



REPUBLIC OF KENYA

FINANCIAL REPORTING CENTRE

**UAP OLD MUTUAL TOWER, UPPERHILL ROAD
PRIVATE BAG 00200, NAIROBI TEL: +07098588000**

APPLICATION DOCUMENT

FOR

**REGISTRATION OF SUPPLIERS
FOR GOODS AND SERVICES**

**TENDER NO.
FRC/T/RS/011/2020-2021**

CATEGORY NO.....

Name.....

.....

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SECTION A

TENDER NO: FRC/T/RS/011/2020-2021 . 1: REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30TH JUNE 2023

The Financial Reporting Center invites applications for Registration of eligible interested suppliers and Service providers in various categories of Goods and Services for the period ending June, 2023.

The Centre (FRC) was established under section 21 of the Proceeds of Crime and Anti-Money Laundering Act 2009 (POCAMLA) and Prevention of Terrorism Act (POTA) 2012 with the principal objective of identifying the proceeds of crime and combating money laundering.

The Centre (FRC) Registration of supplier's/service providers as below:

REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023			
Category	Description	Eligibility	Closing Date
GOODS			
Category 1	Supply and delivery of General Office supplies, Stationery and other office Consumables	Open	Tuesday, 18 th May, 2021 at 10.00am
Category 2	Supply and Delivery of Furniture, Equipment's and Furnishings	Open	
Category 3	Supply and Delivery of Toners and Cartridges	Open	
Category 4	Supply and Delivery of Mineral Drinking Water	Reserved	
Category 5	Supply and Delivery of Newspapers Magazines and Periodicals	Open	
Category 6	Supply and Delivery of Branded merchandise and Staff Uniform	Open	
Category 7	Supply and Delivery of Telephone Airtime	Reserved	
Category 8	Supply and Deliver of Motor Vehicles Tyres	Open	

SERVICES			
Category 9	Provision of Security Services	Open	Tuesday,18 th May,2021 at 10.00am
Category 10.	Provision of Cleaning Services	Reserved	
Category 11.	Provision of Catering Services	Reserved	
Category 12.	Provision of Fumigation Services	Open	
Category 13.	Provision of Repair Maintenance Services Computers, Printers and UPS	Open	
Category 14.	Provision of Legal Services	Open	
Category 15.	Provision of Air Travel ticketing Services(IATA/KATA Registered firms only)	Open	

Interested Bidders may obtain further information and download Tender/or registration documents from the FRC website www.frc.go.ke. Bidders who download the tender document from the website must immediately forward their particulars (i.e. Name and Contact of applicant) to the email procurement@frc.go.ke for the purposes of registration and any further tender clarifications.

registration documents are to be enclosed in plain sealed envelopes, marked with the Category number and name to be deposited in the Tender Box at **Financial Reporting Centre, UAP Old Mutual Tower, 29th Floor, Upper Hill Road, NAIROBI.** or be addressed to: -

**The Director General
Financial Reporting Centre
Private Bag, 00200
NAIROBI**

So as to be received on or before Tuesday,18th May,2021 at 10.00am Late tenders will not be accepted.

Tenders will be opened immediately thereafter in the presence of the candidates or their representative who choose to attend, at the above address.

**Director General
Financial Reporting Centre**

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 Address:

Tel.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 full Age.....

NationalityCountry of Origin

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

	Name	Nationality	Citizenship Details	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.

Date Signature of Tenderer

N.B: Indicate under "Citizen Details" whether by Birth, Naturalization or Registration:

SECTION C:

SUPPLIERS APPLICATION FORM:

Official Receipt No where applicable.....

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.....

Tel Street.....

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.	Current Business Permit from respective Local Authority		Attach copy
3.	P.I.N Certificate		Attach copy
4.	Valid Tax Compliance Certificate, (Documentary proof is necessary).		Attach copy
5.	Certification from the relevant body (Category 16)		Attach copy
7.	AGPO Certificate for Categories 4,7,10 and 11		Attach Copy
8.	Company Profile		Provide

In addition:

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

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- (ii) 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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(iii) Referees: -

1. Name of Company:

Address:

Name of Contact Person:

Designation:

Signature: Date:

Company Stamp:

2. Name of Company:

Address:

Name of Contact Person:

Designation:

Signature: Date:

Company Stamp:

SECTION E:

OTHER IMPORTANT PRE-REQUISITES:

- Must confirm that the firm, it's 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.

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

Signed on behalf of the Firm:

Name:

Designation:

Date:

Stamp: