



**REPUBLIC OF KENYA**

**MINISTRY OF MINING, BLUE ECONOMY & MARITIME AFFAIRS**

**STATE DEPARTMENT FOR MINING**

**P.O Box 30009-00100**

**NAIROBI**

**Tel.0-20-2721074**

**Email: ps@mining.go.ke**

The State Department for Mining invites qualified and interested firms to bid for the following Expression of Interest:

<b>Tender No.</b>	<b>Expression of Interest Description</b>	<b>Opening Date</b>
MMBE&MA/SDM/014/2023-2024	Expression of interest for consultancy services for development of Mineral Laboratory Management System (LIMS)	5 <sup>th</sup> October, 2023

## **1. Background**

The State Department is establishing an Internationally Accredited Mineral Certification and Laboratory (IAMCL) in Nairobi to carry out analysis and identification of minerals and rock samples at internationally accredited standard results. The project aims to support mineral exploration; enhance revenue generation and provide mineral analysis and identification services to research institutions, investors, and law enforcement agencies.

The Proposed Laboratory Management Information System (LMIS) is aimed to automate the tests request and the process involved in delivering the results to the concerned department/client. The LIMS starts with receiving online request for tests from dealers/clients and allows Laboratory personnel to generate requests. The system must support the performance of various mineral. Tests are grouped under various sections and sample type (specimen). Based on the request the user can input the sample and generate the sample number. Results can be entered based on

the sample type either to one test or multiple tests. If the test result requires approval, the supervisor must approve the result and it is made available to concerned client.

## FUNCTIONAL DESCRIPTIONS

**(FC=Fully Comply, PC=Partially Comply, NC=Not Comply)**

*The Bidders MUST provide clear comment or reference to product write up on how each of the requirement will be met. Missing comment or reference will lead to disqualification.*

No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
<b>1.</b>	<b>General Requirements</b>		
1.1.	The Laboratory Management Information System (LMIS)) solution designed for small to large scale Laboratory testing operations, and must be configurable, scalable and adaptable to changes over time, modular allowing addition of functions, and capable of meeting the current and the changing needs of the Mining, Inspection and Testing Centre.		
1.2.	The system must allow online access using portable devices, including tablets, laptops and desktops		
1.3.	The system must support login security, periodic password changes, and electronic signature		
1.4.	The application software must be fully developed standard product with a proven track record of use in testing laboratories serving large public/Private sector organizations with offices dispersed at various locations within the country		
1.5.	The laboratory information management system must provide for sample test ordering at the remote sample collection site, and ability to accesses laboratory data and reports from anywhere using personal computers, mobile and any device using web browsers.		
1.6.	The scope of work must include an evaluation of process flow and activities to establish requirements, software installation and configuration, system verification and validation, staff training on the system		

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	operation and administration, and maintenance.		
1.7.	<p>The Laboratory Management Information System (LMIS) processing functions must cover the laboratory processing phases, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Sample reception and registration.</li> <li>2) Billing and Payment processing</li> <li>3) Assignment of tests, scheduling of work and tracking of sample.</li> <li>4) Quality control of the sample, solutions and instruments.</li> <li>5) Recording, processing and storage of data.</li> <li>6) Review and approval of sample analysis results, and reporting.</li> </ol>		
1.8.	<p>The LIMS must facilitate efficient laboratory operations in producing timely and accurate analytical data and reports, and provision of validated data to all relevant parties. The key features must include, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Sample log-in</li> <li>2) Sample identification</li> <li>3) Barcode labelling</li> <li>4) Sample distribution</li> <li>5) Sample tracking</li> <li>6) Chain of custody and audit trail</li> <li>7) Assigning work</li> <li>8) Status monitoring</li> <li>9) Data entry and storage</li> <li>10) Electronic data transfer</li> <li>11) Data import and export</li> <li>12) Calculations</li> <li>13) Quality control</li> <li>14) Data analysis</li> <li>15) Data validation</li> <li>16) Review and approval of results</li> <li>17) Reporting results</li> <li>18) Data queries</li> <li>19) Document management</li> <li>20) Personnel Management</li> <li>21) Inventory management</li> <li>22) Customer relationship management</li> <li>23) Billing for laboratory services</li> <li>24) Regulatory compliance</li> </ol>		

