

**MERU TEACHERS' COLLEGE**



**MERU TEACHERS COLLEGE**  
P.O. BOX 46 – MERU, 60200 – CELLPHONE. 0717527752

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**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FY  
2025-2026 – 2027.**

**Issued on: Thursday 12th June 2025**

**Closing on: Wednesday 25<sup>TH</sup> June 2025, at 12.00 NOON.**

**NAME OF FIRM:** \_\_\_\_\_

**CATEGORY NO:** \_\_\_\_\_

**CATEGORY NAME:** \_\_\_\_\_

**AGPO NO:** \_\_\_\_\_

**INDICATE CATEGORY OF SPECIAL GROUP BELOW IF APPLICABLE: (✓)**

- **WOMEN**
- **YOUTH**
- **PERSONS LIVING WITH DISABILITIES**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FY 2025-2026 - 2027.**

**1.0 INTRODUCTION**

The Meru Teachers College 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 2025-2026 and 2026-2027 financial years. Suppliers that are currently registered by MTC are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

**CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITIES**

The Youth, Women and persons with disabilities MUST be registered with The National Treasury and other relevant bodies. They should submit copies of their registration certificates together with the document for registration.

<b>TENDER REFERENCE</b>	<b>ITEM DESCRIPTION</b>
<b>CATEGORY A(GOODS)</b>	<b>SUPPLY AND DELIVERY OF GOODS(RESERVED)</b>
MTC/1/2025/2027	VEGETABLES (CABBAGES, ONIONS)
MTC/2/2025/2027	CEREALS (BEANS AND MAIZE)
MTC/3/2025/2027	DRY FIREWOOD
MTC/4/2025/2027	ELECTRICAL FITTINGS AND LIGHTING MATERIALS
MTC/5/2025/2027	GROCERY ITEMS
MTC/6/2025/2027	CLEANING DETERGENTS CHEMICALS
MTC/7/2025/2027	OFFICE STATIONERY, PRINTER AND COPIER CONSUMABLES
MTC/8/2025/2027	SUPPLY AND DELIVERY OF CEREALS
MTC/9/2024/2027	STUDENTS TRUCKSUIT, STAFF UNIFORM AND WINDOW CURTAINS
<b>CATEGORY A: SERVICES</b>	<b>PROVISION OF SERVICES(RESERVED)</b>
MTC/10/2025/2027	PROVISION OF PRINTING SERVICES
<b>CATEGORY B (GOODS)</b>	<b>REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS</b>
MTC/11/2025/2027	SUPPLY AND DELIVERY OF WINDOW GLASSES AND ACCESSORIES
MTC/12/2025/2027	SUPPLY AND DELIVERY OF MEAT
MTC/13/2025/2027	SUPPLY AND DELIVERY OF FOODSTUFF (SHOP)
MTC/14/2025/2027	SUPPLY AND DELIVERY OF MAIZE FLOUR
MTC/15/2025/2027	SUPPLY AND DELIVERY OF RAW MILK
MTC/16/2025/2027	SUPPLY AND DELIVERY OF FUEL, OIL AND LUBRICANTS
MTC/17/2025/2027	SUPPLY AND DELIVERY OF FARM INPUTS, SEEDS, FERTILIZER, PESTICIDES, ANIMAL FEEDS.
MTC/18/2025/2027	SUPPLY AND DELIVERY OF PHARMACEUTICALS
MTC/19//2025/2027	LIBRARY SHELVES, SEATS AND OFFICE CHAIRS
MTC/20//2025/2027	SUPPLY AND DELIVERY OF BAKERY PRODUCTS
MTC/21/2025/2027	SUPPLY AND DELIVERY OF BAKING OVEN
MTC/22/2025/2027	SUPPLY, DELIVERY AND INSTALLATION OF BIOGAS COOKERS
MTC/23/2025/2027	SUPPLY AND DELIVERY OF COOKING JIKOS
MTC/24/2025/2027	SUPPLY AND DELIVERY OF NEWSPAPERS
MTC/25/2025/2027	SUPPLY AND DELIVERY OF SEEDLINGS
MTC/26/2025/2027	SUPPLY AND DELIVERY OF YEAST AND BREAD BAKING INGREDIENTS
MTC/27/2025/2027	SUPPLY AND DELIVERY OF STUDENTS LECTURE CHAIRS

