



**KOSHIN TECHNICAL TRAINING INSTITUTE**

**P.O. BOX 4040 - 30100 ELDORET**

**Cell Phone: +254795811170.**

**Email: [koshintti@gmail.com](mailto:koshintti@gmail.com). Website: [www.koshintti.ac.ke](http://www.koshintti.ac.ke)**

**REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE PERIOD  
ENDING 30<sup>TH</sup> JUNE, 2026**

REGISTRATION CATEGORY: .....

REGISTRATION REFERENCE CODE:.....

REGISTRATION ITEM DESCRIPTION:.....

**CLOSING DATE AND TIME: MONDAY 27<sup>TH</sup> MAY 2024**

**AT 11.00 A.M**

## **TABLE OF CONTENTS**

1.1 SCOPE OF TENDER.....	8
2.1 SUBMISSION OF APPLICATION .....	8
3.0 ELIGIBLE CANDIDATES.....	8
3.1 QUALIFICATION CRITERIA.....	9
3.2 OBJECTIVE OF THE ASSIGNMENT.....	9
3.3 CLARIFICATIONS.....	9
3.4 PREPARATIONS OF REGISTRATION DOCUMENTS.....	10
Late Applications .....	11
Opening of Applications.....	11
Litigation History.....	11
5.0 Evaluation Criteria I - For AGPO Registered Special Groups .....	12
5.1 EVALUATION CRITERIA II - For General Public .....	13
6.0 GENERAL REQUIREMENTS .....	15
6.1 CONFIDENTIALITY .....	15
6.4 SECTION V - CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	19
7.0 REFERENCES.....	20
7.1 FIRMS REFERENCES.....	21
7.2 SECTION VI - LITIGATION HISTORY.....	22



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### **INVITATION FOR REGISTRATIONS OF SUPPLIERS AND SERVICE PROVIDERS FOR FINANCIAL YEARS 2024/2025-2025/2026**

Koshin Technical Training Institute, a Government Training Institute located 15km North East of Eldoret town, 7Km from Eldoret – Iten road, off Marura-Seko road invites, sealed applications from eligible and interested bidders to apply for the Registration for supply of Goods, Works and Provision of Services for the period 1<sup>st</sup> July, 2024 - 30<sup>th</sup> June, 2026.

<b>CATEGORY A- RESERVED FOR YOUTH, WOMEN AND PEOPLE WITH DISABILITIES.</b>			
<b>PREFERENCE CODE</b>	<b>ITEM DESCRIPTION</b>	<b>CLOSING DATE</b>	<b>ELIGIBILITY</b>
KTTI/REG/1/2024-2026	Supply and delivery of staff uniforms	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/2/2024-2026	Supply and delivery of general office stationery	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/3/2024-2026	Supply and delivery of cleaning materials ,detergents and disinfectants	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/4/2024-2026	Supply and delivery of newspapers ,magazines and periodicals/publications	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/5/2024-2026	Provision of promotional materials and printing services such as T-shirts, clocks, letter heads, posters and banners etc.	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/6/2024-2026	Provision of sanitary bins, sanitary	27 <sup>th</sup> May 2024	Youths,

	materials.		Women and PWD
KTTI/REG/7/2024-2026	Provision of event organizing services(Hire of tents, Chairs, Tables, Decorations and outside catering, Public address system)	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/8/2024-2026	Provision of Asset engraving /Tagging/Signwriting and labeling services	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/9/2024-2026	Provision of photography ,video graphic and integrated digital communication services	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/10/2024-2026	Supply, delivery of fashion and design equipments and materials. Designing, stitching, and fixing of office curtains and sheers.	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/11/2024-2026	Supply and delivery of fresh milk and farm fresh produces	27 <sup>th</sup> May 2024	Youths, Women and PWD
KTTI/REG/12/2024-2026	Supply and delivery of Snacks, Sugar, Tealeaves and dry food stuffs , shop commodities etc.	27 <sup>th</sup> May 2024	Youths, Women and PWD
<b>CATEGORY B- SUPPLY OF GOODS.</b>			
KTTI/REG/13/2024-2026	Supply and delivery of hardware ,building materials and survey equipment's	27 <sup>th</sup> May 2024	Open
KTTI/REG/14/2024-2026	Supply and delivery of cutlery,	27 <sup>th</sup> May 2024	Open

	crockery and related kitchen ware equipments.		
KTTI/REG/15/2024-2026	Supply and delivery of hair dressing and beauty therapy items.	27 <sup>th</sup> May 2024	Open
KTTI/REG/16/2024-2026	Supply and delivery of Meat and its related products	27 <sup>th</sup> May 2024	Open
KTTI/REG/17/2024-2026	Supply and delivery of Cereals (maize, Beans, Green grams, Rice etc.)	27 <sup>th</sup> May 2024	Open
KTTI/REG/18/2024-2026	Supply and delivery of fuels, Lubricants ,cooking gas and welding gas	27 <sup>th</sup> May 2024	Open
KTTI/REG/19/2024-2026	Supply and delivery of computers, Printers, copiers ,accessories and computer consumables	27 <sup>th</sup> May 2024	Open
KTTI/REG/20/2024-2026	Supply and delivery of Timber, Round poles and allied products	27 <sup>th</sup> May 2024	Open
KTTI/REG/21/2024-2026	Supply and delivery of office equipment, furniture furnishings and fittings	27 <sup>th</sup> May 2024	Open
KTTI/REG/22/2024-2026	Supply and delivery of sports, games uniforms and equipment's	27 <sup>th</sup> May 2024	Open
KTTI/REG/23/2024-2026	Supply, delivery ,servicing and maintenance of firefighting /appliance equipment	27 <sup>th</sup> May 2024	Open
KTTI/REG/24/2024-2026	Supply and delivery of metal related fixtures, grills, window frames, doors, lecture chairs and glass related fixtures.	27 <sup>th</sup> May 2024	Open
KTTI/REG/25/2024-2026	Supply and delivery of electrical	27 <sup>th</sup> May 2024	Open

	materials, equipments and Robotic components		
KTTI/REG/26/2024-2026	Supply and delivery of electronic materials.	27 <sup>th</sup> May 2024	Open
KTTI/REG/27/2024-2026	Supply and delivery of plumbing materials	27 <sup>th</sup> May 2024	Open
KTTI/REG/28/2024-2026	Supply and delivery of text books and library equipments	27 <sup>th</sup> May 2024	Open
KTTI/REG/29/2024-2026	Supply and delivery of motor vehicles, Lawnmower and generator spare parts.	27 <sup>th</sup> May 2024	Open
KTTI/REG/30/2024-2026	Supply, Delivery, Fixing of water pumps, maintenance and supply of spare parts.	27 <sup>th</sup> May 2024	Open
KTTI/REG/31/2024-2026	Supply and delivery of farm inputs –seeds, fertilizers, herbicides and pesticides.	27 <sup>th</sup> May 2024	Open

### **CATEGORY C-PROVISION OF SERVICES**

KTTI/REG/32/2024-2026	Provision of insurance services: cover for the institute buildings/equipment and students on attachment	27 <sup>th</sup> May 2024	Open
KTTI/REG/33/2024-2026	Provision of installation services, repair and maintenance of computer server, MIS service custom tailor made software's and internet connectivity.	27 <sup>th</sup> May 2024	Open
KTTI/REG/34/2024-2026	Provision for maintenance services for the lawnmower, motor vehicle	27 <sup>th</sup> May 2024	Open

	and the generator.		
KTTI/REG/35/2024-2026	Provision, maintenance and supply of spare parts for High mast (LED) lighting, CCTV cameras.	27 <sup>th</sup> May 2024	Open
KTTI/REG/36/2024-2026	Provision of carpentry work, repairs of office furniture's partitioning ,plumbing and masonry	27 <sup>th</sup> May 2024	Open
KTTI/REG/37/2024-2026	Repair and maintenance of photocopiers, computers, UPS, printers and Scanner equipment	27 <sup>th</sup> May 2024	Open
KTTI/REG/38/2024-2026	Provision of servicing, repair and maintenance of refrigerators and freezers.	27 <sup>th</sup> May 2024	Open
KTTI/REG/39/2024-2026	Provision of Renovation, maintenance, paintings of buildings, Labs and Electrical workshops.	27 <sup>th</sup> May 2024	Open
KTTI/REG/40/2024-2026	Provision of installation, maintenance services for water treatment plants, equipments, chemicals and accessories.	27 <sup>th</sup> May 2024	Open

The registration documents containing detailed information can be downloaded from the Institutes website: [www.koshintti.ac.ke](http://www.koshintti.ac.ke) free of charge. Dully filled in and completed documents clearly marked "Registration Reference Code and item description" should be addressed to:

**The Principal  
Koshin Technical Training Institute  
P.O Box 4040-30100  
Eldoret**

And deposited in the Tender box situated at the administration block reception on or before **MONDAY 27TH MAY 2024 at 11.00 Am** Opening of the documents will be done immediately thereafter in the institute's Multipurpose hall in the presence of interested bidders or their representatives who choose to attend.