No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
1.19	<p>The system should support unlimited number of users with well-defined roles and access rights.</p> <p>The system users should be taken from a list of State Department Staff. System should not allow users who are not employees of the State Department.</p>		
<b>2.</b>	<b>Sample Collection and Registration</b>		
2.1.	The system must allow single and multiple registration of a set of samples in a single operation, and assign unique sample identification number to each sample in the batch		
2.2.	Sample acceptance is done when the specimen is in required quantity and parameters; if the sample falls short of the required parameters the sample is recollected or rejected		
2.3.	The System should support Sample acceptance when the specimen is in required quantity and parameters; if the sample falls short of the required parameters the sample is recollected. Collected sample is allocated the unique barcode. The barcode slip can be pasted on the container		
2.4.	The system must automatically assign unique identification number to each sample. In the case where a sample is split or sub-divided, the system must assign and associate subsequent identification numbers with the original sample		
2.5.	<p>The system must capture and store information including sampling, purpose for analysis, sample comments, and requesting address.</p> <p>The system must support digital picture and document uploading and attachment, and associate with the sample.</p>		
2.6.	The system must update sample due date based on receiving date and sample holding time		
2.7.	The system must be capable of receiving sample analysis requests from remote locations using the web and third-party software.		

No.	State Department's Requirement	Bidders Response	
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2.8.	The system must update sample due date based on receiving date and sample holding time.		
2.9.	The system must have ability to follow the sample processing status through the laboratory		
2.10.	The system must produce chain of custody documents for each sample collected, and maintain a complete history of sample transfers from receipt to disposal.		
2.11.	The system must maintain records of changes, when the change was made, who made the change, and why it was changed.		
2.12.	The system must allow for the selection and assignment of tests to analysts and laboratory sections.		
2.13.	The system must associate appropriate procedures with tests required for specific type of sample.		
2.14.	Each test must be uniquely identified with a code, and association of multiple test components with the test code.		
2.15.	The system must identify the laboratory analyst who performed the test, and who entered the results.		
2.16.	The following information is captured during this process: <ul style="list-style-type: none"> <li>➤ Customer Registration Number</li> <li>➤ The source which placed the order</li> <li>➤ Requesting Person</li> <li>➤ Urgency of request (routine / stat)</li> <li>➤ Whether a specimen is collected</li> <li>➤ Details of the tests required</li> <li>➤ Specimen type indicator for type of collection container</li> <li>➤ A unique access number is generated for each order, or set of orders</li> <li>➤ Mode of Payment</li> </ul>		
2.17.	The system would alert the user if a repeat test order is being placed within the same day, to prevent duplication of orders.		
2.18.	The system should be able to associate test to the respective machines and kits used.		

No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
2.19	The system should be able to track the quantities of reagents and other materials used in a test.		
2.20	The system should support unlimited number of tests and their respective charges		
	<b>Sample collection and acceptance</b>		
1.	The system would generate a bar-coded specimen label at the source of the test order, indicating the accession number and dealer/client details. The format of this label should be customizable by the user.		
2.	The collection list can be printed based on user-defined criteria. This would be based on time period / types of test. The lists are printed in the order of location and date to facilitate collections in a streamlined manner.		
3.	Sample acceptance is done when the specimen is in required quantity and parameters; if the sample falls short of the required parameters the sample is recollected. Collected sample is allocated the unique bar code. The bar code slip is pasted on the container.		
	<b>Work list generation</b>		
4.	The system should be able to generate work lists / duty roster to assist the Laboratory technicians to organize their work by grouping together tests that are carried out together on the same equipment		
5.	The work list format should be user-definable including the tests that form part of the work list and formatting rules. Work lists must be formatted for each individual test or group and numbers of samples on each format.		
6.	Work lists should be individually created, with a unique number and would include the appropriate set of outstanding test orders		
7.	The option to print the work list should be there. The user can select the different filter condition and take the print of the same		
	<b>Result Entry and verification</b>		

