



**PREQUALIFICATION / REGISTRATION OF SUPPLIERS.
TENDER No. B0K/PQR/04/2022**

CATEGORY NO & DESCRIPTION:

.....

INDICATE BY TICKING IF YOUTH WOMEN PWD

**SUPPLY OF GOODS, SERVICES & WORKS FOR THE
PERIOD 2022-2024.**

RELEASE DATE: 31st May, 2022

CLOSING DATE: 15th June, 2022

**BOMAS OF KENYA LTD
P.O. Box 40689-00100 NAIROBI KENYA
TEL: 8891802, 8890795, 8890798, 8890793
E-mail: Procurement@bomasofkenya.co.ke**

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SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2022- 2024.

1. Bomas of Kenya intends to Prequalify /Register suppliers for the provision of various goods, works and service for the period 2022-2024(1st July, 2022 to 30th June 2024). Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.
2. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.
3. Suppliers that are currently registered by the Company are required to register afresh if they wish to participate. The categories are as listed below.

S/NO	CATEGORY A: SUPPLY OF GOODS	ITEM DESCRIPTION	ELIBILITY
1	BOK/PQ/01/2022-2024	Supply of Fruits & Vegetables	Open
2	BOK/PQ/02/2022-2024	Supply of Meat Products (Beef, mutton, chicken and fish)	Open
3	BOK/PQ/03/2022-2024	Supply of Soft Drinks	Open
4	BOK/PQ/04/2022-2024	Supply of Alcoholic Beverages	Open
5	BOK/PQ/05/2022-2024	Supply of Hardware Items & Paints	Open
6	BOK/PQ//06/2022-2024	Supply of Electrical & Electronic Items	Open
7	BOK/PQ//07/2022-2024	Supply of Office Furniture, Fittings and Equipment	AGPO Groups
8	BOK/PQ/08/2022-2024	Supply of Cooking Gas and Related Equipment's (hose pipes, regulators)	AGPO Groups
9	BOK/PQ/09/2022-2024	Supply of Expanding Seat covers, Skirting and General Restaurant Linen ware	AGPO Groups
10	BOK/PQ/10/2022-2024	Supply of Computers/Printers Consumables and Accessories	AGPO Groups
11	BOK/PQ/11/2022-2024	Supply of Office Stationery	AGPO Groups
12	BOK/PQ/12/2022-2024	Supply of Branded and Promotional Materials(T-shirts, Caps, Banners, Conference Stationary and Giveaways, Confectionery, General Branded Materials)	AGPO Groups
13	BOKPQ//13/2022-2024	Supply of Traditional Items & Artefacts (skins, Beads ,feathers ,traditional musical instruments)	Open
14	BOK/PQ/14/2022-2024	Supply of Drugs & Pharmaceutical Products	Open
15	BOK/PQ/15/2022-2024	Supply of Detergents and Cleaning Materials	AGPO Groups

