

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF NYAMIRA

REGISTRATION OF CONTRACTORS & SUPPLIERS OF
GOODS, WORKS AND SERVICES FOR FY 2019-2021

TENDER DOCUMENT FOR CATEGORIES 20 TO 79

COUNTY GOVERNMENT OF NYAMIRA
P. O. Box 434- 40500
NYAMIRA

CLOSING DATE: Wednesday 31st JULY, 2019

TIME: 10.00 A.M (EAST AFRICAN TIME)

Manual Submission of Tenders Will Not Be Accepted

PLEASE FILL THIS FORM PAGE CAREFULLY

N/B:

- ❖ **FAILURE TO IDENTIFY THE CATEGORY AND ITEM YOU ARE APPLYING FOR LEADS TO AUTOMATIC DISQUALIFICATION**
- ❖ **THIS APPLIES TO CATEGORY NUMBER 21 TO NUMBER 80)**

CATEGORY NO. (BETWEEN 20 -79)	
ITEM (eg. Supply of Eggs)	

PLEASE NOTE THAT EACH CATEGORY SELECTED MUST HAVE ITS OWN DOCUMENT

TABLE OF CONTENTS

S/NO.		PAGE
1	TENDER NOTICE	4
2	REGISTRAION OF SUPPLIERS INSTUCTIONS	7
3	(a) BRIEF CONTRACT REGULATIONS/GUIDELINES	8
	(b) REGISTRATION DATA INSTRUCTIONS	9
	(c) REGISTRATION CRITERIA	11-12
4	REGISTRATION DOCUMENT	13
5	FINANCIAL POSITION AND TERMS OF TRADE	14
6	CONFIDENTIAL BUSINESS QUESTIONNAIRES	15
7	PAST EXPERIENCES	16
8	REFEREES	17
9	YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY BUSINESS CERTIFICATE	18
10	SWORN STATEMENT	19

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF NYAMIRA

TENDER NOTICE

INVITATION TO TENDER AND REGISTRATION OF CONTRACTORS & SUPPLIERS OF GOODS, WORKS & SERVICES FOR FY 2019-2021

The County Government of Nyamira invites sealed tenders from eligible bidders for the Supply and Delivery/ Provision of Goods, Works and services to various Government Departments and Public Institutions within the County for the Financial Years 2019-2021.

TENDERS

Two Year Framework Contracts Renewable Annually Upon Satisfactory Performance

TENDER REF. NO	ITEM DESCRIPTION	ELIGIBILITY
CGN/T001/2019 - 2021	Supply & Delivery of Medical Drugs	Open
CGN/T002/2019 - 2021	Supply & Delivery of Non-Pharmaceutical and Dressing Materials	Open
CGN/T003/2019 - 2021	Supply & Delivery of Laboratory Reagents and Glassware	Open
CGN/T004/2019 - 2021	Supply and Delivery of Dental Items (Consumables)	Open
CGN/T005/2019 - 2021	Supply & Delivery of X-Ray films and Ultrasound	Open
CGN/T006/2019 - 2021	Supply & Delivery of Wood Fuel and Cooking Gas	Open
CGN/T007/2019 - 2021	Supply & Delivery of Foodstuff and Soft Drinks	Open
CGN/T008/2019 - 2021	Supply & Delivery of Office Stationery	Open
CGN/T009/2019 - 2021	Supply & Delivery of Petroleum, Oils and Lubricants	Open
CGN/T010/2019 - 2021	Supply & Delivery of Cleaning Materials, detergents and Chemicals	Open
CGN/T011/2019 - 2021	Provision of Air Ticketing Services (IATA registered Firm only)	Open
CGN/T012/2019 - 2021	Supply and delivery of Newspapers, Magazines and Periodicals	Open
CGN/T013/2019 - 2021	Provision of Catering and Accommodation Services	Open
CGN/T014/2019 - 2021	Supply and Delivery of Tyres , Tubes and Automotive Batteries	Open
CGN/T015/2019 - 2021	Supply, Delivery and Maintenance of Photocopiers and Printers	Open
CGN/T016/2019 - 2021	Supply& Delivery of Various Toners and Cartridges	Open
CGN/T017/2019 - 2021	Supply& Delivery of Computers (Desktops, Laptops and IPADS)	Open
CGN/T018/2019 - 2021	Provision of Legal Services	Open
CGN/T019/2019 - 2021	Repair and Servicing of Motor Vehicles, Plants and Equipment	Open
	REGISTRATION CATEGORIES	
CATEGORY 20	Supply & Delivery of Electrical Items, Fittings and Accessories	
CATEGORY 21	Supply and Delivery of Medical Records	
CATEGORY 22	Supply & Delivery of Dairy animals, Poultry Birds and animal feeding feed Materials	
CATEGORY 23	Supply & Delivery of Furniture	
CATEGORY 24	Supply & Delivery of Medical Tools and Equipment	
CATEGORY 25	Supply & Delivery of Motor vehicles and Motor Grader Spare parts	
CATEGORY 26	Supply & Delivery of Office Equipment, Furnishings (Curtains, Carpets, shears & blinder fittings)	
CATEGORY 27	Supply & Delivery of Kitchen Appliances	
CATEGORY 28	Supply & Delivery of Household and Sanitary Items	
CATEGORY 29	Supply & Delivery of Sporting Equipment, Protective Clothing and Uniforms	
CATEGORY 30	Supply & Delivery of Farm Inputs, Herbicides, Insecticides & Pesticides, Chemicals, Veterinary Drugs & Animal Sprays and Spraying Equipment	
CATEGORY 31	Supply & Delivery of Fingerlings, Fish-Feeds and Fish-Pond Materials	
CATEGORY 32	Supply & Delivery of Tree Seedlings	
CATEGORY 33	Supply & Delivery of Fresh Cut Flowers and Maintenance of Indoor Potted Plants	
CATEGORY 35	Excavation, Supply and Delivery of Murram	

