



KENYA WATER INSTITUTE

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

REG NO. KEWI/TEN/001/2025-2027

**CLOSING DATE 22nd August 2025 AT
10:00 A.M**

Note: The submission of registration documents shall be continuous after the closing date for bi-annual evaluation and registration through hand delivery or through procurement@kewi.or.ke.

**KENYA WATER INSTITUTE
P.O. BOX 60013 – 00200
NAIROBI.**

TEL: +254 722 207 757

E-MAIL: info@kewi.or.ke/ procurement@kewi.or.ke

Website: www.kewi.go.ke

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

1.0 INTRODUCTION

The Kenya Water Institute is a statutory body established under the Kenya Water Institute as established by the KEWI Act 2001 is mandated to offer training, administer examinations offer research and consultancy services.

The Institute 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 KEWI are required to register afresh if they wish to participate. Note that for a supplier to be registered by KEWI, they must be registered in the eGP System and should provide the eGP registration number.

The submission of registration documents shall be continuous after the closing date for bi-annual evaluation and registration

2.0 LIST OF KENYA WATER INSTITUTE PROCUREMENT CATEGORIES

2.1 Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders are allowed to register up Maximum Three (3) lots for all three categories by indicating **YES** to the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the preferred category either with or without Previous experience.
- v. Bidders **MUST** only submit one Tender Document
- vi. Bidders to be considered for registration for the preferred category **MUST** meet

No.	Categories	Must indicate Category
A.	Goods	Maximum of Three (3) lots for all three categories
B.	Works	
C.	Services	

The evaluation criteria provided below.

N/B – Bidders who select more than Three (3) lots will be evaluated on the first Three (3) ONLY.

A. SUPPLY OF GOODS				
LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	KEWI/G1/2025-2027	Supply and Delivery of Various Office Stationery Items and General Consumables	Youth, Women and Persons with Disability	
2	KEWI/G2/2025-2027	Supply and Delivery of Various office Printed Stationery Items	Youth, Women and Persons with Disability	
3	KEWI/G3/2025-2027	Design and Branding of Promotional Materials, T-Shirts, Caps, Banners, Posters, Flags and Give Away	Youth, Women and Persons with Disability	
4	KEWI/G4/2025-2027	Supply and Delivery of Various Toners and Cartridges	Youth, Women and Persons with Disability	
5	KEWI/G5/2025-2027	Supply and Delivery of Computers, Servers, Printers, UPS, Scanners Computer Spare parts, Consumables and Accessories	Youth, Women and Persons with Disability	
6	KEWI/G6/2025-2027	Supply and Delivery of assorted Electrical Items	Youth, Women and Persons with Disability	
7	KEWI/G7/2025-2027	Supply and Delivery of Bottled Drinking Water	Youth, Women and Persons with Disability	
8	KEWI/G8/2025-2027	Supply and Delivery of Office Furniture and related office equipment	Youth, Women and Persons with Disability	
9	KEWI/G9/2025-2027	Design, Printing and Supply of Printed Paper Materials e.g. Calendars, Diaries, Annual Reports	Youth, Women and Persons with Disability	

10	KEWI/G10/2025-2027	Supply and Delivery of various Kitchen equipment	Youth, Women and Persons with Disability	
11	KEWI/G11/2025-2027	Supply and delivery of various Drinks and Beverages.	Youth, Women and Persons With Disability	
12	KEWI/G12/2025-2027	Supply of Detergent, Sanitizers, and Cleaning Materials	Youth, Women and Persons with Disability	
13	KEWI/G13/2025-2027	Supply of personal protective equipment	Youth, Women and Persons with Disability	
14	KEWI/G14/2025-2027	Supply of Scientific equipment & consumables, Laboratory reagents & chemicals and Industrial gases	Youth, Women and Persons with Disability	
15	KEWI/G15/2025-2027	Supply and delivery of Dry foodstuff	Youth, Women and Persons with Disability	
16	KEWI/G16/2025-2027	Supply and delivery of Bread and Assorted Bakery Items.	Open	
17	KEWI/G17/2025-2027	Supply and delivery of Fresh milk and milk products.	Open	
18	KEWI/G18/2025-2027	Supply and delivery of Building materials, general hardware, and fittings	Open	
19	KEWI/G19/2025-2027	Supply and delivery of motor Vehicle spare parts, tyres, Tubes and batteries	Open	
20	KEWI/G20/2025-2027	Supply and delivery of motor vehicle spare parts, tyres, Tubes and batteries	Open	
21	KEWI/G21/2025-2027	Supply and delivery of Gas, LPG, fuel and lubricants	Open	
22	KEWI/G22/2025-2027	Supply And Delivery of Fruits and Vegetables	Open	
23	KEWI/G23/2024-2016	Supply & delivery of staff uniforms and sportswear	Youth, Women and Persons with Disability	

