



KENYA SPACE AGENCY

**REGISTRATION OF SUPPLIERS FOR THE FINANCIAL
YEARS 2026-2028**

TENDER NO. KSA/REG/01/2026-2028

Tender Closing and Opening date & time:
12 August 2026 at 10:00a.m. EAT

CATEGORY APPLIED

.....

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28th July 2026

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INVITATION FOR REGISTRATION

Tender No: **KSA/REG/01/2026-2028**

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026-2028**

Kenya Space Agency invites applications for the registration of interested and qualified Suppliers, contractors, and Consultants in the following categories for the financial years **2026-2028**

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
KSA/A1/2026-2028	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners and Computer Consumables, Toiletries, Kitchen Supplies & Consumables etc.	AGPO
KSA/A2/2026-2028	Supply and Delivery of Office Furniture, Furnishings including Blinders & Fittings,	AGPO
KSA/A3/2026-2028	Provision of Design, Branding and Printing of Promotional Materials E.g., Banners, brochures, Research Reports, business cards, staff identification cards, corporate stickers, fliers, booklets, documentary etc.	AGPO
KSA/A4/2026-2028	Supply, Delivery and Installation of IT Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	AGPO
KSA/A5/2026-2028	Supply of Space Related Equipment, Telescope, Ground Receiver Station Spare Parts	Open

B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
KSA/B1/2026-2028	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.)	Open
KSA/B2/2026-2028	Provision of Clearing and forwarding services (Local/ International)	Open
KSA/B3/2026-2028	Provision of Space Related services	Open
KSA/B4/2026-2028	Provision of Entertainment Services, Master of Ceremony Services, DJs	Open
KSA/B5/2026-2028	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions	Open
KSA/B6/2026-2028	Provision of Digital Marketing Services	Open
KSA/B7/2026-2028	Provision of Catering Services (Indoor and Outdoor)	AGPO
KSA/B8/2026-2028	Provision of Comprehensive Office Cleaning, Sanitary Fumigation & Pest Control Services	AGPO
KSA/B9/2026-2028	Provision of Travel Agency and Air Ticketing Services (IATA REGISTERED FIRMS)	AGPO
KSA/B10/2026-2028	Provision of Transport, Car Hire and Taxi Services	AGPO
KSA/B11/2026-2028	Provision of Hotel (Meals & Accommodation) And Conference Facilities Countrywide.	Open
KSA/B12/2026-2028	Repair of Assorted Electrical Fittings & Lighting Materials	AGPO
KSA/B13/2026-2028	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	AGPO
KSA/B14/2026-2028	Repair of Office Furniture and Fittings	AGPO
KSA/B15/2026-2028	Provision of Internet Service Providers (ISP) &VPN Connectivity.	Open
KSA/B16/2026-2028	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppression, First Aid Kits and Related Accessories	Open
KSA/B17/2026-2028	Provision and Repair of ICT Infrastructure	Open
KSA/B19/2026-2028	Provision of Website Design, Hosting and Maintenance Services	Open

KSA/B20/2026-2028	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
KSA/B21/2026-2028	Provision of Medical Insurance	Open
KSA/B22/2026-2028	Provision of Space Related Services	Open
KSA/B23/2026-2028	Provision of Motor Vehicle Insurance Services	Open
KSA/B24/2026-2028	Provision of WIBA and Group Life Insurance	Open
KSA/B25/2026-2028	Provision of Team Building Services	Open
KSA/B26/2026-2028	Provision of OSHA Training, Fire& First Aid Equipment Training Services	Open

C) PROVISION OF CONSULTANCY SERVICES

CATEGORY NO.	Item Description	CATEGORY
KSA/C1/2026-2028	Provision of Human Resource Consultancy Services, Training and Capacity Building	Open
KSA/C2/2026-2028	Provision of Space-Related Consultancy Services.	Open
KSA/C3/2026-2028	Provision of OSHA Training, Fire& First Aid Equipment Training Services	Open

D) PROVISION OF WORKS

CATEGORY NO.	Item Description	CATEGORY
KSA/D1/2026-2028	Provision of Small Contractual Works- General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting, etc. (Registered With NCA)	AGPO
KSA/D2/2026-2028	Provision of Architectural Services	Open
KSA/D3/2026-2028	Provision of Works(Buildings) (Registered With NCA)	Open