**SECTION II - INSTRUCTIONS TO CANDIDATES**

**1.1 SCOPE OF TENDER**

Koshin Technical Training Institute (hereinafter referred to as the procuring entity) intends to register suppliers for the supply and delivery of goods, works and services for various categories. It is expected that registration applications will be submitted and be received by the procuring entity not later than **TUESDAY 27TH MAY 2024 at 11.00 Am**

**2.1 SUBMISSION OF APPLICATION**

- I. Applications for registration shall be submitted in plain sealed envelopes clearly marked with the tender category name and code number and deposited in the tender box situated at the Administration Block, Koshin Technical Training Institute, so as to be received on or before **TUESDAY 27TH MAY 2024 at 11.00 Am**
- II. Incorrectly addressed envelopes will not be opened.
- III. Late submissions will also not be accepted.
- IV. All the information requested for shall be provided in English Language.
- V. Failure to provide information that is essential for effective evaluation of the applicant's qualification or provision of false information and documentation will result to the application being disqualified.

**3.0 ELIGIBLE CANDIDATES**

This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and as indicated in the tender document.



The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender

All Applicants found capable of performing the contract satisfactorily in accordance to the set registration criteria shall be registered.

### **3.1 QUALIFICATION CRITERIA**

- (a) Registration will be based on meeting the minimum requirements to pass in the criteria set as shown in section 9 of this document. The declaration will either pass or fail based on the applicant's letter of application, mandatory requirements, company information, and capability and litigation history

Institute requires that tenderers observe highest standards of ethics during the selection and execution of contracts.

The following rules will apply:

Koshin Technical Training Institutes will reject a tender for registration if it determines that a tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.

- b) We will have the right to inspect the business premises of the tenderer. We will declare the tender ineligible for registration if at any time Koshin Technical Training Institutes determines that the tenderer is related to an employee of the Koshin Technical Training Institute or a board member unless otherwise pre-declared to avoid conflict of interest.

We will declare a tender ineligible for registration if at any time, it determines that the tenderer has committed an offence relating to procurement, has breached regulations for procurement before in another public entity, has in procurement proceedings given false information about its actions and has been debarred or been blacklisted before by another public entity.

### **3.2 OBJECTIVE OF THE ASSIGNMENT**

The main objective of registering suppliers is to have a standby list of suppliers for the financial years 2024/2025-2025/2026 for the provision of Goods, Services and Works for the operations of Institutes activities.

### **3.3 CLARIFICATIONS**

Applicants May request for clarification on the registration document up to three days before submission date. Any request for clarification must be sent in writing and e-mail, to the Koshin Technical Training Institute

### **3.4 PREPARATIONS OF REGISTRATION DOCUMENTS**

- a) Applicants are requested to submit an application written in English language (sec iii)

Applicants are expected to examine the documents comprising this request for registration in detail. Material deficiencies in providing the information requested will result to rejection of the application.

- 3.5** Applicants are required to meet the qualification criteria stipulated in clause section V. of these instructions to applicants. Those who do not meet requirements need not to submit the applications. Only applicants who fulfill these requirements will be registered.

- 3.6** The Registration documents shall not include any financial information other than either audited accounts for the last two ( 2) years for firms that have been in operations for more than two years or Certified Management Accounts by a certified accountant or last six months certified bank statements for business that have been operation for less than two years.

### **4.0 PERIOD OF VALIDITY**

The request for registration must remain valid from the date of submission and candidates shall be registered for a period of two years.

### **4.1 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS**

The original registration documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person who sign(s) the registration document.

The registration documents should be prepared and submitted in **one** original plain sealed envelope clearly marked:-

**REG NO: KTTI/REG/NO/2024-2026**

**REGISTRATION OF SUPPLIERS FOR THE YEARS 2024-2026 Will Not Be Opened Before MONDAY 27TH MAY 2024 at 11.00 Am**

Completed registration document should be deposited in the tender box provided at the Administration Block at Koshin Technical Training Institute or be addressed and posted to:

**THE PRINCIPAL  
KOSHIN TECHNICAL TRAINING INSTITUTE  
P.O BOX 4040-30100  
ELDORET**

## **4.2 Deadline for Submission**

The closing date and time for submission of the Registration Document shall be **MONDAY 27TH MAY 2024 at 11.00 Am**

### **Late Applications**

Any Registrations documents received after the deadline pursuant to clause shall be rejected as a late application and shall not be considered.

### **Opening of Applications**

The Institutes Tender Opening Committee shall open immediately after the closing time for submissions of the registration documents in the presence of applicants representatives who choose to attend.

### **Litigation History**

The applicant should provide accurate information on any litigation or Arbitration resulting from contracts completed or under its execution Over the last five years.

