



National Quality Control Laboratory

A WHO Prequalified and an ISO/IEC 17025:2017 Accredited Testing Facility
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**TENDER NAME.: PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS & SERVICES FOR THE FINANCIAL YEARS 2026-2027,2027-2028 & 2028-2029.**

TENDER NO.: NQCL/T/01/2026-2027.

NAME OF THE FIRM:

CATEGORY NUMBER:

CATEGORY NAME:

TARGET GROUP:

CLOSING DATE: 30th SEPTEMBER 2026 AT 10.00AM.

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TENDER NOTICE

TENDER No.: NQCL/T/01/2026-2027

TENDER NAME.: PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS AND PROVISION OF WORKS & SERVICES FOR A PERIOD OF THREE YEARS.

The National Quality Control Laboratory is a state corporation established under Section 35D of the Pharmacy and Poisons Act, Cap. 244 Laws of Kenya with a mandate to carry out the examination and testing of drugs and any material or substance.

NQCL hereby wishes to invite suppliers and service providers for the registration of supply and delivery of goods, works and services for a period of three years, as follows 2026-2027, 2027-2028 & 2028-2029.

CATEGORY A: SUPPLIES			
S/No.	Tender Ref No.	Item Description	Category
1	NQCL/2026 - 2029/A1	Supply and delivery of petrol, diesel, oil, lubricant and Gas Fuel.	Open to all
2	NQCL/2026 – 2029/A2	Supply and delivery of motor vehicle tyres, tubes and batteries	AGPO
3	NQCL/2026 – 2029/A3	Supply of Computer related Equipment and software/upgrades	AGPO
4	NQCL/2026 – 2029/A4	Supply of Telecommunication Equipment	AGPO
5	NQCL/2026 - 2029/A5	Supply of Computer Consumables and Accessories	AGPO
6	NQCL/2026 – 2029/A6	Supply of General Electronic items	AGPO
7	NQCL/2026 – 2029/A7	Supply of Laboratory Machines and Equipment's	Open to all
8	NQCL/2026 – 2029/A8	Supply and delivery of stationery and toners	AGPO
9	NQCL/2026 – 2029/A9	Supply of Laboratory Chemicals, Reagents and Chemical REF Standards	Open to all

10	NQCL/2026 – 2029/A10	Supply and delivery of cleaning materials	AGPO
11	NQCL/2026 – 2029/A11	Supply and delivery of sports equipment and related wares	AGPO
12	NQCL/2026 – 2029/A12	Supply and delivery of computers, photocopiers and other ICT Equipment	AGPO
13	NQCL/2026 – 2029/A13	Supply and delivery of office furniture and Fittings	AGPO
14	NQCL/2026 – 2029/A14	Supply of General Laboratory Protective Items (PPEs)	AGPO
15	NQCL/2026 – 2029/A15	Supply and delivery of carpets, curtains and accessories.	AGPO
16	NQCL/2026 – 2029/A16	Supply and delivery of newspapers, journals and magazines	AGPO
17	NQCL/2026 – 2029/A17	Supply and delivery of laboratory reagents glass ware and other chemicals	Open to all
18	NQCL/2026 – 2029/A18	Supply of General Office Kitchen Consumables	Open to all
19	NQCL/2026 – 2029/A19	Supply of Laboratory Glassware and Assorted items	Open to all
20	NQCL/2026 – 2029/A20	Supply and delivery of firefighting equipment's and accessories	Open to all
21	NQCL/2026 – 2029/A21	Supply and delivery of airtime vouchers and data bundles	Open to all
CATEGORY B: PROVISION OF WORKS AND SERVICES			
22	NQCL/2026 – 2029/B22	Provision of sanitary disposal, fumigation and pest control Services	Open to all
23	NQCL/2026 – 2029/B23	Provision of Repair and maintenance of firefighting equipment's,	Open to all
24	NQCL/2026 – 2029/B24	Provision of Repair and servicing of power generators.	Open to all
25	NQCL/2026 – 2029/B25	Provision of building works, maintenance, renovation and construction of Government Buildings.	Open to all
26	NQCL/2026 – 2029/B26	Provision of electrical Civil works	Open to all
27	NQCL/2026 – 2029/B27	Provision of Software design, development and Installation	AGPO
28	NQCL/2026 - 2029/B28	Provision of network installation and infrastructure	AGPO
29	NQCL/2026 – 2029/B29	Provision and installation of telephone head, PABX and other Telecommunication equipment and accessories.	AGPO
30	NQCL/2026 – 2029/B30	Provision of catering, hotel accommodation, conferencing and related services	Open to all
31	NQCL/2026 – 2029/B31	Provision of printing, photocopying, binding and publishing services	Open to all

