



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

[www.jooust.ac.ke](http://www.jooust.ac.ke)

**REGISTRATION OF SUPPLIERS AND PRE-QUALIFICATION**

**THIS PRE-QUALIFICATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS, SERVICES & WORKS TO JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE & TECHNOLOGY**

**Company Name**

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**Category code applied for:**

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**Category Name:**

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**Item or Service Description:**

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## SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

1. The Jaramogi Oginga Odinga University of Science and Technology hereinafter referred as “Procuring entity” intended to prequalify candidates for the financial year 2019-2021.
2. Tender documents with detailed specifications may be obtained from the **Procurement Office**, Jaramogi Oginga Odinga University of Science and Technology, during normal working hours from Monday to Friday between 8.00am to 5.00pm upon payment of a non-refundable fee of Kshs. 1,000.00/= (One thousand shillings) only, deposited in the JOOUST Account No. 1113046066 Kenya Commercial Bank – Bondo Branch or downloaded for free from the University website [www.jooust.ac.ke](http://www.jooust.ac.ke)
3. Dully filled tender documents are to be enclosed in plain sealed envelopes, marked with the tender number, tender description **and bearing no indication of the applicant**, should be deposited in the tender box at Jaramogi Oginga Odinga University of Science and Technology or be addressed to:-

**The Vice Chancellor,  
Jaramogi Oginga Odinga University of Science and Technology,  
P.O. Box 210-40601  
BONDO.**

**By 25<sup>TH</sup> February 2020 at 10.00am**

4. 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 prequalified under this prequalification process will be invited to tender.

**VICE CHANCELLOR**

CATEGORY	ITEMS OR SERVICES DESCRIPTIONS	ELIGIBILITY
<b>CATEGORY A –PREQUALIFICATION/ REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS</b>		
<b>CATEGORY</b>	<b>ITEMS OR SERVICES DESCRIPTIONS</b>	
JOOUST /PQ/A1/2019/2021	SUPPLY AND DELIVERY OF CHARCOAL AND FIREWOOD	PREFERENCE
JOOUST /PQ/A6/2019/2021	SUPPLY AND DELIVERY OF TYRES, TUBES AND BATTERIES	OPEN
JOOUST /PQ/A8/2019/2021	SUPPLY AND DELIVERY OF FARM MACHINERIES AND EQUIPMENT	OPEN
JOOUST /PQ/A38/2019/2021	SUPPLY AND DELIVERY OF RUBBER STAMPS AND SEALS	RESERVED
JOOUST /PQ/A39/2019/2021	SUPPLY AND DELIVERY OF GENUINE MOTOR VEHICLE SPARE PARTS	OPEN
JOOUST /PQ/A40/2019/2021	SUPPLY AND DELIVERY OF OILS AND LUBRICANTS	OPEN
<b>CATEGORY B-PROVISION OF SERVICES</b>		
JOOUST/PQ/B2/2019/2021	PROVISION OF VETERINARY SERVICES	OPEN
JOOUST/PQ/B3/2019/2021	PROVISION OF EVENT MANAGEMENT SERVICES; ( <b>NORMAL TENTS WITH</b> DESIGNS/DECORATIONS, NORMAL TENTS, PUBLIC ADDRESS SYSTEM, CHAIRS AND CATERING SERVICES)	RESERVED
JOOUST/PQ/B4/2019/2021	PROVISION OF EVENT MANAGEMENT SERVICES; ( <b>DOME TENTS WITH</b> PUBLIC ADDRESS SYSTEM, CHAIRS AND CATERING SERVICES)	OPEN
JOOUST/PQ/B6/2019/2021	PROVISION OF DISLURDGING SERVICES	OPEN
JOOUST/PQ/B7/2019/2021	PROVISION OF AIR TICKETING AND TRAVEL ARRANGEMENTS (IATA ACCREDITED)	OPEN
JOOUST/PQ/B8/22019/2021	PROVISION OF LAND SURVEYING AND LANDSCAPING SERVICES	OPEN
JOOUST/PQ/B9/2019/2021	PROVISION OF REPAIR & MAINTENANCE OF FARM MACHINERIES & EQUIPMENT	OPEN
JOOUST/PQ/B12/2019/2021	PROVISION OF REPAIRS OF OFFICE EQUIPMENT	RESERVED
JOOUST/PQ/B13/2019/2021	PROVISION OF BINDARY SERVICES(BOOKS, MAGAZINES, NEWSLETTERS ETC)	RESERVED
JOOUST/PQ/B14/2019/2021	PROVISION OF ASSETS VALUATION AND ASSET TAGGING SERVICES (VALUERS)	OPEN
JOOUST/PQ/B19/2019/2021	PROVISION OF BUILDING CONSULTANCY SERVICES (STRUCTURAL, CIVIL AND MECHANICAL ENGINEERING)	OPEN

