

REPUBLIC OF KENYA



TENDER NO: ARA/REG/2023-2025

REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS

FOR

SUPPLY/PROVISION OF GOODS, WORKS, SERVICES, AND

CONSULTANCY FOR

THE FINANCIAL YEARS 2023/2024 -2024/2025

NAME OF THE FIRM

.....

CATEGORY NO

.....

ITEM DESCRIPTION

.....

.....

TARGET GROUP

.....

If AGPO registered firm, please specify the category: -

Youth _____
Women _____
PWD _____

CLOSING DATE: Tuesday, 18th July 2023.

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TENDER NOTICE

ASSETS RECOVERY AGENCY

TENDER REF- ARA/REG/2023-2025

TENDER NAME: REGISTRATION OF SUPPLIERS, CONSULTANTS, AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY

Assets Recovery Agency invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use on 'as and when required basis' in the **Financial Years 2023/2024** and **2024/2025** ending on **30th June 2025** in the following listed categories: -

Tender No. ARA/REG/2023-2025 for Registration of Suppliers

GOODS			
S/N	CATEGORY	ITEM DESCRIPTION	STATUS
1.	Category 1	Supply And Delivery of General office Supplies, Stationery and Other Office Consumables	Reserved
2.	Category 2	Supply of office furniture and equipment	Open
3.	Category 3	Supply And Delivery of Toners and Cartridges	Reserved
4.	Category 4	Supply And Delivery of bottled water 18.9 litres (mineral water), disposable cups and leasing of dispensers	Reserved
5.	Category 5	Supply and delivery of newspapers ,magazines and periodicals	Reserved
6.	Category 6	Supply and delivery of printed, branded merchandise/staff id cards, Tshirts, shirts, caps, banners, carrier bags, DVDs, and USBs	Reserved
7.	Category 7	Supply of mobile phone airtime/prepaid telephone cards	Reserved
8.	Category 8	Supply and delivery of motor vehicle tyres, tubes and batteries	Open
9.	Category 9	Supply and delivery of computers, printers, ups, fax machine, photocopiers and other related office equipment.	Open
10.	Category 10	Supply and delivery of text books	Open
11.	Category 11	Supply of motor vehicle spare parts.	Open
12.	Category 12	Supply and fittings of office refurbishment and furnishing e.g. curtains, sheers, blinds, carpet services and wallpapers	Reserved
13.	Category 13	Supply of hardware, electrical , fittings, air conditioning and related items	Open
14.	Category 14	Supply and delivery cleaning materials, detergents, disinfectants and tissue paper.	Reserved
15.	Category 15	Supply of staff uniform, footwear and protective clothing	Open
16.	Category 16	Supply of electronic and telecommunication equipment (camera, tvs, telephone heads, mobile phones)	Open
17.	Category 17	Provision of laundry services	Reserved
18.	Category 18	Supply and delivery of application software, accessories & assorted licenses (windows, Microsoft office & anti-virus)	Open

