



**Tel:** +254-0770308267  
**Email:** [procurement@rongovarsity.ac.ke](mailto:procurement@rongovarsity.ac.ke)

P O Box 103-40404  
**RONGO**  
**Kenya**

**REGISTRATION OF SUPPLIERS**

**FOR**

**SUPPLY/ PROVISION OF GOODS, WORKS AND SERVICES**

**FOR**

**THE FYs 2018-2020**

**CLOSING DATE: WEDNESDAY, 25<sup>TH</sup> APRIL, 2018**

**CLOSING TIME: 10.00 A.M**

**CATEGORY NO:.....**

**TENDER DESCRIPTION:.....**

**ELIGIBILITY: .....**

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Date: Tuesday, April 3, 2018

## TENDER NOTICE

### REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES & WORKS FOR FINANCIAL YEARS 2018/2020

Rongo University (RU) invites application from interested and eligible bidders for the Registration/Registration as supplier(s) of goods and services for the financial Years 2018/2020 ending on **30<sup>th</sup> June 2020**.

The Registration documents, containing submission information, detailed terms and conditions of qualification may be obtained from Procurement Office, within the Administration block at Rongo University Main Campus between 8.00a.m to 5.00p.m at a fee of ksh.1,000.00 deposited to Rongo University, account No. **1430270413535 Equity bank, Awendo Branch**. Applicants may download the document from Rongo University Website, [www.rongovarsity.ac.ke](http://www.rongovarsity.ac.ke) or **IFMIS** Supplier`s portal [supplier.treasury.go.ke](http://supplier.treasury.go.ke) free of charge and **MUST** register their interest immediately by sending an email to [procurement@rongovarsity.ac.ke](mailto:procurement@rongovarsity.ac.ke) stating their names, Category No., Category Tender description, email, postal address and telephone no.

Completed Registration documents in plain sealed envelopes clearly marked on the envelope;

### REGISTRATION OF SUPPLIERS 2018/2020

**CATEGORY NO:** .....

**TENDER DESCRIPTION:** .....

**ELIGIBILITY:** .....

addressed to:

**The Vice Chancellor  
Rongo University  
Rongo-Migori Highway, Kanga Junction  
P.O. Box 103-40404  
RONGO**

should be deposited in the Tender Box situated at the Main entrance of the administrations block so as to be received on or before **Wednesday, 25<sup>th</sup> April 2018 at 10.00 am**. Registration documents will be opened immediately thereafter in the University boardroom, at **10.00 am** in the presence of applicants who may wish to attend.

**CATEGORIES OF GOODS, WORKS AND SERVICES FOR REGISTRATION OF SUPPLIERS FOR FYs 2018/2020**

**CATEGORY A: (FRAMEWORK CONTRACTS FOR 2018-2020)**

<b>Category No.</b>	<b>Tender Description</b>	<b>Eligibility</b>
RU/REG/A1/18-20	Supply & delivery of meat and allied products	Open
RU/REG/A2/18-20	Supply & delivery of general office stationery & rubber stamps	Youth, Women & PWDs
RU/REG/A3/18-20	Supply & delivery of dry (non-perishable) foodstuff (e.g. rice, maize flour, wheat flour, sugar, salt, tea leaves, beans, green grams, maize and related items)	Youth, Women & PWDs
RU/REG/A4/18-20	Provision of Air ticketing (IATA) approved & travel arrangements	Youth, Women & PWDs
RU/REG/A5/18-20	Supply & delivery of toners and cartridges	Open
RU/REG/A6/18-20	Supply & delivery of perishable foodstuff (fruits, vegetables, potatoes etc).	Youth, Women & PWDs
RU/REG/A7/18-20	Supply & delivery of cleaning materials and detergents	Youth, Women & PWDs
RU/REG/A8/18-20	Supply & delivery of poultry and allied products e.g. chicken, eggs	Youth, Women & PWDs
RU/REG/A9/18-20	Supply & Delivery of Newspapers & magazines	Open
RU/REG/A10/18-20	Supply & delivery of fish	Youth, Women & PWDs
RU/REG/A11/18-20	Supply & delivery of fresh bread	Youth, Women & PWDs
RU/REG/A12/18-20	Supply & delivery of mineral water and assorted sodas	Youth, Women & PWDs
RU/REG/A13/18-20	Supply & delivery of fresh processed milk	Youth, Women & PWDs
RU/REG/A14/18-20	Supply & delivery of firewood	Youth, Women & PWDs
RU/REG/A15/18-20	Supply & delivery of charcoal	Youth, Women & PWDs
RU/REG/A16/18-20	Supply & delivery of electrical items, fittings & electronics	Youth, Women & PWDs
RU/REG/A17/18-20	Provision of garbage collection services	Youth, Women & PWDs
RU/REG/A18/18-20	Provision of graphic design & sign works e.g. door labels, signboards etc.	Youth, Women & PWDs
RU/REG/A19/18-20	Hiring of tents, chairs, PA system, tables, flowers and decoration for events	Open
RU/REG/A20/18-20	Provision of outside catering services	Open
RU/REG/A21/18-20	Supply & delivery of computer accessories and UPS's	Youth, Women & PWDs
RU/REG/A22/18-20	Supply & delivery of assorted Estate Materials (hardware, Plumbing and allied products)	Open
RU/REG/A23/18-20	Supply & delivery of motor vehicle spare parts ,tyres, tubes & batteries	Open
RU/REG/A24/18-20	Supply and delivery of fertilizer, Farm Chemicals (Herbicides, Fungicides, Insecticides) Veterinary Drugs and Animal Feeds	Open
RU/REG/A25/18-20	Supply and delivery of chemicals (Water treatment, swimming pool and Chemistry production)	Open
RU/REG/A26/18-20	Supply & delivery of oil lubricants	Open

