



TENDER DOCUMENT

FOR

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

BRS/OT/RGS/006/2026-2028

**CLOSING DATE TUESDAY, 16TH JUNE, 2026 AT 11:00
A.M**

BUSINESS REGISTRATION SERVICE (BRS)

17th Floor, 316 Upper Hill Chambers, 2nd Ngong Av. Nairobi
T +254 (011) 112 7000
Email: eo@brs.go.ke | www.brs.go.ke

INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2026 – 2027 AND 2027 – 2028

The Business Registration Service Act, 2015 establishes Business Registration Service (BRS) as a semi-autonomous body under the Office of the Attorney General and Department of Justice.

The Service wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2026/2027 and 2027/2028 financial year. Suppliers that are currently registered by BRS are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

LIST OF BUSINESS REGISTRATION SERVICE PROCUREMENT CATEGORIES

Instructions to Bidders:

- i. Bidders **MUST** complete the Table below in the format provided.
- ii. Bidders **MUST** provide a substantive response in the format provided, irrespective of any attached technical documents.
- iii. Bidders are allowed register up to a **Maximum of four (4)** Line items in all categories (A, B & C) by indicating YES to the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the Preferred category either Without Previous experience or With Previous experience
- v. Submission of document will be done electronically via email: procurement@brs.go.ke

No.	Categories	Must indicate Category
	AGPO Registration category Without Previous experience With Previous Experience	
A.	Goods	Maximum of four (4) line items for all three categories
B.	Services	
C.	Works	

A. SUPPLY OF GOODS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	BRS/OT/RGS-G /001/2026-2028	Supply And Delivery Of Various Office Stationery Items	Youth,Women And Persons With Disability	
2	BRS/OT/RGS-G /002/2026-2028	Supply And Delivery Of Various Printed Stationery Items	Youth,Women And Persons With Disability	
3	BRS/OT/RGS-G /003/2026-2028	Design And Branding Of Promotional Materials, T-Shirts, Caps, Banners, Posters And Give Away	Youth,Women And Persons With Disability	
4	BRS/OT/RGS-G /004/2026-2028	Supply Of Calling Cards/ Air Time	Youth,Women And Persons With Disability	
5	BRS/OT/RGS-G /005/2026-2028	Supply And Delivery Of Various Toners And Cartrages	Youth,Women And Persons With Disability	
6	BRS/OT/RGS-G /006/2026-2028	Supply And Delivery Of Computers, Scanners, Printers And Related Devices.	Open	
7	BRS/OT/RGS-G /007/2026-2028	Supply, Installation Of Computer Hardware And Software	Open	
8	BRS/OT/RGS-G /008/2026-2028	Supply And Delivery Of Assorted Electrical Items	Youth, Women and Persons with Disability	
9	BRS/OT/RGS-G /009/2026-2028	Supply And Delivery Of Bottled Water And Lease Of Water Dispensers	Open	
10	BRS/OT/RGS-G /010/2026-2028	Supply And Delivery Of Office Furniture	Open	
11	BRS/OT/RGS-G /011/2026-2028	Supply Of Motor Vehicle Tyres, Tubes And Batteries Country Wide.	Open	
12	BRS/OT/RGS-G /012/2026-2028	Supply, Printing And Embroidery Of Promotional Materials And Services	Open	
13	BRS/OT/RGS-G /013/2026-2028	Design, Printing And Supply Of Printed Paper Materials E.G. Calendars, Diaries, Annual Reports And Other Printed Stationery/Materials.	Open	

14	BRS/OT/RGS-G/014/2026-2028	Supply Of Corporate Uniform And Protective Clothing/Gear	Open	
15	BRS/OT/RGS-G/015/2026-2028	Supply Of Softwares And Associated Licenses (Windows, Microsoft Office, Spss, Antivirus, Dms, Adobe, Pastel, Memory Soft, Etc.)	Open	
16	BRS/OT/RGS-G/016/2026-2028	Supply Of Motor Vehicle Fuel, Lubricants And Oils	Open	

