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**CONTINUOUS REGISTRATION AS SUPPLIERS
FOR THE FINANCIAL YEARS 2023-2025**

TENDER NO. KISM /PREQ/01/2023-2025

CATEGORY APPLIED

Table of Contents	PAGE
1. INVITATION FOR REGISTRATION	3
2. INSTRUCTIONS TO CANDIDATES	9
3. APPENDIX TO INSTRUCTIONS TO CANDIDATES	16
4. REGISTRATION DATA	18
5. CONFIDENTIAL BUSINESS QUESTIONNAIRE	19
6. PAST EXPERIENCE	20
7. LITIGATION HISTORY	21
8. SWORN STATEMENT	22

INVITATION FOR REGISTRATION

Tender No: **KISM/PREQ/01/2023-2025**

Tender name: **CONTINUOUS REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023-2025**

Kenya Institute of Supplies Management (KISM) is a corporate body established through an Act of Parliament under the Supplies Practitioners Management Act, 2007 Cap 436. The Institute is mandated to provide training, registration and licensing of practitioners in addition to disciplinary of procurement and supply chain professionals, to regulate their practice and conduct.

KISM invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2023-2025**

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
KISM/A1/2023-2025	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners and Computer Consumables etc.	Youth, Women and Persons Living with Disabilities
KISM/A2/2023-2025	Supply and Delivery of Office Furniture (Made of wood from at least 60% sustainable sources), Furnishings including Blinders & Fittings	Youth, Women and Persons Living with Disabilities
KISM/A3/2023-2025	Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Research Reports, business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc.	Youth, Women and Persons Living with Disabilities
KISM/A4/2023-2025	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	Youth, Women and Persons Living with Disabilities
KISM/A5/2023-2025	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispensers	Youth, Women and Persons Living with Disabilities
KISM/A6/2023-2025	Design, Supply and Delivery of Gifts, Trophies	Open

KISM/A7/2023-2025	Supply and Delivery of Toiletries, Kitchen Supplies & Consumables	Youth, Women and Persons Living with Disabilities
KISM/A8/2023-2025	Supply and Delivery of Newspapers, Publications, Books and Periodicals	Youth, Women and Persons Living with Disabilities
KISM/A9/2023-2025	Supply of Airtime Vouchers	Youth, Women and Persons Living with Disabilities
KISM/A10/2023-2025	Supply, Installation & Maintenance of Signages	Youth, Women and Persons Living with Disabilities
KISM/A12/2023-2025	Office Partitioning, Design and Interior fittings	Open.

B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
KISM/B1/2023-2025	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.)	Youth, Women and Persons Living with Disabilities
KISM/B2/2023-2025	Provision of Courier Services (Local/ International)	Open
KISM/B3/2023-2025	Provision of Consultancy Services for Legal, Compliance & Governance Audit	Open
KISM/B4/2023-2025	Provision of Bulk SMS services	Open
KISM/B5/2023-2025	Provision of Entertainment Services (DJs, Bands, Musicians, Theatre Groups)	Youth, Women and Persons Living with Disabilities
KISM/B6/2023-2025	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions	Youth, Women and Persons Living with Disabilities
KISM/B7/2023-2025	Provision of Digital Marketing Services	Youth, Women and Persons Living with Disabilities
KISM/B8/2023-2025	Provision of Catering Services (Indoor and Outdoor)	OPEN
KISM/B9/2023-2025	Provision of Comprehensive Office Cleaning, Sanitary Fumigation & Pest Control Services	Youth, Women and Persons Living with Disabilities