RU/REG/A27/18-20	Supply & delivery of office furniture	Open
RU/REG/A28/18-20	Supply and delivery Laptops, computers, Software, printers and related items	Open
RU/REG/A29/18-20	Supply & delivery of office equipment, student's furniture and beds	Open
RU/REG/A30/18-20	Supply & delivery of office furnishings and fittings e.g. curtains, carpets, vertical blinders etc.	Open
RU/REG/A31/18-20	Supply & delivery of printed promotional materials , accountable documents & stationery (Publishing and printing services)	Open

## CATEGORY B: REGISTRATION OF SUPPLIERS FOR 2018-2020

Category No.	Tender Description	Eligibility
RU/REG/B1/18-20	Provision of repair & servicing of office equipment e.g. photocopiers, printers, scanners, LCD screens, projectors and related items.	Open
RU/REG/B2/18-20	Supply & delivery of tailoring items, Linen, provision of curtain materials, curtain rail, staff uniforms, fabrics, protective gear, table clothes and graduation attires.	Open
RU/REG/B3/18-20	Supply & delivery of games equipment, sportswear & allied products	Open
RU/REG/B4/18-20	Supply and delivery/repair and servicing of air conditioners, mechanical ventilators and refrigeration items.	Open
RU/REG/B5/18-20	Supply, delivery, installation, repair and maintenance of firefighting equipment	Open
RU/REG/B6/18-20	Repair & servicing of motor vehicles (panel beating, spray painting and related services).	Open
RU/REG/B7/18-20	Provision of car hire services, airport transfers and other related services.	Open
RU/REG/B8/18-20	Servicing and calibrating of Laboratory, Hospital and Medical Laboratory Equipment	Open
RU/REG/B9/18-20	Servicing and calibrating of stores weighing scales	Open
RU/REG/B10/18-20	Provision of fumigation, pest control and sanitary services	Open
RU/REG/B11/18-20	Provision of minor construction works (Registered building & civil contractors - NCA 7)	Open
RU/REG/B12/18-20	Provision of plumbing installation works	Open
RU/REG/B13/18-20	Provision of Electrical Installation subcontractors	Open
RU/REG/B14/18-20	Provision of Audio Visual Systems Services	Open
RU/REG/B15/18-20	Supply & delivery of mattresses and beddings	Open
RU/REG/B16/18-20	Supply & delivery of library books, journals & periodicals	Open
RU/REG/B17/18-20	Supply & delivery of specialized library equipment	Open
RU/REG/B18/18-20	Supply, Installation & Commissioning of structured cabling (IP) PABX, networking equipment.	Open
RU/REG/B19/18-20	Supply & Delivery of Audio-Visual items e.g. LCD	Open