32	NQCL/2026 – 2029/B32	Provision of Insurance Services	Open to all
33	NQCL/2026 – 2029/B33	Provision of air tickets and air travel services and car hire services (IATA/KATA/KCAA Registered service firms only for air travel agencies)	Open to all
34	NQCL/2026 – 2029/ B34	Provision of courier and postal services	Open to all
35	NQCL/2026 – 2029/B35	Provision of Sanitary Services	AGPO
36	NQCL/2026 – 2029/B36	Provision of cleaning services	AGPO
37	NQCL/2026 – 2029/B37	Provision of Repair and Maintenance of Cold Rooms, Air Conditioners and Fridges	Open to all
38	NQCL/2026 – 2029/B38	Provision of Repair and maintenance of water and sewer system-Plumbing.	AGPO
39	NQCL/2026 – 2029/B39	Provision of repair and maintenance of computers, printers and other ICT end user equipment	AGPO
40	NQCL/2026 – 2029/B40	Provision of Repair and Maintenance of Equipment's and Machines	AGPO
CATEGORY C: CONSULTANCY SERVICES			
41	NQCL/2026 – 2029/C41	Provision of general management consultancy and advisory Services	Open to all
42	NQCL/2026 – 2029/C42	Provision of engineering works, physical planning and architectural consultancy services	Open to all
43	NQCL/2026 – 2029/C43	Provision of HR training & development, consultancy and capacity building	Open to all
44	NQCL/2026 – 2029/C44	Provision of Legal services	Open to all
45	NQCL/2026 – 2029/ C45	Provision of Laboratory Calibration Consultancy	Open to all

1. Invitation to Tender is made on 3rd **September, 2026**. Tendering will be conducted through *National Open Tender* method using a standardized tender document and is open to all applicants who qualify.
2. All interested bidders may obtain detailed information including the tender advert and the pre-qualification/registration of suppliers' tender document electronically from the **NQCL Portal** on <https://nqcl.go.ke>(tenders) or tenders.go.ke free of charge.
3. The tender documents are to be enclosed in a plain sealed envelope, clearly marked with the Tender ref. no. and Category, should be sent to the address below or deposited in the **Tender Box located at the NQCL Office at the Kenyatta National Hospital grounds, School of Pharmacy 2nd floor** (Supply Chain Management Service Office).

Ag. Chief Executive Officer
National Quality Control Laboratory
Hospital Road, School of Pharmacy - Kenyatta National Hospital grounds,
Nairobi. Second Floor
P.O. Box 29726-00202 Nairobi.

So as to be received on or before **30th September, 2026 at 10:00am** and be opened immediately thereafter in the presence of bidder's representatives who may wish to attend at the NQCL Main Boardroom at 11:00am.

4. Bulky tender documents that may not fit in the tender box should be dropped at the Supply Chain Management Service Office.
5. Late tenders will be rejected.
6. For more inquiries please contact: National Quality Control Laboratory P.O. Box 29726-00202 Nairobi, Kenya or via email address: procurement@nqcl.go.ke on a date not later than (17th September, 2026).
7. NQCL will publish all the responses via their website: <https://nqcl.go.ke>
8. **AGPO-** All firms registered with the National Treasury under the AGPO programme, whether owned by **Women, Youth, or Persons with Disabilities (PWDs)**.

Dr Sultani Matendechero 'ndc'(k)
Ag. CHIEF EXECUTIVE OFFICER.

PART 1 - APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2 **Source of Funds** to be specified in the PDS, if deemed necessary.

3. Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4. Collusive practices

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

5. Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of

- this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross

jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement across other countries involved, if the Procuring Entities involved in the procurement so agree.

- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later

than the period specified in the **PDS** before the submission date of applications.

- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

- 12.1 The Application shall comprise the following:
- Application Submission Letter, in accordance with ITA 13.1;
 - Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
 - Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
 - Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a. Bear the name and address of the Applicant;
- b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c. Bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
 - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

- 27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

- 28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

- 29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and Administrative Review

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.
- 31.2 A request for administrative review shall be made in the form provided.

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	The Procuring Entity is: National Quality Control Laboratory Hospital Road, School of Pharmacy - Kenyatta National Hospital grounds, Nairobi. Second Floor P.O. Box 29726-00202 Nairobi. The identification of the Invitation for Prequalification is: Prequalification/Registration of Suppliers For Goods and Provision of Works & Services for a Period of Three (3) Years: Tender Number: NQCL/T/01/2026-2027. The particular type of contract is on: Registration of suppliers and service providers for procurement works, goods or Non-Consulting Services Prequalification will be based on: <i>individual contracts</i>
ITA 2	The Source of funds shall be
ITA 5.2	Maximum number of members in the JV shall be: 3
B. Contents of the Prequalification Document	
ITA 8.1	For clarification purposes, the Procuring Entity's address is: National Quality Control Laboratory Hospital Road, School of Pharmacy - Kenyatta National Hospital grounds, Nairobi. Second Floor P.O. Box 29726-00202 Nairobi. Attention: <i>Supply Chain Management Office.</i> Physical Address: <i>As indicated above.</i> Telephone: +254703311563 Electronic mail address: <i>Email procurement@nqcl.go.ke</i> Web page: https://nqcl.go.ke
ITA 8.2	A pre-application meeting will be held on _____ at _____ N/A _____ A pre-arranged Site visit will be held on _____ N/a _____
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than 7 days before closing date.
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page N/A
ITT 9.2	Addendum issued shall be published at the website https://nqcl.go.ke
ITA 8.2	Pre-Application Meeting will be held: No
C. Preparation of Applications	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <i>[insert list of additional documents]</i>
ITA 15.2(b)	The source for determining exchange rates is: The Central Bank of Kenya (CBK)
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <i>One copy</i>
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: <i>30th September 2026</i> Time: <i>10:00AM</i> For Application submission purposes only, the Procuring Entity's address is: National Quality Control Laboratory Hospital Road, School of Pharmacy -

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
	Kenyatta National Hospital grounds, Nairobi. Second Floor P.O. Box 29726-00202 Nairobi. Attention: <i>Supply chain management office.</i> Address: P.O. Box 29726-00202 Nairobi. Country: <i>Kenya</i> Telephone: +254703311563 Electronic mail address: <i>Email procurement@nqcl.go.ke</i> Applicants “shall not” have the option of submitting their Applications electronically.
ITA 18.1	The Procuring Entity reserves the right to accept or reject late Applications.
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The opening of the Applications shall be at National Quality Control Laboratory, Main Boardroom, on Wednesday 30th September, 2026 at 11:00am
ITA 20.2	N/A
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference “ <i>shall not</i> ” apply.
ITA 25.1	At this time the Procuring Entity [<i>insert “intends” or “does not intend”</i>] to execute certain specific parts of the Works by sub-contractors selected in advance. N/A
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: N/A
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: For the attention: Dr Sultani Matende chero ‘ndc’(k) Title/position: <i>Ag Chief Executive Officer</i> Procuring Entity: <i>National Quality Control Laboratory</i> Email address: procurement@nqcl.go.ke In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Entity’s decision not to prequalify an Applicant.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

ELIGIBILITY CRITERIA

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the MANDATORY REQUIREMENTS as provided below.

NB: **GIVING FALSE INFORMATION** on this form constitutes a serious offence and will form a basis for disqualification.

