



COUNTY ASSEMBLY OF EMBU

**REGISTRATION OF SUPPLIERS FOR GOODS
AND SERVICES
FOR FINANCIAL YEARS 2024 /2025 AND 2025/2026**

CLOSING DATE: 27TH JUNE 2024

TIME: 11:00 AM

**FORM FOR CATEGORY
APPLICATION**

Category where firm qualify

| No. | REGISTRATION CATEGORY | | |
|-----|-----------------------|-------------------------|---|
| | Category number | Description of Category | Eligibility Open or Reserved (Youth /Women/ PWD) |
| 1. | | | |

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SECTION I - INVITATION FOR REGISTRATION

Date: 10Th June 2024

1.0 **Section A: Invitation for Registration of Suppliers**

1.1 County Assembly of Embu is in the process of registering suppliers for supply of various goods and services for the financial years 2024/2025 and 2025/2026.

1.2 Registration categories are as follows: -

| A) REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS | | | |
|---|-----------------|---|-------------|
| S/NO | CATEGORY NUMBER | DESCRIPTION OF CATEGORY | ELIGIBILITY |
| 1. | CAE/RS/1/24-26 | Supply and delivery of fuel, oils, LPG gas and lubricants | Open |
| 2. | CAE/RS/2/24-26 | Supply of Motor Vehicle Tyres, Tubes, Batteries and other vehicle accessories | Open |
| 3. | CAE/RS/3/24-26 | Supply of Cleaning materials, detergents, disinfectants, soaps and related sanitary products | Reserved |
| 4. | CAE/RS/4/24-26 | Supply of General Office Stationery | Reserved |
| 5. | CAE /RS/5/24-26 | Supply and delivery of tonners and cartridges | Reserved |
| 6. | CAE/RS/6/24-26 | Supply of Office Furniture and other related office equipment. | Open |
| 7. | CAE/RS/7/22-24 | Supply and delivery of Photocopiers, Computers, Laptops, Printers, UPS, tablets, televisions and other ICT related items. | Open |
| 8. | CAE/RS/8/24-26 | Supply of Newspapers, Magazines & Periodicals. | Reserved |
| 9. | CAE/RS/9/24-26 | Supply and delivery of Air conditioners, hand driers, telecommunication equipment, PA system, vacuum cleaners, car washing equipment, generators and accessories. | Open |
| 10. | CAE/RS/10/24-26 | Supply and delivery of staff uniform, protective clothing, sports uniform, footwear, curtains, carpets, blinds and other related materials | open |
| 11. | CAE/RS/11/24-26 | Supply of computer software, antivirus and other related ICT accessories | Reserved |

| | | | |
|---|-----------------|---|----------|
| 12. | CAE/RS/12/24-26 | Supply and Delivery of Communication Equipment, PA Systems, Cameras, LCD projectors, Recorders and related equipment. | Open |
| 13. | CAE/RS/13/24-26 | Supply, delivery and printing of branded and promotional materials, including T-shirts, caps, banners, pens, calendars, diaries, flags and other related items. | Reserved |
| 14. | CAE/RS/14/24-26 | Supply of assorted electrical fittings and lighting materials. | Reserved |
| 15. | CAE/RS/15/24-26 | Supply of general hardware and plumbing Materials. | Open |
| 16. | CAE/RS/16/24-26 | Supply and Delivery of cutlery, crockery and related kitchen utensils. | Reserved |
| 17. | CAE/RS/17/24-26 | Supply and Delivery of kitchen items including beverages, bottled water, soda, eggs, bread and fresh milk. | Reserved |
| 18. | CAE/RS/18/24-26 | Supply and delivery of firefighting equipment and maintenance | Open |
| 19. | CAE/RS/19/24-26 | Supply and delivery paper shredders and cabinets (Fireproof, metallic and wooden) | Open |
| 20. | CAE/RS/20/24-26 | Supply, Delivery and installation of software and support services | Reserved |
| 21. | CAE/RS/21/24-26 | Supply and delivery of Air time, calling cards, credit cards, communication cards and business cards | Reserved |
| 22. | CAE/RS/22/24-26 | Supply, Delivery, Installation and Commissioning of CCTV Security Systems and biometric system. | Open |
| 23. | CAE/RS/23/24-26 | Supply, delivery and installation of steel Containers (Bulk containers) | open |
| B) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS | | | |
| 1. | CAE/RS/24/24-26 | Provision of Conference, catering and accommodation services | Open |
| 2. | CAE/RS/25/24-26 | Provision of photography, videography, livestreaming and public address services. | Open |
| 3. | CAE/RS/26/24-26 | Provision of Legal services (Litigation and conveyance) and Legislative Drafting Services | Open |
| 4. | CAE/RS/27/24-26 | Provision of Air ticketing and Travel Agency Services (IATA registered) | Open |
| 5. | CAE/RS/28/24-26 | Provision of Ground transport services (car hire, taxi, tour and travel services) | Open |
| 6. | CAE/RS/29/24-26 | Provision of ICT consultancy Services and support services (Web design & hosting, installation of internet and maintenance services) | Reserved |