	Projectors, Cameras etc.	
RU/REG/B20/18-20	Supply, installation ,testing & commissioning of security equipment e.g. CCTV cameras , walk through metal detectors, communication equipment etc.	Open
RU/REG/B21/18-20	Supply & delivery of human / Pharmaceutical drugs & dressings	Open
RU/REG/B22/18-20	Supply & delivery of laboratory reagents, glassware & equipment for the medical laboratory and teaching departments.	Open
RU/REG/B23/18-20	Supply, delivery of kitchen appliances and cutleries	Open
RU/REG/B24/18-20	Supply, delivery, Installation, testing, commissioning & maintenance of water pumps, lawn mowers & allied items	Open
RU/REG/B25/18-20	Supply & delivery of camping equipment e.g. tents (all types & sizes), binoculars etc.	Open
RU/REG/B26/18-20	Supply, delivery, installation & service of Media Broadcast Equipment for both radio & television.	Open
RU/REG/B27/18-20	Supply and delivery of medical equipment	Open
RU/REG/B28/18-20	Supply and delivery of LPG cooking gas	Open
RU/REG/B29/18-20	Repair & maintenance of cold room and kitchen equipment	Open
RU/REG/B30/18-20	Repair & maintenance of generators	Open
RU/REG/B31/18-20	Provision of courier services	Open
RU/REG/B32/18-20	Provision of baseline survey, human resource training, development services, consultancy services & capacity building, customer satisfaction, staff competency, work environment, drug/alcohol and substance abuse	Open
RU/REG/B33/18-20	Provision of consultancy services on environmental impact assessment & environmental audit	Open
RU/REG/B34/18-20	Provision of property valuation services	Open
RU/REG/B35/18-20	Provision of land survey services	Open
RU/REG/B36/18-20	Provision of consultancy services in waste management disposal	Open
RU/REG/B37/18-20	Provision of office design and partitioning services	Open
RU/REG/B38/18-20	Provision of Medical Consultancy services	Open
RU/REG/B39/18-20	Provision of legal services	Open
RU/REG/B40/18-20	Provision of internet services	Open
RU/REG/B41/18-20	Provision of veterinary services	Open
RU/REG/B42/18-20	Provision of hotel reservation and conference facilities	Open
RU/REG/B43/18-20	Provision of exhaustion services	Open
RU/REG/B44/18-20	Provision of car tracking services	Open
RU/REG/B45/18-20	Provision of engineering & consultancy services	Open
RU/REG/B46/18-20	Provision of laundry services	Open
RU/REG/B47/18-20	Provision of water bowser services (Fresh water)	Open

**NOTE**

- 1. All Framework contracts will be awarded for one year. Renewal of second year will be subject to satisfactory performance.**
  - 2. The Youth, women and persons living with disabilities MUST be registered with the National Treasury (attach a copy of CR 12 form, valid AGPO certificate and Identity Cards).**
  - 3. All current registered suppliers MUST APPLY afresh.**
- Youth, Women and persons living with disability are encouraged to apply.**

## **1.0 REGISTRATION INSTRUCTIONS**

### **1.1. Introduction**

Rongo University referred to as the Client would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Client to perform the contract of supply and delivery or provision of goods, works and services to the University.

### **1.2. Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the University as and when required during the stated period.

### **1.3. Invitation of Registration**

Suppliers and special groups (Youth, Women and PWDs) registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective merchandise or services are invited to submit their registration documents to the Vice Chancellor, Rongo University so that they may be registered for submission of quotations. Registration documents will be submitted in complete lots, singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

### **1.4. Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

### **1.5. Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

**1.6.** In order to be considered for registration, prospective suppliers must submit all the information herein requested.

### **1.7. Distribution of Registration Documents**

A copy of the completed Registration data and other requested information shall be submitted to reach;

**THE VICE CHANCELLOR  
RONGO UNIVERSITY  
RONGO-MIGORI HIGHWAY, KANGA JUNCTION  
P.O. BOX 103-40404  
RONGO**



## **1.8. Questions Arising from Documents**

Questions that may arise from the Registration documents should be directed to the Vice Chancellor whose address is given in par 1.7

## **1.9. Additional Information**

The Rongo University reserves the right to request submission of additional information from prospective bidders.

**1.10.** Request for quotations will be made available only to those bidders whose qualifications are accepted by Rongo University after **scoring 65% and 55%** points and above for open categories and for Youth, Women and PWDs respectively after completion of the Registration process.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Supplied Materials**

The Supplier, contractor and Consultants shall pay all taxes payable for all goods, services, and works as required by the Law unless exempted by Government.