24	KEWI/G24/2025-2027	Supply And Delivery of Meat and Meat Products, Poultry, Poultry Products and Chicken Kienyeji, Fish, Sausages	Youth, Women and Persons with Disability	
25	KEWI/G25/2024/2025	Supply And Delivery of Drilling Materials	Youth, Women and Persons with Disability	
26	KEWI/G26/2025-2027	Supply And Delivery of Water Fittings	Open	
27	KEWI/G27/2025-2027	Supply and delivery of airtime.	Open	
28	KEWI/G28/2025-2027	Supply and delivery of Newspapers, Magazines & Library publications	Open	

B. PROVISION OF SERVICES

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	KEWI/S1/2025-2027	Repair and Maintenance of Computers, Printers, Ups and Related Devices,	Open	
2	KEWI/S2/2025-2027	Servicing and maintenance office equipment-Shredders, Document Scanners, Franking machines, Document seals and Binding machines	Open	
3	KEWI/S3/2025-2027	Repair and Maintenance of Electronic Equipment and Systems	Open	
4	KEWI/S4/2025-2027	Maintenance and repair of Motor Vehicles, (Only Garages prequalified By Public Works)	Open	
5	KEWI/S5/2025-2027	Provision of Auctioneering Services	Open	
6	KEWI/S6/2025-2027	Provision of Repair and Maintenance of CCTV & Electrical Accessories	Open	

7	KEWI/S7/2025-2027	Provision of Photography and Video Coverage Services.	Youth, Women and Persons with Disability	
8	KEWI/S8/2025-2027	Provision of Legal Services	Open	
9	KEWI/S9/2025-2027	Provision of Repair and Maintenance of Plumping Systems, water pumps, and cleaning of water Storage tanks	Open	
10	KEWI/S9/2025-2027	Provision of Sanitary Disposal Services	Open	
11	KEWI/S11/2025-2027	Provision Of Design, Mounting of Trade Fairs (Shows), Exhibitions.	Open	
12	KEWI/S12/2025-2027	Provision of Laundry services	Youth, Women and Persons with Disability	
13	KEWI/S13/2025-2027	Provision Of Graphic Design/ Creative Services	Youth, Women and Persons with Disability	
14	KEWI/S14/2025-2027	Provision of Event Management Services	Youth, Women and Persons with Disability	
15	KEWI/S15/2025-2027	Provision of Breakdown and Towing Services Country Wide	Open	
16	KEWI/S16/2025-2027	Bulk Printing and Binding services	Youth, Women and Persons with Disability	
17	KEWI/S17/2025-2027	Provision of Branding services - Signages, display boards, billboards and exhibition booths/structures	Youth, Women and Persons with Disability	
18	KEWI/S18/2025-2027	Provision of Public Relations agency services, advertisement, creative service agency, communication audits and customer satisfaction surveys.	Open	

19	KEWI/S19/2025-2027	Provision of conference service, outside catering and accommodation facilities ALL other Counties in the Country	Open	
20	KEWI/S20/2025-2027	Provision of Catering Services	Youth, Women and Persons with Disability	

21	KEWI/S21/2025-2027	Provision of maintenance services for firefighting equipment	Open	
22	KEWI/S22/2025-2027	Provision of fumigation and pest control services.	Open	
23	KEWI/S23/2025-2027	Provision of insurance services (GPA, motor vehicle & property Insurance cover	Open	
24	KEWI/S24/2025-2027	Provision of consultancy services, baseline surveys, feasibility studies And Advisory services	Open	
25	KEWI/S25/2025-2027	Provision of garbage Collection services	Open	

C. PROVISION OF MINOR WORKS

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	KEWI/W1/2025-2027	Repair and Maintenance of Buildings, Civil Works, Electrical Works, Plumbing and Sewerage Services for KEWI.	Youth, Women and Persons with Disability	
2	KEWI/W2/2025-2027	Office Partitioning, Repair and Maintenance of Building Works, Interior Design and Related Services for KEWI.	Youth, Women and Persons with Disability	

Registration documents may be viewed and downloaded for free from the website www.kewi.go.ke or PPIP Portal: supplier.treasury.go.ke. Tenderers who download the tender document must forward their particulars immediately to procurement@kewi.or.ke to facilitate any further clarification or addendum.