16	BOK/PQ/16/2022-2024	Supply of Flowers and Floral Decorations	AGPO Groups
17	BOK/PQ/17/2022-2024	Supply of Mechanical & Electrical Equipment's and Items	Open
18	BOK/PQ/18/2022-2024	Supply of Telephone and Telecommunication Equipment	Open
19	BOKPQ//19/2022-2024	Supply of Staff Uniforms, Garments & Related Material	AGPO Groups
20	BOK/PQ/20/2022-2024	Supply of Sports Equipment & Related Accessories	AGPO Groups
21	BOK/PQ/21/2022-2024	Supply of Motor Vehicle Tyres and Batteries	AGPO Groups
22	BOK/PQ/22/2022-2024	Supply of Dry Goods & General Provisions	Open
23	BOK/PQ/23/2022-2024	Supply of Cutlery & Crockery	Open
24	BOK/PQ/24/2022-2024	Supply of Kitchen Equipment & Tools	Open
CATEGORY B: PROVISION OF SERVICES			
25	BOK/PQ/25/2022-2024	Provision of Travel Agency Services(IATA-Registered)	Open
26	BOK/PQ/26/2022-2024	Provision of Legal Services	Open
27	BOK/PQ/27/2022-2024	Provision of Cleaning & Extraction Services for Seats and Carpets	AGPO Groups
28	BOK/PQ/28/2022-2024	Provision General Building Repairs, Maintenance Services and Civil Work	Open
29	BOKPQ//29/2022-2024	Provision of Consultancy Services (Integrity Surveys, Monitoring & Evaluation, Legal Audit, Governance Audit Development and Review of Strategic Plan)	Open
30	BOK/PQ/30/2022-2024	Provision of Human Resource Consultancy Services (such as Trainings, Employee Satisfaction Survey, Policy Review, Competency Baseline Survey, Counseling Services)	Open
31	BOK/PQ/31/2022-2024	Provision of Team Building Services	Open
32	BOK/PQ/32/2022-2024	Provision of Marketing Consultancy Services(such as Customer satisfaction Survey, Feasibility Study for Product Development)	Open
33	BOK/PQ/33/2022-2024	Provision of Audit Services (Such as Energy Audit, Health& Safety Audit, Fire Audit, Environmental Audit	Open
34	BOK/PQ/34/2022-2024	Provision of Consultancy Services for the Development of Health & Safety Policy, Fire Policy, Environmental Policy, ICT Policy, Customer Satisfaction Policy)	

35	BOK/PQ/35/2022-2024	Provision of Translators, Interpreters and Translation Services	AGPO Groups
36	BOK/PQ/36/2022-2024	Provision of Digital Services (Websites, e-shots, e-bombs, Social Media Management	Open
37	BOK/PQ/37/2022-2024	Provision for Auctioneering Services	Open
38	BOK/PQ/38/2022-2024	Provision for Decor Services	AGPO Groups
39	BOK/PQ/39/2022-2024	Provision for Fumigation & Pest Control Services	Open
40	BOK/PQ/40/2022-2024	Provision of Laundry Services	Open
41	BOK/PQ/41/2022-2024	Provision of Firefighting Services	Open
42	BOK/PQ/42/2022-2024	Provision of Hire of Audio Visual Equipment	AGPO Groups
43	BOK/PQ/43/2022-2024	Provision of Events Management Services	Open
44	BOK/PQ/44/2022-2024	Provision of Sanitary Bins and Related Services	Open
45	BOK/PQ/45/2022-2024	Provision of Vehicle Maintenance services	Open
46	BOK/PQ/46/2022-2024	Provision of Valuation services	Open
47	BOK/PQ/47/2022-2024	Provision of Bowser services	Open
48	BOK/PQ/48/2022-2024	Provision of Photography & Videography Services	Open
49	BOK/PQ/49/2022-2024	Provision of Events Management Services	Open
50	BOK/PQ/50/2022-2024	Provision of Architectural & Civil Engineering Services	Open
51	BOK/PQ/51/2022-2024	Provision of Insurance Brokerage Services-General Insurance	Open
52	BOK/PQ/52/2022-2024	Provision of Virtual Conferencing Services	Open
	CATEGORY C:	MAINTENANCE & REPAIRS	
53	BOK/PQ/53/2022-2024	General Repairs, Partitioning of Buildings	Open
54	BOK/PQ/54/2022-2024	Maintenance of PABX and Telephone Accessories	Open
55	BOK/PQ/55/2022-2024	Maintenance & Repairs of Copiers, Computers, Shredders & Printers	Open
56	BOK/PQ/56/2022-2024	Repair and Maintenance of Motor Vehicle Seats and Upholstery	AGPO Groups
57	BOK/PQ/57/2022-2024	Maintenance of Traditional Instruments & Artefacts	Open
58	BOK/PQ/58/2022-2024	Maintenance of Drainage Systems & Exhauster Services	Open

N/B For consultancy services, the firms to attach qualifications of the technical personnel, CV & recommendation letters from Government Institutions/Agencies.