WORKS, SERVICES & CONSULTANCIES			
S/N	CATEGORY	ITEM DESCRIPTION	STATUS
1.	Category 19	Provision of Cleaning Services for floors, windows, curtains, carpets, sofa sets and other related upholstery	Reserved
2.	Category 20	Provision of catering services	Reserved
3.	Category 21	Provision of security/guard services (PSRA registered firms only)	Open
4.	Category 22	Provision of gardening, bush clearance & landscaping	Open
5.	Category 23	Provision of general printing services	Reserved
6.	Category 24	Provision of creative design, printing, content development, publication and editorial services.	Open
7.	Category 25	Provision of fumigation and pest control services	Reserved
8.	Category 26	Provision of repair and maintenance services of computers, projectors and ups	Open
9.	Category 27	Provision of repair and maintenance services of office furniture and fittings	Open
10.	Category 28	Provision of car parking space at upper hill area	Reserved
11.	Category 29	Provision of repair and maintenance services of copiers, fax machines and printers	Open
12.	Category 30	Provision of repair and maintenance services of servers.	Open
13.	Category 31	Provision of Public Relations, consultancy in provision of policy formulation, surveys and services promotion services, and communication	Open
14.	Category 32	Provision of ICT consultancy (ERP systems, MIS, Document management system) and other related consultancy services	Reserved
15.	Category 33	Installation, commissioning and repair of CCTV and access control equipment.	Open
16.	Category 34	Provision of services for the commissioning of legal documents	Open
17.	Category 35	Provision of air travel ticketing services – both local and international travel (IATA/KATA) registered firms only	Reserved
18.	Category 36	Provision of property management services on buildings	Open
19.	Category 37	Provision of valuations services - motor vehicle	Open
20.	Category 38	Provision of valuation services - buildings	Open
21.	Category 39	Provision of valuation services / Survey and mapping - lands	Open
22.	Category 40	Provision of motor vehicle towing/flatbed carriage services	Open
23.	Category 41	Provision of repair, maintenance and servicing of motor vehicles (Chief Mechanics & Transport Engineer registered firms only)	Open
24.	Category 42	Provision of mail and courier services	Open
25.	Category 43	Provision of hotel accommodation and conference facilities	Open
26.	Category 44	Provision of Internet services	Open

27.	Category 45	Provision of auctioneering services (registered firms with valid practicing certificates)	Open
28.	Category 46	Provision of transport services i.e. taxis/cab, hire and lease of motor vehicles.	Open
WORKS, SERVICES & CONSULTANCIES			
S/N	CATEGORY	ITEM DESCRIPTION	STATUS
29.	Category 47	Provision of team building services	Open
30.	Category 48	Provision of on-site documents binding services	Open
31.	Category 49	Provision of warehousing and yard storage services	Open
32.	Category 50	Provision of bulk sms, database development and cloud services.	Open
33.	Category 51	Provision of asset tagging bar codes and provision of asset tagging services	Open
34.	Category 52	Provision for equipping and video conferencing (Boardroom)	Reserved
35.	Category 53	Provision of motor vehicle tracking and track device disable services	Reserved
36.	Category 54	Provision of staff development and training services	Open
37.	Category 55	Provision of website development and maintenance, updating and hosting services	Reserved
38.	Category 56	Provision of exhauster services	Open
39.	Category 57	Provision of garbage collection services	Open
40.	Category 58	Provision of moving of office furniture & equipment services (Movers)	Open
41.	Category 59	Provision of insurance services. (Medical, G.P.A)	Open
42.	Category 60	Hire of Audio Equipment, Public Address System and related equipment	Open
43.	Category 61	Provision and repair and maintenance of Plumbing and Sewerage System Services [Must be registered with National Construction Authority- (NCA)]	Open
44.	Category 62	Provision of repair and maintenance of electrical & lighting systems services. [must be registered with Energy and Petroleum Regulatory Authority (EPRA)]	Open
45.	Category 63	Provision of photography and video coverage services	Open
46.	Category 64	Hire of tents and chairs, draping and Decorations for events and related event items	Open
47.	Category 65	Provision of event organization, exhibitions and experimental/roadshow services, EXPOS	Open
48.	Category 66	Provision of HR consultancy services	Open
49.	Category 67	Provision of research consultancy services	Open
50.	Category 68	Provision of entertainment services (performance artists, acrobats, band musicians)	Open
51	Category 69	Provision of mental health psychological support services.	Open

52	Category 70	Provision of repair and maintenance of buildings	Open
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The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Assets Recovery Agency's website <https://www.assetsrecovery.go.ke> or at <https://ppra.go.ke/>

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions (original only) in plain sealed envelopes clearly marked **Tender No. ARA/REG/2023-2025, respective Category and Item Description** should be deposited in the Tender Box situated at the **22nd Floor UAP Old Mutual Tower, Upper Hill, Nairobi** or be addressed to:

**TO THE DIRECTOR,
ASSETS RECOVERY AGENCY,
22nd Floor, UAP Old Mutual Tower, Upper Hill,
P.O BOX 52420 - 00100 Nairobi.**

so as to reach on or before 18th July 2023.

