



Indigenous Livelihoods Enhancement Partners (ILEPA)

P.O Box 1088 -20500 ILEPA Offices, Narok, Kenya

Tel: +254 705 905334 | Email: info@ilepa-kenya.org | Website: www.ilepa-Kenya.org

July 29th, 2024

**TENDER DOCUMENT FOR THE SUPPLY AND DELIVERY OF
UTILITY PASSENGER VEHICLE 4x4 2000-3000cc**

ILEPA/AW/01/2023-2024

EMAIL: info@ilepa-kenya.org

WEBSITE: <https://ilepa-kenya.org/index>

CLOSING DATE: 12th August 2024 on or before 5.00 pm

NAME AND CONTACT ADDRESS OF PROCURING ENTITY

The Procurement Officer,
Indigenous Livelihoods Enhancement Partners (ILEPA)
P.O Box 1088-20500,
Narok, Kenya.

Email: procurement@ilepa-kenya.org

Website: <https://ilepa-kenya.org/index>

INVITATION FOR TENDER

Indigenous Livelihoods Enhancement Partners (ILEPA) is a non-for-profit community-based non-governmental organization for human rights, community health and development invites tenders from registered, approved, and reputable contractors for the above works for Enhancing Biodiversity conservation and climate resilience in the Southern Kenya Landscapes (Narok, Kajiado and Taita Taveta counties) program. The project pursues to achieve this objective through the rehabilitation of the Sosian Water Spring Protection.

Completed Tender documents with full tender description to reach Indigenous Livelihoods Enhancement Partners (ILEPA) through email provided below **by 12th August 2024** on or before 5.PM and should be addressed to:

The Procurement Officer

Indigenous Livelihoods, Enhancement Partners (ILEPA)

P O Box 1088-20500

Narok.

Hard Copies will not be considered.

Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to accept or reject any Bid and is not bound to give reasons for its decision.

SECTION I - INSTRUCTIONS TO CANDIDATES

TENDER NO: ILEPA/AW/01/2023-2024

**Request for Quotation (RFQ) NAME: SUPPLY AND DELIVERY OF UTILITY PASSENGER VEHICLE
4x4 2000-3000cc**

1. Scope of Pre-qualification

INDIGENOUS LIVELIHOODS ENHANCEMENT PARTNERS (ILEPA) hereinafter referred to as the procuring entity intends to purchase a utility passenger vehicle 4*4 2000-3000cc

1.2 Submission of Application

1.2.1 Applications for the RFQ shall be submitted by email to procurement@ilepa-kenya.org addressed to The Procurement Officer, Indigenous Livelihoods Enhancement Partners (ILEPA) to be received on 12th August 2024 on or before 5.PM.

1.2.2 Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to accept or reject late applications.

1.2.3 The **name of the Company** SHOULD be **marked** as the **RE: Subject on Mail**

1.2.4 All the information requested shall be provided in the English language.

1.2.5 The unit rates and prices **MUST** be in **Kenya Shillings**

1.2.6 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.

1.3 Eligible Candidates

1.3.1 Indigenous Livelihoods Enhancement Partners (ILEPA) invites all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

1.3.2 The procuring entity's employees, committee members, board members, and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

1.3.3 All firms found capable of performing the contract satisfactorily per the set pre-qualification criteria shall be considered.

1.4 Qualification Criteria

To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria.

Eligible bidders must attach valid documentation and be able to meet the following minimum requirements: -

- a) Must be a registered company (**Attach** Certificate of Incorporation)
- b) Attach **Current** copy of **CR12**
- c) Attach valid KRA Tax Certificate
- d) Attach valid Tax Compliance Certificate.
- e) Copy of Valid Business Permit
- f) Attach valid Manufacturer letter of authorization

1.4.1 The tenderer shall bear all costs associated with the preparation and submission of his tender, and Indigenous Livelihoods Enhancement Partners (ILEPA) will in no case be responsible or liable for those costs.

1.4.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and be familiar with the road network and delivery location and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the site shall be at the tenderers own expense.

1.5 Tender Documents

1.5.1 The complete set of tender documents comprises the documents listed below, and any addenda issued in accordance with Clause 2.4.

- 1.1.1 These Instructions to Tenderers
- 1.1.2 Form of Tender and Qualification Information
- 1.1.3 Specifications
- 1.1.4 Bills of Quantities

1.5.2 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderers risk and may result in rejection of his tender

1.5.3 A prospective tenderer making an inquiry relating to the tender documents may notify Indigenous Livelihoods Enhancement Partners (ILEPA) in writing at the address indicated in the letter of invitation to tender. Indigenous Livelihoods Enhancement Partners (ILEPA) will only respond to requests for clarification received earlier than three (3) working days (Monday to Friday) prior to the deadline for submission of tenders. Copies of the Indigenous Livelihoods Enhancement Partners (ILEPA) response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.

1.5.4 Before the deadline for submission of tenders, Indigenous Livelihoods Enhancement Partners (ILEPA) may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers.

To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, Indigenous Livelihoods Enhancement Partners (ILEPA) may extend, as necessary, the deadline for submission of tenders.

1.6 Preparation of Tenders

1.6.1 The tender submitted by the tenderer shall comprise the following:

- (a) These Instructions to Tenderers
- (b) Form of Tender and Specifications
- (c) Priced List Bills of Quantities
- (d) Qualification Information Form and Documents
- (e) Any other materials required to be completed and submitted by the tenderers

1.6.2 The tenderer shall fill in rates and prices for all items of the materials described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when

executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.

