



KWALE TEACHERS TRAINING COLLEGE

P.O. BOX 25 - 80405, KINANGO
Tel: +254 769 460925, Email: kwalettc20@gmail.com

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2025/2026 -2026/ 2027

Tender No: KTTC/REG/2025/2026 -2026/ 2027

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN ☐

YOUTH ☐

PERSONS WITH DISABILITY ☐

TO:

KWALE TEACHERS TRAINING COLLEGE
TEL NO: 0769460925
P.O. BOX 25-80405 KINANGO, KENYA

EMAIL: procurement@kwalettc.ac.ke.

WEBSITE: www.kwalettc.ac.ke

Release Date: 05th June, 2025

Closing: Wednesday 19th June 2025 at 11:00am.

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INVITATION FOR REGISTRATION

Tender No: **KTTC/REG/2025/2026-2026/2027**

Tender Name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2025/2026-2026/2027

Kwale Teachers Training College invites applications for registration from interested and qualified suppliers, contractors and consultants in the following categories for the financial years 2025/2026-2026/2027.

LIST OF CATEGORIES

CATEGORY	ITEM DESCRIPTION/CATEGORY NAME	SPECIAL CONDITIONS	ELIGIBILITY
CATEGORY (A) FRAMEWORK CONTRACT FOR 2025-2026			
CATEGORY	ITEM DESCRIPTION/CATEGORY NAME	SPECIAL CONDITIONS	ELIGIBILITY
KTTC/REG/01A/2025-2026	Supply and delivery of fruits & fresh vegetables.		Reserved
KTTC/REG/02A/2025-2026	Supply and delivery of dry goods e.g., beans, flour, maize, rice, yeast, spices, tea leaves.		Open
KTTC/REG/03A/2025-2026	Supply and delivery of dairy, milk, eggs, fish, chicken, meat and products.		Open
KTTC/REG/04A/2025-2026	Supply and delivery of assorted shop items, beverages and toiletries e.g yoghurt, juice, soda, etc.		Open
KTTC/REG/05A/2025-2026	Supply and delivery of general office stationery.		Reserved
KTTC/REG/06A/2025-2026	Supply and delivery of computer hardware, printers, software, toners & printing cartridges and other ICT Materials.		Open
KTTC/REG/07A/2025-2026	Supply and delivery of cleaning materials and equipment		Preference
KTTC/REG/08A/2025-2026	Supply and delivery of human medicine/pharmaceuticals.		Open
KTTC/REG/09A/2025-2026	Supply and delivery of cleaning detergent		Open
KTTC/REG/010A/2025-2026	Supply and delivery of LPG gas, petrol, diesel and lubricants		Open
CATEGORY (B) REGISTRATION OF SUPPLIERS 2025-2027			
KTTC/REG/01B/2025-2027	Supply and delivery of office equipment.eg office cabinet		Open
KTTC/REG/02B/2025-2027	Supply and delivery of furniture.		Open

KTTC/REG/03B/2025-2027	Supply & delivery of staff/student uniforms, truck suits, linen, gum boots, bedding, shoes & curtains.		Open
KTTC/REG/04B/2025-2027	Supply & delivery of building materials,		Open
	hardware & paints, water piping & fittings		
KTTC/REG/05B/2025-2027	Supply and delivery of farm inputs and veterinary Drugs.		Open
KTTC/REG/06B/2025-2027	Supply and delivery of electrical and electronic accessories, appliances and equipment		Open
KTTC/REG/07B/2025-2027	Supply and delivery of teaching lab chemicals and equipment		Open
KTTC/REG/08B/2025-2027	Supply and delivery of kitchen equipment e.g utensils, fridge, cutleries and crockeries		Open
KTTC/REG/09B/2025-2027	Supply and delivery of charcoal and dry firewood		Open
KTTC/REG/10B/2025-2027	Supply and delivery of motor vehicle auto spare parts and accessories		Open
KTTC/REG/11B/2025-2027	Supply and delivery of Text books		Open
KTTC/REG/12B/2025-2027	Supply and delivery of fabrics, soft furnishing materials and clothing materials and accessories		Open
KTTC/REG/13B/2025-2027	Supply and delivery of games equipment		Open
KTTC/REG/14B/2025-2027	Supply and delivery of airtime		Open
CATEGORY (C) REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES AND WORKS 2025-2027			
KTTC/REG/15C/2025-2027	Provision of sanitary services, pest control and fumigation.		Open
KTTC/REG/16C/2025-2027	Provision of Insurance Services		Open
KTTC/REG/17C/2025-2027	Provision of General Printing services, design and promotional materials such as banners etc.		Open
KTTC/REG/18C/2025-2027	Provision of Asset Valuation services		Open
KTTC/REG/19C/2025-2027	Provision of tents, chairs, décor and other event services		Open
KTTC/REG/20C/2025-2027	Provision of corporate transport services.		Open
KTTC/REG/21C/2025-2027	Provision of security services.		Open
KTTC/REG/22C/2025-2027	Provision of Internet Service		Open
CATEGORY (D) REPAIR, INSTALLATION AND MAINTENANCE SERVICES 2025-2027			
KTTC/REG/23D/2025-2027	Repair and maintenance of photocopiers, computers and accessories and other electronic equipment.		Open
KTTC/REG/24D/2025-2027	Repair and service of air conditioners, water pumps and water tanks, generator and small engine equipment		Open

KTTC/REG/25D/2025-2027	Repair and service of motor vehicles.	Garages/dealers approved by the Chief Mechanical & transport Engineering Department (CMTE)	Open
KTTC/REG/26D/2025-2027	Repair of kitchen equipment (ovens, deep freezers, cookers and peelers, laundry machines, fridges, etc.).		Open
KTTC/REG/27D/2025-2027	Installation and maintenance of firefighting equipment.	Approval by the Directorate of Occupational Safety and Health Service	Open
KTTC/REG/28D/2025-2027	Installation and maintenance of electrical items, solar heaters/ lighting.		Open
KTTC/REG/29D/2025-2027	Installation and maintenance of CCTV system.		Open
KTTC/REG/30D/2025-2027	Maintenance of buildings (civil and electrical works).	NCA Registered firms only	Open

The Kwale Teachers Training College, invites sealed applications from interested/ eligible and competent candidates for the purpose of tendering and registering suppliers for goods, works and services for the financial years 2025/2026-2026/2027.

