



**PREQUALIFICATION / REGISTRATION OF SUPPLIERS.
TENDER No. IGRTC/T2/2023-2024**

CATEGORY NO & DESCRIPTION:

.....

INDICATE BY TICKING IF YOUTH WOMEN PWD

**SUPPLY OF GOODS, SERVICES & WORKS FOR THE
PERIOD 2024-2026.**

-

RELEASE DATE: 27th May, 2024

CLOSING DATE: 10th June, 2024

INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE (IGRTC)

P.O. Box 44880-00100

NAIROBI KENYA

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Table of Contents

1.0 SECTION I-INVITATION FOR PREQUALIFICATION (IFQ)	3
2.0 SECTION II - INSTRUCTIONS TO CANDIDATES.....	6
2.1 Introduction.....	6
2.2 Eligible Candidates.....	6
2.3 Cost of Application.....	6
2.4 Format of application.....	6
2.5 Validity Period.....	7
2.6 Submission and Deadline of Application.....	7
2.7 Qualification Criteria.....	8
2.8 Clarification of Pre-Qualification Documents	9
2.9 Amendments of Pre-Qualification Documents	9
2.10 Opening of Pre-qualification documents	9
2.11 Process to be confidential	10
2.12 Preliminary examination and determination of responsiveness of pre-qualification documents	10
2.13 Technical evaluation of applications	10
2.14 IGRTC right to accept or reject any or all applications	10
2.15 Notification of approval.....	10
2.16 Acceptance of the Approval.....	10
2.17 Conflict of Interest.....	11
2.18 Updating Pre-Qualification Information.....	11
2.19 Corrupt or Fraudulent Practices	11
3.0 APPENDIX TO INSTRUCTIONS TO CANDIDATES	12
3.1 PRELIMINARY EVALUATION –MANDATORY REQUIREMENTS	12
3.2 TECHNICAL REQUIREMENTS CRITERIA	13
4.0 APPLICATION FORMS.....	14
4.1 FORM PQ-1-LETTER OF APPLICATION	14
4.2 FORM PQ-2-Confidential Business Questionnaire	16
4.3 FORM PQ-3 APPLICANT PAST EXPERIENCE (FIRM)	18
4.4 FORM PQ-4 APPLICANT FINANCIAL POSITION AND TERMS OF TRADE.....	19
4.5 FORM PQ-5 APPLICANT KEY PERSONNEL	20
4.6 FORM PQ-6 APPLICANT LITIGATION HISTORY	21
4.7 FORM PQ-7 APPLICANT DECLARATION STATEMENT	22
4.8 FORM PQ-8 APPLICANT DECLARATION STATEMENT	23
4.9 FORM RB-1 - REQUEST FOR REVIEW FORM.....	24

1.0 SECTION I-INVITATION FOR PREQUALIFICATION (IFQ)

PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2024- 2026.

1. Intergovernmental Relations Technical Committee intends to Prequalify /Register suppliers for the provision of various goods, works and service for the period 2024-2026 (1st July, 2024 to 30th June 2026). 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:	ITEM DESCRIPTION SUPPLY OF GOODS	ELIBILITY
1	IGRTC/PQ/01/2024-2026	Supply of General Office Stationery and Computer Stationery	Open
2	IGRTC/PQ/02/2024-2026	Supply of Computer Equipment and Accessories	Open
3	IGRTC/PQ/03/2024-2026	Supply of Cleaning Materials, Detergents and Disinfectants	AGPO Groups
4	IGRTC/PQ/04/2024-2026	Supply of Office Furniture and Office Equipment	Open
5	IGRTC/PQ/05/2024-2026	Supply of Hardware and Electrical Items	Open
6	IGRTC/PQ//06/2024-2026	Supply of Staff Uniform	Open
7	IGRTC/PQ//07/2024-2026	Supply of Fresh milk and Mineral Water	AGPO Groups
8	IGRTC/PQ/08/2024-2026	Supply of Newspapers and Magazines	AGPO Groups
9	IGRTC/PQ/09/2024-2026	Supply of Motor Vehicle Spare parts	Open
10	IGRTC/PQ/10/2024-2026	Supply of Motor Vehicle Batteries and related Accessories	Open
11	IGRTC/PQ/11/2024-2026	Supply of branded promotional items and materials (banners, t-shirts, bags, brochures, newsletters certificates etc.)	AGPO Groups
12	IGRTC/PQ/12/2024-2026	Supply of calling cards/Airtime	Open