| | | | |
|-----|-----------------|---|----------|
| 7. | CAE/RS/30/24-26 | Provision of Editing, Design, photocopying and Printing Services. | Reserved |
| 8. | CAE/RS/31/24-26 | Provision of consulting services (Work Environment survey, base line survey Customer satisfaction survey, Employee Satisfaction survey and other related surveys) | Open |
| 9. | CAE/RS/32/24-26 | Provision of repair and maintenance of computers, printers, Hansard system, public address system and other ICT related equipment | open |
| 10. | CAE/RS/33/24-26 | Provision of repair and Maintenance of Office Furniture | Open |
| 11. | CAE/RS/34/24-26 | Provision of Pest control and Fumigation Services | Open |
| 12. | CAE/RS/35/24-26 | Provision of newspaper, Television and radio advertisements | Open |
| 13. | CAE/RS/36/24-26 | Provision of out-door advertisement services (Bill boards, banners and other related services) | Open |
| 14. | CAE/RS/37/24-26 | Provision of dry-cleaning services for Curtains, Sofa sets, uniforms, carpets and related materials. | Reserved |
| 15. | CAE/RS/38/24-26 | Provision of car washing services | Reserved |
| 16. | CAE/RS/39/24-26 | Supply, Installation and repair of Air Conditioners and refrigerators | Open |
| 17. | CAE/RS/40/24-26 | Provision of Security Services and supply of security gadgets. | Open |
| 18. | CAE/RS/41/24-26 | Provision of Asset Marking/Tagging Services. | Reserved |
| 19. | CAE/RS/41/24-26 | Provision of sanitary bins and disposal services | Reserved |
| 20. | CAE/RS/42/24-26 | Provision of building works, repairs and maintenance of offices | Open |
| 21. | CAE/RS/43/24-26 | Provision of Electrical services. | Open |
| 22. | CAE/RS/44/24-26 | Provision of plumbing services | Open |
| 23. | CAE/RS/45/24-26 | Provision of members and staff training, Capacity Building and consultancy services | Open |
| 24. | CAE/RS/46/24-26 | Provision of team building services for members and staff | Reserved |
| 25. | CAE/RS/47/24-26 | Provision of repair and servicing of standby generators and lawn mowing machines | Open |
| 26. | CAE/RS/48/24-26 | Provision of motor vehicle repairs and servicing | Open |

| | | | |
|----|-----------------|--|----------|
| 27 | CAE/RS/49/24-26 | Provision of general insurance services for motor Vehicles, buildings and movable assets. | open |
| 28 | CAE/RS/50/24-25 | Provision of Group life insurance services. | Open |
| 29 | CAE/RS/51/24-26 | Provision of fabrications and body building for motor vehicles | Open |
| 30 | CAE/RS/52/24-26 | Provision of events organizing services hiring of tents, chairs, tables and related services | Reserved |
| 31 | CAE/RS/53/24-26 | Provision of valuation services for buildings, land and movable assets | Open |
| 32 | CAE/RS/54/24-26 | Provision of repair and maintenance of CCTV system and biometric access system. | Reserved |

Registration documents may be obtained **FREE OF CHARGE** from the official County Assembly Website (<https://www.embuassembly.go.ke/Procurement>) OR www.tenders.go.ke

Successive candidates must meet all mandatory requirements as stipulated in the registration documents and attach copies of relevant documents.

The reserved groups (Youth, women and persons living with disabilities (PWD) must be registered with The National Treasury (Must attach AGPO certificate and copies of national identification details for directors). Candidates under reserved group can apply for any category marked **‘Reserved’**.

Completed original and a copy of duly filled registration documents are to be enclosed in a plain sealed envelope marked **‘Original ‘and ‘copy’**, clearly marked **‘Category No..... For.....’** should be deposited in the Tender Box, situated at County Assembly of Embu main offices in Embu Town, opposite Faith House or if mailed, addressed to;

**The Clerk,
County Assembly of Embu
P.O Box 140-60100,
Embu,**

So as to reach us on or before **Thursday, 27th June 2024 at 11.00am**. The registration documents shall be opened immediately after closing date and time in the presence of eligible applicants who may choose to attend.