### **2.3 Customs Clearance**

The contractor shall be responsible for custom clearance of their imported goods and materials.

### **2.4 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the University. Prices quoted should be inclusive of all delivery charges.

### **2.5 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **3.0 REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

The attached questionnaire forms REG-1, REG-2, REG-3, REG-4, REG-5, REG-6, REG-7, and REG-8 are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of tender/quotation for specific tender.

**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.**

### **3.2 Qualification**

It is understood and agreed that the Registration data on prospective suppliers is to be used by Rongo University in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of Rongo University they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, works or services.

### **3.3 Essential Criteria for Registration**

#### **3.3.1 Experience**

Prospective bidders shall have **at least 2 years** experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize, supply and delivery of items, or service at short notice.

#### **3.3.2 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form REG-3.

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

### **3.3.4 Special Consideration**

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on form REG-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form REG-6.

### **3.4 Statement**

Application must include a sworn statement Form REG-8 by the applicant ensuring the accuracy of the information given.

### **3.5 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Client reserves the right to reject the tender from such a bidder even though they have been initially registered.

### **3.6 Company/Business Registration**

The firm **MUST** have a fixed Business Premise and must be registered in Kenya with certificate of Registration/incorporation/Memorandum and Articles of association, copies of which must be attached.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate (TCC).

### 3.7 REGISTRATION EVALUATION CRITERIA

		<b>PRELIMINARY</b>	<b>MARKS</b>
<b>1.</b>		<b>FORM REG1-REGISTRATION REQUIREMENTS (MANDATORY)</b>	<b>20</b>
	a)	Copy of Registration/Incorporation Certificate	5
	b)	Copy of Valid KRA Tax Compliance Certificate (TCC)	5
	c)	Copy of PIN Certificate of Firm/company or individual.	5
	d)	Copy of Current Business Permit/Trade license.	5
<b>2</b>		<b>FORM REG2 –REGISTRATION DATA</b>	<b>10</b>
	a)	Name of the Company/firm/supplier	5
	b)	E-mail address	1
	c)	Postal address	2
	d)	Mobile No./telephone	2
<b>3.</b>		<b>FORM REG3 - SUPERVISORY PERSONNEL</b> (must be filled accordingly)	<b>10</b>
<b>4.</b>		<b>FORM REG4 – FINANCIAL POSITION &amp; TERMS OF TRADE</b>	<b>20</b>
	a)	Audited & certified financial statements(2016-2017)	10
	b)	At least 2 reference from the applicant’s bankers regarding suppliers credit position	5
	c)	Credit period (not less than 30 days)	5
<b>5.</b>		<b>FORM REG5 – CONFIDENTIAL BUSINESS QUESTIONNAIRE</b> ( must be filled accordingly)	<b>10</b>
<b>6.</b>		<b>FORM REG6 – PAST EXPERIENCE</b>	<b>20</b>
	a)	At least 3 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed)	5
	b)	Signed contracts/LPOs/LSOs (prove of above)	5
	c)	Acceptance certificates/completion certificates (prove of a. above)	5
	d)	Attach at least 3 recommendation letters each from different clients	5
<b>7.</b>		<b>FORM REG7 – LITIGATION HISTORY</b> (must be filled accordingly and attach proof)	<b>5</b>
<b>8.</b>		<b>FORM REG8 – SWORN STATEMENT</b> ( must be filled accordingly, signed and stamped)	<b>5</b>
		<b>TOTAL=</b>	<b>100</b>

#### **NOTE:**

- **Form REG 1 are mandatory requirement which must be submitted failure to which the applicant shall be considered Non Responsive.**
- **The minimum qualification point is 65% for Open category.**
- **The minimum qualification point is 55% for Youth, Women and PWDs.**
- **Documents MUST be serialized.**

## **FORM REG-1 REGISTRATION REQUIREMENTS FOR OPEN CATEGORY**

All firms **MUST** provide:-

- Copy of Certificate of Registration of Business Name/Company. **(Mandatory)**
- Valid Tax Compliance Certificate (TCC) from KRA. **(Mandatory)**
- Copy of PIN Certificate of Firm/company or individual. **(Mandatory)**
- Copy of Business Permit/trade license. **(Mandatory)**