No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
8.	Upon processing of test the Result could be entered manually or electronically for interfaced machines. All result entry / modification is logged with details of date / time and operator who made the entry / modification		
9.	In manual entry, the results must be entered via any one of the following methods <ul style="list-style-type: none"> <li>➤ By request number</li> <li>➤ By work list (Waiting for Result)</li> </ul>		
10	The results verification has to be done once the results are entered. This must be done by the HOD / Technician to approve the results.		
11	The system must support user defined approval hierarchy		
12	The system would come with a database of results and the reference ranges or allow user to define the ranges and reference of the results for common test		
13	There is automatic validation of test results based on related reference range checks.		
14	If the results value is beyond tolerable range, an auto SMS or E-Mail alert must shoot to the respective technician's mobile / E-Mail account		
15	All result entry / modification is logged with details of date / time and operator who made the entry / modification		
16	Once the test is done and results are entered by the user, the system requires the verification of the result values by HOD / Technicians which must enable the results to be accessed by the client / requester online.		
17	Verification authority must have the system to redirect the test in case the values seems to be unusual		
	<b>Reports Delivery</b>		
18.	Results are automatically made Available in the LMS upon verification of the result, either by the system or a supervisor.		
19.	If there is a requirement for a signed copy of the results, for example for referrals, the results are printed in the Laboratory in a batch mode. The format of these reports will customized during the implementation.		

No.	State Department's Requirement	Bidders Response	
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20.	There should be an option to provide interim results for a set of tests, provided all essential test have been completed		
21.	There should be a user-defined option to archive completed requests and results. The archived data is restorable if and when required.		
	<b>Charging</b>		
22	The system should allow unlimited user defined charges		
23	The system would automatically create a charge in the Clients bill for any procedure that is carried out.		
24	There should be flexibility in determining the point where client would be charged depending on the client category or arrangement.		
25	Scenarios: <ul style="list-style-type: none"> <li>➤ Client would be charged once test order is raised</li> <li>➤ Client would be charged once the result entry is done</li> </ul>		
26	There should be option for reversing the charges, provision for which should be available with Supervisor		
	<b>Laboratory Reports</b>		
27	On-line result inquiries by <ul style="list-style-type: none"> <li>➤ Client Mobile no or Registration Number</li> <li>➤ Request number</li> <li>➤ Requested by</li> <li>➤ Source (Investor / Mines and Geological Department/ Police/Government Chemist/University or Tertiary Institution/ Mineral Dealer/Mineral Trader/)</li> <li>➤ Test Name/code</li> </ul>		
28	Client's / Source Order Report by <ul style="list-style-type: none"> <li>➤ Date range</li> <li>➤ Test</li> </ul>		



No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
29	Outstanding Results Report by <ul style="list-style-type: none"> <li>➤ Date range</li> <li>➤ Department</li> <li>➤ Report category</li> </ul>		
30	Statistics and dashboard <ul style="list-style-type: none"> <li>➤ Test statistics</li> <li>➤ Workload statistics</li> </ul>		
31	Number and type of tests performed /done per day  Number of tests from Clients (Investor / Mines and Geological Department/ Police/Government Chemist/University or Tertiary Institution/ Mineral Dealer/Mineral Trader/) Number of tests performed by the Laboratory Average number of tests per Client Number of errors in the results Number of repeated tests due to errors Supplies management Number and type of test kits Number of tests per kit vs tests performed Wastage/breakages Supplies management Financials Income per month. <ul style="list-style-type: none"> <li>• Cash</li> <li>• Corporate Schemes</li> <li>• Expenses</li> </ul>		
3.	<b>Training</b>		
3.1.	Provide course outlines for user and administrator training.		
3.2.	The training must include provision of training manuals, workbooks, Administrator training guides, training aids, and technical manuals.		
3.3.	Initial training must be conducted on-site at the Ministry (Madini laboratory)		
3.4.	Follow-up training must be provided on-site		
3.5.	Provide training on proper installation, configuration, system administration and maintenance of the system.		
4.	<b>Functional and Acceptance Testing</b>		

No.	State Department's Requirement	Bidders Response	
		Comply (FC/PC/NC)	Comment / Reference
4.1.	System testing must be tested after installation to demonstrate operation of the components, performance and functionality of the system and all the features.		
4.2.	The acceptance test must run for 30 days or specified number of days, to test stability and completeness over time. The users must be trained and start using the system in day- to-day operations, with assistance.		
4.3.	Final acceptance must be upon successful testing and completion of the test period.		
5	<b>Payment Gateway</b>		
5.1	The system should be linked to the Government Mobile Payment Gateway (Pay Bill) to adhere to the Government Digitization agenda.		

