



**REPUBLIC OF KENYA
FINANCIAL REPORTING CENTRE**

CBK PENSION FUND BUILDING, HARAMBEE AVENUE
PRIVATE BAG 00200, NAIROBI TEL: +254 2861600

APPLICATION DOCUMENT

FOR

**REGISTRATION OF SUPPLIERS
FOR GOODS AND SERVICES**

**REGISTRATION NO.
FRC/R/001/2018-2019**

CATEGORY _____

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SECTION A

REGISTRATION NO. 1: REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD ENDING 30TH JUNE 2020

The Financial Reporting Center invites applications for registration of eligible interested suppliers and service providers of the under listed goods and services for the period ending June 2020.

Category Number	ITEM DESCRIPTION	REMARKS
Category 1	Provision of Security Services	Open
Category 2	Provision of Cleaning Services	Reserved
Category 3	Provision of Mineral Drinking Water	Reserved
Category 4	Provision of Motor Vehicles Repairs and Maintenance Services (Only Ministry of Roads and Public Works approved Garages)	Open
Category 5	Provision of Computers and Printer Maintenance Services	Open
Category 6	Supply of Newspapers and Magazines	Reserved
Category 7	Supply of Staff Uniform and Branded Materials	Open
Category 8	Supply of Fuel	Open
Category 9	Supply of General Office Stationery and Computer Consumables	Open
Category 10	Supply of Office Furniture, Office Equipment and Furnishings	Open
Category 11	Supply of Motor Vehicles Tyres and Tubes	Open
Category 12	Provision of Airtime Cards	Reserved
Category 13	Provision of Air Ticketing Services	Open

Interested Bidders may obtain complete registration documents from CBK Pension House, ground floor or download from our website www.frc.go.ke or from the official Government website www.mygov.go.ke free of charge.

Completed registration documents enclosed in plain sealed envelopes marked with the **Registration Number** (FRC/R/001/2018-2019), **Category Number** (from above table) and addressed to:

Director General
Financial Reporting Centre
CBK Pension Fund Building, Harambee Avenue
Private Bag 00200, Nairobi

are to be deposited in the tender box situated on the ground floor of CBK Pension House on or before 04 September 2018 at 12.00 noon.

Opening will be done immediately thereafter in the boardroom situated on the ground floor, CBK Pension House in the presence of the bidders or their representatives who choose to attend.

Head, Supply Chain Management Services
For: Director General

Section B



REPUBLIC OF KENYA

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

.....
.....

Location of Business

.....
.....

Plot No.....Street/Road

Postal AddressTel. No

Nature of Business.....

Current Trade License No..... Expiring date

Maximum value of Business which you can handle at any one time

.....

Name of your Banker.....Branch

Are you're an agent of Kenya National Trading Corporation? **YES / NO**

Part 2(a) Sole Proprietor:

Your Name in fullAge.....

NationalityCountry of Origin

Part 2(b) Give details of partners as follows:

(N.B: Indicate under "Citizenship" whether by Birth, Naturalization or Registration)

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

Part 2(C) Registered Company:

Private or Public

State the nominal and issued capital of the company:

Nominal K.....

Issued K

Give details of all directors as follows:

1.
.....
2.
.....
3.
.....
4.
.....

Signature of Tenderer

Date

Section C

SUPPLIERS APPLICATION FORM:

Official Receipt No

Date

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/WE(Name of the Company/Firm)

for registration as supplier(s) of.....(Item Description)

.....(Category No.)

Postal Address Email Address

TelStreet.....Name of Building

Room/Office No..... Floor No

Full Name of Applicant

Other Branches location

.....

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Section D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS:

No.	STATUTORY DOCUMENT	DOCUMENT NO.	REMARKS
1.	Certificate of Registration OR Certificate of Incorporation.		Attach copy
2.	VAT Registration		Attach copy
3.	Current Business Permit from respective Local Authority		Attach copy
4.	P.I.N Certificate		Attach copy
5.	Valid Tax Compliance Certificate, (Documentary proof is necessary).		Attach copy
6.	Certification from the relevant body (Category 4 & 13)		Attach copy

In addition: -

- (i) State any technological innovations or specific attributes which distinguishes you from your competitors

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State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the applicable Law

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(ii) Referee:

- Name of Company
- And Address
- Name of Contact Person
- Signature and Date
- Company Stamp

DECLARATION

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Having studied the pre-qualification information for the above tender, I/We state:

1. the information furnished, in our application is accurate to the best of our knowledge,
2. 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 the basis of the provision in the tender or quotation documents to follow,
3. when the call for tenders/quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall come ourselves to inform you and acknowledge your right to review the pre-qualification made,
4. we enclose all the required documents and information required for the pre-qualification evaluation

Section E

OTHER IMPORTANT PRE-REQUISITES:

- Must confirm that the firm, its servants or agents have not offered and shall not offer any inducements to the procuring entity.
- Attach company profile indicating qualification of key personnel. Attach copies of their certificates.
- Must have fixed Business premises.
- Provide a list of clients (previous and current).
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated.