



PRE-QUALIFICATION AS SUPPLIERS/CONSULTANTS FOR
THE FINANCIAL YEARS 2018-2019

Pre-Qualification for Tender No.

February 2018

Table of contents

	Page
1. <u>INVITATION FOR PRE-QUALIFICATION.....</u>	<u>3</u>
2. <u>APPENDIX TO INSTRUCTIONS TO CANDIDATES.....</u>	<u>11</u>
3. <u>PQ-1-REGISTRATION DOCUMENTS</u>	<u>12</u>
4. <u>FORM PQ-2 - PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM.....</u>	<u>14</u>
5. <u>PQ-3-SUPERVISORY PERSONNEL</u>	<u>16</u>
6. <u>PQ-4- FINANCIAL POSITION AND TERMS OF TRADE</u>	<u>17</u>
7. <u>PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE</u>	<u>18</u>
8. <u>FORM PQ-7-LITIGATION HISTORY</u>	<u>20</u>
9. <u>FORM PQ-8 - SWORN STATEMENT</u>	<u>21</u>

INVITATION FOR PRE-QUALIFICATION

KESHO KENYA

P.O BOX 997-80108 KILIFI, TEL: 0728413227

Email: info@keshokenya.org website: www.keshokenya.org

PREQUALIFICATION OF SUPPLIERS 2018-2019 FINANCIAL YEAR

Kesho Kenya wishes to update its list for prequalified suppliers of goods, works and services. For this purpose, interested suppliers, service providers and new eligible capable suppliers, manufacturers, distributors, agents, professional organizations and individuals are invited to apply for consideration and registration as Kesho Kenya suppliers of goods, works and services under the listed categories below for a period of 2 years (2018 & 2019)

NO.	TENDER NO.	CATEGORY	TARGET GROUP
1.	KESHO/PRQ/01/2018-2019	Supply of General office stationery	Special groups
2.	KESHO/PRQ/02/2018-2019	Supply of Motor vehicles Tyres & other parts	Open
3.	KESHO/PRQ/03/2018-2019	Provision of Designing, printing and branding services	Open
4.	KESHO/PRQ/04/2018-2019	Supply of Office furniture	Open
5.	KESHO/PRQ/05/2018-2019	Provision of digital story telling and documentary services	Open
6.	KESHO/PRQ/06/2018-2019	Supply and delivery of newspapers and magazines	Special groups
7.	KESHO/PRQ/07/2018-2019	Supply, delivery, installation and commissioning of software's	Open
8.	KESHO/PRQ/08/2018-2019	Supply and delivery of computers & computer accessories	Special groups
9.	KESHO/PRQ/09/2018-2019	Computer repairs services	Special group
10.	KESHO/PRQ/10/2018-2019	Supply of staff apparel	Special groups
11.	KESHO/PRQ/11/2018-2019	Supply and servicing of Fire fighting equipment's.	Open
12.	KESHO/PRQ/12/2018-2019	Supply of fuel and lubricants	Open
13.	KESHO/PRQ/13/2018-2019	Provision of sanitary disposal services	Open
14.	KESHO/PRQ/14/2018-	Repair and servicing of motor	Open

	2019	Vehicles	
15.	KESHO/PRQ/15/2018-2019	Provision of insurance cover (medical)	Open
16.	KESHO/PRQ/16/2018-2019	Provision of insurance services (property, WIBA, burglary, fire e.t.c)	Open
17.	KESHO/PRQ/17/2018-2019	Provision of hotel, catering and conference facilities.	Open
18.	KESHO/PRQ/18/2018-2019	Provision of consultancy services (customer satisfaction, work environment, employee satisfaction and training needs assessment, Team Building)	Open
19.	KESHO/PRQ/19/2018-2019	Provision of Transport Services	Open

Interested and eligible firms are advised to send an email request for a soft copy through info@keshokenya.org No hard copies will be issued.

Complete set of documents should be in a sealed plain envelope and clearly marked with the tender reference number and title should be posted to the address given below into the tender box situated at the reception.

The closing date will be 28th February 2018 at 2:00 p.m. Documents submitted after the closing date and time will be rejected.

Please note:

Special group refers to youth, women and persons with Disabilities firms or individuals. The special group firms or individuals should be duly registered with the county or/and national Government of Kenya and proof of the same attached in the prequalification documents being submitted.