B. PROVISION OF SERVICES

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
17	BRS/OT/RGS-S/017/2026-2028	Repair And Maintenance Of Computers, Printers, Ups And Related Devices.	Open	
18	BRS/OT/RGS-S/018/2026-2028	Provision Of Manned Security Services	Open	
19	BRS/OT/RGS-S/019/2026-2028	Provision Of Cleaning Services	Open	
20	BRS/OT/RGS-S/020/2026-2028	Repair And Maintenance Of Network Infrastructure, Servers And Related Devices.	Open	
21	BRS/OT/RGS-S/021/2026-2028	Provision Of Sanitary Services	Youth, Women and Persons with Disability	
22	BRS/OT/RGS-S/022/2026-2028	Supply Of Detergent, Sanitizers, And Cleaning Materials	Youth, Women and Persons with Disability	
23	BRS/OT/RGS-S/023/2026-2028	Supply, Repair And Maintenance Of Electronic Equipment And Systems	Open	
24	BRS/OT/RGS-S/024/2026-2028	Maintenance Of Air Conditioners, Cold Room And Cooling Equipments	Open	
25	BRS/OT/RGS-S/025/2026-2028	Provision Of Landscaping And Gardening Services	Open	
26	BRS/OT/RGS-S/026/2026-2028	Supply And Maintenance Of Gym & Sport Facilities	Open	
27	BRS/OT/RGS-S/027/2026-2028	Provision Of Asset Valuation Services	Open	
28	BRS/OT/RGS-S/028/2026-2028	Repair And Maintenance Of Motor Vehicles For Country Wide.	Open	

29	BRS/OT/RGS-S/029/2026-2028	Provision Of Consultancy Services In Human Resource Management And Development	Open	
30	BRS/OT/RGS-S/030/2026-2028	Provision Of Training And Capacity Building Services	Open	
31	BRS/OT/RGS-S/031/2026-2028	Provision Of Customer Satisfaction Survey & Employee Satisfaction	Open	
32	BRS/OT/RGS-S/032/2026-2028	Provision Of Auctioneering Services	Open	
33	BRS/OT/RGS-S/033/2026-2028	Provision Of Debt Collecting Services	Open	
34	BRS/OT/RGS-S/034/2026-2028	Provision Of Moving Services	Open	
35	BRS/OT/RGS-S/035/2026-2028	Provision Of Courier Services	Open	
36	BRS/OT/RGS-S/036/2026-2028	Provision Of Repair and Maintenance of CCTV & TV	Open	
37	BRS/OT/RGS-S/037/2026-2028	Installation And Accessories	Open	
38	BRS/OT/RGS-S/038/2026-2028	Provision Of Photography and Video Coverage Services	Open	
39	BRS/OT/RGS-S/039/2026-2028	Provision Of Air Ticketing Services/Air Travel Agency IATA	Open	
40	BRS/OT/RGS-S/040/2026-2028	Provision Of Auctioneering Services	Open	
41	BRS/OT/RGS-S/041/2026-2028	Provision Of Legal Services	Open	
42	BRS/OT/RGS-S/042/2026-2028	Provision Of Legal Audit Services	Open	
43	BRS/OT/RGS-S/043/2026-2028	Provision Of Asset Tagging, Verification and Reconciliation Services	Open	
44	BRS/OT/RGS-S/044/2026-2028	Provision Of Management Consultancy Services (HR, Recruitment, Selection and Training)	Open	
45	BRS/OT/RGS-S/045/2026-2028	Provision Of Hotel Accommodation and Conference Facilities	Open	

46	BRS/OT/RGS-S/046/2026-2028	Provision Of Repair and Maintenance of Electrical Accessories	Open	
47	BRS/OT/RGS-S/047/2026-2028	Provision Of Repair and Maintenance of Plumbing Systems	Open	
48	BRS/OT/RGS-S/048/2026-2028	Provision Of Repair and Maintenance of Air Conditioning Units	Open	
49	BRS/OT/RGS-S/049/2026-2028	Provision Of Occupational Health and Safety Services	Open	
50	BRS/OT/RGS-S/050/2026-2028	Provision Of Consultancy Services for Performance Contract Related Surveys	Open	
51	BRS/OT/RGS-S/051/2026-2028	Provision Of Design, Mounting of Trade Fairs (Shows), Exhibitions	Open	
52	BRS/OT/RGS-S/052/2026-2028	Provision Of Risk Management, Internal Audit, ICT Audit and Penetration Testing Services	Open	
53	BRS/OT/RGS-S/053/2026-2028	Provision Of Asset Valuation Services	Open	
54	BRS/OT/RGS-S/054/2026-2028	Provision Of Graphic Design / Creative Services	Open	

C. PROVISION OF MINOR WORKS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
55	BRS/OT/RGS-W/055/2026-2028	Repair And Maintenance of Buildings, Civil Works and Sewerage Services	Open	
56	BRS/OT/RGS-W/056/2026-2028	Provision Of Consultancy Services- Quantity Surveying, Landscaping, Structural/Civil Engineering, Architectural Services, Electrical Engineering, Interior Design and Environmental Services	Open	
57	BRS/OT/RGS-W/057/2026-2028	Office Partitioning, Repair and Maintenance of Building Works, Interior Design and Related Services.	Open	

Interested bidders may view and download the above registration documents from Public Procurement Information Portal website tenders.go.ke and BRS website (www.brs.go.ke) or at BRS Procurement Office on 16th & 17th floor 316 Upperhill Chambers Nairobi. Interested and

eligible applicants are required to download the registration documents from the website free of charge.

