case of firms that are not Limited Companies 4. The bid document “Original” must be sequentially paginated 5. Submit the eGP Registration Number or a copy of the Supplier’s Profile downloaded from the eGP portal to demonstrate registration in eGP 6. Submit Certified copy of Single Business Permit issued by any county Government 7. For bidders applying for Provision of Conference Facilities in all the 47 counties must also attach the following: 1. Valid and current accreditation certificate for hospitality sector or membership of a recognized or accredited organization.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
	The applicant – AGPO Group shall submit with its Application, the following additional documents; 1.Valid AGPO Certificate (For the reserved categories) 2.Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority 3.Certificate of Registration / Certificate of Incorporation. 4.Submit the eGP Registration Number or a copy of the Supplier's Profile downloaded from the eGP portal to demonstrate registration in eGP 5.Submit Certified copy of Single Business Permit issued by any county Government 6.Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) for limited Companies (Issued within the last 12 Months to Tender Opening Date); and/or Certified copies of the National Identity Card/Passport for all directors in case of firms that are not Limited Companies 7.The bid document "Original" must be sequentially paginated
ITA 15.2(b)	The source for determining exchange rates is: N/A
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: Not Applicable
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: 8th October, 2026 Time: 11.00am The Registrar / Chief Executive Officer Engineers Board of Kenya, Fortis Suites ,9th floor, Upper hill Hospital Road, off Ngong road P.O. Box 30324-00100 Nairobi Tel: +254 0735330744, +254722509972 Email: tenders@ebk.go.ke
ITA 18.1	The Procuring Entity reserves the right to accept or reject late Applications.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The opening of the Applications shall be at Date: 8th October, 2026 Time: 11.00am For Application submission purposes only, the Procuring Entity's address is: Name of Procuring Entity: The Registrar / Chief Executive Officer Engineers Board of Kenya, Fortis Suites ,9th floor, Upper hill Hospital Road, off Ngong road P.O. Box 30324-00100 Nairobi Tel: +254 0735330744, +25472250997
ITA 20.2	The electronic Application opening procedures shall be: Not Applicable
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference <i>shall not be applicable.</i>
ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors: Not applicable

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: www.ppra.go.ke or complaint@ppra.go.ke

SECTION III - REQUIREMENTS

MANDATORY REQUIREMENTS

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

- 1. Certificate of Registration/Incorporation**
- 2. Valid Tax Compliance Certificate & KRA PIN certificate**
- 3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**
- 4. Copy of Current Trade License.**
- 5. Company profile (physical address, postal address, telephone and email contacts, nature of the business)**
- 6. Valid AGPO Certificate for the reserved groups**
- 7. Duly Completed Confidential Business Questionnaire**
- 8. Duly completed Registration Data Form**
- 9. Duly completed Sworn Statement (as provided in the tender document)**
- 10. Copy of National Identity Card of the Director(s)/Proprietor(s)**
- 11. Evidence of relevant past experience (at least two referees/contract)**

CATEGORY- SPECIFIC MANDATORY REQUIREMENTS (WHERE APPLICABLE)

Applicants must provide the following where relevant to the category applied for:

- 1. NCA Registration Certificate - for Works categories**
- 2. IATA/KCAA Registration- for Air Ticketing Services**
- 3. NEMA License- where environmental certification is required**
- 4. Professional Licenses/Practicing Certificates - for Consultancy services**
- 5. Manufacturer Authorization Letters -for ICT, equipment, software & licenses**
- 6. Outside catering services - Valid food hygiene/food handling certificates & Public health Compliance Certificate**
- 7. Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water**

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**CHIEF EXECUTIVE OFFICER
ENGINEERS BOARD OF KENYA**

B) QUALIFICATION CRITERIA

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The Procuring Entity shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