Interested and eligible candidates may inspect Tender documents from the College's department of procurement at Kwale TTC Kinango, Kwale County during normal working hours upon payment of non-refundable fee of **KShs.1,000.00** per set of documents payable to the cashier at the Finance Office or be downloaded from the College's website www.kwalettc.ac.ke or www.tenders.go.ke free of charge any further clarifications and addenda to procurement@kwalettc.ac.ke

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. ***Certificate of Registration/Incorporation***
2. ***Valid Tax Compliance Certificate***
3. ***Copy of Current Trade License***
4. ***Attach CR 12/CR 13 Directorship of the company***
5. ***Valid AGPO Certificate where applicable***
6. ***For minor works repairs Firms MUST be registered by NCA***
7. ***For provision of Ticketing Services prospective service providers MUST be registered with KCAA/IATA***
8. ***Duly Completed Confidential Business Questionnaire***
9. ***The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)***

Note: Those wishing to register in more than one category will be required to download documents for each category.

- a) Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal Act 2015.
 - b) Reserved means it is open to women, youth and persons with disability only.
 - c) Open means applicable to all.
 - d) Preference means Women, Youth and Persons with disability will be given preference during evaluation
- Completed registration documents in a plain sealed envelope, clearly marked

“REGISTRATION OF SUPPLIERS FOR 2025/2026 - 2026/2027” bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at the **KWALE TEACHERS TRAINING COLLEGE TUITION BLOCK** or sent by registered post to:

**The Chief Principal,
Kwale Teachers Training College,
P.O BOX 25-80405,
KINANGO**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1 The Kwale Teachers Training College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the College to perform the contract of provision of goods, services and works to the Enterprise.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

2.2.2 The original registration document shall be typed or written in indelible and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Wednesday 19th June, 2025 at 11:00am**. Applications received after the closing date and time shall not be evaluated. However, this exercise shall be continuous throughout the period and such applications submitted after the closing date shall be put to consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:

- a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- b) Bear the registration category, title and reference number of the registration document.

2.3.3 If the envelope is not sealed and marked as instructed above, the College will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity Kwale Teachers Training College will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the College so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Kwale Teachers Training College, as the College shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in

Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and the Kwale Teachers Training College will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Kwale Teachers Training College in writing or by email at the College email address indicated in the registration data.

2.7.2 The College will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the College response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the College may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Enterprise.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Kwale Teachers Training College may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the College at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The College may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the College and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Enterprise's processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the Institute

2.11.1 To assist in the examination, evaluation, and comparison of applications, the College may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the College on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Enterprise, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence the College in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, the College will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the College may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Enterprise's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected by the College and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

2.12.4 The Enterprise, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the College within Sixty (60) days from the date of opening of registration documents.

2.13.2 At the same time KTTC notifies qualified Applicants that their applications are responsive, the College shall notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The College will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.15 KTTC's Right to accept any Application and to reject any or all Applications

2.15.1 KTTC reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by KTTC, the College will notify successful applicants through a list to be uploaded on KTTC's website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	Copy of valid and current Trade License	Mandatory
4.	Copy of CR12/CR13 Directorship of the company	Mandatory
5.	Copy of valid AGPO Certificate where applicable	Mandatory
6.	For works Firms MUST be registered by NCA	Mandatory
7.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA/IATA, IRA, LSK, Pharmacy and Poisons Board certificate/license	Mandatory
8.	Current practicing certificates for professionals where applicable	Mandatory
9.	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for
registration
(Name of Company/Firm)

as suppliers of
(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities.

RQ-2 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.....
Plot No.....
Location of Business Premises.....
Street/Road.....
Email address.....
Postal Address.....
Tel No.....
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time:
Ksh.....
Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....
Nationality.....Country of Origin.....
Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....
.....

(40 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. **Name of 1st client (organization)**
 - (i) Address of Client (Organization)
 - (ii) Name of contract person at the client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)

2. **Name of 2nd client (Organization)**
 - (i) Name of client (Organization).....
 - (ii) Address of client (Organization).....
 - (iii) Name of contract person at the client (Organization)
 - (iv) Telephone No. of Client.....
 - (v) Value of Contract.....
 - (vi) Duration of contract (Date).....

3. **Name of 3rd client (Organization)**
 - (i) Name of client (Organization).....
 - (ii) Address of client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Name of contract person at the client (Organization)
 - (v) Value of Contract
 - (vi) (Date).....

4. Others.....

(30 points)

FORM RQ-4**-****LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM SD1

SELF DECLARATION FORMS (R.47)

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, of Post Office Box..... being a resident of in the Republic ofdo hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (insert name of the company) who is a bidder in respect of Tender No.for..... (insert tender title/description) for..... (Insert name of the procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box..... being a resident of in the Republic of.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the Procuring entity).
4. THAT the aforesaid Bidder, will not engage/has not engaged in any corruptive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

.....

(Title)

Bidder's Official Stamp

(Signature)

(Date)

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.

- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.

- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participation quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.

- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant’s Name/Company

Name.....

Represented

By.....

Date.....

Signature &

Stamp.....

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