

COUNTY ASSEMBLY OF TAITA TAVETA



P. O. Box 1142 Wundanyi Kenya

TENDER NO: TTCA/007/2022-2023

FOR

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR
GOODS, WORKS, CONSULTANCY & NON-CONSULTANCY
SERVICES**

FOR THE FINANCIAL YEARS

2022/2023-2023/2024

NAME OF THE FIRM

IFMIS. NO.....

CATEGORY DESCRIPTION.....

CATEGORY NO.....

**IF AGPO registered firm, please specify the category:
- YOUTH/WOMEN/PWDs.....**

CLOSING DATE: 8TH NOVEMBER, 2022 AT 10.00 A.M.

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**REGISTRATION FORM FOR PROCUREMENT OF GOODS, WORKS,
CONSULTANCY & NON-CONSULTANCY SERVICES FOR THE
YEARS 2022/2023-2023/2024**

SECTION A:

INSTRUCTIONS FOR REGISTRATION

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services and consultancy services. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFPs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

THE CLERK,

COUNTY ASSEMBLY OF TAITA TAVETA

P.O.BOX 1142 –80304

WUNDANYI

MANDATORY REQUIREMENTS FOR SPECIFIC CATEGORIES

- NEMA certification for environmental related services
- NCA certification for specific works i.e building, water, electrical, roads etc

The envelope should be marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box **on or before 8th November, 2022 at 10.00 a.m.**

1.4 Experience

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

1.5 Registration of supplies Documents

The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

1.6 Enquiries that may arise from the pre-qualification document should be channeled to the procurement office County Assembly of Taita Taveta, through the above address.

1.7 Pre-qualification documents may be downloaded from County Assembly website:

www.taitatavetaassembly.go.ke and on Public Procurement Information Portal www.tenders.go.ke free of charge.

Or obtained from the Procurement Office during normal working hours .All Complete documents should be in a plain, sealed envelope marked Registration of suppliers indicating the SPECIFIC CATEGORY AND REFERENCE NUMBER should be addressed to:

THE CLERK,

COUNTY ASSEMBLY OF TAITA TAVETA

P.O.BOX 1142 –80304

WUNDANYI

And be deposited in the **TENDER BOX** at the County Assembly premises **on or before 8TH NOVEMBER, 2022 at 10:00 a.m.** The documents will be opened on the same time.

Bidders or their representatives are welcome to witness the opening.

Late bids shall not be accepted.

Note: Tenderers who may want to apply for prequalification/Registration of MORE THAN ONE CATEGORY of goods, works, consultancy and non-consultancy services, EACH CATEGORY SHOULD BE APPLIED SEPARATELY

COUNTY ASSEMBLY OF TAITA TAVETA



P. O. Box 1142 Wundanyi Kenya

RE: REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR FINANCIAL YEARS 2022/2024

The County Assembly of Taita Taveta wishes to engender its list of suppliers for financial year 2022/2024 pursuant to section 71 of the Public Procurement and Disposal of Assets Act 2015. We therefore invite eligible and interested bidders to apply for registration for supply and delivery of goods, services and works in the categories shown in our County Assembly web site www.taitatavetaassembly.go.ke and on Public Procurement Information Portal www.tenders.go.ke as listed below.

REGISTRATION OF SUPPLIERS

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

SERIAL NO.	CATEGORY	REFERENCE NUMBER	ELEGIBILITY
1.	SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES, STATIONERY, ETC	TTCA/A01/2022-2024	Youth, Women & PLWD.
2.	SUPPLY AND DELIVERY OF TONERS AND CARTRIDGES	TTCA/A02/2022-2024	Youth, Women & PLWD
3.	SUPPLY AND DELIVERY OF COMPUTERS, LAPTOPS, PRINTERS, SCANNERS, PHOTOCOPY MACHINE, UPS AND ICT RELATED ACCESSORIES	TTCA/A03/2022-2024	Youth, Women & PLWD
4.	SUPPLY AND DELIVERY OF OFFICE FURNITURE, OFFICE EQUIPMENTS & GENERAL FITTINGS	TTCA/A04/2022-2024	Open.
5.	SUPPLY AND DELIVERY OF SURGICAL MASKS AND SANITIZERS	TTCA/A05/2022-2024	Youth, Women & PLWD.
6.	SUPPLY AND DELIVERY OF BUILDING & GENERAL HARDWARE MATERIALS	TTCA/A06/2022-2024	Open.
7.	SUPPLY AND DELIVERY OF BRANDED STAFF	TTCA/A07/2022-2024	Youth, Women &