	CATEGORY B:	PROVISION OF SERVICES	
13	IGRTC/PQ/13/2024-2026	Provision of Travel and Air Ticketing Services – IATA /KATA Registered Firms	Open
14	IGRTC/PQ/14/2024-2026	Provision of Catering Services	Open
15	IGRTC/PQ/15/2024-2026	Provision of Design and Printing of Promotional, Communication and Advertising Items, Printing of T-Shirts, Caps, Banners and Identification Badges	AGPO Groups
16	IGRTC/PQ/16/2024-2026	Provision of General Printing Services	Open
17	IGRTC/PQ/17/2024-2026	Provision of Cleaning Services – Curtains, Carpets, Sofa Sets and Windows, Floor and Removal of Waste Materials	AGPO Groups
18	IGRTC/PQ/18/2024-2026	Provision of Conference Facilities and Hotel Services	Open
19	IGRTC/PQ/19/2024-2026	Provision of Hire of Transport Services	Open
20	IGRTC/PQ/20/2024-2026	Provision of Courier Services	Open
21	IGRTC/PQ/21/2024-2026	Provision of Photography, Video Conferencing and Hire of Public Address Systems	AGPO Groups
22	IGRTC/PQ/22/2024-2026	Provision of Fumigation and Pest Control Services	Open
23	IGRTC/PQ/23/2024-2026	Provision of Assets Tagging and Engraving	AGPO Groups
24	IGRTC/PQ/24/2024-2026	Provision of Production of Documentaries, TV and Radio Infomercial Services	Open
25	IGRTC/PQ/25/2024-2026	Provision of Legal Services	Open
26	IGRTC/PQ/26/2024-2026	Provision for Consultancy /Training Services	Open
27	IGRTC/PQ/27/2024-2026	Repair and maintenance of Motor vehicles (garages)	Open
	CATEGORY C:	MAINTENANCE & REPAIRS	
28	IGRTC/PQ/28/2024-2026	General Repairs, Renovations and Partitioning of Buildings	Open
29	IGRTC/PQ/29/2024-2026	Repair and Maintenance of Servers, Desktops Computers, Local Area Networks, PABX, Printers, Photocopiers and UPS	Open
30	IGRTC/PQ/30/2024-2026	Repairs and Maintenance of Electronic Equipment Appliances (Fridges, Cookers Air Conditions)	Open
31	IGRTC/PQ/31/2024-2026	Repair and Maintenance of Offices, Office Equipment and Furniture	AGPO Groups

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 IGRTC website: www.igrtc.go.ke and on the 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 Chief Executive Officer
Intergovernmental Relations Technical Committee
P.O Box 44880-00100,
Nairobi

Or be deposited in the tender box located at Intergovernmental Relations Technical Committee Parklands Plaza, Chiromo Lane 4th Floor so as to be received on or before **Monday, 10th June, 2024 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 Intergovernmental Relations Technical Committee, CEOs Boardroom 3rd Floor, Parklands Plaza. Bidders or their representatives are welcome to attend.

2.0 SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Introduction

- 2.1.1 Intergovernmental Relations Technical Committee intends to prequalify/register Suppliers for the supply of Goods, works and services for the period ending 30th June 2026, 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 IGRTC 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 IGRTC 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 IGRTC, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process. The tender document can be downloaded from the company website www.igrtc.go.ke or Public Procurement Information Portal (www.tenders.go.ke) free of Charge

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. IGRTC 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 4th Floor at Intergovernmental Relations Technical Committee, Parklands Plaza, Chiromo Lane 4th 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 IGRTC, 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. IGRTC 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 IGRTC 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 IGRTC 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.
IGRTC 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 IGRTC 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 IGRTC shall reply to any clarifications sought by the applicant within 2 working days of receiving the request to all prospective applicants who will have downloaded 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 IGRTC 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 IGRTC, 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 IGRTC, at its discretion, may extend the deadline for the submission of tenders.

2.10 Opening of Pre-qualification documents

- 2.10.1 IGRTC will open all applications documents in the presence of applicant's representatives who choose to attend, at **11.00AM on Monday 10th June 2024**, 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 IGRTC 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 IGRTC 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, IGRTC 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 IGRTC 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 IGRTC right to accept or reject any or all applications

2.14.1 IGRTC 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 IGRTC's action.

2.15 Notification of approval

2.15.1 Prior to expiration of the period of prequalification validity period clause- IGRTC will notify the successful applicant that its application has been accepted, the IGRTC will simultaneously inform the other applicants that their applications have not been successful.

2.16 Acceptance of the Approval

2.16.1 The successful suppliers shall be required to acknowledge in writing the acceptance of their pre-qualification to IGRTC.

2.17 Conflict of Interest

2.17.1 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.

2.18 Updating Pre-Qualification Information

2.18.1 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.

2.19 Corrupt or Fraudulent Practices

2.19.1 IGRTC 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.

2.19.2 IGRTC 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) where applicable	Mandatory
2.	Certified copy of certificate of registration/incorporation- Attach	Mandatory
3.	Certified copy of Valid Tax Compliance certificate or exemption- Attach copy.	Mandatory
4.	Certified copy of Single business permit – Attach copy.	Mandatory
5.	Bank statements (6months) and letter from bank on financial status.	Mandatory
6.	The pre-qualification document dully signed	Mandatory
7.	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.

3.2 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

4.1 FORM PQ-1-LETTER OF APPLICATION

To: The Chief Executive Officer
Intergovernmental Relations Technical
Committee,
P.O Box 44880-00100,
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 _____

IGRTC 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.

IGRTC 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.

4.2 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

4.3 FORM PQ-3 APPLICANT PAST EXPERIENCE (FIRM)

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)

- 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)

4.4 FORM PQ-4 APPLICANT FINANCIAL POSITION AND TERMS OF TRADE

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

4.5 FORM PQ-5 APPLICANT KEY PERSONNEL

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

4.6 FORM PQ-6 APPLICANT LITIGATION HISTORY

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)

4.7 FORM PQ-7 APPLICANT DECLARATION STATEMENT

To: The Chief Executive Officer
Intergovernmental Relations Technical
Committee,
P.O Box 44880-00100,
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

4.8 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 IGRTC

I/We undertake to inform IGRTC 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

4.9 FORM RB-1 - REQUEST FOR REVIEW FORM

**REQUEST FOR REVIEW FORM
REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO..... OF20.....**

BETWEEN

..... APPLICANT

AND

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

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

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: -

2. Etc.

SIGNED..... (Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on..... day of.....20.....

SIGNED

Board Secretary