Completed Registration documents MUST be submitted in plain sealed envelopes clearly marked: -

“BRS/OT/RGS/006/2026-2027 &2027-2028 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2026-2027 &2027-2028

CATEGORY:

ITEM NO:

ITEM DESCRIPTION:

GROUP (OPEN/Y/W/PWD)

and addressed to:

**Director General
Business Registration Service
16th and 17th Floor
316 Upper hill chambers
P.O Box 3040400100
Nairobi, Kenya.
Telephone +254-0111127000
E: mail:procurement@brs.go.ke Website: www.brs.go.ke**

and deposited in the tender box located on 17th floor 316 Upper Hill Chambers Nairobi so as to be received on or before 2nd June 2026 at 11:00 a.m.

Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the Training Room located on 17th floor 316 Upper Hill Chambers Nairobi. Late tenders will not be accepted.

GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

BRS attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

BRS reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential.

This Registration Document is eligible for one Item Ref No. which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound or (spBRSI/velo), filled and page numbered. BRS shall not be responsible for Loss of documents not bound (loose).

REGISTRATION INSTRUCTIONS

Introduction

The Business Registration Service (BRS) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the BRS to perform the contract of supply and delivery or provision of goods and services to BRS.

Registration Objective

The main objective is to supply and deliver assorted items and also provide services/ works under relevant tenders/quotations to BRS on as and when required during the stated period.

Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Director General BRS, so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

The Director General
Business Registration Service
16th & 17th Floor 316 Upperhill Chambers
P.O. Box 30404 – 00100,
NAIROBI, KENYA.
Tel: +254 -0111127000
Email: procurement@brs.go.ke
Website: www.brs.go.ke

Electronic Submission

Bidders may also submit their completed Registration documents electronically via email to: **procurement@brs.go.ke**. Documents submitted by email must clearly indicate in the subject line: the Tender Reference Number, Category, Item No., Item Description and Group (Open/Y/W/PWD). All required documents must be attached as PDF files in a single email. Submissions received after the closing date and time will not be considered.

Additional Information

Business Registration Service reserves the right to request submission of additional information from prospective bidders.

Tenders will be made available only to those bidders whose qualifications are accepted by Business Registration Service after scoring a minimum of 70% after the completion of the registration process.

REGISTRATION DATA INSTRUCTIONS

Registration data forms

- a) The attached questionnaire forms described as part II, III, IV, V, VI, VII, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.
- b) The registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by Business Registration Service in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of Business Registration Service they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Registration

- a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, and 5 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Consultants shall be required to have indemnity cover with reputable insurance Company.

- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) BRS reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

Personnel

- a) The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part VIII.

Financial Condition

- a) The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data to be filled/ provided on Part II.
- c) However, potential bidders should provide evidence of financial capability to execute the contract.

Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in part V.

Statement

Application must include a sworn statement on part VII by the Tenderer ensuring the accuracy of the information given.

Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the BRS reserves the right to reject the tender from such a bidder even though they have been initially registered.

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.

The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Business Registration Service (KRA).

Invitation to Tender.

The successful firms that will be registered with the Authority will be issued with tender/RFP/Quotation documents and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from BRS panel of suppliers.

All invitation to tender documents will be sent by email. All suppliers MUST have a valid email address and any change must be communicated to BRS.

REGISTRATION EVALUATION CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Business Registration Service	Mandatory
4	Valid Single Business Permit from a County Government	Mandatory
5	Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements	Mandatory
6	A Copy of CR 12 for companies	Mandatory
7	Audited Accounts for the last two years for companies or Certified bank statements for 6 months	Mandatory
8	Letters of recommendation from four (4) clients.	Mandatory
9	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, EPRA, CA, LSK, ICPAK, PCB etc.	Mandatory
10	All applicants MUST provide their e-GP system registration number	Mandatory

TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	25
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	25
6	Litigation History	VII	5
	Total		100

The minimum score to qualify for Registration shall be 70%. Applicants who will not meet this minimum score shall be disqualified at this stage.