#### 4. Eligibility criteria

##### Minimum Expertise Required

The members of the team will have the skills and experience necessary to undertake the range of tasks set out in this Terms of Reference. Each individual on the team must be personally available to do the work as and when required. The Consultant will be held accountable for ensuring project deliverables and for the professional conduct and integrity of the team. The consulting firm may propose the best team combination to achieve the overall goal. To be considered for the assignment, proposed team members should submit their respective CV's and certificates

Key Experts mandatory Certifications and Skills

##### 1. Lead Expert (1)

- At least a Bachelors' degree in ICT or related field with at least 10 years' experience in implementing similar or related system development.
- Provide evidence of recent relevant projects delivered

##### 2. Other key experts (3)

- The experts should demonstrate experience in System design/Software

Development, database development, system integration and administration

- Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments

### **Project Implementation**

The Bidder must attach a detailed system implementation methodology and work plan. The project is duration is 6 – Months.

#### **a. Milestones and Deliverables**

<b>No</b>	<b>Deliverables</b>	<b>Weeks from Date of Contract Signing</b>
a)	Inception Report giving a detailed understanding of the assignment, detailed work plan with the resource requirements schedule	3-Weeks
b)	Risk Management Report	7 - Weeks
c)	Functional Requirements, Specification & Design	7 - Weeks
d)	Hardware and Operating Software Requirement Specification Report	7 - Weeks
e)	Developed/Customized, Installed, Tested Laboratory Information Management System	21 - weeks
f)	System and User Manuals	23 - weeks
g)	User Training	23 - Weeks
h)	User Acceptance	24 – weeks
i)	Go-Live	24 – Weeks
j)	Warranty	54 – Weeks from Go-live

#### **b. Installation & Commissioning (Handover) Plan**

Minimum requirements for the installation and commissioning to include: - go-live tests to be undertaken, bidder staff on premise for go-live, period of post go-live, industry sensitizations where applicable. Installation and Commissioning of the solution must be done on the site. A detailed plan must be submitted with timeliness.

#### **c. Payment schedule**

Payments shall be made upon sign offs on specific milestones by the users and inspection done by the project implementation team. The milestones are specified below:

- a) 20% -Payable upon submission and acceptance of an Inception Report
- b) 70% -Payable upon development, Installation, Data migration, Pilot and user acceptance and Go-live
- c) 10%-Retention fee payable six (6) months after go live

**Data capture/fields requirements**

The new system is required to support a rich data capture features to support reporting and analytical functionalities. The system should automatically enforce data consistency checks to promote high standards of data integrity.

## Requirement for consultant's eligibility

No.	Description of Criteria.	Requirements	
1.	Number of Years the firm has been in Existence offering. Similar services	Provide a copy of Certificate of Incorporation/ Business Registration in Kenya	
2.	Similar Experience/ Technical Capacity	<p>Tenderers are required to demonstrate Experience and technical capacity by:</p> <ul style="list-style-type: none"> <li>a) Provide at least three (3) reference clients of similar magnitude for the tendered services.</li> <li>b) Provide at least three (3) Contracts copies, LPOs from above.</li> <li>c) Three (3) completion certificates or recommendation letters referring to the awarded contracts from the three (3) institutions.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Recommendation letters should be in letter head of the Company that issued LPO's or Contracts.</li> <li>• One of the reference <b>MUST</b> have Laboratory Management System or Module</li> </ul>	
3.	Financial Performance	Certified audited accounts for a period of three years; the three years average business turnover should be minimum twice of the bid price offered by the bidder	

No.	Description of Criteria.	Requirements	
4.	Work Methodology	Submission of a brief work methodology. The tenderer shall provide the following; <ul style="list-style-type: none"> <li>a) Work programme</li> <li>b) Proposals on work scheduling including the response time</li> <li>c) Detailed method statement on how to carry out the intended works</li> <li>d) Complete training plan for technical, super users and end users Data migration plan</li> <li>e) Vendor support mechanism/ plan after go-live.</li> <li>f) Clear and concise project implementation /execution plans with logical sequence of tasks and milestones</li> <li>g) Project organization chart with clear roles, responsibilities and reporting lines.</li> </ul>	

## 5. Evaluation Criteria

The following evaluation criteria will be applied based on Pass or Fail in each applicable item: -