MTC/28/2025/2027	SUPPLY, DELIVERY AND INSTALLATION OF FIRE FIGHTING EQUIPMENT
MTC/29/2025/2027	SUPPLY & DELIVERY OF TENTS AND RELATED ITEMS E.G. EVENT MANAGEMENT ITEMS
MTC/30/2025/2027	SUPPLY AND DELIVERY OF GAMES UNIFORM AND EQUIPMENT
MTC/31/2025/2027	SUPPLY AND DELIVERY OF KITCHEN EQUIPMENT
MTC/32/2025/2027	SUPPLY AND DELIVERY OF CUTLERY, UTENSILS AND KITCHEN APPLIANCES
MTC/33/2025/2027	SUPPLY OF MOTOR VEHICLES BATTERIES, TYRES AND TUBES
<b>CATEGORY B: SERVICES</b>	<b>PROVISION OF SERVICES OPEN TO ALL ELIGIBLE FIRMS</b>
MTC/34/2027/2027	VEHICLE INSURANCE COVER SERVICES
MTC/35/2025/2027	LAN SERVICING AND MAINTENANCE
MTC/36/2025/2027	PROVISION OF VEHICLE REPAIR SERVICE AND MAINTENANCE (APPROVED GARAGES AND DEALERS)
MTC/37/2025/2027	PROVISION OF FABRICATION AND WELDING SERVICES
MTC/38/2025/2027	REPAIR AND MAINTENANCE OF FURNITURE
MTC/39/2025/2027	REPAIR AND SERVICE OF COLDROOM AND KITCHEN EQUIPMENT
MTC/40/2025/2027	PROVISION OF HOTEL ACCOMODATION, CONFERENCE AND RELATED SERVICES
MTC/41/2025/2027	RECARPETING OF BASKETBALL COURT
	REPAIR AND SERVICE OF GENERATOR, LAWN MOWER AND RELATED EQUIPMENT
MTC/42/2025/2027	STAFF CAPACITY BUILDING AND TRAINING
MTC/43/2025/2027	PROVISION OF TEAM BUILDING FACILITATION SERVICES
MTC/44/2025/2027	ASSET TAGGING AND LABELLING
MTC/45/2025/2027	PROVISION OF ASSET AND INVENTORY VALUATION SERVICES
MTC/46/2025/2027	PROVISION OF MEDICAL SERVICES FOR STUDENTS
MTC/47/2025/2027	PROVISION OF VETERINARY SERVICES
MTC/48/2025/2027	GRADING AND LEVELLING OF ESTATE ROAD
MTC/49/2025/2027	RENOVATION OF BUIDINGS (Including Painting)
MTC/50/2025/2027	REPAIR OF BIOGAS
MTC/51/2025/2027	REPAIR AND SERVICING OF PHOTOCOPIERS AND PRINTERS
MTC/52/2025/2027	REPAIR AND SERVICING OF COMPUTERS AND PROJECTORS
MTC/53/2025/2027	SERVICING AND MAINTENANCE OF SEWER PODS
MTC/54/2025/2027	REPAIR OF TARMAC ROAD

The registration document shall be downloaded from the college website <https://meruteacherscollege.ac.ke> or the [Public Procurement Information Portal \(PPIP\) tenders.go.ke](https://tenders.go.ke) at no cost.

Completed registration documents in Plain Sealed Envelopes clearly marked “Category Name and Number” should be addressed to:

**THE CHIEF PRINCIPAL/SECRETARY BOM  
MERU TEACHERS COLLEGE  
P.O BOX 46-60200 MERU**

Or deposited in the Tender Box at the main entrance to the administration block on or before **Wednesday 25<sup>TH</sup> June 2025, at 12.00 NOON.**

Tender documents will be opened immediately thereafter in the presence of applicants /representatives who choose to attend at Meru Teachers College Review room.

Late bids shall be returned unopened.

### **3.0 GENERAL INSTRUCTIONS**

1. 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.
2. MTC 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.
3. MTC reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided would be treated as confidential.
5. This Registration Document is eligible for one supplier which should be clearly written at the top of the form.
6. All pages of the tender documents must be duly paginated sequentially

### **4.0 REGISTRATION INSTRUCTIONS**

#### **4.1 Introduction**

The Meru Teachers College would like to invite interested candidates who must qualify by meeting the set criteria as provided by the MTC to perform the contract of supply and delivery or provision of goods, works and services to MTC.