UNIFORMS AND OTHER BRANDED CLOTHING, SPORTS GEAR AND SPORTS ITEMS		PLWD.
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8.	SUPPLY AND DELIVERY OF NEWSPAPERS AND PERIODICALS	TTCA/A08/2022-2024	Open.
9.	SUPPLY AND DELIVERY OF EVENT MANAGEMENT ITEMS (TENTS, CHAIRS, UTENSILS, PA SYSTEMS AND ALLIED ITEMS)	TTCA/A09/2022-2024	Open.
10.	SUPPLY AND DELIVERY OF MOTOR VEHICLES AND MOTORBIKES SPARE PARTS.	TTCA/A10/2022-2024	Open.
11.	SUPPLY AND DELIVERY OF MOTOR VEHICLES TYRES, TUBES AND BATTERIES.	TTCA/A11/2022-2024	Open.
12.	SUPPLY OF FUEL, OIL, LUBRICANTS AND LIQUIDIFIED GAS	TTCA/A12/2022-2024	Open.
13.	SUPPLY AND DELIVERY OF FIRE FIGHTING EQUIPMENT	CGTT /A13/2022-2024	Open.
14.	SUPPLY OF GENERAL ELECTRICALS AND ELECTRONIC ITEMS	TTCA/A14/2022-2024	Youth, Women & PLWD
15.	SUPPLY AND DELIVERY OF CLEANING MATERIAL	TTCA/A15/2022-2024	Youth, Women & PLWD
16.	SUPPLY AND DELIVERY OF SECURITY SCANNERS AND SECURITY RELATED ITEMS	TTCA/A16/2022-2024	Open.
17.	SUPPLY AND DELIVERY OF DISTILLED BOTTLED WATER, SOFT DRINKS, SUGAR, TEA LEAVES, COFFEE, MILK AND RELATED BEVERAGES	TTCA/A17/2022-2024	Youth, Women & PLWD
18.	SUPPLY AND DELIVERY OF BRANDED CUTLERY, CROCKERY AND RELATED KITCHEN UTENSILS	TTCA/A18/2022-2024	Youth, Women & PLWD
19.	SUPPLY, DELIVERY AND MAINTENANCE OF SANITARY BINS AND RELATED SERVICES	TTCA/A19/2022-2024	Open.

20.	SUPPLY AND DELIVERY OF CAMERAS, LCD PROJECTORS AND AUDIO VISUAL ITEMS	TTCA/A20/2022-2024	Youth, Women & PLWD.
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CATEGORY B: PROVISION OF SERVICES

SERIAL NO.	CATEGORY	REFERENCE NUMBER	ELIGIBILITY
1.	PROVISION OF DESIGN, PUBLISHING AND PRINTING SERVICES	TTCA/B21/2022-2024	Open
2.	PROVISION OF REPAIR AND SERVICING OF MOTOR VEHICLES, MOTOR BIKES AND PLANT MACHINERY	TTCA/B22/2022-2024	Open
3.	PROVISION OF LEGAL SERVICES AND HANDLING OF LEGAL MATTERS	TTCA/B23/2022-2024	Open
4.	REPAIR AND SERVICING OF COMPUTERS, LAPTOPS, PRINTERS AND PHOTOCOPY MACHINES	TTCA/B24/2022-2024	Open
5.	PROVISION OF ASSET VALUATION SERVICES	TTCA/B25/2022-2024	Open
6.	PROVISION OF ASSET TAGGING AND IDENTIFICATION SERVICES	TTCA/B26/2022-2024	Open
7.	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	TTCA/B27/2022-2024	Open
8.	PROVISION OF DESIGN, INSTALLATION AND MAINTENANCE OF CCTV, WEBSITE AND INTERNET SERVICES	TTCA/B28/2022-2024	Youth, Women & PLWD

SERIAL NO.	CATEGORY	REFERENCE NUMBER	ELIGIBILITY
9.	PROVISION OF CONSULTANCY AND TRAINING SERVICES	TTCA/B29/2022-2024	Open

10.	PROVISION OF AIR TICKET AND AIR TRAVEL SERVICES	TTCA/B30/2022-2024	Open.
11.	PROVISION OF DISLARGING SERVICES.	TTCA/B31/2022-2024	Open.