Interested and eligible bidders can view and download the prequalification document free of charge from the BOK website: www.bomasofkenya.co.ke and on the Public Procurement Information Portal (www.tenders.go.ke)

Interested and eligible bidders can view and download the prequalification document free of charge from the BOK website: www.bomasofkenya.co.ke and Public Procurement Information Portal (www.tenders.go.ke)

Duly completed pre-qualification documents enclosed in plain sealed envelopes clearly marked with the **CATEGORY NUMBER** and **ITEM DESCRIPTION** addressed to:-

The General Manager/Chief Executive Officer
Bomas of Kenya Ltd,
P.O Box 40689-00100,
Nairobi

Or be deposited in the tender box located at Bomas of Kenya Ltd, Forest Edge Road, off Langata Road, **Administration Block, Ground Floor** at the Reception Area so as to be received on or before Wednesday, **15^h June, 2022 at 11.00 a.m.** on the closing date.

Documents received after the closing time shall not be accepted.

The prequalification documents will be opened immediately after the closing time at the Bomas of Kenya Multi-purpose hall. Bidders or their representatives are welcome to attend.

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 Bomas of Kenya Ltd intends to prequalify/register Suppliers for the supply of Goods, Services and services for the period ending 30th June 2022, interested eligible candidates who must qualify by meeting the set out criteria as provided for in clause 2.6 are encouraged to apply.
- 2.1.2 Applicants are informed that the services/consultancies/goods will be procured on the basis of *as and when required*.
- 2.1.3 Upon pre-qualification BOK does not bind itself for the provision or procurement of any services, consultancies or goods but shall endeavor to ensure equitable distribution of available briefs/Quotations/tenders among the pre-qualified firms taking into account the experience, qualifications and geographical location of the individual firms.
- 2.1.4 Applicants will be informed in writing/ electronic media/adverts of the results of the application.

2.2 Eligible Candidates

- 2.2.1 This invitation for pre-qualification is open to all candidates who are eligible under as defined in Kenya'Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.2.2 The BOK employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this tender.
- 2.2.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified

2.3 Cost of Application

- 2.3.1 The applicant shall bear all costs associated with the preparation and submission of its tender, and BOK, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The tender document shall be issued Free of Charge. The tender document can be downloaded from the company website www.bomasofkenya.co.ke or Public Procurement Information Portal (www.tenders.go.ke)

2.4 Format of application

- 2.4.1 The applicant shall prepare an original and Copy of Pre-qualification document, clearly marked “ **ORIGINAL**” and **COPY** of the Pre-qualification. In the event of discrepancy, the original shall prevail.
- 2.4.2 The **ORIGINAL** and **COPY** of the pre-qualification document shall be typed or written in indelible ink (photocopies are acceptable for the COPY) and shall be signed by persons or persons duly authorized on behalf of the applicant. The person or persons signing the pre-qualification document shall initial all pages of the pre-qualification document.

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

2.4.3 All the information requested for pre-qualification shall be provided in the English language only.

2.5 Validity period

2.5.1 The request for pre-qualification must remain valid for not less than 30 days from the date of submission. BOK will make best effort to complete the evaluation and communicate within this period.

2.6 Submission and Deadline of Application.

2.6.1 Applications for prequalification shall be submitted in sealed envelopes clearly marked with the tender No, tender name, Category number and Item description and **deposited** in the tender box at reception area at Bomas of Kenya Ltd, Forest Edge Road, off Langata Road, Administration Block Ground Floor so as to be received on or before **11.00 a.m.** on the closing date.

2.6.2 The candidate shall seal the **ORIGINAL** and the **COPY** of the pre-qualification 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, delivered or posted to BOK, at the address given in the Invitation to Tender.
- (b) Bear the tender No, tender name, Category code and Item description.
- (c) On the back of both of the inner envelope the applicant shall indicate its name and address to enable the application to be returned unopened in case it is declared "late" pursuant to clause 2.6.1

2.6.3 If the outer envelope is not sealed and marked as instructed in clause 2.6.2. BOK will assume no responsibility

2.6.4 for the misplacement or premature opening of the pre-qualification document.

2.7 Qualification Criteria

2.7.1 BOK evaluation committee will examine the applicants to determine completeness, general orderliness and sufficiency in responsiveness.

