

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FORM (APPLIES TO SUPPLIERS UNDER YAGPO ONLY)

CONSERVATION AREA:

COMPANY/ BUSINESS NAME.....

CATEGORY NO: 1.

2.

(A firm/Company shall be registered in a maximum of two categories.)

CATEGORY DESCRIPTION.....

.....

DATE SUBMITTED.....

NOTE: You are required to fill and submit this form together with the following:

1. **Certificate of Incorporation/ Certificate of Registration**
2. **Valid Tax Compliance Certificate**
3. **Business Permit**
4. **Certificate from National/ County Treasury (Youth, Women and PWD) where applicable**
5. **Certificate from professional regulator e.g NCA, IATA, Health where applicable etc**
6. **Confidential Business Questionnaire**
7. **Declaration**

DECLARATION

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement And Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

Applicant's Name / Company's Name

.....

Represented by:.....

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

Date

.....

For Official Use:

Date Received.....

Receiving officer:

Name:

Designation:

Sign:

Received stamp

Appendix 1:
Confidential Business Questionnaire

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies to your type of business.

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

<u>Part 1 - General :</u>
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 our bankers.....Branch

	<u>Part 2 (a) – Sole Proprietor:</u>																												
<input type="checkbox"/>	Your name in full.....Age..... Nationality.....Country of origin.....																												
<input type="checkbox"/>	*Citizenship details.....																												
	<u>Part 2 (b) Partnership:</u>																												
	Given details of partners as follows:																												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 35%; text-align: center;"><i>Nationality</i></th> <th style="width: 15%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="3" style="border-top: 1px solid black; padding-top: 5px;"><u>Shares</u></td> </tr> <tr> <td style="text-align: center; vertical-align: top; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">1.</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="padding: 5px;">2.</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="padding: 5px;">3.</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="padding: 5px;">4.</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="padding: 5px;">5.</td> <td></td> <td></td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>		<u>Shares</u>			<input type="checkbox"/>	1.				2.				3.				4.				5.		
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<input type="checkbox"/>	1.																												
	2.																												
	3.																												
	4.																												
	5.																												

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
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Shares

1.
2.
3.
4.
5.

***if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.**

Part 3 – References

Give details of substantial reference sites of similar assignment

Client Name and Address	Project Type	Project Cost (Kshs)	Project Duration	Contact Person

NB: Attach supporting documents where necessary

Date

Signature and Official Stamp of Candidate.....

Appendix 2:
List of categories for registration

LIST OF CATEGORIES FOR REGISTRATION**CATEGORY A:**

KWS/PQ/1A/2018-19	Building and structural contractors
KWS/PQ/1B/2018-19	Civil engineering contractors
KWS/PQ/1C/2018-19	Electrical contractors
KWS/PQ/2/2018-19	Design and printing of security documents.
KWS/PQ/3/2018-19	Air travel ticketing services
KWS/PQ/4/2018-19	Outside Catering services
KWS/PQ/5/2018-19	Auctioneering services
KWS/PQ/6/2018-19	Design, layout and printing of KWS publications, calendars, diaries.
KWS/PQ/7/2018-19	Production of documentaries
KWS/PQ/8/2018-19	Writing and Editing services
KWS/PQ/9/2018-19	Provision of branded corporate gifts, memorabilia, general merchandise and related items.
KWS/PQ/10/2018-19	Provision of Event Management services

CATEGORY B:

KWS/PQ/10/2018-19	Computers, printers and accessories
KWS/PQ/11A/2018-19	Electrical fencing materials
KWS/PQ/11B/2018-19	Supply of Fencing Posts
KWS/PQ/12/2018-19	Solar panels, batteries, charge controllers and Wind mills
KWS/PQ/13/2018-19	Aircraft spares
KWS/PQ/14/2018-19	Creative Design and Printing of marketing and promotional materials
KWS/PQ/15/2018-19	Plaques and lit signage
KWS/PQ/16/2018-19	Copiers, faxes and related spare parts and consumables
KWS/PQ/17/2018-19	PABX, 2-way communication radios, repeaters, lattice masts and accessories

KWS/PQ/18/2018-19	Veterinary laboratory equipment, reagents and other related consumables
KWS/PQ/19/2018-19	Veterinary drugs
KWS/PQ/20/2018-19	Electronics and Scientific Equipments (GPS, Camera traps, Cameras, Binoculars, LCD projectors etc)
KWS/PQ/21/2018-19	Tax Consultancy Services
KWS/PQ/22/2018-19	Repair and maintenance of Quarantine facility and Veterinary Capture equipment
KWS/PQ/23/2018-19	Disposal of clinical hazardous waste services
KWS/PQ/24/2018-19	Darting Equipments
KWS/PQ/25/2018-19	Installation of underground fuel tanks and dispensing machines
KWS/PQ/26/2018-19	Interior design services
KWS/PQ/27/2018-19	Landscaping works

CATEGORY C:

KWS/PQ/28/2018-19	Building materials hardware tools, paints and fittings
KWS/PQ/29/2018-19	Buyers of used cartons
KWS/PQ/30/2018-19	Electrical fittings and lighting materials
KWS/PQ/31/2018-19	Supply and maintenance of firefighting equipment
KWS/PQ/32/2018-19	Computer consumables
KWS/PQ/33/2018-19	Supply, Maintenance and repairs of generators.
KWS/PQ/34/2018-19	Tyres and tubes
KWS/PQ/35/2018-19	Car batteries
KWS/PQ/36/2018-19	Fuel and lubricants
KWS/PQ/37/2018-19	Motor vehicle spare parts
KWS/PQ/38/2018-19	General office stationery
KWS/PQ/39/2018-19	Office furniture and other furnishings,
KWS/PQ/40/2018-19	Design and Printing of stationery
KWS/PQ/41/2018-19	Design, stitching and supply of Staff uniforms
KWS/PQ/42/2018-19	Raw foodstuffs and Vegetables

KWS/PQ/43/2018-19	Telephone sets and accessories
KWS/PQ/44/2018-19	Medical drugs and related consumables-Manyani FTS
KWS/PQ/45/2018-19	Vehicle & Construction equipment Repairs garages
KWS/PQ/46/2018-19	Accident vehicle repair garages
KWS/PQ/47/2018-19	Motor vehicle Specialized Electrical and mechanical services (Starter motors, Alternators, Diesel & petrol Injection systems, Block reboring, Shaft regrinding etc)
KWS/PQ/48/2018-19	Installation of Speed governors
KWS/PQ/49/2018-19	Supply of sports uniform, gears, equipment and medals
KWS/PQ/50/2018-19	Supply of musical band equipment and accessories
KWS/PQ/51/2018-19	Supply of Boat spares , general Marine equipment and maintenance