S/NO	Requirements	SCORE	COMPLY YES/NO
1.	Certificate of Incorporation/Registration	Mandatory	
2.	Certificate copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory	
3.	Copies of Pin Certificate of firm/company /individual	Mandatory	
4.	Valid Trade License/Current businesses permit	Mandatory	
5.	Current copy of CR 12 Certificate Issued within One year to tender submission Date.	Mandatory	
6.	Practicing Certificate for all Consultancy services where applicable.	Mandatory	
7.	For Repair & Maintenance works Firms MUST be registered by NCA	Mandatory	
8.	Duly filled, Signed and Stamped FORM RQ-1	Mandatory	
9.	Duly filled, Signed and Stamped FORM RQ-2	Mandatory	
10.	Duly filled, Signed and Stamped FORM RQ-3	Mandatory	
11.	Duly filled, Signed and Stamped FORM RQ-4	Mandatory	

12.	Duly filled, Signed and Stamped FORM RQ-5	Mandatory	
13.	Duly filled, Signed and Stamped FORM RQ-6	Mandatory	
14.	Duly filled, Signed and Stamped FORM RQ-7	Mandatory	
15.	Duly filled, Signed and Stamped FORM RQ-8	Mandatory	
16.	Accreditation for the company where applicable	Mandatory	
17.	Engineers Training Certificates where applicable	Mandatory	
18.	Copy of NITA registration certificate for training firms	mandatory	
19.	AGPO Certificate (for Categories reserved for Agpo)	Mandatory	
20.	Any other document, form, or information that may be required to facilitate evaluation and demonstrate compliance with the specified pre-qualification/Registration of the Tender.		
	REMARKS		Responsive/Non-Responsive

The Evaluation Committee reserves the right to verify the information submitted by applicants, conduct background checks, and/or visit the applicants' physical premises where necessary. Any findings arising from such verification shall form part of the evaluation process.

NB. Only responsive suppliers will be included in the registration list

SECTION IV- APPLICATION FORMS

REGISTRATION FORM RQ-1:

Registration Submission Form

Date.....

Registration.....

**To: National Quality Control
Laboratory**

P. O. Box 29726-00202 Nairobi

Dear Sir,

Having examined and fully understood the qualification/registration information
Provided:

I/we, the undersigned, hereby apply to be registered and offer to supply /provide services in
accordance with your request for tender and hereby submit our registration document for
consideration "As and When " You Require " for the registration of

Tender No.....

Item Description.....

My/our registration are binding to me/us and if accepted, I/we shall be pleased to be included in
your register of suppliers for the registration under reference.

You are at liberty to contact the persons listed here below for further information (list three persons).
The information provided in my qualification /registration document is complete, true, and correct
in every detail.

I/we fully understand that you are not bound to accept any tender you may receive. Dated
this..... day of.....20.....

Signature.....in the capacity of.....

FORM RQ -2: – REGISTRATION OF SUPPLIER APPLICATION FORM

I/we (Name prospective suppliers/ individual consultants /consulting firms) hereby apply for registration as supplier(s)

Of..... (item description)

Of..... (Tender no.)

Full name of applicant..... County of operation

Other branches location.....

Postal address: P.o. boxcode.....town.....

Physical address: Street..... Name of building..... room/office No..... floor No.....

Telephone landline..... telephone mobile.....

Email address: personal email company email Website

..... List of directors (in case of a company)

..... . Name of proprietor (for sole proprietor and business name)

..... Name of proprietor (for a partnership)

FORM RQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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. Part 1

General

Business Name.....			
Location of Business Premises			
Plot No,.....			
... Street/Road... ..		Postal address	
Tel No.			
Fax Email.....		Nature of Business.....	
Certificate No.....		Maximum value of business which you can handle at any one time –	
.....		Registration	

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
1.			
2.			
3.			
4.			

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

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			

Date.....

Signature of Candidate.....company stamp/seal.....

Bank Account Name:

..... Branch of

the Bank:

.....Bank

Account Number:

VAT Registration Number:

..... IFMIS Number,

where applicable:.....

FORM RQ -4: BIO-DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018, - PROCUREMENT OF PUBLIC GOODS, WORKS AND SERVICES BY PUBLIC ENTITIES

1	Name of Supplier /Service provider/Consultant	
	Incorporation Certificate Number	
	e-GP Number (Not Mandatory)	
3.	Pin Number	
4.	In Case of Company,	
	List of Directors	
	ID number	
	List of Share Holders	
	List of Beneficial Owners	
5.	In Case of Sole Proprietor/Consultant:	
	Proprietor name	
	ID number	
	Business Name	
6.	In Case of Partnership,	
	Name of Partners	
	ID number of partners	
7.	Business Contracts Information	
	Telephone Office	
	Telephone -Director	
	Email Address	
8.	Postal Address	
9.	Physical Address	
10	Tax Compliance Status	
11	Business Permit/License Number	
12.	County Operation	

NB. Suppliers/Contractor are required to duly fill, sign and stamp this form

FORM RQ -5 COMMITMENT TO SUPPLIERS CODE OF ETHICS,

Issued pursuant to Section 181 of the Public Procurement & Asset Disposal Act, 2015 (To be submitted as part of my registration dully filled, certified, signed, stamped or sealed and initialled)

I
of ID no.(s).....

