

**Kenya Meat Commission**

Email: info@kenyameat.co.ke

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027**

**REFERENCE NUMBER: KMC/SR/2025-2027**

**NAME OF FIRM:…………………………………………………………………………….**

**CATEGORY NO:……………………………………………………………………………..**

**CATEGORY NAME:………………………………………………………………………….**

**CLOSING DATE AND TIME**

**WEDNESDAY, 11TH JUNE, 2025** at **1100 HRS**

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# SECTION I: INVITATION FOR REGISTRATION

**DESCRIPTION: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2025/2026 AND 2026/2027**

**REFERENCE NUMBER: KMC/SR/2025-2027**

## Introduction

The Kenya Meat Commission (KMC) is a state-owned enterprise established in 1950 to provide a ready market for livestock farmers and deliver high-quality meat products to consumers. The Commission wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for the supply and delivery of livestock for the period 2025/2027 financial years.

# LIST OF PROCUREMENT CATEGORIES

## Instructions to eligible suppliers

1. Eligible suppliers must complete the preferred Category as per the Table format provided below.
2. Eligible suppliers **MUST** provide a substantive response in the format provided.
3. Eligible suppliers interested in registering for AGPO opportunities must indicate the preferred category.
4. Eligible suppliers must only submit one registration document per category.
5. Eligible suppliers to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.
6. Interested eligible suppliers may obtain further information from and inspect the registration documents at Procurement Office, Athi River Main Office located Athi River, Off Mombasa Road, Kenya, P. O. Box 2 – 00204 Athi River, during official working hours between 8.00am and 5.00pm Monday to Friday.
7. The registration document shall be downloaded from Kenya Meat Commission website [www.kenyameat.co.ke or](http://www.mmarau.ac.keor/) the Public Procurement Information Portal (PPIP) free of charge.
8. Completed registration documents enclosed in plain sealed envelopes, marked with the registration number and name to be deposited in the Tender Box located at the Kenya Meat Commission Main Receptionaddressed to:

The Managing Commissioner

Kenya Meat Commission Headquarters,

Off Mombasa Road along KMC Road

Athi River.

so as to be received on or beforeWEDNESDAY,11TH JUNE,2025 at 11:00 am (EAT)

1. Candidates who send their registration documents via postal or courier services should ensure that the documents are received at the reception Procurement Office on or before so as to be received on or before WEDNESDAY,11TH JUNE,2025 at 11:00 am (EAT) at 11:00 am (EAT)
2. Registration documents will be opened immediately thereafter in the presence of those representatives who choose to attend.
3. Only one representative per firm will be allowed in the boardroom during the opening of the registration documents.
4. Late registration documents shall be received separately and processed later.
5. **Experience:** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other institutions.
6. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria.
7. **Registration documents:** The document includes questionnaires for and instructions for prospective suppliers. In order to be considered for registration, prospective suppliers must provide requested proof and all other information requested.
8. Enquiries that may arise from the registration document should be channeled to the Kenya Meat Commission Procurement Office through the address given above.
9. **NOTE:** Candidates who wish to be registered in more than one category shall be required to download additional registration documents for each category.
10. The registration document MUST be properly bound and sequentially serialized (paginated) on every page.

**Registered candidates will be asked to give quotations for items required during the financial years on “as and when need arises” basis.**

## SECTION II: REGISTRATION OF SUPPLIERS / SERVICE PROVIDERS FOR FYs 2025/2026 & 2026/2027

# REGISTRATION CATEGORIES

**KENYA MEAT COMMISSION** intends to register suppliers for the supply of goods, services or works for the period **1st July 2025 to 30th June 2027**. Interested eligible candidates are invited to apply for registration, indicating the category description and number in which they wish to be registered.

# 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 registration document.

| **S/No** | **CATEGORY NUMBER** | **CATEGORY DESCRIPTION** |
| --- | --- | --- |
| 1 | KMC/SR/23/2025-2027 | Supply and Delivery of ICT equipment, computers. Laptop. Printers and Accessories |
| 2 | KMC/SR/25/2025-2027 | Supply and Delivery of office equipment, fittings, furniture and household equipment. |
| 3 | KMC/SR/26/2025-2027 | Supply and Delivery of firefighting equipment and services. |
| 4 | KMC/SR/58/2025-2027 | Provision of graphic design, branding and printing services |
| 5 | KMC/SR/63/2025-2027 |  Repair, installation and maintenance of CCTV |

# CATEGORY B: REGISTRATION OF SUPPLIERS OPEN TO ALL ELIGIBLE FIRMS

| **SUPPLY AND DELIVERY OF GOODS/WORKS** |
| --- |
| 6 | KMC/SR/20/2025-2026 | Supply and delivery of Oil and Lubricants  |
| 7 | KMC/SR/22/2025-2027 | Supply and Delivery of Agricultural Farm Inputs  |
| 8 | KMC/SR/24/2025-2027 | Supply and Delivery of Refrigeration Spare Parts |
| 9 | KMC/SR/27/2025-2027 | Supply and Delivery of Meat Processing Machines and Equipment |
| 10 | KMC/SR/28/2025-2027 | Supply and Delivery of Generator, Boiler, Plant and Machinery Spare Parts |
|  11 | KMC/SR/29/2025-2027 | Supply and Delivery of Human Drugs |
| 12 | KMC/SR/30/2025-2027 | Supply and Delivery of Non-Pharmaceuticals |
| 13 | KMC/SR/31/2025-2027 | Supply and Delivery of Meat wagons and wagon wheels |
| 14 | KMC/SR/32/2025-2027 | Supply and Delivery of Metal Barrels |
| 15 | KMC/SR/33/2025-2027 | Supply and Delivery of Electrical Materials |
| 16 | KMC/SR/34/2025-2027 | Supply and Delivery of Wooden Pallets |
| 17 | KMC/SR/35/2025-2027 | Supply and Delivery of Pumps |
| 18 | KMC/SR/36/2025-2027 | Supply and Delivery of Assorted Plastic materials (crates, shopping baskets, liter bins and pallets) |
| 19 | KMC/SR/37/2025-2027 | Supply and Delivery of Cling Film  |
|  20 | KMC/SR/38/2025-2027 | Supply and Delivery of Carcass Dressing Cloth |
| 21 | KMC/SR/39/2025-2027 | Supply and Delivery of Sifted Maize Flour  |
| 22 | KMC/SR/40/2025-2027 | Supply and Delivery of Cooking Oil and Fat  |
| 23 | KMC/SR/41/2025-2027 | Supply and Delivery of Vacuum Packaging Machines and Spare Parts  |
| 24 | KMC/SR/42/2025-2027 | Supply and Delivery of Weighing Scales and Spare Parts  |
| 25 | KMC/SR/43/2025-2027 | Supply and Delivery of Slaughter Equipment’s and Spares (band saw blades, knives) |
| 26 | KMC/SR/44/2025-2027 | Supply and Delivery of Assorted Punnets  |

| **PROVISION OF SERVICES** |
| --- |
|  27 | KMC/SR/45/2025-2027 | Provision of calibration, servicing, repairs and maintenance of scales and equipment |
| 28 | KMC/SR/46/2025-2027 | Provision of boiler maintenance services |
| 29 | KMC/SR/47/2025-2027 | Provision of ICT Services, Bulk SMS |
| 30 | KMC/SR/48/2025-2027 | Provision of Internet Services  |
| 31 | KMC/SR/49/2025-2027 | Repair and Maintenance of Motor Vehicles (Garages) |
| 32 | KMC/SR/50/2025-2027 | Provision of Legal Services |
| 33 | KMC/SR/51/2025-2027 | Provision of Auctioneering Services |
| 34 | KMC/SR/52/2025-2027 | Provision of Debt Collection Services |
| 35 | KMC/SR/53/2025-2027 | Provision of Cleaning and sanitary services |
| 36 | KMC/SR/54/2025-2027 | Provision of Asset valuation services  |
| 37 | KMC/SR/55/2025-2027 | Provision of Asset identification and tagging services  |
| 38 | KMC/SR/56/2025-2027 | Provision of clearing and forwarding services |
| 39 | KMC/SR/57/2025-2027 | Provision of security services  |
| 40 | KMC/SR/59/2025-2027 | Provision of digital marketing services  |
| 41 | KMC/SR/60/2025-2027 | Provision of machining and fabrication services  |
| 42 | KMC/SR/61/2025-2027 | Provision of Motor rewinding services  |
| 43 | KMC/SR/62/2025-2027 | Repair and Maintenance of generators, compressors, condensers, and water pumps |
| 44 | KMC/SR/64/2025-2027 | Repair and Maintenance of Value addition Machines  |
| 45 | KMC/SR/65/2025-2027 | Provision of external laboratory services  |
| 46 | KMC/SR/66/2025-2027 | Repair and Maintenance of medical and laboratory services  |
| 47 | KMC/SR/67/2025-2027 | Provision of Training Services  |
| 48 | KMC/SR/68/2025-2027 | Provision of Consultant services for ESIA |

| **REGISTRATION OF CONTRACTORS** |
| --- |
| 49 | KMC/SR/69/2025-2027 | Registration of Building Works Contractors  |
| 50 | KMC/SR/70/2025-2027 | Registration of Mechanical Works Contractors |
| 51 | KMC/SR/71/2025-2027 | Registration of ICT software systems  |
| 52 | KMC/SR/72/2025-2027 | Registration of electrical works contractors |
| 53 | KMC/SR/73/2025-2027 | Registration of Water Works Contractors |