The address referred above is as follows:

Procurement officer

Kesho Kenya

Jacobs Building 2nd floor, next to Khairat Medical Centre- Kilifi, Kenya

Email: info@keshokenya.org

Website: www.keshokenya.org

Kesho Kenya reserves the right to accept or reject an application and is not bound to give reasons for its decision.

INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Kesho Kenya National would like to invite interested candidates who must qualify by meeting the set criteria as provided by Kesho Kenya to perform the contract of provision of goods, services and Works.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL".

2.2.2 The original of the prequalification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the prequalification document shall serially number and initial all pages of the tender where entries or amendments have been made.

The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the prequalification document.

2.3 Submission of Applications

2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked with the Prequalification category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before Wednesday, February 28th , 2018 at 1400hrs . Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original of the prequalification document in envelopes duly marking the envelopes "ORIGINAL".

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for prequalification and the prequalification advertisement.
- (b) Bear the prequalification category, title and reference number of the prequalification document. In addition to the identification required in sub- Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

- 2.3.3 If the outer envelope is not sealed and marked as instructed above, Kesho Kenya will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Candidate's identity, Kesho Kenya will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.
- 2.3.4 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

- 2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Procurement Officer, Kesho Kenya so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification - Form PQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Kesho Kenya, as Kesho Kenya shall reasonably request.

2.5 Qualification Criteria

- 2.5.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.
- 2.5.2 The pre-qualified application forms -Form PQ-2 which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.
- 2.5.3 Experience
Prospective bidders shall have at least five (5) years' experience in the supply of goods, services and allied items
- 2.5.4 Personnel
The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.
- 2.5.5 Financial Condition
The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

- 2.5.6 Confidential Business Questionnaire
The general information and details of nature of business and location should be included in Form PQ -5.
- 2.5.7 Past Performance
Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.
- 2.5.8 Litigation History and Sworn Statement
Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution – Form PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-8.
- 2.6 Cost of Application
The prequalification document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and Kesho Kenya will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 2.7 Clarification of Prequalification Documents
- 2.7.1 The prospective applicant requiring any clarification of the prequalification documents may notify Kesho Kenya in writing or by email at Kesho Kenya's email address indicated in the prequalification data.
- 2.7.2 Kesho Kenya will respond in writing through email to any request for clarification that is Copies of Kesho Kenya's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the prequalification documents.
- 2.8 Amendment of Prequalification Documents
- 2.8.1 At any time prior to the deadline for submission of applications, Kesho Kenya may, for any reason, whether at it's own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.
- 2.8.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to Kesho Kenya.
- 2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Kesho Kenya may, at it's discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.
- 2.9 Deadline for Submission of Prequalification Documents

2.9.1 Applications must be received by Kesho Kenya at the address specified in Sub – Clause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.

2.9.2 Kesho Kenya may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of Kesho Kenya and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Prequalification Documents

2.10.1 Kesho Kenya will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 Kesho Kenya may prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence Kesho Kenya processing of applications or approval decisions may result in the rejection of the applications

2.12 Clarification of Applications and Contacting of the Society

2.12.1 To assist in the examination, evaluation, and comparison of applications, Kesho Kenya may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact Kesho Kenya on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of the Society, it should do so in writing.

2.12.3 Any effort by any applicant to influence Kesho Kenya in the prequalification evaluation, or prequalification approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Prequalification Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, Kesho Kenya will determine whether each

application (a) has been properly signed and delivered pursuant to clause 2.3 ; (b) is substantially responsive to the requirements of the prequalification documents; and (c) provides any clarification and/or substantiation that the Society may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, the Society's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by Kesho Kenya and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 Kesho Kenya, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage of the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by Kesho Kenya within thirty (30) days from the date of opening of prequalification documents.

2.14.2 At the same time Kesho Kenya notifies qualified Applicants that their applications are responsive, Kesho Kenya shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 Kesho Kenya will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

2.16 Kesho Kenya's Right to accept any Application and to reject any or all Applications

2.16.1 Kesho Kenya reserves the right to accept or reject any application, and to annul the Prequalification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of prequalification validity prescribed by Kesho Kenya, Kesho Kenya will notify successful applicants.