	ARCHITECTURAL SERVICES AND QUANTITY SURVEYING SERVICES	
JOOUST/PQ/B20/2019/2021	PROVISION OF CONSULTANCY SERVICES FOR BASELINE SURVEYS, CUSTOMER SATISFACTION, EMPLOYEE SATISFACTION, STAFF COMPETENCY DEVELOPMENT, ISO, WORK ENVIRONMENT AND ALCOHOL AND SUBSTANCE ABUSE SURVEYS	OPEN
JOOUST/PQ/B21/2019/2021	PROVISION OF MEDIA CONSULTANCY AND MARKETING SERVICES	RESERVED
JOOUST/PQ/B22/2019/2021	PROVISION OF MEDICAL CONSULTANCY SERVICES	OPEN
JOOUST/PQ/B29/2019/2021	PROVISION OF MAINTENANCE SERVICES FOR PLANT, MACHINERY AND EQUIPMENT E.G GENERATOR, WATER PUMPS, KITCHEN HOOD & CHIMNEYS	OPEN
JOOUST/PQ/B30/2019/2021	PROVISION OF REPAIR AND MAINTENANCE SERVICES OF COLD ROOMS, FRIDGES, GAS COOKERS, GAS PLANT AND KITCHEN EQUIPMENT & APPLIANCES	OPEN
JOOUST/PQ/B31/2019/2021	PROVISION OF REPAIR AND MAINTENANCE SERVICES OF ICT AND ALLIED EQUIPMENT (COMPUTERS, LAPTOPS, SERVERS, PROJECTORS ETC)	RESERVED
JOOUST/PQ/B32/2019/2021	PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONERS AND MECHANICAL VENTILATOR	OPEN
JOOUST/PQ/B33/2019/2021	PROVISION OF REPAIR & MAINTENANCE OF ELECTRONIC EQUIPMENTS	OPEN
JOOUST/PQ/B34/2019/2021	PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR CCTV CAMERAS, WALK THROUGH METAL DETECTORS ETC	RESERVED
JOOUST/PQ/B35/2019/2021	PROVISION OF COURIER SERVICES	OPEN
JOOUST/PQ/B36/2019/2021	PROVISION OF MAINTENANCE AND SERVICES OF FIRE FIGHTING EQUIPMENT	OPEN
JOOUST/PQ/B37/2019/2021	PROVISION OF BRAKE SHOES REBONDING SERVICES	OPEN
JOOUST/PQ/B38/2019/2021	PROVISION OF MOTOR VEHICLE UPHOLSTRY SERVICES	OPEN

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

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## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

- 2.1.1** The Jaramogi Oginga Odinga University of Science and Technology hereinafter referred to as the procuring entity intends to prequalify bidders for the financial year 2019-2020. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **25<sup>TH</sup> February 2020 by 10.00 am.**
- 2.1.2 Prequalification is open to eligible firms as indicated in appendix to instructions to candidates.
- 2.1.3 General information and services provided by the procuring entity and are as specified in the appendix to instructions to candidates.