**JIM G. KAUMA
CLERK -COUNTY ASSEMBLY OF EMBU**

INTRODUCTION

1. County Assembly of Embu will register eligible candidates for supply of goods and services from among those who will have submitted documents in accordance with requirements to undertake assignments as described herein.
2. Candidates are invited to submit registration documents for supply of the goods and services. The registration documents will be the basis for registration and eventual invitation to bid for supply of the goods and services.
3. Candidates must familiarize themselves with the requirements of the registration/registration documents including all attachments.
4. County Assembly of Embu will not be responsible for any costs or expenses incurred by candidates in connection with preparation or delivery of prequalification documents including costs associated with preparation of the documents and attachments.
5. Public Procurement and Asset Disposal Act, 2015 requires candidates to observe the highest standards of ethics during the prequalification process. Pursuant to this provision, relevant words are defined as follows:
 - i. 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer in the prequalification process.
 - ii. 'Fraudulent practice' means a misrepresentation of facts in order to influence the registration process to the detriment of the public procurement entity.
6. County Assembly of Embu will reject an application if it determines that a candidate has engaged in corrupt or fraudulent activities in the prequalification/registration process.
7. County Assembly of Embu will declare a candidate ineligible for registration/registration if, at any time, it determines that the candidate has engaged in corrupt or fraudulent practices in competing for or in executing a similar contract.
8. County Assembly of Embu will have the right to inspect the business premises of the candidate as part of the evaluation.
9. Candidates shall furnish information as described in the registration document.
10. This is a registration and prequalification of suppliers and not a tender for supply of goods and services.
11. Only successful candidates will be notified in writing.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1. The County Assembly of Embu hereinafter referred to as the procuring entity intends to register Suppliers for the supply of goods and services in the provided categories. It is expected that registration applications will be submitted to be received by the procuring entity not later than **11.00 AM ON 27th June 2024**.

2.1.2 Registration is open to eligible firms as indicated in this Instructions to Candidate

2.1.4 Registered Suppliers will be invited online through the portal to tender and requested for quotations as and when need arises for the period indicated in the Invitation for Registration (IFR).

2.1.5 Upon expiry of this period, registration exercise will be done afresh.

2.2 Submission of Applications

Completed Applications must be received by CAE at the address below not later than **11.00 AM ON 27TH JUNE 2024** in plain sealed envelopes marked as follows: -

TENDER NO. CAE/RS/--/2024-2026

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2024/2025 AND 2025/2026

“DO NOT OPEN BEFORE 1100HOURS ON THURSDAY 27TH JUNE 2024”

ADDRESSED TO: -

**THE CLERK,
COUNTY ASSEMBLY OF EMBU
P.O BOX 140-60100, EMBU
Phone: 068-2231208
E-mail: countyassemblyofembu@gmail.com**

Completed tenders shall be placed in Tender Box located at the **COUNTY ASSEMBLY OF EMBU MAIN OFFICES, OPOSITE FAITH HOUSE BEFORE 11.00 AM ON 27TH JUNE 2024**

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

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

2.2.5 It is a serious offence to provide false information and the procuring entity reserves the right to carry out site visits to verify the information submitted by applicants.

2.3 Eligible Candidates

2.3.1 This invitation for registration is open to all candidates who are eligible as defined in the Public Procurement and Asset Disposal Act, 2015 and Public Procurement and Asset Disposal Regulations, 2020.

SECTION-III QUALIFICATION CRITERIA

2.4 QUALIFICATION CRITERIA

2.4.1 Registration will be based on meeting all the following **MANDATORY** requirements to pass in the criteria set as shown below: -

| NO. | ITEM UNDER CONSIDERATION | REMARKS |
|-----|--|------------------------------------|
| 1. | Company profile (Max. Five Pages) | Category No. 29, 31, 45 ,46 and 52 |
| 2. | Copy of Certificate of Incorporation/Registration | All Applicants |
| 3. | CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), ID Copy (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable | All Applicants |
| 4. | Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker) | All Applicants |
| 5. | Duly filled, signed and stamped letter of application | All Applicants |
| 6. | Duly filled, signed and stamped Confidential Business Questionnaire. | All Applicants |
| 7. | Duly filled, signed and stamped Declaration Form | All Applicants |
| 8. | Duly filled, signed and stamped Anti-Corruption Declaration Commitment/ | All Applicants |
| 9. | Duly filled, signed and stamped Bank details Form | All Applicants |
| 11. | Copy of valid NCA certificate | Category No.42, 43 and 44 |
| 12. | Copy of Valid practicing license | Category No.26 |
| 13. | Copy of Valid IRA and AKI certificates | Category No. 49 and 50 |
| 14. | Copy of Health certificate | Category No.24 |
| 15. | Valid AGPO Certificate issued by the National /County Treasury or National Council for Persons with Disabilities | All reserved categories |
| 16. | Valid NTSA certificate | Category No. 28 |
| 17. | Must submit evidence of IATA and KATA Registration | Category No.27 |

NOTE: Firms must meet the above requirements as specified in each category to be considered for registration.

NB: CAE MAY UNDERTAKE DUE DILLIGENCE FOR THE FIRMS WHO MEET THE MANDATORY REQUIREMENTS. BIDDERS SHOULD NOT FALSIFY DOCUMENTS

2.4.2 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.