2.18 Acceptance of the Approval

2.18.1 The successful candidates may be required to acknowledge in writing the acceptance of their prequalification to Kesho Kenya

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit ONLY ONE ORIGINAL Pre-qualification document.
- (ii) Loosely bound documents will be rejected.
- (iii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

PRELIMINARY EVALUATION CRITERIA

FORM PQ-1-REGISTRATION DOCUMENTS

MANDATORY REQUIREMENTS

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate/ Exemption certificate. Note that the tax compliance certificate is for the company	Mandatory
3.	Pin Certificate	Mandatory
4.	Audited Accounts for last (2) two years-2015 and 2016 or Bank statement for the last one year	Mandatory
5.	Letters of recommendation from three major clients (Attach either reference letters, Award Letter or LPO)	Mandatory
6.	Company profile to include management team, board of Directors and organogram	Mandatory
7.	Copies of registration with relevant regulatory bodies where applicable e.g. IRA,LSK,CMTE,ICPAK,IATA etc	Mandatory-For applicable category
9.	Catering Services – bidders to avail a certificate of health for food handling from the County	Mandatory-For applicable category

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Weighted	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin		25
2.	Evidence of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	1 evidence-5 marks	5
3.	Other certification eg. ISO certification or global and regional awards and achievement	1 evidence-5 marks	5
4.	Personnel capability: Provide organization profile. Indicate staff, professional qualification, experience and their function.	Relevant Org.Profile-10 marks Over 4 relevant staff- 10 marks 3 staff-6 marks 2 staff-2 marks	20
6.	Firm Experience: Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	Specific firm experience-5 marks 4 evidence- 20marks 3 evidence -15 marks 2 evidence-10 marks 1 evidence-5 marks	25
7.	Financial capability	Provide Audited Accounts for the last two years and any	15

		other support document. Eg .Annual Turnover, cash flow, liquidity etc-12 marks 30 days Credit Period-3 marks	
8.	Litigation history	Declaration of litigation history (sworn statement)	5
	TOTAL		100
	PASS MARK		70

The minimum pass mark to qualify for prequalification shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM PQ-2 - PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name
.....

Pin No. VAT Reg. No.

(Attach Copy Registration Certificate)

2. Category applied for.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....
.....

State names of five major clients, references and contact persons
(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)

.....
.....

List ongoing contracts/projects (goods & services) and values of contract/orders.....

.....
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

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

5 a) Have you previously dealt with Pathfinder International? If yes, state nature of business.

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

b) State whether you have, at any one time, been blacklisted by the Pathfinder International. If yes, give reasons.....

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

6. Financial Strength

Provide copies of the company's audited accounts for the last three (3) years.

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....
.....
- ii. Street/Road.....
.....
- iii. City/Town.....
.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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

8. State whether your company is a:

- a) Manufacturer.....
.....
- b) Authorized agent (Attach principal/manufacturer's authorization letter).....
.....

c) Stockist.....

d) Other (Please specify).....

11. Specify the amount of business you can handle at any one time

12. Give any other information that you feel is relevant for purpose of
 Pre-qualification as a supplier.....

ADDITIONAL INFORMATION

1. Bank details:

Bank Name	Account Number	Bank Branch

FORM PQ-3-SUPERVISORY PERSONNEL

Name
 Age
 Academic Qualification
 Under graduate.....
 Post-graduate.....
 Diploma.....
 Certificate
 High School.....
 Professional Qualification

(Attach Certificates if any)

Length of service with Contractor or Supplier /position held

.....

(Attach copies of certificates of key personnel in the organization

FORM PQ-4- FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) Whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business

Name.....

Location of business premises.....

Plot No. Street/Road.....

Postal Address Tel No.....

Nature of business..... Current Trade License No.....

Expiring date.....

Maximum value of business, which you can handle at any one time:

Kshs.....

Name of your bankers.....Branch.....

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																							
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares								
Name	Nationality	Citizenship Details	Shares																				
.....																				
.....																				
<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company- Nominal Kshs.</p> <p>..... Issued Kshs.</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																				
1.																				
2.																				
3.																				
4.																				
Date		Signature of Candidate.....																					

*if Kenya Citizen, indicate under “Citizenship Details”, whether by Birth, Naturalization or Registration

FORM PQ-6-PAST EXPERIENCE NAME OF AT LEAST THREE CLIENTS

1.Name of 1st Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

2.Name of 2nd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

3.Name of 3rd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract)

4.Others clients

FORM PQ-7-LITIGATION HISTORY

Name of Contract Supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our Knowledge.
- b. That in case of being pre-qualified we/I 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.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date

.....

.....
Applicant's Name / Company's Name
..... Represented by

Signature&Stamp

.....(
Full name and designation of the person signing and stamp or seal)