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12.	PROVISION OF MAINTENANCE OF MULTIMEDIA SYSTEM	TTCA/B32/2022-2024	Open.
13.	PROVISION OF OUTSIDE CATERING, FULL DAY CONFERENCE AND HOTEL ACCOMODATION SERVICES	TTCA/B33/2022-2024	Open
14.	PROVISION OF SUPPLY, DELIVERY AND INSTALLATION OF SOFTWARES, APPLICATIONS AND ANTI VIRUS	TTCA/B34/2022-2024	Youth , Women and PLWD
15.	PROVISION OF PLUMBING WORKS AND MAINTENANCE SERICES	TTCA/B35/2022-2024	Open.
16.	PROVISION OF OFFICE FURNITURE REPAIR SERVICES	TTCA/B36/2022-2024	Open
17.	PROVISION OF EVENT MANAGEMENT SERVICES (HIRE OF TENTS, CHAIRS AND PA SYSTEM)	TTCA/B37/2022-2024	Open.
18.			

Please note that our list will be updated periodically in accordance with section 57(1) & 71(1) of the PPDA Act 2015.

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MANDATORY REQUIREMENTS

The following must be submitted together with the Registration documents for the applicants to be registered and included in the list of registered firms for a period of two (2) years:-

1. Certified copy of Registration/Incorporation
2. Valid Tax Compliance Certificate/Exemption certificate
3. Current Year Single Business Permit by the County Government of Taita Taveta or any other valid single business permit from other counties.
4. Copies of Valid Registration with National Construction Authority or any valid practicing certificates for relevant Works i.e. building, water, electrical, roads etc.
5. Copies of Registration with relevant Regulatory bodies where applicable i.e.
 - NEMA certification a MUST for provision of environmental assessment, environmental management plans and environmental audits
6. In case of firms applying under Special Categories (Youth, Women, and PWD) MUST submit copies of Valid AGPO Registration Certificate from the NATIONAL GOVERNMENT.
7. All bidders MUST have IFMIS numbers.
8. The tender document MUST be serialized and well arranged.
9. Failure to attach or comply with any of the above requirements will lead to automatic disqualification.

Interested bidders may access and obtain the registration documents with detailed specifications from our County Assembly website: www.taitatavetaassembly.go.ke and on Public Procurement Information Portal www.tenders.go.ke free of charge. EACH CATEGORY SHOULD BE APPLIED SEPARATELY

Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked “**REGISTRATION (REFERENCE No)**For (CATEGORY).....” should be addressed to;

**The Clerk,
County Assembly of Taita Taveta,
P.O. Box 1142- 80304,
Wundanyi**

Or Deposit the registration documents in the tender box situated at the County Assembly premises, Wundanyi on or before **8TH NOVEMBER, 2022** at **10.00am** and thereafter the documents will be opened immediately in the presence of bidders or their representatives who choose to attend.

Ag. Head of Procurement

SECTION C: PREQUALIFICATION CRITERIA

	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> • Certificate of incorporation/Registration certificate (must indicate verifiable IFMIS number) 	10
2	Valid Tax Compliance Certificate	5
3	Financial capacity Certified Audited Accounts for the past two (2) years. <ul style="list-style-type: none"> • (between 2020 and 2021) • AGPO CERTIFICATE in absence of above 	20
4	Past experience & performance <ul style="list-style-type: none"> • No. of years in business (General) • AGPO CERTIFICATE in absence of above 	10
5	Duly filled, signed and stamped confidential business questionnaire and copies of the national ID card (Indicate all the directors and respective shares).	10
6	Dully filled, signed and stamped Commitment to code of ethics	10
7	Valid single business permit	5
8	Manpower and expertise <ul style="list-style-type: none"> • Organogram • CVs and/or certificates of key personnel 	10
9	Past performance (Past/Current clients) OR AGPO certificate Attach LPOs, LSOs/ contracts for 2020 and 2021	10
10	Declaration and Company stamp	10
	TOTAL	100

Note: Only bidders that will score 70 and above shall be pre-qualified/registered

SECTION D: APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**)

Hereby apply for registration as a supplier/contractor for (category)

.....
(REFERENCE No.).....