The registration document shall be downloaded from the Commission's website [**www.kenyameat.co.ke**](http://www.mmarau.ac.ke/)or the Public Procurement Information Portal (PPIP) at no cost.

Completed registration documents are enclosed in plain sealed envelopes clearly marked with **’Category No. and Category Description,** as described in the notice, and should be addressed to:

The Managing Commissioner

Kenya Meat Commission Headquarters,

Off Mombasa Road along KMC Road

Athi River P.O BOX 2 -00204 Athi River,

**and** be placed in the **tender box** situated at the entrance to the commission or sent by post/courier so as to reach the above address on or before **so as to be received on or before WEDNESDAY, 11TH JUNE,2025 at 11:00 am (EAT).** Opening of the registration documents will be done publicly soon after closing time in the Commission Headquarters. Only one representative per firm will be allowed during the opening of the registration documents.

**Please note**:

1. All current registered suppliers **MUST APPLY** afresh.
2. Youth, Women and persons living with disability are encouraged to apply.
3. **AGPO** members are allowed to register on a continuous basis through the financial year. All other categories are to register on a biannual basis, within the two financial years.

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# SECTION III: 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.

Kenya Meat Commission attaches great importance to the correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

Kenya Meat Commission reserves the right to visit and inspect the 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 specific category, which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. Kenya Meat Commission shall not be responsible for the loss of documents not bound together.

# REGISTRATION INSTRUCTIONS

## Introduction

Kenya Meat Commission would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Commission to perform the contract of supply and delivery or provision of goods, works and services.

## 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 requests for quotations to Kenya Meat Commission and as when required during the stated period.

## Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Managing Commissioner so that they may be registered under the specific categories. Bids will be submitted in separate envelopes for every category singly. The prospective suppliers are required to supply mandatory information for registration.

## 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.

## 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.

## Submission of Registration Documents

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

## The Managing Commissioner

## Kenya Meat Commission Headquarters,

## P.O BOX 2 -00204 Athi River,

## 7. Kenya Meat Commission 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 the Commission upon completion of the registration process.

# REGISTRATION DATA INSTRUCTIONS

## Registration data forms

1. The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, AND VIII** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.
2. 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.

## Qualification

1. It is understood and agreed that the Registration data on prospective bidders is to be used by the Commission 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.
2. Prospective bidders will not be considered qualified unless in the judgment of the Commission 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.

## Essential Criteria for Registration

1. 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.
2. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
3. Kenya Meat Commission reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
4. The firms must be registered in Kenya, with a certificate of registration and incorporation, copies of which must be attached.
5. 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).
6. Firms must submit CR12 issued within the last six (6) months and which must be attached

## 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.

## Financial Condition

The Supplier’s financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding

suppliers/contractors’ credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

## Past Performance

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

## Statement

The application must include a sworn statement on PART VII by the tenderer ensuring the accuracy of the information given.

## Withdrawal of Registration.

1. 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 Commission reserves the right to reject the tender from such a bidder even though they have been initially registered.
2. Any form of corruption shall lead to deregistration from the list of registered suppliers.

## Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation (RFQ) 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 the Commission list of suppliers.

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

# REGISTRATION EVALUATION

# CATEGORY A: YOUTH, WOMEN AND PERSONS WITH DISABILITIES

| **S/No** | **Requirements** | **Score** |
| --- | --- | --- |
| 1. | Copy of certificate of registration/incorporation | Mandatory |
| 2. | Copy of valid tax compliance certificate from KRA | Mandatory |
| 3. | A copy of CR12 for companies issued within the last 6 months | Mandatory |
| 4. | Valid registration certificate from The National Treasury for firms owned byYouth, Women and persons with Disability (AGPO) | Mandatory |
| 5. | Dully Completed Forms in PART II, III, IV, VI, VII, VIII | Mandatory |