Late submissions will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the Boardroom 22nd Floor, UAP Old Mutual Tower, Upper Hill, Nairobi.

Firms that have submitted their company profiles/letters of introduction over the years MUST apply afresh in order to verify the validity of their tax obligations, AGPO status and determine their eligibility.

**Director
ASSETS RECOVERY AGENCY.**

1.0 REGISTRATION INFORMATION

1.1 Introduction

Assets Recovery agency invites all interested firms that fulfill the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introduction over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of Suppliers Objective

- a) The main objective of the registration of suppliers' exercise is to identify eligible, reliable, and competent suppliers as per sections 57 and 71 of the PPADA, 2015 (as amended) through an open and transparent process that shall constitute a list of registered suppliers for use by the Agency.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services, or works to Assets Recovery Agency on **'as and when required'** during the Financial Year 2023-2024 and 2024-2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for the supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for a longer period of twenty-four (24) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Agency.

1.3 Registration Document

This document includes a questionnaire, forms, and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

Director

Assets Recovery Agency,

P.O. Box 52420 – 00100, Nairobi.

Email: procurement@assetsrecovery.go.ke

Not later than **Thursday, 18th July 2023 at 11:00am**

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Queries or clarifications that may arise from the registration documents should be directed to the Director whose address is given in par 1.4 at least seven (7) days before the closing date.

1.6 Additional Information/inspection visit

Assets Recovery Agency reserves the right to request for submission of additional information from prospective bidders. The Agency may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, and PQ-7, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by the Agency in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Assets Recovery Agency, they possess the capability, experience, qualified personnel available and suitability of the equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services and have met the set criteria.

2.2.3 *In view of high-security arrangements, Assets Recovery Agency reserves the sole right and discretion to undertake further detailed due diligence and seek in confidence more details about a firm/company before its registration as a supplier to this office.*

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire, especially on debarment and conflict of interest.

2.4 Category specific information

Category 21 and category 35

The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category 46- Provision of transport services i.e. taxis/cab, hire and lease of motor vehicles.

The vehicles should be serviceable, well maintained/serviced and available at short notice. Drivers should be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

Category 20 -Provision of catering services

NO.	MANDATORY REQUIREMENT
1)	Valid Health certificate/food handling certificate.
2)	Fixed clean premises for suppliers of poultry products (attach ownership or lease agreements)
3)	Evidence of delivery vehicles and or equipment/facilities preferably refrigerated
4)	Must Provide a valid Manufacturer's/ Distribution Authorization Certificate or License

e

2.5 Withdrawal of registration

Should a condition arise, that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Assets Recovery Agency reserves the right to reject the tender from such a bidder even though they were initially registered.

After evaluation of the received applications, Assets Recovery Agency will notify all applicants (both successful and unsuccessful) of the results of the registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

The successful suppliers identified through the procurement process shall be issued with a system-generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.

Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

The successful bidder should deliver/provide the goods, works, or services within the stipulated timelines. Failure to deliver within the Agency's stipulated timelines may lead to the supplier being struck off from the registration list, debarment, or denial of future engagements with Assets Recovery Agency.

The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by Assets Recovery Agency, certified delivery notes or job cards/worksheets, invoice, and any other supporting document.

3.4 Inspection of the goods, services, or works

It is the supplier's duty to ensure the goods, services and works delivered meet the Assets Recovery Agency quality standards/specification requirements as outlined in the Request for Quotation/tender document. Assets Recovery Agency shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

Assets Recovery Agency shall only pay for the goods, works or services after their delivery. No advance payment is allowed.

All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.

Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Supply Chain Management Office after being awarded a supply contract.