2.7.2 The applicants should have registered offices and BOK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services and goods.

- 2.7.3 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set out in the Appendix to instructions to candidates. The declaration will be either pass or fail regarding the applicant's completed/submission of Mandatory requirement and completion of the following attached forms-PQ-1, PQ-PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and Form-8 to be submitted together with the letter of application.
BOK reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.7.4 The pre-qualification application Form–FORM PQ-1 which are not dully filled out and submitted in the prescribed manner will not be considered.
- 2.7.5 Statutory Registration documents
The applicant **must** attach certified statutory registration documents.
- 2.7.6 Confidential business Questionnaire
The general information and details of nature and location of the applicant should be included in Form PQ-2
- 2.7.7 Experience. The applicant shall meet the following minimum criteria
(a) experience in the supply of the mention goods or services
(b) Past performance –Dully filled Form PQ-3
- 2.7.8 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, lines of The Audited Accounts for the last 1 year for firms which have been in existence for the last one year (individuals and partnership firms may not necessarily submit the audited accounts but must submit the bank statements).
- 2.7.9 Personnel capabilities.
The applicant must have suitably two (2) qualified personnel with their CV provided in form PQ-5.
- 2.7.10 Litigation history
The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the **last one year** in Form PQ-6. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.
- 2.7.11 Declaration statement
The applicant should make a declaration statement ensuring the accuracy of the information given in Form PQ-8

2.8 Clarification of Pre-Qualification Documents

- 2.8.1 An applicant making inquiries of the pre-qualification documents may notify BOK in writing or e-mail which it receives not later than seven (7) days prior to the deadline for the submission of the pre-qualification documents.
- 2.8.2 BOK shall reply to any clarifications sought by the applicant within 2 working days of receiving the request to all prospective applicants who will have purchased the pre-qualification documents to enable the applicants to make timely submission of its application.
- 2.8.3 To assist in the examination, evaluation and comparison of tenders BOK may, at its discretion, ask the applicant for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted

2.9 Amendments of Pre-Qualification Documents

- 2.9.1 At any time prior to the deadline for submission of tenders BOK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, may modify the tender documents by issuing an addendum
- 2.9.2 All prospective applicants who have obtained the tender documents will be notified of the amendment by post, or email and such amendment will be binding on them.
- 2.9.3 In order to allow prospective applicants reasonable time in which to take the amendment into account in preparing their tenders, the BOK, at its discretion, may extend the deadline for the submission of tenders.

2.10 Opening of Pre-qualification documents

- 2.10.1 BOK will open all applications documents in the presence of applicant's representatives who choose to attend, at *11.00AM on Wednesday 15th June 2022*, and in the location specified in the invitation for pre-qualification. The applicant's representatives who are present shall sign a register evidencing their attendance
- 2.10.2 BOK will prepare minutes of the opening of the Pre-qualification documents which will be submitted to applicants that signed the tender opening register and will have made the request.
- 2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of any 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 any applicant to influence BOK evaluation process or approval decisions will result in the rejection of the applications.

2.12 Preliminary examination and determination of responsiveness of pre-qualification documents

- 2.12.1 Prior to the technical evaluation of the pre-qualifications, BOK will determine whether each application substantially responsive that's:
- Has been properly signed and delivered/submitted pursuant to clause 2.5

- Meets all the mandatory requirements
- 2.12.2 If an application is not substantially responsive, it will be rejected and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservations
- 2.13 Technical evaluation of applications**
- 2.13.1 BOK will evaluate and compare only the applications determined to be substantially responsive in accordance with clause 2.11
- 2.13.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria as set out in the instructions to applicants or pursuant to clause 2.6
- 2.14 BOK right to accept or reject any or all applications**
- 2.14.1 BOK reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time prior to prequalification approval, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected applicant or applicants of the grounds for the BOK's action.
- 2.15 Notification of approval**
- 2.15.1 Prior to expiration of the period of prequalification validity period clause- BOK will notify the successful applicant that its application has been accepted, the BOK will simultaneously inform the other applicants that their applications have not been successful
- 2.17 Acceptance of the Approval**
- 2.17.1 The successful suppliers shall be required to acknowledge in writing the acceptance of their pre-qualification to BOK.
- 2.18 Conflict of Interest**
- 2.18.1 The applicant shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the specifications and bidding documents for the tender, Quotations and/or proposal. Any such association must be disclosed and may result in the dis-qualification of the applicant.
- 2.19 Updating Pre-Qualification Information**
- 2.19.1 Prequalified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.
- 2.20 Corrupt or Fraudulent Practices**
- 2.20.1 BOK requires that applicants observe the highest standard of ethics during the selection process and execution of contracts. Applicants shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.20.2 BOK will reject application for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

