



# **NAROK COUNTY ASSEMBLY**

OFFICE OF THE CLERK

## **SUPPLIER REGISTRATION APPLICATION FORM**

For enquiries contact:

**SUPPLY CHAIN MANAGEMENT UNIT**

**Email:** [info@narokassembly.go.ke](mailto:info@narokassembly.go.ke)

The forms must be submitted to:

**Procurement Office located at the Narok County Assembly Building:**

During normal working hours

## INVITATION TO SUPPLIER REGISTRATION

Narok County Assembly invites current and prospective suppliers to apply to be registered on its Supplier Database as required by the **Public Procurement and Disposal Act of 2015** for the financial years **2020-21/2021-22**. Interested suppliers are encouraged to visit **Narok County Website: [www.narok.go.ke](http://www.narok.go.ke)** to download the application form or may obtain a similar form from procurement office during working hours.

The registration exercise shall be continuous as per section 71 (b) of the Public Procurement and Asset Disposal Act 2015. All interested suppliers must submit their complete filled forms to Narok County Assembly Procurement Office. The Assembly will **not** do business with suppliers that are not registered on the **database** with a **valid Vendor number**. Suppliers currently doing business with the Assembly **MUST** reapply in terms of this new process.

### **INSTRUCTIONS TO SUPPLIERS:**

1. This application form **must** be completed in full, incomplete submissions will not be processed.
2. All the required and supporting documentations **must** be submitted jointly with the Form.
3. Failure to submit supporting and requested information will lead to your company **not being** registered.
4. The Checklist for SCM Officials section on page 6 is **not** to be completed by Suppliers.
5. Confidential Business questionnaire section on page 10 is a **pre-requisite** for registration and therefore **must** be completed in full. Failure to complete this section will lead to your business **not** being registered.
6. It is **compulsory** to complete Products and Services section on page 7 - 9. Please be specific in terms of products and/or services that your firm can supply to the County. Please tick in the appropriate box. This section will enable the Assembly to afford your company an opportunity to submit quotations or tenders whenever the opportunities arise.

**N/B -The Assembly will still invite tenders through public media.**

7. Trade Experience section on page 11 **must** be completed in full to give the Assembly an understanding of whether your firm has experience of supplying the products and services your firm is applying for. Lack of experience will **not** necessarily lead to your firm not being accredited or registered.
8. Financial Information Section on page 12 **must** be completed to give the Assembly an understanding of your company's financial standing. Latest audited financial statements must be supplied with the application. Start-up companies without financial history will also be **eligible** for registration.

9. Declaration of Interest section on page 13 is **compulsory** and **must** be completed in full. Failure to complete this section will lead to your company **not** being registered.
10. Declaration by Business under Oath on page 14 is **compulsory** and **must** be completed in full by **all suppliers**. Failure to comply with this requirement will lead to your company **not** being registered.
11. The Assembly reserves the right to validate all information supplied and any misrepresentation of facts may lead to disqualification.
12. A duly completed Form together with supporting documentation must be submitted to the address indicated on the front page.
13. The County will inform suppliers of the status of their application in writing.

**NOTE: *suppliers providing false or fraudulent information or documentation shall subject themselves to immediate disqualification.***

## COMPULSORY REQUIRED DOCUMENTS

DOCUMENTS REQUIRED	BUSINESS TYPE					INSTITUTION
	Sole Proprietor	Corporations	Partnerships	Company Public/ Private	Non-Profit Organisations	
<b>1. Company Registration (Certified Copies)</b>	N/A	Certificate of Incorporation (CR12)	Duly Signed Partnership agreement	Certificate of Incorporation (CR12)	Certificate of Incorporation (CR12)	<b>Registrar of Companies</b>
<b>2. Proof of Ownership</b>	Copy of ID (Certified)	Membership / Shareholding	Duly Signed Partnership agreement	Shareholder Agreement	Auditor's Letter	<b>Registrar of Companies</b>
<b>3. valid Tax Compliance Certificate</b>	For the owner of the business	For the company	For the partnership	For the company	For the NPO / Proof of Exemption	<b>Kenya Revenue authority (KRA)</b>
<b>4. Proof of Registration to a Statutory Body Regulating your Industry</b>	If applicable	If applicable	If applicable	If applicable	If applicable	<b>Industry Regulatory Authority</b>
<b>5. People with Disability (Affidavit Confirming Disability)</b>	If owner is Disabled	If Owner or People are Disabled	If Owner or People are Disabled	If Owner or People are Disabled	If Owner or People are Disabled	
<b>6. Certified Copy of ID</b>	Clear copy of Identity	Clear copy of Identity	Clear copy of Identity	Clear copy of Identity	Clear copy of Identity	
<b>7. Audited Financial Statement</b>	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	

**CHECK LIST FOR SCM OFFICIAL**

**FOR OFFICIAL PURPOSES ONLY:**

<b>BUSINESS NAME</b>	
<b>REGISTRATION NUMBER</b>	

<b>DOCUMENTS ATTACHED</b>	<b>Y</b>	<b>N</b>	<b>NA</b>
1. Company Registration (Certified Copies)			
2. Proof of Ownership			
3. Valid Tax Compliance Certificate			
4. Proof of Registration to a Professional Body Regulating your Industry			
5. Affidavit Confirming Disability (People with Disability)			
6. Certified Copy of ID			
7. Audited Financial Statement			

**COMPULSORY REQUIREMENTS**

<b>BUSINESS REGISTRATION DETAILS</b>			<b>Please mark relevant box.</b>	
<b>S/N</b>	<b>BUSINESS TYPE</b>	<b>Documentary proof must be provided</b>	<b>Yes</b>	<b>No</b>
1.	<b>Sole Proprietor</b>	Copy of ID (Certified)		
2.	<b>Corporations</b>	Certificate of Incorporation (CR12)		
3.	<b>Partnerships</b>	Duly Signed Partnership agreement		
4.	<b>Company Public/ Private Ltd</b>	Certificate of Incorporation (CR12)		
5.	<b>Non- Profit Organisation (NPO)</b>	Certificate of Incorporation (CR12)		

Checked By: .....

Employee P/F Number..... Signature.....

Date .....

### LIST OF PRODUCTS AND SERVICES

Please indicate by ticking ✓ appropriate box below, in which sector of the economy your business is predominantly carried out. List all products and/or services your business can supply to the hospital is as shown in the table.

TICK	CATEGORY	TICK	CATEGORY
	Supply and delivery of general office stationery and printed materials		Supply and delivery of biomedical Engineering supplies.
	Supply and delivery of computer consumables and its related accessories		Supply and Delivery of physiotherapy, orthopedic and occupational items
	Supply and delivery of servers, computers, laptops, UPS, sheddders, printers, copiers office equipment, storage & other computer accessories & spare parts		Supply and delivery of hospital linen(blankets, sheets, pillows uniforms mattresses etc)
	Design, supply and delivery of branded promotional materials: t-shirts, caps, banners, carrier bags etc		Supply and Delivery of food stuff (meat chicken, eggs. Fresh milk fresh fruits, cereals and vegetables etc)
	Supply and delivery of office furniture, fittings and office equipment		Supply and Delivery of water treatment chemicals.
	Supply & Delivery of sporting equipment, protective clothing and paramilitary uniforms		Supply and Delivery of cleaning materials, detergent and toiletries
	Supply and delivery of printer consumables (toners and maintenance kits)		Supply and Delivery of farm inputs, animal feeds veterinary drugs and equipment
	Supply and delivery of hardware materials and paints		Supply and Deliver of Unihuts
	Supply and delivery of newspapers, magazines, periodic and documentaries		Supply and Delivery of Drawing materials and equipment
	Supply and delivery of motor vehicle spare parts, tyres, tubes and batteries		Supply and Delivery of pipes & fittings G.I/PVC all sizes.
	Supply and delivery of cutlery, crockery an kitchen equipment's		Supply and Delivery of water treatment chemicals
	Supply of signages and billboards		Supply and Delivery of plastic water tanks all sizes

	Supply of branded Corporate wear		Prequalification of Consultants /consortium (Engineers, Architects, Quantity Surveyors)
	Supply and delivery of dressing and non-pharmaceutical's items and materials		Provision of General Cleaning & Garbage collection Services
	Supply of delivery of pharmaceutical drugs and materials		Provision of fumigation Services
	Supply and Delivery of laboratory reagent and chemicals		Provision of repair & maintenance of servers, computers, laptops, storage, printers, copiers, projectors and other ICT equipment's
	Supply and Delivery of medical gas and industrial gas		Provision of office and staff houses refurbishment and furnishings e.g. Window blinds and carpets
	Supply and Deliver of ophthalmic products		Provision of general insurance services
	Supply and delivery of medical dental, surgical equipment and instruments		Provision of creative design and printing services
	Supply and delivery of radiology materials and related items		Provision of public relation, marketing and advertising agency services
	Provision of debt collection services		Prequalification of Suppliers for Plant Inspections
	Provision of tents, chairs, tables, mobile toilets and public address systems, interior décor, lighting, event management for hire		Provision of electrical works services
	Provision of firefighting and fire protection equipment & training services		Provision of staff training services
	Prequalification for petrol, diesel and LPG Gas suppliers		Provision of valuation services
	Provision of indoor and outdoor displays, billboards and exterior branding services.		Provision of Maintenance services for county generators
	Provision of documentary, photography and videography and animation services		Prequalification for hire of heavy duty equipment eg trucks
	Provision of transport services for hire		Prequalification for landscaping, tree planting and seedling services
	Provision of hire of air transport services		Prequalification for photography, audiovisual production and digital communication services.
	Provision of building Construction services		Prequalification of environmental impact assessment