Ms.(s).....

P.O. box.....code.....

(Supplier name(s) as it appears in the certificate of registration (CR 12)) Hereby

Confirm that I have read and fully understood;

1. The contents of Article 227 of the Cok, 2010, the PPADA, 2015 (the Act), its attendant PPADR 2020 (the Regulations), Executive Order No. 2 Of 2018-Procurement of Public Goods, Works and Services by Public Entities and instructions issued by the Public Procurement Regulatory Authority (PPRA).
2. That the pricing of all the items is reasonable, and deliverables will provide value for money in terms of cost, quality, quantity and timeliness of the delivered works, goods or services of the financial year in consideration.
3. That the supply of goods, works and services is at a price that is fair and reasonable and compares well with the known prices in the circumstances of the financial year in consideration.
4. That if transactions in which the standard goods, services and works are procured at unreasonably inflated price, I shall in addition to sanction prescribed in the PPADA, 2015 (the Act), & PPADR 2020 (the regulations) pay the County Government of Machakos for loss resulting from my/our actions. (REF: 54(2) & 63(1) (D) PPADA 2015)
5. That I complied with professional standards & requirements of my industry and regulated professional body of which I am member (REF: 55(C)PPADA 2015)
6. That I have not been debarred form practicing in Procurement and Asset Disposal. (REF: 41(1-5) PPADA 2015)
7. That I have complied with my tax obligation/tax compliance status as stipulated in the 55(1)(F) PPADA 2015 and The Executive Order No. 1 of 2018

8. That my current contract of.....does not constitute any corrupt, coercive, obstructive, collusive or fraudulent practice or conflict of interest. (REF: 66(1) PPADA 2015) P a g e 20 | 22

9. Those standard goods, services and works with known market prices will be procured at the prevailing market price as stipulated in the PPRA market price index of the financial year in consideration. (REF: 103(2)(E) PPADA 2015)

10. That I SHALL NOT Obstruct or hinder an officer or any other authorized person from carrying out a duty or function or exercising a power relating to procurement. (REF: 176-178 - PPADA 2015)

11. That I /we SHALL NOT knowingly or in collusion with others lie to or mislead a person carrying out a duty or function or exercising a power relating to procurement.

I also certify that I am duly authorized to sign this CODE OF ETHICS OF SUPPLIERS, on my own behalf and on behalf of my organization, and agree to fully comply.

Name.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm.....

(As it appears on the certificate of registration) (Company Seal/ Rubber Stamp where applicable)

Sworn at..... }

By the said } Deponent this..day

of.....20..... }

Before Me

}

Commissioner for Oaths/Magistrate

FORM RQ -6: SELF DECLARATION FORMS -NON-DEBARMENT

In Compliance with The PPADA 2015 & PPADR 2020) Not Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015.

I,, of Post Office Boxbeing 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 and postal address) 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 PPAD ACT 2015 & PPAD Regulations 2020.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief

.....

(Title)(Signature)

..... (Date)

Bidder's Official Stamp

FORM RQ -7: SELF DECLARATION FORMS - NOT ENGAGE IN ANY CORRUPT OR COERCIVE, OBSTRUCTIVE, COLLUSIVE OR FRAUDULENT PRACTICE OR CONFLICTS OF INTEREST.

(In Compliance with Section 62 PPADA 2015 And 47 Of the PPADR 2020)

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 Chief Executive/Managing Director/Principal Officer/Director of

.....

(Insert name of the Company and address) who is a Bidder in respect of Tender No.

.....dated.....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 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 corrosive
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)

(Signature)

(Date)

Bidder's Official Stamp

FORM RQ -8 SWORN STATEMENT.

Having studied the qualification / 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 ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the County and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date.....

.....

Applicant's Name:

.....

Represented by

.....Signature

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