DISADVANTAGED GROUP: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	A Copy of CR 12 for companies	Mandatory

5	Certified copy of the latest bank statement	Mandatory
6	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business E.g.NCA, IATA, ERC, CA, LSK, ISPAK, Pest Control Board etc.	Mandatory
7	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
8	All applicants MUST provide their e-GP system registration number	Mandatory
	Requirements	Score

TECHNICAL EVALUATION.

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	35
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	10
6	Litigation History	VII	10
	Total		100

The minimum score to qualify for Registration shall be 50%. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & YWPD: -

- b) Copies of Certificate of Incorporation/Partnership deed/Business registration
- c) Copy of Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- d) Valid Tax Compliance Certificate from Business Registration Service
- e) Copies of PIN Certificate of firm/company/individual
- f) Copy of valid Single Business Permit from County Government
- g) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, EPRA, CCK, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- h) Current letters of recommendation from previous organizations served (provide at least four).
- i) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.

- j) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- k) CVs for Senior Staff for Consultancy Services
- l) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements
- m) All applicants MUST provide their e-GP system registration number

PART II:

SUPPLIER REGISTRATION DATA

Business Name

Pin No.....

VAT Reg. No.....

(Attach copy registration certificate)

Address

P.O. Box.....Postal Code.....City/Town.....

Telephone Nos Mobile Nos.....

Fax No.....Email Address:.....

Website address(If any).....

Physical Address

Business LocationName of building

Plot No.Road/Street NameFloor No.

Room No.

COMPANY DETAILS A Sole Proprietor

Your name in full.....Age..... Nationality.....

Country of origin.....*Citizenship details.....

Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
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.....
.....
.....
.....
.....

Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....

*If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

Registration with Registrar of Companies

Date of Registration..... Registration No.

(Attach copy/copies of registration certificate)

Registration with National Construction Authority (NCA) Date of Registration

Registration No.

Present Category

(Attach copy/copies of current registration certificate)

Registration with any other bodies/authority relevant to your line of business e.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ICPAK, etc

Date of Registration:

Registration No.

Present Category

(Attach a copy/copy of registration certificates)

Current Practising Certificates ((Attach copy)

TRADE LICENCES

Single Business Permit held – County Government 1)Licence No.

Expiry DateLicensed for.....

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Authorities etc

1. Licence No.Expiry Date
2. Licence No.Expiry Date
3. Licence No.Expiry Date

(Attach copy/copies of registration certificate)

NATURE OF BUSINESS

Please list the goods or services you provide specific to item Ref. No, Item Description applied for:

- 1.
- 2.
- 3.
- 4.

For Contractors, state your area of specialization specific to item Ref. No, Item Description applied for: -

- 1.
- 2.
- 3.
- 4.

PART III: FINANCIAL POSITION / INVESTMENT

Company’s Capital

Authorised Shares Ksh

Issued Shares Ksh.....

Partnership & Sole Proprietorship:

Total Investment: Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the 6 months certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time.....

State terms of payment in preference order

- i.
- ii.
- iii.
- iv.

Note: BRS prefers payment to be made within 30 days after delivery of goods/services.

Part 3 – Eligibility Status

Are you related to an Employee, Committee Member or Board Member of Business Registration Service? Yes No

If answer in '3.1' is YES give the relationship.

.....
.....
.....

Does an Employee, Committee Member, Board Member of Business Registration Service sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes No

If answer in '3.3' above is YES give details.

.....
.....
.....

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Business Registration Service to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes No

If answer in '3.5' above is YES give details.

.....
.....
.....

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No
If answer in '3.7' above is YES give details:

.....
.....
.....

Have you offered or given anything of value to influence the procurement process? Yes/No
If answer in '3.9' above is YES give details

.....
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of Candidate.....

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical: (Permanent.....Temporary.....)

Semi Skilled (Permanent.....Temporary.....)

Please describe generally the experience and expertise your organization possess that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by BRS

Attach CV's of key professional/technical personnel in the following format.

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies/services/projects/assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract)

Name of 2nd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

Name of 3rd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract

- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract)

Name of 4th Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract)

Trade References

Attach at least four (4) current letters of recommendation from reputable organisations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by BRS? Yes/No

If yes give reasons for cancellation

.....

Have you ever been issued with a tender/quotation document by BRS and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

.....

Do you have any objection in BRS obtaining a confidential financial report from your bankers?.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....
.....
.....

PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential BRS supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by BRS and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	

LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART VIII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Insurance Regulatory Authority.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Insurance Regulatory Authority.

That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service/Members of Staff.
We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)