Postal Address.....

Telephone Number (Fixed Line)..... Mobile.....

Email Address..... IFMIS NO.....

Town..... Street.....

Building..... Floor..... Room/Office.....

Other branches/Locations.....

.....
.....
Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

SECTION E: 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 I – General:

Business Name

Location of business premises

Plot No. Street/Road

Postal Address Tel. No.

Nature of Business.....

Current Trade Licence No. Expiry Date

Maximum value of business that you can handle at any one time: K£

Name of your bankers Branch

Are you an agent of the Kenya National trading Corporation? YES/NO

Part 2 (a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)- Partnership:

Give details of partners as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company –

Nominal K£

Issued K£

Give details of all directors as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

Date Signature of Tenderer

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

YOU'RE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

PART 1: GENERAL INFORMATION

Business Name	
Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building..... Floor.....
Business operations	Year established Duration of business operations.....
Principal Contact Person	Name.....



	Position.....
Postal Address	P.O. Box.....Code.....
Nature of Business	
Maximum value of business which you can handle at any one time	Ksh.....
Name of your bankers	Branch.....

PART 2 (A) – SOLE PROPRIETOR

Your name in full
Age
Nationality
Country of origin
Citizenship details



PART 2(B) – PARTNERSHIP

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

PART 2(C) – REGISTERED COMPANY

Private or Public			
State the nominal and issued capital of the company	Nominal Kshs..... Issued.....			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date.....Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration



SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

- 1. Certificate of Registration/ Incorporation... (Attach copy)
- 2. Valid Trade License... (Attach copy)
- 3. State VAT Registration No (Attach copy)
- 4. PIN NO (Attach copy)
- 5. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy Of current Tax Compliance Certificate)

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.....

.....
.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)



SECTION G: FINANCIAL POSITION & TERMS OF TRADE

PART I

AUDITED REPORTS

- Attach copies of audited reports for the last 3 years.

PART II

TERMS OF TRADE PAYMENTS

COUNTY GOVERNMENT OF TAITA TAVETA would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not Acceptable**

SECTION H: COMMITMENT TO THE CODE OF ETHICS

PART I - Title - DECLARATION FOR CODE OF ETHICS

This code may be cited as the Code of Ethics for Suppliers in Public Procurement & Disposal

1. Interpretation

In this codes, unless the context otherwise requires-

“**The Act**” **MEANS** The Public Procurement and Disposal Act, 2005 or any amendment or modification thereof

“**Candidate**” means a person who has obtained the tender documents from a public entity pursuant to an invitation notice by a procuring entity

“**Code of Ethics**” means a statement encompassing the set of rules based on values and the standards of conduct to which suppliers are expected to conform

“**Consultant**” is a person who provides services of predominantly intellectual, technical or advisory nature

“**Contractor**” means a person who enters into a procurement contract with a procuring entity to supply goods, works or services, and includes the main contractor

“**Ethics**” means values, customs, rules or principles, which govern right conduct

“**Gift**” has meaning assigned to it in the Leadership and Integrity Regulations, 2015

“**Integrity**” means the quality of being honest and having strong moral and ethical principles

“**Persons**” has meaning assigned to it in Article 260 of the Constitution and includes sole proprietorship

“**Procuring Entity**” means a public entity making a procurement to which the Public Procurement and Disposal Act, 2005 or any amendment or modification thereof applies

“**Public Officer**” has the meaning assigned to it in Article 260 of the Constitution

“**Regulations**” means regulations made under the Public Procurement and Disposal Act, 2005 or any amendment or modification thereof

“State Officer” has the meaning assigned to it in Article 260 of the Constitution.

“Supplier” means a candidate, bidder, and tenderer, Contractor, service provider or a consultant. **“Tenderer”** means a person who submitted a tender pursuant to an invitation by a public entity For purposes of this Code, all terms used, unless expressly defined herein, have the meaning assigned to them in the Act.