3.0 APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification 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.

3.1 PRELIMINARY EVALUATION –MANDATORY REQUIREMENTS

NO	REQUIREMENT	Mandatory
1	Relevant certificate from the National Treasury – Attach(Youth, women & people with disability)	Mandatory
1	Certified copy of certificate of registration/incorporation- Attach	Mandatory
2	Certified copy of Valid Tax Compliance certificate or exemption- Attach copy.	Mandatory
3	Certified copy of Single business permit – Attach copy.	Mandatory
4	Bank statements (6months) and letter from bank on financial status.	Mandatory
5	The pre-qualification document dully signed	Mandatory
6	For construction, painting and minor repair works, attach NCA certificate, for category 3 and above.	Mandatory

The applicant must provide/meet the above Mandatory requirements to proceed to the next stage.

3.3 TECHNICAL REQUIREMENTS CRITERIA

NO	REQUIREMENT	YES	NO
1	Dully filled Pre-qualification data-Form –PQ-1(Application)		
2	Dully filled confidential business questionnaire-Form PQ 2		
3	Dully filled Applicant Past Experience-Form PQ 3		

4	Dully filled Applicant Financial position-Form PQ 4		
5	Dully filled Applicant Key personnel-Form PQ 5		
6	Dully filled Applicant Litigation History-Form PQ 6		
7	Dully filled Applicant Declaration Statement-Form PQ 7		
8	Dully filled Applicant Declaration Statement-Form PQ 8		
	FINAL SCORE (Pass or fail)		

Failure to dully fill any of the above forms will lead to disqualification.

4.0 APPLICATION FORMS

FORM PQ-1-LETTER OF APPLICATION

To: The General Manager,/Chief Executive Officer
Bomas of Kenya Ltd,
P.O Box 40689-00100,
Nairobi.

I/We being duly authorized to represent and act on behalf of ----- (hereinafter referred to as “the Applicant”), of PO Box -----Code _____

Town

Street:

Name of the Building:

Floor No;

Room/Office No.

Landline Tel No:

Mobile:

Email No:

And having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified/ registered as a supplier(s) of;

Tender No. _____

Tender Name: _____

Category code: _____

Item Description: _____

Organization & Business Information

Management and Personnel

Chief Executive _____

Secretary _____

General Manager _____

Other _____

Partnership/Sole proprietor.

Name of partners _____

Business founded or incorporated in _____

Under present management since _____

Net worth equivalent Kshs. _____

Bank reference and address _____

BOK and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

BOK and its authorized representatives may contact the following persons for further information.

Name	Position	Signature
1.		
2.		

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed

Name

Position

Date

Firms Stamp.

FORM PQ-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: _____
Location of the Business Premises
Plot No. _____ Street/Road _____
Postal Address _____ Code _____
Tel No-Landline _____ Mobile _____
Email: _____
Nature of Business _____
Current Trade License No. _____
Maximum Value of business which you can handle at any one time Kshs _____
Name of Bankers _____ Branch _____

Part 2 (a) Sole Proprietor

Your Name in Full _____ Age _____
Nationality _____ Country of Origin _____
County _____
Citizenship _____

Part 2 (b) Partnership

Give details of partnership as follows:

Name	Nationality	Citizenship	Shares
------	-------------	-------------	--------

Part 2 (c)-Registered Company

Private or Public _____

State the normal and issued capital of company
Nominal Kshs. _____
Issued Kshs. _____