### a) Mandatory Requirements

S/No	Description	Comply (Yes/No)
1.	Certificate of Registration/Incorporation with Registrar of Companies. (Mandatory).	
2.	Valid tax compliance certificate issued by Kenya Revenue Authority (KRA). (Mandatory)	
3.	Valid Business Registration from County Government	
4.	Validly registered with the Office of The Data Protection Commissioner as data processor.	
5.	Enter security of Ksh. 200,000.00 from a local commercial bank valid for 150 days from the date of tender opening (Mandatory).	
6.	Manufacturer's Authorization if Tenderer is not the Original Developer. If the tenderer is the Original developer MUST Provide Certificate of Grand of patent from a recognized registration of Intellectual Property Rights (.i.e Kenya	

S/No	Description	Comply (Yes/No)
	Industrial Property Institute)	
7.	Tender documents must be paginated/serialized. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1, 2, 3..... n where n is the last page). The numbering MUST be sequential. All pages whether blank, back to back including dividers, bid security and price schedules MUST be paginated/ serialized with indelible ink. (Mandatory).	
8.	Tender Form (on a letterhead showing the tenderers complete name and business address) duly completed and signed. The Form of Tender shall include the following Forms duly completed and signed by the Tenderer or authorized representative (attach power of attorney where applicable) (Mandatory).	
9.	Tenderer's Eligibility-Confidential Business Questionnaire (Mandatory).	
10.	Certificate of Independent Tender Determination (Mandatory)	
11.	<p>Self-Declaration of the Tenderer:</p> <p>(a) Duly completed and signed self-Declaration that the person/ Tenderer is not debarred in the matter of the PPADA 2015 (Mandatory)</p> <p>(b) Duly completed and signed self-Declaration that the person/ Tenderer will not engage in any corrupt/fraudulent practice (Mandatory)</p> <p>(c) Duly completed and signed declaration and commitment to the code of ethics (Mandatory)</p>	
<p><b>NOTE: Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.</b></p>		

b). Technical Evaluation

S/No	Description	Comply (Yes/No)
1.	Company profile – Company should have been in existence for more than four (7) years and organizational structure documenting key management staff. (provide evidence)	
2.	<b>TECHNICAL STAFF</b> At least 4 key Technical staff with relevant qualifications and experience to design and develop the website (attach copies of CVs and certificates of key personnel showing areas of expertise.) i.e. IT related.	
3.	<b>PAST PERFORMANCE</b> (a) Previous handling of 3 similar projects in the last 7 years – Provide a list of major customers where a similar product has been Implemented successfully. (Provide contact details of company/organization, LPO/award letter, Recommendations, Project details etc).  (b) Two (2) of the above Projects MUST of value Ksh. 20 Million and Above  (c) One (1) of the above projects MUST have included a Laboratory Management System or module in Public or Private Sector (i.e. in Testing Laboratory, Hospital, Research Institutions etc.)	
NOTE: Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.		

S/N o.	Competence	Criterion	Key Aspects of the Criterion	Points
1.	Qualifications of Key personnel	Lead Consultant	At least a degree in ICT or related field with at least 10 years' experience in implementing similar or related system development.  Provide evidence of recent relevant projects delivered.	5



S/N o.	Competence	Criterion	Key Aspects of the Criterion	Points
		Supporting Consultants (3No.)	The experts should demonstrate experience in System design/Software Development.  Database, system integration and administration.  Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments.	3
2.	Specific experience	The bidder should possess demonstrable experience in system development of similar magnitude and nature – Provide LPO's, Letters of Offer, Copies of Contract for similar assignment preferably within the Public Sector.	More than 10 years working experience <b>with at least 1 one (1) installation with a Laboratory Management System / Module</b>	40
			5-9 years working experience <b>with at least 1 one (1) installation with a Laboratory Management System / Module</b>	30
			3-4 years working experience <b>with at least 1 one (1) installation with a Laboratory Management System / Module</b>	20
			Less than 3 years working experience <b>with at least 1 one (1) installation with a Laboratory Management System / Module</b>	10
			No experience	0
3.	Methodology	The bidder should provide clear methodology, including timelines, of undertaking the assignment	Clear methodology, including timelines, of undertaking the assignment	30
			Methodology not clear	0
4.	Provide mandatory requirements	Statutory requirements	A copy of Certificate of Incorporation/Business Registration	2
			A copy of CR 12 not older than one year or equivalent	2
			A copy of KRA PIN	2
			Valid Tax Compliance Certificate	2
5.	Audited Accounts	Provide certified	Three or more years	14
			Two Years	9