REQUIREMENTS

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

- 1. Certificate of Registration/Incorporation- Mandatory for all***
- 2. Valid Tax Compliance Certificate- Mandatory for all***
- 3. Pin / Vat Certificate- Mandatory for all.***
- 4. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)- Mandatory for all***
- 5. Company profile should clearly indicate which services or goods you offer or supply- Mandatory for all***
- 6. Valid AGPO Certificate for the reserved groups- Mandatory***
- 7. For work firms, MUST be registered by NCA***
- 8. Copy of NITA registration certificate for training firms – mandatory***
- 9. Copy of Valid IRA registration certificate for insurance firms – mandatory***
- 10. For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government***
- 11. Valid certificate of Accreditation from IATA certificate- air travel agency firms - mandatory***
- 12. Attach CR 12 or its Equivalent / Directorship of the company and copies of National ID for the Directors-Mandatory to all***
- 13. Filled, signed, and stamped confidential business questionnaire- Mandatory to all***
- 14. Filled, signed, and stamped SD1 form- Mandatory for all***
- 15. Filled, signed, and stamped SD2 form- Mandatory for all***
- 16. Declaration form – must be signed and stamped- Mandatory for all***
- 17. Registered on EGP System - Mandatory for all***

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities, and Proof of membership in a professional body, where relevant, should be attached.

Note: Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification.

The registration documents, containing submission information and detailed terms and conditions of qualification, may be viewed and downloaded free of charge from the Agency website: www.ksa.go.ke and the PPIP Portal: tenders.go.ke Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of..... ” should be addressed to:

**THE DIRECTOR GENERAL/CHIEF EXECUTIVE OFFICER
KENYA SPACE AGENCY
P. O. Box 7046 -00200, NAIROBI**

and be deposited in the Tender Box located at the KENYA SPACE AGENCY on the **2nd floor Reception at Pitman House, Jakaya Kikwete Road, to be received on or before Wednesday 12th August 2026.**

Note: Only Physical Tender documents are accepted. Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the **Board Room situated on the 2nd Floor, Pitman House.** This exercise shall be continuous throughout the supply period, and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**DIRECTOR GENERAL/CHIEF EXECUTIVE OFFICER
KENYA SPACE AGENCY**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 KENYA SPACE AGENCY (KSA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KSA to perform the contract of provision of goods, services and works to the Agency.

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**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) 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 Registration applications 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 to be received on or before **Wednesday, 12th August 2026 at 1000hours**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened. However, this exercise shall be continuous throughout the supply period, and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes, duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an **OUTER SEPARATE ENVELOPE**. The inner and outer envelopes 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. In addition to the identification required in sub-Clause 2.2.1,

2.3.3 If the outer envelope is not sealed and marked as instructed above, KSA will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate's identity, KSA 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 the 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's 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 the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KSA 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 KSA, as the KSA 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, RQ4, 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 of 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 Supplier's 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 the 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 KSA 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 KSA in writing or by email at the Agency's email address indicated in the registration data.

2.7.2 KSA will respond in writing through its website to any request for clarification that is received earlier than 3 days before the deadline for the submission of applications. Copies of the KSA's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be shared on the Agency's Website.

2.8 Amendment of Registration Documents

2.8.1 At any time before the deadline for submission of applications, KSA may, for any reason, whether at its 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 through the Agency Website.

2.8.3 To afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KSA 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 KSA 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 KSA 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 KSA and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 KSA will open the applications in the presence of applicants designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 KSA shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

2.11.1 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 KSA's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of the Institute

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

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact KSA 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 KSA, he/she should do so in writing.

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

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Before the detailed evaluation of applications, KSA 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 KSA may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application 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 KSA's rights or the applicant's obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected KSA and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 KSA, before the approval of the registration, may confirm the qualification of each applicant who shall have passed the technical stage of the registration process to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by KSA within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time KSA notifies qualified Applicants that their applications are responsive, KSA shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 KSA will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

2.16 KSA's 'Right to accept any Application and to reject any or all Applications

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

2.17 Notification of Approval

2.17.1 Before expiration of the period of registration validity, KSA will notify successful applicants through a list to be uploaded on the KSA 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 and **ONE COPY**. (Unless submitting online)
- (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.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works firms, MUST be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory

5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a valid certificate of health for food handling from the County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	Valid Copy of AGPO Certificate where applicable	Mandatory
9.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	Mandatory
10.	Attach CR 12/ Directorship of the company or copies of National ID in case of Registration Certificate	Mandatory
11.	Company profile should clearly indicate which services or goods you offer or supply	Mandatory
12.	EGP System Registration	Mandatory

Any applicant who fails at this mandatory stage 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 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.

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.

FORM RQ-1 -REGISTRATION DATA

SUPPLIERS APPLICATION FORM

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

as suppliers of.....
(*Item Description*)

Category No

Other branches and locations.....

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

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

1. Name of 1st 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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

(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 RQ-5 SWORN STATEMENT

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 tenders or quotations based on 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 participate in 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)