Give details of all directors as follows

Name	Nationality	Citizenship	Shares
------	-------------	-------------	--------

Date: _____ Signature of Applicant _____

Attach copies of identity cards/pass ports of Directors/partners/proprietors

1. Name of 1st Client (Organization)
- i. Name of Client: _____
- ii. Address _____
- iii. Name of Contact Person: _____
- iv. Telephone No. _____
- v. Value of Contract _____
- vi. Contract Description _____
- vii. Validity/Duration of Contract(Must be within current or last financial year) _____
(Attach evidence of LPO/LSO and evidence of having been prequalified)

2. Name of 2nd Client (Organization)
- i. Name of Client: _____
- ii. Address _____
- iii. Name of Contact Person: _____
- iv. Telephone No. _____
- v. Value of Contract _____
- vi. Contract Description _____
- vii. Validity/Duration of Contract(Must be within current or last financial year) _____
(Attach evidence of LPO/LSO and evidence of having been prequalified)

3. Name of 3rd Client (Organization)
- viii. Name of Client: _____
- ix. Address _____
- x. Name of Contact Person: _____
- xi. Telephone No. _____
- xii. Value of Contract _____
- xiii. Contract Description _____
- xiv. Validity/Duration of Contract(Must be within current or last financial year) _____
(Attach evidence of LPO/LSO and evidence of having been prequalified)

4. Name of 4th Client (Organization)
- xv. Name of Client: _____
- xvi. Address _____
- xvii. Name of Contact Person: _____
- xviii. Telephone No. _____
- xix. Value of Contract _____
- xx. Contract Description _____
- xxi. Validity/Duration of Contract(Must be within current or last financial year) _____
(Attach evidence of LPO/LSO and evidence of having been prequalified.)

1. Attach a copy of firms audited accounts (companies/partnership) or Bank Statements (sole proprietor) for the previous one year
2. Attach letters of reference from the bankers regarding suppliers credit position

Provide at least two staff.

1.	Name: _____ Title of position: _____ Age: _____ Highest Academic/Professional Qualification: _____ Years of Experience with the firm _____ Attach CV, not more than two pages
2.	Name: _____ Title of position: _____ Age: _____ Highest Academic/Professional Qualification: _____ Years of Experience with the firm _____ Attach CV, not more than two pages
3.	Name: _____ Title of position: _____ Age: _____ Highest Academic/Professional Qualification: _____ Years of Experience with the firm _____ Attach CV, not more than two pages

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the one year or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

TO: The General Manager,
Bomas of Kenya Ltd,
P.O Box 40689-00100
Nairobi

Dear Sir,

I/we the undersigned offer to provide the required services in accordance with your **instructions** and we hereby submit our pre-qualification document.

I/We understand that our application is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

I/We understand that upon pre-qualification, you are not bound to assign any work to any of the pre-qualified firms, but you will endeavor to ensure that quotations/tenders/request for proposals will be distributed equitably **AS AND WHEN REQUIRED.**

I/we understand that you are not bound to accept any application you receive.

Date: _____

Applicant Name/Company Name: _____

Authorized Representative Name: _____

Signature & stamp

FORM PQ-8 APPLICANT DECLARATION STATEMENT

I/We having studied the pre-qualification document for the above goods/services I/We hereby certify that the information provided for in response to this pre-qualification is accurate and complete as at the date set out below.

I/we understand that the Provision of false information in response to this application will result in the firm being excluded from the list of those who may be invited to tender/quote for a contract with BOK

I/We undertake to inform BOK promptly following any matter which could alter or add to any of the information given in response to this application.

I/We make this declaration for and on behalf of the firm/company

Date: _____

Applicant Name/Company Name: _____

Authorized Representative Name: _____

Signature & stamp

FORM RB-1 - REQUEST FOR REVIEW FORM

**REQUEST FOR REVIEW FORM
REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO.....OF.....20.....**

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of
.....20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel.
No.....Email, hereby request the Public Procurement Administrative Review Board to review the
whole/part of the above mentioned decision on the following grounds , namely:-

1.

Etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

1.

Etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED

Board Secretary