**CATEGORY B: OPEN CATEGORY**

| **S/No** | **Requirements** | **Score** |
| --- | --- | --- |
| 1. | Copy of certificate of registration/incorporation | Mandatory |
| 2. | Copy of valid tax compliance certificate from KRA | Mandatory |
| 3. | A copy of CR12 for companies issued within the last 6 months | Mandatory |
| 4. | Valid single Business permit from the County Government | Mandatory |
| 5. | Certificate from affiliated professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK,NCA, etc. | Mandatory |
| 6. | Firm’s audited accounts for previous one year. (attach proof) | Mandatory |
| 7. | All the pages of the tender document/attachments must be serialized | Mandatory |
| 8. | 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 & Youth, Women and Person with Disability: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
3. Valid Tax Compliance Certificate
4. Copy of valid Single Business Permit from County Government for non-AGPO firms
5. 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, KENAS etc.
6. Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
7. Copies of current practicing certificates for all professionals where applicable from relevant/applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
9. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreement.

# PART II: SUPPLIER REGISTRATION DATA

Business Name ……………………….………………………………………………………………… Pin No.……………………………….………………………………...………………………………

Reg. Certificate No………..………….….……………………………………………………………… (Attach copy registration 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 category. Number, category description applied for:

1…………………………………………………………………………………………………………

1. …………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………

For Contractors, state your area of specialization specific to category. Number, category 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 as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs: ……………………………… State terms of payment in preference order;

i.………………………………………………………………………………………………………… ii.…………………………………………………………………………………………………………

iii.………………………………………………………………………………………………………… iv.…………………………………………………………………………………………………………

Note: Kenya Meat Commission 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 board Member of Kenya Meat University? Yes/No If answer is YES give the relationship.

……………………………………………………………………………………………………………

…………..………………………………………………………………………………………………..

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……………………………………………………………………………………………………………

Does an Employee or board Member of Kenya Meat Commission 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.

……………………………………………………………………………………………………………

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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 Kenya Meat Commission 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.

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……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

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: 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: apart from AGPO suppliers

**Name of 1st Client**

1. Name of Client …………………………………………………………………………………..
2. Address of Client …………...……………………………………………………………………
3. Name of Contact Person at the client ………..……………………………………..
4. Telephone Contact……….……………………….………………………………………………
5. Value of Contract …………………..………….…………………………………………………
6. Duration of Contract (date)……………………………………………………………………….
7. Signature and Date........................................................................................................................
8. Company Stamp...........................................................................................................................

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

**Name of 2nd Client**

1. Name of Client …………………………………………………………………………………
2. Address of Client …………………………….…………………………………………………
3. Name of Contact Person at the client ……………………………………..……………………
4. Telephone Contact……………………….……………………………………………………..
5. Value of Contract ………………………………………………………………………………
6. Duration of Contract (date)……..………………………………………………………………
7. Signature and Date.....................................................................................................................
8. Company Stamp........................................................................................................................

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

**Name of 4TH Client**

* 1. Name of Client …………………………………………………………………………………
	2. Address of Client …………………………….…………………………………………………
	3. Name of Contact Person at the client ………………………..…………………………………
	4. Telephone Contact………………………………………………………………………………
	5. Value of Contract ………………….……………………………………………………………
	6. Duration of Contract(date)………………………………………………………………………
	7. Signature and Date.......................................................................................................................Company Stamp.................................................................................................

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

**Name of 4th Client**

* + 1. Name of Client …………………………………………………………………………………
		2. Address of Client ………………………………………………………………………………
		3. Name of Contact Person at the client ………….………………………………………………
		4. Telephone Contact………..…….………………………………………………………………
		5. Value of Contract ………………………………………………………………………………
		6. Duration of Contract(date)…..…………………………………………………………………
		7. Signature and Date.....................................................................................................................
		8. 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. Apart from AGPO

Name and address of your Bankers……………………………………………………………………..

Have you ever had an order/contract issued and cancelled in whole or part by the Kenya Meat Commission? Yes/No

If yes give reasons for cancellation

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

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Have you ever been issued with a tender/quotation document by the Kenya Meat Commission, and you failed to respond/submit? Yes/No ……………………

If yes give reasons for not submitting:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………

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Do you have any objection in the Kenya Meat Commission obtaining a confidential financial report from your bankers?

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………. Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

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# PART VI: 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 Kenya Meat Commission supplier.

| **S/No** | **Particulars** | **Responses** |
| --- | --- | --- |
| 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 Kshs500,000/= |  |
| 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 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 VII: 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)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# PART VIII: 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 Kenya Meat University.

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 Kenya Meat University.

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)