### **Other requirements**

- Provide company profile showing names of Directors, management team and general structure of the company/ business.
- Letter of recommendation from previous organization served.
- A profile of the owners or shareholders.
- E-mail Contacts – a valid and active e-mail address
- **Air travel firms must be registered with IATA and any other relevant bodies.**
- **Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing.**

## **FORM REG-1 REGISTRATION REQUIREMENTS FOR YOUTH, WOMEN AND PWDs**

All firms **MUST** provide:-

- Copy of Certificate of Registration of Business Name/Company. **(Mandatory)**
- Valid Tax Compliance Certificate (TCC) from KRA. **(Mandatory)**
- Copy of PIN Certificate of Firm/company or individual. **(Mandatory)**
- Copy of Business Permit/trade license. **(Mandatory)**

**Other requirements**

- Letter of recommendation from previous organization served.
- A profile of the owners or shareholders.
- E-mail Contacts – a valid and active e-mail address
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Copy of National Identity card
- Bank statement/ bank reference letter
- Valid target group certificate

**Note** – Any information marked **compulsory** must be provided failure to which the applicant shall be automatically disqualified.

**FORM REG-2 REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We .....hereby apply (**Name of Company/Firm**) for  
Registration as supplier (s) Of .....(**Item  
Description**).....(  
**CategoryNo.**).....

E-mail address.....

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No.....Floor No.....

Telephone No. ....

Mobile telephone/cell phone number.....

Full Name of applicant .....

Other branches Location .....

**ORGANIZATION & BUSINESS INFORMATION**

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other .....  
Partnership (if applicable)

Names of Partners .....

Business founded or incorporated .....

Under present Management since .....

Net worth equivalent Kshs . .....

Bank reference and address .....

.....

Bonding company reference and address .....

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

.....

Indicate terms of trade/sale



**FORM REG-3      SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

University .....

Post Graduate .....

Diploma .....

High School .....

Professional Qualification .....

.....

Length of service with contractor or supplier position held .....

.....

(Attach copies of certificates of key personnel in the organization and professional)

**FORM REG-4 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy firm's two certified financial statements for the year 2016 and 2017 giving summary of assets and current liabilities/or Bank statement for the year 2016 and 2017.
  
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
  
- (3) State Credit period (minimum proposed is 30 days).....

**FORM REG-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 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 .....

Location of business Premises .....

Plot No. .... Street/Road .....

Postal Address ..... Tel No. ....

Nature of business .....

Current Trade Licence No. .... Expiring date .....

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

Name of your bankers ..... Branch .....

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full ..... Age ..... Nationality .....</p> <p>..... Country of origin ..... * Citizenship details .....</p>																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	1	.....	.....	.....	.....		...				2	.....	.....	.....	.....	3	.....	.....	.....	.....
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	...																														
2	.....	.....	.....	.....																											
3	.....	.....	.....	.....																											



**FORM REG-6 PAST EXPERIENCE**

**A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)**

**1.**

- 1) Name of clients (Organization) ..... 2)
- Address of client (Organization) .....
- 3) Name of contact person at the client (Organization) .....
- 4) Telephone No. of client .....
- 5) Value of contract .....
- 6) Duration of contract (date) .....

**Attach the following documental evidence of existence of contract as above:**

- i. Signed contracts/LPOs/LSOs**
- ii. Acceptance certificates/completion certificates**

**2.**

- 7) Name of clients (Organization) .....
- 8) Address of client (Organization) .....
- 9) Name of contact person at the client (Organization) .....
- 10) Telephone No. of client .....
- 11) Value of contract .....
- 12) Duration of contract (date) .....

**Attach the following documental evidence of existence of contract as above:**

- i. Signed contracts/LPOs/LSOs**
- ii. Acceptance certificates/completion certificates**

**3.**

- 13) Name of clients (Organization) .....
- 14) Address of client (Organization) .....
- 15) Name of contact person at the client (Organization) .....
- 16) Telephone No. of client .....
- 17) Value of contract .....
- 18) Duration of contract (date) .....

**Attach the following documental evidence of existence of contract as above:**

- i. Signed contracts/LPOs/LSOs**
- ii. Acceptance certificates/completion certificates**

**B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST TWO YEARS**

Attach at least 2 recommendation letters each from a different client.



**FORM REG-8**

**SWORN STATEMENT**

Having studied the Registration information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the Registration and evaluation.

**Category No...** .....

**Supply/Provision of** .....

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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