	(all classes)		(EIA) experts
	Provision of motor vehicle repairs & maintenance services		Provision of strategic human resource management consultancy services in training and development, manpower planning and capacity building
	Provision of refuse collection trucks services		Provision of hotel accommodation and catering services
	Provision of legal services		Provision of Air travel agency services
	Provision of Built environment Consultants		Supply and servicing of cold chain equipment
	Provision of consultancy services for development and growth consultant		Provisions of building maintenance, construction, renovation, refurbishment, redecoration works for building and houses
	Prequalification of an ICT consultant e.g. development of software's and maintenance services		Provision of construction, equipping, drilling works and rehabilitation of boreholes, dams water pumps, water pans and water purification plant contractors
	Provision of Security Services		Provision of roads construction (maintenance, improvement, grading and gravelling works for marram roads) NCA 7 and above Mandatory.
	Provision of auctioneering services		Supply and Maintenance of Office Flowers
	Provision of Audit and investigation services		

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

Give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business.

<b>Part 1 – General:</b>				
Business		Name		
.....		Location of		
business premises. ....		Plot		
No.....		Street/Road .....		
Postal Address .....		Tel No. ....		Fax .....
E mail .....				
Nature of Business.....				
Registration Certificate No.....				
Maximum value of business which you can handle at any one time – Kshs .....				
<b>Part 2 (a) – Sole Proprietor</b>				
Your name in full .....		Age .....		
Nationality .....		Country of origin .....		
Citizenship details.....				
<b>Part 2 (b) Partnership</b>				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
<b>Part 2 (c) – Registered Company</b>				
Private or Public .....				
State the nominal and issued capital of company-				
Nominal Kshs.....				
Issued Kshs.....				
Given details of all directors as follows				
	Name	Nationality	Citizenship Details	Shares
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
Date .....		Signature of Candidate .....		

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

## TRADE EXPERIENCE

Do you have any previous contract work or tendering experience?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"><b>Y</b></td> <td style="text-align: center; padding: 5px;"><b>N</b></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	<b>Y</b>	<b>N</b>		
<b>Y</b>	<b>N</b>				
If yes, please complete the fields below. List the last contracts the tendering business) or previous experience with other this type of work or supply.					
<b>COMMERCIAL</b>					
Name <b>3 commercial references</b> /referees of previous business name(s) and telephone numbers.					
and provide their					
<b>Business Name</b>	Contact Number	Contact Person	No. of years	Value of Business	
Total number of years the firm has been in business.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 30px;"></td> </tr> </table>					

**FINANCIAL INFORMATION**

Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt?

YES	NO
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If yes, please elaborate:


**Indicate annual average turnover excluding Value Added Tax during the past three (3) years:**

Annual Turnover R	<input type="text"/>	Year	<input type="text"/>
Annual Turnover R	<input type="text"/>	Year	<input type="text"/>
Annual Turnover R	<input type="text"/>	Year	<input type="text"/>

**NB: Attach latest audited copies of Financial Statements.**

### DECLARATION OF INTEREST

No bid will be accepted from persons in the service/employee of the Narok county.

In order to give effect to the above, the following questionnaire **must** be completed and submitted with the bid.

Full Name: .....

Identity Number: .....

Company Registration Number: .....

Tax Reference Number (PIN).....

**(Tick as appropriate)**

- |  |               |
|--|---------------|
| 1. Are you presently an employee of the Nairobi county government?   | <b>YES/NO</b> |
| 2. Do you, have any relationship (spouse, child, family, friend, or other) with persons in the service of county government? | <b>YES/NO</b> |
| 3. Do you know any person(s) who may be involved with the evaluation and or adjudication of this bid?                        | <b>YES/NO</b> |

### CERTIFICATION

I, THE UNDERSIGNED (NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

**Date**

**DECLARATION BY BUSINESS UNDER OATH**

I/We .....declare  
that the above particulars and information furnished to the county government of Narok for the  
purposes of registering our organization on the supplier database are true in substance and in  
fact and that I/We fully understand the meaning thereof.

Name: ..... Signature .....

Designation .....

Name: ..... Signature .....

Designation .....

Signed and sworn to before me at ..... on this  
the .....day of ..... by the Deponent, who has acknowledged  
that he/she knows and understands the contents of this affidavit, that it is true and correct to  
the best of his/her knowledge and that he/she has no objection to taking the prescribed oath,  
and that the prescribed oath will be binding on his/her conscience.

.....

**COMMISSIONER OF OATHS**