NYAMIRA COUNTY GOVERNMENT--

REGISTRATION OF CONTRACTORS & SUPPLIERS FOR SUPPLY AND DELIVERY / PROVISION OF GOODS, WORKS AND SERVICES FOR FY 2019-2022

CATEGORY 36	Supply & Delivery of Building Materials (Stones, Ballast, Sand, Hard-core, Hardware items etc)
CATEGORY 37	Supply & Delivery of Power Generators and Inverters
CATEGORY 38	Supply and delivery of Computer Accessories
CATEGORY 39	Provision of Car Tracking Services
CATEGORY 40	Provision of Courier Services
CATEGORY 41	Provision of Servicing, Repair and Maintenance of Medical Equipment
CATEGORY 42	Maintenance of Sewerage Systems and Cleaning of Lagoons
CATEGORY 43	Provision of Printing and Publishing Services
CATEGORY 44	Provision of Security Printing Services (e.g accountable documents)
CATEGORY 45	Provision of Software Solutions and Licensing
CATEGORY 46	Repairs and Maintenance of Office Equipment & Furniture
CATEGORY 47	Supply & Delivery of GI, UPVC, PE Pipes/Fittings
CATEGORY 48	Provision of Fumigation and Pest Control Services
CATEGORY 49	Printing of T-shirts, Caps and banners
CATEGORY 50	Provision of Cleaning Services (including Curtains, Carpets, etc)
CATEGORY 51	Provision of Exhaustion Services (for Septic, Tanks and Pit Latrines)
CATEGORY 52	Supply & Delivery of Timber and allied Materials
CATEGORY 53	Provision of Construction of Roads
CATEGORY 54	Provision of Construction Services for Surface Waters
CATEGORY 55	Provision of Construction and Renovation/Refurbishment/Redecoration Works of Building/Houses
CATEGORY 56	Provision of Construction Works of Footbridges and River Banks Protection
CATEGORY 57	Provision of Electrical Services
CATEGORY 58	Provision of Mechanical and Plumbing Works
CATEGORY 59	Provision of Events management Services
CATEGORY 60	Provision of Taxi/Car , Bus , Truck and Earth Moving equipment Hire Services
CATEGORY 61	Borehole drilling
CATEGORY 62	Provision of ICT Consultancy/ Internet Service (LAN & WAN)
CATEGORY 63	Provision of Various Consultancy Services
CATEGORY 64	Supply & Delivery of Fire Proof Cabinets and Shredders
CATEGORY 65	Supply and Delivery of Plastic water Tanks
CATEGORY 66	Provision of Valuation Services
CATEGORY 67	Provision of Land Surveying
CATEGORY 68	Provision of landscaping and Beautification Services
CATEGORY 69	Provision of Environmental Impact Assessment and Audit Services
CATEGORY 70	Repair and Maintenance of Telephone PABX and Telecommunication Equipment
CATEGORY 71	Provision of Publicity, Photography and Video Services
CATEGORY 72	Provision of Promotional & Advertising Materials, Corporate Branding & Signage Services
CATEGORY 73	Provision of Research, Opinion and baseline surveys
CATEGORY 74	Supply & Delivery of Disaster Management Equipment and Materials
CATEGORY 75	Provision of Sanitary disposal services
CATEGORY 76	Hire of trucks, bulldozers and shovel for Garbage Collection
CATEGORY 77	Provision of Training Consultancy services
CATEGORY 78	Supply and Delivery of Fresh Flowers
CATEGORY 79	Supply and Delivery Medical Oxygen, nitrous oxide, industrial gas & chemicals