NO	REQUIREMENT	YES/NO
1	Submit a copy of the Tenderer's Certificate of Incorporation/Registration or Business Registration Certificate (Legal Structure)	
2	Submit a copy of Current Valid Tax Compliance issued by the Kenya Revenue Authority/Exemption Certificate	
3	For works Firms MUST be registered by NCA	
4	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	
5	Outside Catering Services MUST attach certificate of health food handling from County Government & Public Health Compliance Certificate	
6	Current practicing certificates for professionals where applicable	
7	Submit a Copy of Certificate of Registration with the National Treasury under the Access to Government Procurement Opportunities (AGPO) for the reserved groups	
8	Submit the eGP Registration Number or a copy of the Supplier's Profile downloaded from the eGP portal to demonstrate registration in eGP	
9	Manufacturer/Distributor Authorization Letters where applicable (e.g., ICT, software, hardware, printers)	
10	A certified copy of the county Government Business permits	
11	Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) for limited Companies (Issued within the last 12 Months to Tender Opening Date); and/or Certified copies of the National Identity Card/Passport for all directors in case of firms that are not Limited Companies	
12	Dully filled, signed and Stamped Self-Declaration form that	

	the Tenderer will not engage in any Corrupt or Fraudulent Practice	
13	Submit Certified copies of Certificates of registration with IATA/KATA (Attach copies) for the provision of Ticketing Services applicants	
14	Submit at least three (3) Letters of Recommendation from your corporate/major clients, Alternatively, Contracts or LSO/LPO (Attach copies) for Categories not reserved for AGPO Bidders	
15	Submit the Company's profile that shall include details of the management team and the Board of Directors	
16	Submit Certified copy of Certificate of registration with the Insurance Regulatory Authority (IRA) and demonstrate proof of Membership with AIBK for Category (EBK/PRE/44/2026-2028)	
17	Submit Certified copy of Certificate of Registration by Valuers Registration Board for Registration of Valuation services for Provision of Valuation Services for Category (EBK/PRE/43/2026-2028)	
18	For bidders applying for Provision of Conference Facilities in all the 47 (Category - EBK/PRE/32/2026-2028) counties must also attached the following; • Valid and current accreditation certificate for hospitality sector or membership of a recognized or accredited organization.	
19	For bidders applying for Provision of Minor Building Works Services, Repairs, Maintenance Services and Civil Works (Category - EBK/PRE/49/2026-2028) they must be registered with NCA. Attach certificate of registration with NCA	
20	For bidder applying for provision of auctioneer services Category - EBK/PRE/40/2026-2028 • The bidder must be a registered and licensed auctioneer	
21	Duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred	
22	Must fill the Tender forms/documents in the format provided which includes; a) Form RQ-1 - Registration Data b) Form RQ-2 Confidential Business Questionnaire c) FORM RQ-3 Past Experience Names of at Least Three	

	Clients (for Categories not reserved for AGPO Bidders) d) FORM RQ-4 - Litigation History e) FORM RQ-5 - Sworn Statement	
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Please note the following-:

- a) The same firm cannot participate in one category as AGPO as well as a citizen Supplier.

Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No Criteria.

SECTION IV- APPLICATION FORMS

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We hereby apply for registration

(Name of Company/Firm) as suppliers of (Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

Indicate terms of trade/ sale /Payment..... (20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 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 1- General: Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Postal Address.....Tel No..... Nature of

Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time: Ksh.....

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:

Name	Nationality	Citizenship Details	Shares

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the Client (organization).....

Telephone No. of Client

Duration of Contract (date)

Signature and Stamp of Organization.....

1. Name of 2nd Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the Client (organization).....

Telephone No. of Client

Duration of Contract (date)

Signature and Stamp of Organization.....

2. Name of 3rd. Client (organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the Client (organization).....

Telephone No. of Client

Duration of Contract (date)

Signature and Stamp of Organization.....

FORM RQ-4 - 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 DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM RQ-5 - 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 tenders or quotations 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 participate in 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.

Applicant's Name/Company Name.....

Represented

By.....

Date.....

Signature & Stamp.....

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

SELF DECLARATION FORMS – DEBARRED

(r.47)
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 Post Office 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. Kenya Subsidiary Legislation, 2020

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

FORM SD2

SELF DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE 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 ofdo 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, Kenya Subsidiary Legislation, 2020

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 (Signature)

Request For Review

FORM FOR REVIEW (r.203 (1))

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
of

.....20.....in the matter of Tender No.....of20..... for (Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box
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.

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

- 1.
- 2.

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