Your registration documents must be delivered to the address below on or before **10.00 am** on **22nd August, 2025**. Electronic Tenders will not be permitted.

KEWI/TEN/001/2025-2027 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD FINANCIAL YEAR 2025-2027.

And addressed to:

**Director/Chief Executive Officer
Kenya Water Institute (KEWI)
Ole Shapara Road, South C
P.O. Box 60013-00200, Nairobi, Kenya.
Telephone +25472 207 757
Website: www.kewi.go.ke**

Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the KEWI Boardroom. Registration documents submitted late will not be accepted.

The submission of registration documents shall be continuous after the closing date for bi-annual registration through hand delivery or through email address:
procurement@kewi.or.ke

3.0 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 it to this form.

KEWI 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.

KEWI 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 supplier, which should be clearly written at the top of the form.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

The Kenya Water Institute (KEWI) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the KEWI to perform the contract of supply and delivery or provision of goods, works and services to KEWI.

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 through Request for quotations to KEWI 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 Director/CEO KEWI, so that they may be registered under the specific Lots. 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:

Director/CEO

Kenya Water Institute

P.O. Box 60013- 00200 Nairobi

Ole-Shapara Avenue, Nairobi South C

Telephone No: 0722207757

Email: procurement@kewi.or.ke

4.7 Additional Information

The Kenya Water Institute (KEWI) 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 Kenya Water Institute upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

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.

- a) The registered application forms which are not duly 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 KEWI 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 KEWI they possess capability, experience, and 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) KEWI 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 that are incorporated must submit CR12.
- 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 individuals or groups 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 KEWI reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruptions 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 KEWI panel of suppliers.

All suppliers MUST have a valid email address.

6.0 REGISTRATION EVALUATION

CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Electronic Government procurement Number (e-GP Number)	Mandatory
2	Copy of Certificate of Registration/Incorporation	Mandatory
3	Copy of Valid Tax Compliance Certificate	Mandatory
4	Valid Single Business Permit from a County Government	Mandatory
5	A Copy of CR12	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. CA, LSK, etc.	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	Electronic Government procurement Number (e-GP Number)	Mandatory
2	Copy of Certificate of Registration/Incorporation	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability – AGPO Certificate)	Mandatory
5	All the pages of the tender document/attachments must be serialized	Mandatory
6	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 & WYPwD:-

- a) Electronic Government procurement Number (e-GP Number)
- b) Copies of Certificate of Incorporation/Partnership deed/Business registration

- c) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- d) Valid Tax Compliance Certificate
- e) Copy of valid Single Business Permit from County Government for non AGPO firms
- f) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- g) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- h) Copies of current practicing Certificates for all professionals **where applicable from relevant/applicable bodies.**
- i) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

PART II:

SUPPLIER REGISTRATION DATA

Business Name

Electronic Government procurement Number (e-GP Number)

PIN No.....

Reg. Certificate Number.....

(Attach copy registration and PIN certificate)

Address

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

Telephone No Mobile No.....

Email Address:

Website address (If any)

Physical Address

Business Location

Name of building.....

Plot No.....Road/Street NameFloor No.

Room No.

NATURE O F 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: KEWI prefers payment to be made within 90 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Institute Member of KEWI? Yes/No

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

.....
.....

Does an Employee or Board Member of KEWI sit on the Board of Directors or Management of your company, 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 KEWI 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: MAN POWER

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

How many staff does your Company/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 KEWI.

Attach CVs of key professional/technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....

Postgraduate.....

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.....
- viii. 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 KEWI?
 Yes/No

If yes give reasons for cancellation

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

Have you ever been issued with a tender/quotation document by KEWI and you failed to respond/submit?

Yes/No

If yes give reasons for not submitting:

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

Do you have any objection in KEWI 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 KEWI 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 Institute 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 Institute of KEWI 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.

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

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 KEWI.

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 KEWI.

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:	
Designation	
Signature:	
Stamp or seal	

(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) _____