#### **4.2 Registration Objective**

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to MTC on and as when required during the stated period.

#### **4.3 Invitation of Registration**

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Chief principal, so that they may be registered under the specific Lots. The prospective suppliers are required to supply mandatory information for Registration.

#### **4.4 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. While for Youth, Women and Persons with Disability no previous experience is required.

#### **4.5 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.

#### **4.6 Distribution of Registration Documents**

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

**THE CHIEF PRINCIPAL/SECRETARY BOM  
MERU TEACHERS COLLEGE  
MERU-MAUA HIGHWAY  
P.O BOX 46-60200 MERU**

#### **4.7 Additional Information**

The Meru teacher's college reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by Meru Teachers College upon completion of the Registration process.

### **5.0 REGISTRATION DATA INSTRUCTIONS**

#### **5.1 Registration data forms**

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

#### **5.2 Qualification**

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by MTC in determining, according to its sole judgment and discretion, the registration 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 MTC 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.

#### **5.3 Essential Criteria for Registration**

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) MTC reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

- f) Firms must submit CR12 issued within the last six (6) months and which must be attached
- g) Public Officers of the Procuring Entity, their spouses, child, parent, brothers or sister, child, parent, brother or sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.

#### **5.4 Personnel**

The Suppliers/Contractors 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 V.

#### **5.5 Financial Condition**

- a) The Supplier's financial condition will be determined by letters of reference from their bankers regarding suppliers/contractors' signatories for the AGPO group or latest audited accounts for the Open groups. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

#### **5.6 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past customers where applicable should be included in PART VI.

#### **5.7 Statement**

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

#### **5.8 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 MTC reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

#### **5.9 Invitation to Tender.**

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises 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 MTC panel of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to MTC.

## 6.0 REGISTRATION EVALUATION

### CRITERIA A: OPEN CATEGORY:

#### PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months i.e from February 2022	Mandatory
5	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6	Firm's audited accounts for previous one year signed by the Auditor and Director(s) of the Company. (attach proof)	Mandatory
7	Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2)	Mandatory
8	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

### CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

#### PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months i.e from February 2022	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	Letter of Reference from the bank regarding Bank Signatories who must appear in the AGPO Registration Certificate with the National Treasury.	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

## **PART I: REGISTRATION DOCUMENTATION**

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

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AKI, IRA etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements.

**PART II:**

**SUPPLIER REGISTRATION DATA**

Business ..... Name

Pin  
No.....  
...

Reg. Certificate Number.....

(Attach copy registration and PIN certificate)

**Address**

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

Telephone Nos ..... Mobile Nos.....

Email Address: .....

Website address (If any) .....

**Physical Address**

Business Location .....

Name of building .....

Plot No. ....Road/Street Name .....Floor No.  
.....

Room No. ....

**NATURE OF BUSINESS**

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

1.....  
.....

2.....  
.....

3.....  
.....

4.....  
.....

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

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

**PART III: FINANCIAL POSITION / INVESTMENT**

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank the Bank signatories.

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

State terms of payment in preference order

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

Note: MTC prefers payment to be made within 30 days after delivery of goods, Works or services.

**PART IV: ELIGIBILITY**

Are you related to an Employee or Commission Member of MTC? Yes/No

If answer in '3' is YES give the relationship.

- .....
- .....
- .....
- .....

Does an Employee or Board Member of MTC sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in 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 MTC 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 above is YES give details.

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

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES give details:

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

Have you offered or given anything of value to influence the procurement process? Yes/No

If answer in 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 possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by MTC.

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

Name: .....

Academic Qualification  
.....

Undergraduate.....  
.....

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 / Purchase Order)

**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.....
- ix. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

**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 / Purchase Order)

**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 / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations 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 MTC? Yes/No

If yes give reasons for cancellation

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

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

If yes give reasons for not submitting:

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

Do you have any objection in MTC 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**

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 MTC 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 or member of the commission of MTC 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	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

**PART VIII: 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.

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

**PART IX: 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 MTC.

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 MTC.

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.

<b>FORM COMPLETED BY</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Designation</b>	
<b>Signature:</b>	
<b>Stamp or seal</b>	

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

**Certification**

On behalf of the Supplier, I certify that the information given above is correct.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

(Signature)

(Date)