### **2.2 Submission of Application**

- 2.1.4** Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at the Administration block or be addressed to The VICE CHANCELLOR Jaramogi Oginga Odinga University of Science and Technology Bondo so as to be received on or before **25<sup>TH</sup> February 2020 by 10.00 am.** The procuring entity reserves the right to accept or reject late applications.
- 2.2.1 The name and mailing address of the applicant should not be marked on the envelope.
- 2.2.2 All the information requested for pre qualification 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.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification 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 prequalification criteria shall be prequalified.

## 2.4 Qualification Criteria

2.4.1 Pre-qualification 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.

### 1. ELIGIBILITY FOR TENDERS UNDER RESERVED CATEGORY ( *for youth, women and persons with disability* )

No	Description	Evaluation check list
1	Must provide Certificate of registration	√
2	Must provide CR12 if it is a limited company	√
3	Must provide Valid Tax compliance certificate	√
4	Must provide Pin certificate	√
5	Must provide valid A.G.P.O certificate of registration to confirm if registered as youth, women or persons with disability	√
	Must dully fill sign and stamp the letter of application attached herein	√
6	Must dully fill sign and stamp the business questionnaire attached	√
7	Must provide company profile of the business	√
8	Personnel capabilities. The applicant must have suitably qualified personnel, attach details of staff with details of contact person.	√

### 2. ELIGIBILITY FOR OPEN CATEGORY

No	Description	Evaluation check list
1	Must provide Certificate of registration	√
2	Must provide Valid Tax compliance certificate	√
3	Must provide Pin certificate	√
4	Must provide audited financial accounts for the last 3 (three) consecutive years i.e. 2018, 2017, 2016.	√
5	Must dully fill sign and stamp the business questionnaire attached herein	√
6	Must dully fill sign and stamp the letter of application attached herein	√
7	Must provide current trade license	√



8	Must provide 10 (ten) evidence of supply and delivery for the category applied for. (Provide evidence as LPO, contracts or award letters)	√
9	Personnel capabilities. The applicant must have suitably qualified personnel, attach details of staff with details of contact person.	√
10	Financial Position; Bidder must demonstrate access o lines of credit and other financial means sufficient to meet the supply and delivery; Attach letter from your bank.	√
11	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	√

## **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 prequalification 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 Pre-qualification Information**

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification 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 pre qualification 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.

### **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 .....  
 .....  
 (*name and address of the procuring entity*)

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.	
3.	
4.	
5.	

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 prequalification 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 prequalification 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 liability 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)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated:

You are advised that it is a serious offence to give false information on this form

### **Part 1 – General**

- a) Business Name .....
- b) Location of business premises County//Town .....
- c) Street / Road.....
- d) Building.....
- e) Plot Number .....
- f) Postal Address ..... Telephone No. ....
- g) Email Address.....
- h) Nature of Business ..... And Specialization.....
- i) Current Single business permit/Trade License  
No. ....Expiring Date..... (Attach  
copy)
- j) Certificate of Incorporation..... (Attach copy)
- k) Current Tax Compliance Certificate/ or Exemption letter from VAT Dep't  
No..... Expiring Date .....(Attach  
copy)
- l) Organizational Chart..... (Attach  
copy)
- m) Maximum Value of Business which you can handle at any one time Kshs.....
- n) Name of your Bankers ..... Branch .....

- o) Your trade terms (including mode of payment, credit allowed and discount)  
.....
- p) Banker Certificate on the applicants liquidity, suitability and credit limitation  
.....
- q) Name and Telephone of contact person  
.....
- r) Any other .....  
.....

**Part 2 (A) – Sole Proprietors**

- a) Your name in full ..... Age .....
- b) Nationality ..... Country of Origin .....
- Citizenship details .....

**Part 2 (B) – Partnership**

Give details of partners as follows:-

Name	Nationality	Shares
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

**Part 2(C) Registered Company**

- a) **Private or Public** ..... State the nominal and Issued capital of the company:-  
    **Nominal Kshs.** .....



**Issued Kshs.** .....

**b) Details of Directors:**

<b>Name</b>	<b>Nationality</b>	<b>Shares</b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

## **SECTION IV - STANDARD FORMS**

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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-contractors 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 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 (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 (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 years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

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 of .....20.....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 an 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**