2. Application of the Code

- (i) This Code of Ethics is applicable to suppliers participating in public procurement or disposal of public assets.
- (ii) The objective of the Code is to set minimum standards of ethical behavior for Suppliers to ensure compliance with the Act and the Regulations and the adoption of good business practices.

PART II – REQUIREMENTS/OBLIGATIONS OF THE SUPPLIERS

2. Laws and Regulations

- (i) All public procurement & disposal shall be undertaken in accordance with the values and principles of the Constitution of Kenya, 2010 (Article 10)
- (ii) All Suppliers shall comply with the rule of Law.
- (iii) Suppliers shall observe other laws, regulations, rules and practices relating to taxation, labour, health and safety standards as well as environmental protection.

3. Professionalism

- (i) Suppliers are required to comply with professional standards of their industry or of any professional body of which they are members. Where a supplier is a member of a professional body, the Supplier shall uphold the code of ethics of the respective profession and be of good standing.
- (ii) Suppliers shall maintain the highest standards of integrity and professionalism in their operations.
- (iii) Suppliers in public procurement shall accord mutual respect and courtesy to the public officer(s) and other suppliers without compromising their independent and distinct roles.
- (iv) Public procurement & disposal activities shall be undertaken with the objective of meeting the closest public scrutiny.

4. Impartiality

A supplier shall not engage in acts aimed at encouraging patronage, tribalism, cronyism and nepotism.

5. Gifts, Favors and Corrupt practices

- (i) A supplier shall not offer or give gifts of any kind to public entities and/or the employees.
- (ii) No supplier shall contact, unduly influence or exert pressure on any member of a committee or any other employee of a procuring entity to take a particular action which favours or tends to favour them.
- (iii) A supplier shall not engage in fraudulent, collusive, or corrupt practices, or inappropriate influences.
- (iv) A supplier shall not act inappropriately by attempting to interfere with the procurement process

6. Conflict of Interest

- (i) A supplier shall not accept contracts which would constitute a conflict of interest with any prior or current contract. Suppliers shall disclose to all concerned parties those conflicts of interest that cannot be reasonably avoided.
- (ii) A supplier shall not enter into a contract with a procuring entity if the supplier is:
 - o An employee of the procuring entity or a member of a board or committee of the procuring entity;
 - o A State Officer, public Officer or a member of a board or committee of the Government or any department of the Government or a person appointed to any position by the President or a Cabinet Secretary;

- A person, including a corporation, who is related to a person described in paragraph (i) or (ii). A relative has meaning assigned to it in section 33(2) of the Public Procurement and Asset Disposal Act, 2015 or any amendment or modification thereof applies;
- Debarred from participating in procurement proceedings.

7. Performance of Duties

8.1. A supplier shall:

- (i) Duly sign this code of ethics and include it in a tender, proposal or quotation submitted.
- (ii) Obtain and submit bid documents in the manner prescribed in the tender notice and tender documents
- (iii) Supply the right quantity and quality of the contracted item and deliver at the stipulated time(s) and shall not abandon the work that they have been contracted to do.
- (iv) Perform the obligations of the contracts efficiently and effectively

8.2. Suppliers shall not participate in procurement proceedings without invitation to tender and understanding the instructions to tenderers.

8.3. While responding to tenders, quotations or request for proposals, bidders should not include unfair, discriminatory or unreasonable conditions in their bids.

8.4. Suppliers should

- (i) Ensure that their deliverables provide value for money in terms of cost, quality, quantity and timeliness of the delivered works, goods or services.
- (ii) Ensure that competent persons carry out the contractual obligations of the supplier.
- (iii) Accept full responsibility for all works, services or supplies provided

8.5. A supplier shall not

- (i) Obstruct or hinder an officer of the Authority or any other authorized person from carrying out a duty or function or exercising a power relating to procurement and disposal.
- (ii) Knowingly or in collusion with others lie to or mislead a person carrying out a duty or function or exercising a power relating to procurement and disposal.