KISM/B10/2023-2025	Provision of Valuation, Tagging & Labeling of Assets Services	Open
KISM/B11/2023-2025	Provision of Travel Agency and Air Ticketing Services (KCAA REGISTERED FIRMS)	Youth, Women and Persons Living with Disabilities
KISM/B12/2023-2025	Provision of Transport, Car Hire and Taxi Services	Youth, Women and Persons Living with Disabilities
KISM/B13/2023-2025	Provision of Hotel (Meals & Accommodation) And Conference Facilities Country Wide.	Open
KISM/B14/2023-2025	Repair of Assorted Electrical Fittings & Lighting Materials	Youth, Women and Persons Living with Disabilities
KISM/B15/2023-2025	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	Youth, Women and Persons Living with Disabilities
KISM/B16/2023-2025	Repair of Office Furniture and Fittings	Youth, Women and Persons Living with Disabilities
KISM/B17/2023-2025	Provision of Internet Service Providers (ISP) &VPN Connectivity.	Open
KISM/B18/2023-2025	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories	Open
KISM/B19/2023-2025	Provision and Repair of ICT Infrastructure	Open
KISM/B20/2023-2025	Provision of Master of Ceremony Services	Open
KISM/B21/2023-2025	Provision of Website Design, Hosting and Maintenance Services	Youth, Women and Persons Living with Disabilities
KISM/B22/2023-2025	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
KISM/B23/2023-2025	Provision of Security & Guarding Services	Open
KISM/B24/2023-2025	Provision of ICT Disaster Recovery Services	Open
KISM/B25/2023-2025	Provision of Medical Insurance	Open
KISM/B26/2023-2025	Provision of General Insurance Brokerage Services	Open

c) PROVISION OF CONSULTANCY SERVICES

KISM/C1/2023-2025	Provision of Human Resource Consultancy Services, Training and Capacity Building,	Open
KISM/C2/2023-2025	Provision of Public Relations and Related Consultancy Services.	Open
KISM/C3/2023-2025	Provision of Team Building Consultancy Services & Facilitators.	Youth, Women and Persons Living with Disabilities
KISM/C4/2023-2025	Provision of OSHA Training, Audit, Fire& First Aid Equipment Training Services	Open
KISM/C5/2023-2025	Provision of Consultancy Services (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NEMA Certified Firms)	Open
KISM/C6/2023-2025	Provision of Research Software and ICT related Consultancy Services	Open
KISM/C7/2023-2025	Provision of Strategic Planning Consultancy services	Open
KISM/C8/2023-2025	Provision of Virtual AGM Services	Open
KISM/C9/2023-2025	Provision of Generator Maintenance Services	Open

D) PROVISION OF WORKS

KISM/D1/2023-2025	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA)	OPEN
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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*
3. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide a Signed and Stamped Statement/Declaration)*
4. *Copy of Current Trade License.*
5. *Company profile*
6. *Valid AGPO Certificate for the reserved groups*
7. *Duly Completed Confidential Business Questionnaire*
8. *Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water*
9. *For Repair & Maintenance works Firms MUST be registered by NCA*
10. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government*
11. *For provision of Ticketing Services prospective service providers MUST be registered with KCAA*
12. *Attach CR 12/ Directorship of the company*

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.

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website on the following link: <https://kism.or.ke/downloads/>

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of.....” should be addressed to:

**THE CHIEF EXECUTIVE OFFICER
KENYA INSTITUTE OF SUPPLIES MANAGEMENT,
P. O. Box 30400 –**

and be deposited in the Tender Box located at the Kenya Institute of Supplies Management on the 12th floor, KISM Towers, Nong’ Road. This **exercise shall be continuous** throughout the supply period and an application to be included in the list may be made at any time. Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend at KISM Towers.

Kenya Institute of Supplies Management Continuous Supplier Registration 2023-2025

Yours sincerely,

Ag. CHIEF EXECUTIVE OFFICER
KENYA INSTITUTE OF SUPPLIES MANAGEMENT.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Kenya Institute of Supplies Management (KISM) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KISM to perform the contract of provision of goods, services and works to the KISM.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

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

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated continuously.

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, KISM will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity KISM will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

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

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KISM so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KISM, as the KISM shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

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

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers' financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and KISM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

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

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

2.8 Amendment of Registration Documents

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

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

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

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by KISM at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

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

2.10 Opening of Registration Documents

2.10.1 KISM will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 KISM shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence KISM's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

2.12.1 To assist in the examination, evaluation, and comparison of applications, KISM may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact KISM on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KISM, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence KISM in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, KISM will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that KISM may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KISM's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected KISM and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 KISM, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by KISM within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time KISM notifies qualified Applicants that their applications are responsive, KISM shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 KISM will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

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

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

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by KISM, KISM will notify successful applicants through a list to be uploaded on KISM website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

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

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

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	AGPO Certificate where applicable	Mandatory
9.	CR12 or Identification Documents (ID's) of directors for business name	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

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

FORM 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.....
Email address.....
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
.....
.....
.....
.....
.....
.....
.....
.....

(40 Points)

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

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

(30 points)

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)

(10 Points)

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)