S/N o.	Competence	Criterion	Key Aspects of the Criterion	Points
		copies of Firms Audited Accounts	One Year	4
<b>Total</b>				<b>100</b>

## **Qualification Criteria**

1. Firms experience
2. Provision of relevant references
3. Qualification of Key Staff Proposed for the assignment
4. Proof of adequate resources to execute the contract

### **6. Clarifications**

State Department for Mining shall promptly respond to all request for any clarification relating to expression of interest where such request is received before the deadline for submission. Any request for clarification must be sent in writing by electronic mailed to: -

**Head, Supply Chain Management Services**

**State Department for Mining**

**Email: [sdd.scms@mining.go.ke](mailto:sdd.scms@mining.go.ke)**

### **7. Submission**

Completed EOI proposal shall be submitted in ONE (1) “ORIGINAL hard copy clearly labelled your company name and placed in separate sealed envelope. The envelope shall be placed in envelope and sealed bear State Department for Mining address, EOI name and number and clearly marked “DO NOT OPEN before day, date and time of EOI closing/Opening date.

Bidder’s shall submit an original and a copy of tender documents clearly marked “**Original**” or “**Copy**” and packaged together. Sealed and duly completed tender documents in plain envelopes indicating the **Tender Number and without identifying the sender**

The Expression of Interest application must be delivered (by hand or registered mail) and placed in the Tender Box situated on the 2nd floor, Works floor Addressed to:

**Principal Secretary**

**State Department for Mining**

**P.O Box 30009-00100**

**Nairobi**

So as to be received on or before: **Thursday, 5<sup>th</sup> October, 2023 at 10:00 a.m.** The EOI shall be opened immediately on **Thursday, 5<sup>th</sup> October, 2023 at 10:00 a.m.** and in the presence of tenderers' representatives at the Ministry's Board Room on 3<sup>rd</sup> floor. Only firms shortlisted under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP). Bulky tenders are to be registered at the Head, Supply Chain Management Services on 2<sup>nd</sup> floor, Works Building.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES**  
**FOR: PRINCIPAL SECRETARY**

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**TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS**  
**QUESTIONNAIRE**

*Instruction to Tenderer*

Tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

**a) *Tenderer's details***

<b>S/No.</b>	<b>IT EM</b>	<b>DESCRIPTION</b>
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License, Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	

10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	
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**General and Specific Details**

**b) Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

**c) Partnership**, provide the following details.

S/No.	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

**d) Registered Company**, provide the following details.

(i) Private or public Company \_\_\_\_\_

(ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings  
(Equivalent).....

Issued Kenya Shillings  
(Equivalent).....

(iii) Give details of Directors as follows.

S/No	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

**e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

- i) are there any person/persons in.....(*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

S/No	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

S/No.	Type of Conflict	Disclosure YES or NO	If YES provide details of the relationship with Tenderer
1.	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2.	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		

3.	Tenderer has the same legal representative as another tenderer		
4.	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5.	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6.	Tenderer would be providing goods, works, non- consulting services or consulting services during implementation of the contract specified in this Tender Document		
7.	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of Such contract.		
8.	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		

9. Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring entity throughout the tendering process and the execution of the contract		
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**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name\_\_\_\_\_ Title or Designation\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Signature)*

*(Date)*



## **FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position:

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Name of Firm:

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Name of Staff:

---

Profession:

---

Date of Birth:

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Years with Firm: \_\_\_\_\_ Nationality:

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Membership in Professional Societies:

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Detailed Tasks Assigned:

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### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

### **Education:**

*[Summarize college/Company and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

**Certification:**

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

\_\_\_\_\_ Date:

\_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date;

\_\_\_\_\_  
*[Signature of authorized representative of the firm]*

Full name of staff member:

\_\_\_\_\_

Full name of authorized representative:

\_\_\_\_\_

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P.O Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for .....(*insert tender title/description*) for .....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

2. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*insert name of the Procuring entity*) which is the procuring entity.

3. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*name of the procuring entity*)

4. **THAT** the aforesaid Bidder will not engage /has not engaged in any corruptive practice with other bidders participating in the subject tender

5. **THAT** what is deponed to herein above is true to the best of my knowledge information and belief.

Full name.....

Signature.....

Dated this .....day of .....2023.

Suppliers' / Company's Official Rubber Stamp