Completed set of detailed tender documents can be downloaded freely from the county government of Nyamira website: www.nyamira.go.ke and Public Procurement Information Portal: www.tenders.go.ke

Completed tender documents in plain sealed envelopes bearing the Tender number on the top right hand Corner but with no indication of the Tenderer's name should be placed in the Tender Box in the ground Floor of the main entrance to Nyamira County Government Offices or sent by post to;-

**THE COUNTY SECRETARY
COUNTY GOVERNMENT OF NYAMIRA
P.O BOX 434-40500
NYAMIRA**

So as to reach not later than **Wednesday 31st July, 2019 at 10:00 a.m East African time. Tenders will be Opened immediately thereafter in the Governor's Boardroom. Tenderers or their representatives who May wish to witness the tender openings are invited to attend.**

All Contractors and Suppliers in our database are notified that the 2017 – 2019 supplier and contractors lists expired on 30th June 2019.

All Submitted documents by interested bidders must be consistently paginated.

**CHIEF OFFICER FINANCE AND PLANNING
COUNTY GOVERNMENT OF NYAMIRA**

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Nyamira County Government invites eligible interested candidates who must meet the set criteria as provided by the procuring entity to perform the contracts for supply and delivery/provision of Goods, Works and Services to the Government Ministries/Departments and Public Institutions in Nyamira County

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the County Secretary, Nyamira County Governments and when required during the period ending 30th June 2022.

1.3 Invitation of Registration

Suppliers registered with the Attorney General's Chamber (Registrar of Companies) of the Republic of Kenya under the Laws of Kenya in respective merchandise or services are invited to submit their Registration Documents to the County Secretary, Nyamira County Government, so as to be registered for submission of tenders/quotations for supply and delivery/provision of goods/services. Applications will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

1.4 Experience

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 which are to be duly filled, stamped/embossed and signed by the candidates or their authorized representative.

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

1.7 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Director Supply Chain Management, Nyamira County Government.

1.8 Additional Information

The County Secretary, Nyamira County Government reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS / GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

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

2.3 Contract Price

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

2.4 Payments

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

3. REGISTERED DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms to be completed by prospective suppliers/contractors who wish to be Registration for submission of tender for the specific category.

3.1.1 The Registered applications 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

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by County Government of Nyamira in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

3.3 Essential Criteria For Registration / Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract may be indicated in your attachments.

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 Registration on the satisfactory information given.

3.3.4 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.

3.3.5 Past Performance

Past performance will be given due consideration in Registering bidders. Letter of reference and or copies of order/contracts from past customers may be included in Form.

3.4 Statement

Application may include a sworn statement by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is Registration to bid and the bid opening date which in the opinion of the client of the client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he/she was initially Registration.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration, Incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that is had paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Registration Criteria

The following requirements **MUST** be met by the tenderer

NO.	REQUIREMENTS	RESPONSIVE OR NOT RESPONSIVE
MR1	Confidential Business Questionnaire	Properly Filled , Signed and Stamped Confidential Business Questionnaire Form in the format provided
MR2	Tax Compliance Certificate	Copy of Tax Compliance Certificate. Must Be Valid As At The Date Of Tender Opening
MR3	Registration With The National Construction Authority	Attach Copy Of NCA 8 and above For Building, Roads, Water and Electrical works for relevant categories as detailed in the advert.
MR4	Certificate of Incorporation/Registration	Attach Copy of Incorporation/Registration certificate
MR5	KRA VAT Pin	Furnish Copy of KRA VAT PIN certificate
MR.6	IFMIS Form	Fill the (IFMIS) Form attached on the last page by proving the relevant information required on each row

Responsive bidder/s shall be the one who meets all requirements as set out in the tender document.