8. Communication and Accuracy of Information

A supplier shall:

- (i) Observe strict communication limitations during the bidding process and as provided for in the Act
- (ii) Respond promptly and courteously to all proper requests for information, clarifications, complaints or enquiries from procuring entities, the Authority or any law enforcement agency.
- (iii) Ensure that all information provided to procuring entities is given in writing by Authorized Officers.
- (iv) Ensure that certified copies of all mandatory certificates are availed
- (v) Ensure that information given while participating in public procurement or disposal is true, accurate and fair, and not designed to mislead.

9. Confidentiality

Information obtained in the course of performance of a procurement contract in shall not be disclosed to unauthorized persons and shall not be used for the Supplier's advantage or material gain or for furtherance of private interest. The obligation to preserve the confidential information continues even after the business/contractual relationship with the Procuring Entity ends.

10. Duty to report impropriety/corruption

A supplier shall reject and report to the PPOA and/or the relevant agency any procurement practice which might be deemed improper.

PART III - OVERSIGHT BY THE PPOA

- 11. PPOA shall assist in undertaking continuous training of the suppliers to eliminate malpractices which might arise due to ignorance of the public procurement system.
- 12. PPOA will exercise oversight in the enforcement of this Code of Ethics, including taking remedial measures where the Code of Ethics is breached
- 13. PPOA shall revise the code of ethics as appropriate in consultation with the relevant stakeholders

PART IV - COMPLIANCE & MONITORING

- 14. A Procuring Entity may conduct due diligence, on-site evaluations and inspections of suppliers' facilities and/or project site, including those of their subcontractors and Joint Venture partners to review their compliance to this Code during execution of the Contract.
- 15. PPOA shall, on its own motion or upon receipt of a complaint, inquire into the allegation of the violation of the Code of Ethics and institute debarment proceedings in line with Regulation 90 of the Public Procurement And Disposal Regulations, 2006
- 16. PPOA shall establish a complaints management system for reporting and receipt of complaints on alleged violations of the Code of Ethics
- 17. PPOA may collaborate and partner with other agencies, organizations and professional bodies in enforcement of this Code of Ethics.
- 18. All Procuring Entities shall submit a report to PPOA, annually or upon request, of any breaches by suppliers, and any action taken against the breach, in such format as is provided by PPOA.

PART V - ENFORCEMENT OF THE CODE

- 19. Any person may lodge a complaint alleging a breach of this code by a supplier to the Authority or a Procuring entity.
- 20. Upon receipt of the complaint, the Authority or the Procuring entity shall register and carry out investigations into the complaint, and may take action against the supplier in accordance with the Act and any Regulations
- 21. A breach of this Code shall be subject to a debarment process as stipulated in the Act which may attract a debarment for a period not less than five years. The breach may further be subjected to a Court process that may lead to the imposition of other penalties as stipulated in the Act and other Laws.
- 22. A Procuring Entity may disqualify a supplier from further participation in a procurement or disposal proceeding or terminate a contract if it establishes a breach of this Code
- 23. A breach of this Code shall lead to termination of registration of a supplier
- 24. A supplier who violate the law or engage in unethical business dealings may be subject to disciplinary proceedings.
- 25. Declaration and Signature

26.1.

I

.....
 .(Supplier) Confirm that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act 2015 and the Code of Ethics for Suppliers and my responsibilities under the Code.

26.2. I also certify that I am duly authorized to sign this Code on my own behalf and on behalf of my organization, and agree to comply with the Code of Ethics.

Name.....Sign.....

.....

Position.....
.....

Office
address.....**Telephone**.....

Email.....
.....

Name of the
Firm.....

SECTION I: PAST PERFORMANCE

Attach evidences of past performance i.e.

LPOs, LSOs INVOICES, DELIVERY NOTES, CONTRACT AGREEMENTS, COMPLETION CERTIFICATES etc.

SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's and/or academic certificates. The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

SECTION K: MANUFACTURES AUTHORISATION

MANUFACTURER'S AUTHORIZATION FORM

To [*name of the Procuring entity*]

WHEREAS[*name of the manufacturer*] who are established and reputable manufacturers of [*name and/or description of the goods*] having factories at [*address of factory*] do hereby authorize [*name and address of Agent*] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. [*reference of the Tender*] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[*signature for and on behalf of manufacturer*]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

SECTION L: DECLARATION

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped

Name.....

Position in the Company.....

Date.....