3.6 Rights of Assets Recovery Agency

Assets Recovery Agency reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition, enhanced safety/security, and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 (as amended) taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Agency. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Evaluation Committee shall evaluate the applications received in the following stages: -

A) STAGE 1: MANDATORY /PRELIMINARY REQUIREMENTS

Registration Documentation **PQ-1** Mandatory for all firms

The bidder must meet all mandatory requirements **YES OR NO**

Firm's applications will be evaluated on 'a YES or NO basis' for each requirement.

If the firm does not provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.

Firms that fulfill the mandatory/preliminary requirements shall be subjected to the following stage 2 of the evaluation.

B) STAGE 2: SCORING STAGE - ALLOCATION OF MARKS UNDER EACH CRITERION

Required Information	Form Type	Points Score
1. Registration Data	PQ-2	20
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	10
4. Confidential Business Questionnaire	PQ-5	20
5. Past Experience	PQ-6	30 (full marks for AGPO)
6. Sworn Statement	PQ-7	10
	TOTAL MARKS	100
Pass Mark 70 points and above		

C) STAGE 3: RECOMMENDATION FOR REGISTRATION AS A SUPPLIER

Firms that **score 70 points and above** shall be considered as responsive and qualified to be registered under the respective category as suppliers, contractors and consultants for the supply/provision of goods, services, works and consultancy to Assets Recovery Agency.

FORM PQ-1 -REGISTRATION DOCUMENTS

MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

AGPO REGISTERED FIRMS (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)

All firms applying for the AGPO reserved categories must submit and fulfil the following requirements for verification of their eligibility: -

S/N	REQUIREMENT	ELIGIBILITY/RESERVED
1.	A valid Certificate of registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise	All AGPO reserved categories
2.	Certificate of registration or incorporation	All AGPO reserved categories
3.	PIN Certificate for company/firm/individual	All AGPO reserved categories
4.	A Valid Tax Compliance Certificate	All AGPO reserved categories
5.	Copy of the National Identity Card /passport	All AGPO reserved categories
6.	Fully fill the attached Confidential Business Questionnaire	All AGPO reserved categories
7.	Well-bound, serialized, and paginated tender document Including the attachments	All AGPO reserved categories
8.	Copy of valid ID provided by NCPWD for persons with disability	All AGPO reserved categories

OTHER FIRMS FOR OPEN CATEGORIES

Must submit and fulfill the following: -

S/N	REQUIREMENT	APPLICABLE CATEGORIES
1.	Certificate of registration or incorporation	All open categories
2.	PIN Certificate for company/firm/individual	All open categories
3.	A Valid Tax Compliance Certificate (September 2018-onwards)	All open categories
4.	Current county trade/business license/permit	All open categories
5.	Fully fill the attached Confidential Business Questionnaire	All open categories
6.	Well-bound, serialized and paginated tender document including attachments	All open categories
7.	IATA registration certificate for Air Travel agents	For travel agents
8.	Dealership/manufacture's authorization letter	For categories 3 ,8 & 9

9.	Must Provide a valid Manufacturer's/Distribution Authorization Certificate or License	For category 4
10.	Certificate from the National Construction Agency (NCA)	For categories 61

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) Should submit a separate document for each category for those firms that intend to apply in different categories.
- c) **Any AGPO Registered firm** that applies for the open categories is required to fulfil the set requirements under the open categories level.
- d) **Firms that are not AGPO registered** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

FORM PQ-2 -REGISTRATION DATA

1. REGISTRATION OF SUPPLIER’S APPLICATION FORM (10 marks)

I/We (Firm’s Name) hereby apply for registration in the categoryas supplier/contractor/consultant(s)of (item description)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number/s (working).....

Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL (5 marks)

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

- a)
- b)
- c)
- d).....

Partnership (if applicable) Name of partners.....

3. ADDITIONAL INFORMATION (5 marks)

- a) Business founded or incorporated
- b) Net worth equivalent Kshs.....
- c) Bank reference and Address
- d) Sister/Bonding Company reference and address (if applicable)

.....

e) State any technological innovations or specific attributes which distinguish you from your competitors:

.....

f) Indicate terms of trade/sale.....