## **4.3 REGISTRATION EVALUATION CRITERIA**

Preliminary/Mandatory Requirements

## **4.4 EVALUATION CRITERIA**

Koshin Technical Training Institutes will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness There shall be Three Phases of carrying out the evaluation of registration applications

### **Phase 1-Preliminary Evaluation**

Is the registration document submitted in a sealed plain envelope clearly denoting the supply **category code and category name of desired supply item(s)?**

In-correctly addressed envelopes or those lacking details shall remain **un-opened and not evaluated.**

### **Phase 2-Mandatory Evaluation Phase**

Screening shall be done to determine compliance to the following mandatory requirements,

- Certificate of Incorporation/Registration
- Copy of Valid Tax Compliance Certificate
- PIN Certificate
- Valid Trade License/Current businesses permit.

**NB.** For category A reserved for youth, women and persons with disability should be registered with National Treasury or any other relevant bodies.

Failure to provide the mandatory documents tabulated will lead to disqualification

**Phase 3- Detailed Evaluation Phase**

Completeness and sufficiency in responsiveness will be examined in this phase on:

Company and General Information, Registration particulars i.e. Certificate with relevant regulatory boards/professional associations.

- Dully filled signed and stamped letter of application
- Duly filled, signed and stamped declaration
- Dully filled, signed and stamped confidential Business Questionnaire
- Dully filled and stamped references
- Dully filled, signed and stamped firms references

Notification of registration results will be done once the list of those who succeeded to be registered has been approved and ratified by the authorizing officials of Koshin Technical Training Institute.

**5.0 Evaluation Criteria I - For AGPO Registered Special Groups**

No	Mandatory Requirements	Compliance (YES/ NO)
1	Category A- Reserved for Youth, Women and Persons with Disability should be registered with National Treasury or any other relevant bodies	
(i)	Physical Location of Business Premises (see Confidential Business Questionnaire	
(ii)	Dully filled -Letter of Application -Declaration form -Confidential Business Questionnaire -References	

## 5.1 EVALUATION CRITERIA II - For General Public

No	Mandatory Requirements	Compliance (YES/ NO)
2	Category B & C	
(i)	Valid Certificate of Incorporation /Business Registration (Attach copy)	
(ii)	Personal Identification Number (PIN) Certificate (Attach copy)	
(iii)	Current Business Permit/License (Attach copy)	
(iv)	Current/Valid Tax Compliance Certificate	
(v)	Physical Location of Business Premises (see Confidential Business Questionnaire)	

No	General Requirements	Maximum Scores
3	Category B & C	
(i)	Supplier Availability Postal Address (2.5) Telephone Number (2.5) Website (2.5) Email Address (2.5)	10
(ii)	Business Ownership Company/Business Profile (5) Disclosure of Directors/Partners/Sole Proprietor (5)	10
(iii)	Financial Capability -Audited reports for the last 2 years (5) - Bank statements (5)	10
(iv)	Personnel Capability -Indicate qualification of key personnel, Education, Professional qualifications, experience and their functions	10
(v)	Experience	10

	-Indicate having undertaken similar assignments with at least 3 firms. (5) (Attach proof: copies of LPOs, LSO'S Completion Certificates, Contracts) (5)	
(vi)	Supply Capacity Maximum volume of business handled in the last two years 2million and above (12) 1-2 million (9) 250,000- 1 million (6)	
(vi)	Credit Period Indicate credit period willing to offer 90 days (12) 60 days (9) 30 days (6)	12
(vii)	Presentation of Registration document	5
(viii)	Dully filled -Letter of Application -Declaration form -Confidential Business Questionnaire -References	15
(x)	Eligibility and Disclosure of Litigation History	6

**NB: - Bidders must meet all the mandatory requirements to qualify.**

Additional Information, for Category KTTI/REG/32/2024-2026 - Under Provision of Insurance Services.

- Provide Certificate of Registration as Insurance
- Certificate of Membership of the Association of Insurance Brokers of Kenya.

Additional Information, for Category KTTI/REG/39/2024-2026 under Provision of Small Works (Building Construction, General Civil Works, Electric Works and Plumbing Works)

- Provide Certified Current Registration by National Authority (NCA)
- Energy Regulatory Commission (ERC)

The Pass Mark for registration is 60%

## **6.0 GENERAL REQUIREMENTS**

- a. The Institute will examine all applications to determine completeness, general orderliness and sufficiency in responsiveness
- b. Registration will be based on meeting the minimum criteria.
- c. The applicants must have registered offices and the Institute reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver services
- d. Institutes do not bind itself to assign services but shall endeavor to ensure that applicants are treated fairly when opportunities arise
- e. The applicant shall submit documents that are current and valid. All documents as copies must be certified.