N/A

2.4.3 Applicants must provide details of Facilities, Business Premises and Workshops where required

2.4.4 Any other information that would support your application for registration

2.5 Public Sector Companies

2.5.1 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.

2.6 Conflict of Interest

2.6.1 The applicant shall not be associated, nor have been associated in the past, with the employees, management and directors of County Assembly of Embu.

2.7 Updating Registration Information

2.7.1 pre-qualified candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

2.8 Categories for Prequalification

2.8.1 Applicants are required to submit a form for Category Application in the format contained herein alongside their Letters of Application clearly indicating the category that they are applying for. **Applicants are advised to apply for only those categories they conduct their business.**

2.9 Format and Signing of Applications

2.9.1 The Applicant shall prepare two copies of the application, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.9.2 The original and all copies of the Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to bind the Applicant to the contract. The latter authorization shall be indicated by written power-of- attorney accompanying the Application.

2.9.3 All pages of the Application, except for un-amended printed literature, shall be numbered and initialed by the person or persons signing the Letter of Application.

- 2.9.4 The Application shall have no interlineations, erasures, or overwriting 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 Application.
- 12.9.5 Applicants are required to submit only one bid submission and clearly indicate the categories applied for against the form for category application.

SECTION IV - LETTER OF APPLICATION

Notes on letter of application

1. The letter of application will be prepared by the applicant and will follow the form presented herein.
2. The letter of application will be duly filled by the applicant and will include full postal address, telephone numbers and domain email address.
3. The letter of application will be signed by duly authorized representatives of the applicant.
4. Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.
5. The letter of application shall be submitted with a duly filled Form for Category Application in the format contained herein.

SECTION- IV - LETTER OF APPLICATION (MANDATORY)

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 the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for Category (number and name)
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 | |
|----------------------------------|-----------------------------------|
| Contact person(s) | Telephone Number Email Address |
| | |

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 contract 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.

6. 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 AND STAMPED | |
| NAME: | |
| FOR AND ON BEHALF OF (NAME OF APPLICANT) | |

SECTION V- STANDARD FORMS

APPLICATION FORM 1

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

APPLICATION FORM 1

CONFIDENTIAL BUSINESS QUESTIONNAIRE (MANDATORY)

Part 1 – General:

Business Name

Location of business premises. Plot
No..... Street/Road Postal
Address Tel No.

E- M a i l A d d r e s s

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers

Branch

A/c No.....

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

| | <p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> <tr><td>.....</td><td></td><td></td><td></td></tr> </tbody> </table> | Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | |
|--------|--|---------------------|-------------|---------------------|--------|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|--------|--|--|--|
| Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p> Nominal Kshs.</p> <p> Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr><td>1.....</td><td></td><td></td><td></td></tr> <tr><td>2.....</td><td></td><td></td><td></td></tr> <tr><td>3.....</td><td></td><td></td><td></td></tr> <tr><td>4.....</td><td></td><td></td><td></td></tr> <tr><td>5.....</td><td></td><td></td><td></td></tr> </tbody> </table> <p>Date.....</p> <p>Signature of candidate.....</p> <p>If a Kenya citizen indicate under 'citizen Details' whether by birth, Naturalization or registration '.</p> | Name | Nationality | Citizenship Details | Shares | 1..... | | | | 2..... | | | | 3..... | | | | 4..... | | | | 5..... | | | |
| Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | | | |
| 1..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4..... | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5..... | | | | | | | | | | | | | | | | | | | | | | | | | |

APPLICATION FORM 2

BANK DETAILS (MANDATORY)

Account Name -----

Account Number -----

Bank -----

Bank Branch_ -----

IFMIS No.....

Supplier IFMIS email address -----

Supplier telephone number-----

Contact name and title -----

Signature and stamp.....

APPLICATION FORM 3

DECLARATION FORM (MANDATORY)

We hereby confirm that the above information is correct and true to the best of us knowledge.

We further declare that should we be registered as a Supplier and later the above information turns out to be untrue, we shall indemnify County Assembly of Embu the full cost of the Contract, the advertisement charges of this tender plus all other damages that may accrue due to our false declaration.

Name and Address of Company: M/s.....

P. O Box.....

Town.....

Telephone No.....

Fax No.....

Domain E-Mail Address

Signature.....

Name in full.....

Position.....

Official Rubber Stamp.....

Date.....

APPLICATION FORM 4

ANTI-CORRUPTION DECLARATION COMMITMENT/PLEDGE (MANDATORY)

(Sections 62, 65 & 66 of the PPAD Act, 2015)

I/We/Messrs..... of

Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No for or the

subsequent performance of the contract if I/We am/are successful.

Authorized Signature and stamp.....

Name and Title of Signatory.....