(20 Points)

FORM PQ-3 -SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications: -

Name of the personnel(2 marks)

Age.....(2 marks)

Academic Qualifications

.....

..... (2 marks)

Professional Qualifications

.....

.....

..... (2 marks)

Length of service with contractor or supplier position held

.....

.....(2 marks)

NB:

(Attach CV and copies of certificates of key personnel in the organization)

(10 Points)

FORM PQ- 4 - FINANCIAL POSITION

1. Attach a copy of the firm’s audited accounts for years 2021 and 2022 giving a summary of assets and current liabilities / or any other financial support (**for open categories only**) (8marks) (4marks for each up to a maximum of 2 audited accounts)

2. Attach letters of reference from the bankers regarding the supplier’s credit position (**for open categories only**). (2marks)

3. AGPO registered firms - to provide bank details
Number in the following format: - (2 marks for each detail up to a maximum of 5) (10marks)

Name of the Bank

Bank Branch

Account No.(Optional)

Name of the Account Holder.....

Date Account Opened

(Please note the bank details required above will remain confidential and are to be used purposely for this registration of suppliers’ exercise. Registered firms will be required to resubmit the same once they have successfully been awarded a contract).

(10 Points)

FORM PQ-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers who choose to participate in this tender) Name of Applicant(S)

.....
You are requested to give the particulars in Part 1 and either Part 2 (a) or 2 (b), whichever applies to your type of business. **Part 2 (c) to part 2(h) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General (10 marks)

Business Name.....Certificate of Incorporation/Registration No

Location of business premises:CountryPhysical address

TownBuilding.....Floor.....Plot No.

Street / Road Postal Address Postal / Country Code.....

Telephone No’s.....Fax No’s.E-mail address

Website.....

Contact Person (*Full Names*)

Direct / Mobile No’s.....

Title Power of Attorney (**Yes / No**).....

If **yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc.*)

(Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date

Value Added Tax No.....

Part 2 (a) – Sole Proprietors

Full names

Nationality.....Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....			
2.....			
3.....			
4.....			

Part 2 (c) – Debarment (2 marks)

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by Assets Recovery agency and any other public or private institutions.

Full Names

Signature

Dated thisday of2023. In

the capacity of

Duly authorized to sign Tender for and on behalf of.....

Part 2 (d) – Criminal Offence (2 marks)

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)
- d)
- e)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2023.

Suppliers' / Company's Official Rubber Stamp

Part 2 (e) – Conflict of Interest (2 mark)

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

a)

b)

c)

d)

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Interest in the Firm (1 mark)

Are there any person/persons in Assets Recovery Agency or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....

.....

.....

(title)

(signature)

(date)

Part 2(g) – Experience (1 mark)

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2.....
3.....

Contact person (Full Names) E-mail

address.....

Cell phone no

Part 2(h) – Declaration (2 marks)

I / We, the undersigned state and declare that the above information is correct and that I/ We give Assets Recovery Agency authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of2023.

Suppliers' / Company's Official Rubber Stamp

(20points)

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS (FOR OPEN CATEGORIES ONLY)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. Name of 1st Client (Organization).....
- i. Address of Client (organization)
- ii. Name of Contract Person at the client (organization)
- iii. Telephone No. of client.....
- iv. Value of Contract
- v. Duration of Contract (date)

(Attach documents evidence of existence of contract)

- 2. Name of 2nd Client (organization)
- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date).....
- v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

- 3. Name of 3rd Client (organization)
- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date).....
- v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

Others

.....

.....

.....

.....

.....

.....

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

(10 points for each fully filled section and provision of documental evidence)

FORM PQ-7 -SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the Assets Recovery agency.
- c. We shall notify Assets Recovery agency when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in the process (*In case of any litigation issues, please indicate the nature in a different sheet as an attachment*).

Name of the firm/company Name:

.....

Firm's representative

.....

Signature

.....

Date

.....

Stamp

.....

(10points)