## **6.1 CONFIDENTIALITY**

Information relating to evaluation and recommendation concerning registration shall not be disclosed to the applicants until the registered firms have been advised accordingly.

**6.2 SECTION III- LETTER OF APPLICATION**

**Date.....**

**To: Koshin Technical Training Institute  
P.O. Box 4040-30100  
Eldoret**

**Ladies / Gentlemen,**

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as the Applicant), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following supply category.

Category Code	Category Name

Attached to this letter are copies of original documents of:

- a) Registration /Incorporation Certificate
- b) PIN Certificate
- c) Valid Tax Compliance Certificate
- d) Valid Business Permit

**NB.** For category A reserved for youth, women and persons with disability should be registered with National Treasury or any other relevant bodies.

Koshin Technical Training Institute is hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and seeks clarification from 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.

Koshin Technical Training Institutes contact the following institutions/firms/persons for further information:



Name.....Title.....

Email address.....Mobile.....

Name.....Title.....

Email address ..... Mobile.....

Name.....Title.....

Email address .....Mobile.....

This application is made with the full understanding that;

(a) Bids by registration applicants will be subject to verification of all information submitted

(b) Koshin Technical Training Institutes reserves the right to accept or reject any application, cancel the registration process and reject all applications

Request for quotations and bids will only be called from registered bidders who meet the requirements

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

<b>Signed:</b>	<b>Signed</b>
<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>

Official Stamp.....

**6.3 SECTION IV- DECLARATIONS FORM**

I/We the undersigned state that the above information is correct and that I/We give the Institutes, Authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. company Registrar's office, Banks etc.

Signed.....

For and on behalf of.....

In capacity of.....

Dated this .....day of .....2024

Company's Rubber Stamp.....

## 6.4 SECTION V - CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and Either Part 2(a),2 (b) or 2 (c) whichever applied to your type of business.

### Part 1 General

Business Name.....  
Location of business premises ( a MUST).....  
Plot No.,(a MUST).....Street/Road( a MUST).....  
Postal Address (MUST).....Tel No (s) (a MUST).....  
Fax.....Email(aMUST).....  
Nature of Business .....  
Registration Certificate No.....  
Maximum value of business which you can handle at any one time-Kshs.....  
Name of your bankers.....  
Barnch .....  
Note: AMUST) is a requirement for every purpose of easy location and all communications.

### Part 2 (a) Sole Proprietor

Your name in full.....Age.....  
Nationality.....country of Origin.....  
Citizenship details.....  
Youth/Woman/Person with Disability (indicate).....  
Citizencontactor(indicate).....

### Part 2 (b) Partnership

Give details of partners as follows

Name	Nationality	Citizen details	Shares
1.....			
2.....			
3.....			
4.....			

Youth/Woman/Person with Disability (indicate).....  
Citizen contactor(indicate).....

### Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			

2.....
3.....
Youth/Woman/Person with Disability (indicate).....
Citizen contactor(indicate).....

**Certification**

I ,the undersigned, certify that these data correctly describe me,my qualifications,and my experience.

\_\_\_\_\_ Date \_\_\_\_\_  
 (Signature of staff member)

\_\_\_\_\_ (Date) \_\_\_\_\_  
 (signature of authorized representative of the firm)

Full name of staff member. \_\_\_\_\_

Tel No. \_\_\_\_\_

Full name of authorised representaive \_\_\_\_\_

**7.0 REFERENCES**

Submit details of organizations where you have undertaken similar services in the format given below.

No	Contact Information	Details
1.	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone number	

	e-mail address	
5	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided letters for all the above organizations, duly filled and stamped by the relevant officer and provide details of the assignments in the format provided in.

The reference letter MUST be on the organizations letterhead.

### 7.1 FIRMS REFERENCES

Relevant services carried out in the last three years that best illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name		Country
Location within country		Professional staff provided by your FIRM/Entity( Profiles)
Name of client:		Client's contacts person for the assignment.
Address:		No of Staff-months; duration of assignment
Start date (month/Year):	Completion date (Month /year):	Approx. Value of Services (Kshs)
Name of associated consultants .If any		No of months of professional staff provided by associated consultants :
Name of senior staff( Project director/Coordinator, team Leader)Involved and Functions Performed:		
Narrative description of project:		
Description of actual services provided by your staff:		

Firm's Name: \_\_\_\_\_

Name and title Signatory: \_\_\_\_\_

Tel No. \_\_\_\_\_

(May be amended as necessary)

**7.2 SECTION VI - LITIGATION HISTORY**

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)