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

All firms submitting their applications for Registration for supply and delivery/provision of goods/works and services **MUST** furnish the Procuring Entity with the copies of the following documents: -

1. Registration Certificate of Business with the Attorney General’s Chamber of the Republic of Kenya.
2. VAT/PIN Registration Certificate of the Firm/Company/Individual.
3. Valid Tax Compliance Certificate from the Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application)

Other details as follows: -

4. 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
.....
.....
5. State whether you have any litigation against the government or any History of litigation or arbitration resulting from contracts executed in the last five years
.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

Date.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Particulars of the Applicant: -

I/We Hereby apply
(Name of the Company/Firm)
for registration as supplier(s) of

Postal AddressFax No.....

Tel.....Email Address.....

TownStreetName of Building

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

Full Name of Applicant.....

Other Branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief executive).....

Secretary.....

General Manager.....

Any other.....

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation.....

4. Under present management since.....

5. Net worth equivalent Ksh.....

6. Bank reference and address.....

7. Bonding company reference and address.....,

8. Enclose copy of organizational chart of the firm indicating the main fields of activities,

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

.....
.....
.....

10. Indicate terms of trade/sale.....

FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-
 1. Total Assets in ksh.....
 2. Current Assets in Kshs.....
 3. Total Liabilities in Kshs.....
 4. Net worth (Total assets-Total Liabilities).....

4. Indicate terms of sale/trade: -
 - (i) Cash on delivery
 - (ii) Credit period Yes/No. (delete as appropriate, if yes) Indicate Number of days
 - (iii) Upfront payment/Down payment Yes/No (delete as appropriate), if yes state percentage.....

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 applied to your type of business

You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers Branch</p>
--

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details • 																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</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> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</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> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
	<p>Date Signature of Candidate</p>																														

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

PAST EXPERIENCES

NAME OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - 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) Value of Contract.....
 - vi) Duration of Contract (dates).....

(Attach documentary evidence of existence of contract)
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) Value of Contract.....
 - vi) Duration of Contract (dates).....

(Attach Documental evidence of existence of contract)
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) Value of Contract.....
 - vi) Duration of Contract (dates).....

(Attach Documental evidence of existence of contract)
4. Others.....

REFEREES

Obtain at least 3 Referees from the list of Organization you have worked with for the last 2years or those who know you (not a requirement for new businesses)

(1) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

(2) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

(3) Name of organization.....
.....
Official Rubber Stamp.....
.....
.....
Name and Designation of Officer Representing the Organization.....
.....
Signature.....Date.....

**CERTIFICATE OF YOUTH, WOMEN AND PEOPLE LIVING WITH
DISABILITY BUSINESSES IF APPLICABLE**

INDICATE;

CERTIFICATE NUMBER	
YEAR OF REGISTRATION	
EXPIRY DATE	

SUPPLIER'S SIGNATURE:

.....

DATE AND STAMP:

.....

SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the County Government of Nyamira.
- c. When the call for quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the County Government and acknowledge your right to review the registration qualification made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date.....

Applicants Name.....

Represented by

Signature.....

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

IFMIS FORM

COMPANY IFMIS INFORMATION

S/NO	DESCRIPTION	COMPANY DETAILS
1	COMPANY IFMIS NUMBER	
2	COMPANY NAME / ACCOUNT NAME	
3	BANK NAME	
4	BANK BRANCH NAME	
5	BANK ACCOUNT NUMBER	
6	P.O BOX	
7	TOWN	
8	POSTAL CODE	
9	E-mail Address – must be valid	
10	COMPANY REGISTRATION NUMBER	
11	COMPANY KRA PIN NUMBER	
12	BUSINESS CLASSIFICATION	
13	NAME OF CONTACT PERSON	
14	TELEPHONE NUMBER OF CONTACT PERSON	

Signed by

Signature

Date and Official Company Stamp

.....