1.6.3 Tenders shall remain valid for a period of one hundred and twenty (120) days from the date of tender closing. However, in exceptional circumstances, the Indigenous Livelihoods Enhancement Partners (ILEPA) may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender.

1.6.4 Tenderers shall submit offers that comply with the requirements of the tendering documents. Alternatives will not be considered, unless specifically allowed in the invitation to tender.

1.6.5 The tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer. All pages of the tender shall be numbered and where alterations or additions have been made shall be initialized by the person or persons signing the tender.

1.6.6 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 3 working days (Monday to Friday) prior to the deadline for submission of tenders.

1.6.7 Indigenous Livelihoods Enhancement Partners (ILEPA) shall reply to any clarifications sought by the tenderer within 3 working days of receiving the request to enable the tenderer to make timely submission of its tender.

1.7 Submission of Tenders

1.7.1 The tenderers shall submit only one document through the email address provided.

1.7.2 Any tender received after the deadline prescribed in the invitation to tender will be rejected.

1.7.3 Tenderers may modify or withdraw their tenders during the tendering period. No tender may be modified after the deadline for submission of tenders.

1.7.4 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications or be included in the tender submission.

1.7.5 Completed Tender documents should be sent via the email address provided to be received on the 12th of August on or before 5:00 pm.

1.7.6 Tender prices must remain valid for 120 days from the date of tender closing.

1.8 Tender Opening and Evaluation

1.8.1 Tenders will be opened by Indigenous Livelihoods Enhancement Partners (ILEPA).

1.8.2 Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced. Any effort by a tenderer to influence Indigenous Livelihoods Enhancement Partners (ILEPA)'s officials, processing of tenders or award decisions may result in the rejection of his tender.

1.8.3 To assist in the examination, evaluation, and comparison of tenders, Indigenous Livelihoods Enhancement Partners (ILEPA) at her discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or email but no change in the price or substance of the tender shall be sought, offered,

or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the tenders.

1.8.4 Prior to the detailed evaluation of tenders, Indigenous Livelihoods Enhancement Partners (ILEPA) will determine whether each tender.

- meets the eligibility criteria defined in the invitation to tender.
- has been properly signed.
- is accompanied by the required documents; and
- is substantially responsive to the requirements of the tendering documents.

1.8.5 A substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one.

- Which affects in any substantial way the scope, quality, or performance of the works.
- Which limits in any substantial way, inconsistent with the tendering documents, Indigenous Livelihoods Enhancement Partners (ILEPA)'s rights or the tenderers obligations under the Contract; or
- Whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

1.8.6 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

1.8.7 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- Where there is a discrepancy between the amount in figures and the amount in words, the **amount in words** will **prevail**; and
- Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the **unit rate** as quoted will **prevail**, unless in the opinion of Indigenous Livelihoods Enhancement Partners (ILEPA), there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
- In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities, the **amount as stated in the Form of Tender** shall **prevail**.

1.8.8 Indigenous Livelihoods Enhancement Partners (ILEPA) will evaluate and compare only the tenders determined to be substantially responsive. Indigenous Livelihoods Enhancement Partners (ILEPA) shall use the criteria and methodologies listed in the Section "EVALUATION AND QUALIFICATION CRITERIA"

1.8.9 In evaluating the tenders, Indigenous Livelihoods Enhancement Partners (ILEPA) will determine for each tender the evaluated tender price by adjusting the tender price as follows:

- making any correction for errors
- making appropriate adjustments to reflect discounts or other price modifications offered

1.8.10 Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result

in unsolicited benefits for Indigenous Livelihoods Enhancement Partners (ILEPA) will not be considered in tender evaluation.

1.8.11 The tenderer shall not influence Indigenous Livelihoods Enhancement Partners (ILEPA) on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Indigenous Livelihoods Enhancement Partners (ILEPA) or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

1.9 Award of Contract

1.9.1 The award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price.

1.9.2 Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.

1.9.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by email. This notification (hereinafter and in all Contract, documents called the “Letter of Acceptance”) will state the sum (hereinafter and in all Contract, documents called the “Contract Price”) that Indigenous Livelihoods Enhancement Partners (ILEPA) will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract.

1.9.4 The contract shall be formed on the parties signing the contract.

1.9.5 The Agreement will incorporate all agreements between Indigenous Livelihoods Enhancement Partners (ILEPA) and the successful tenderer.

1.9.6 Indigenous Livelihoods Enhancement Partners (ILEPA) may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

1.9.7 A tenderer who gives false information in the tender document about its qualification shall not be considered for re-engagement in future Indigenous Livelihoods Enhancement Partners (ILEPA) procurement.

1.10 Conflict of Interest

1.10.1 The applicant shall not be associated, nor have been associated in the past, with Indigenous Livelihoods Enhancement Partners (ILEPA) or any other entity that has prepared these documents. Any such association must be disclosed and may result in the disqualification of the applicant.

1.11 Corrupt or Fraudulent Practices

1.11.1 Indigenous Livelihoods Enhancement Partners (ILEPA) requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows.

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition.

1.11.2 Indigenous Livelihoods Enhancement Partners (ILEPA) will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

1.11.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in the engagement of future Indigenous Livelihoods Enhancement Partners (ILEPA) procurement.

APPENDIX TO INSTRUCTIONS TO BIDDERS

Notes on the Appendix to the Instruction to Bidders

1. The Appendix to instructions to candidates is intended to assist Indigenous Livelihoods Enhancement Partners (ILEPA) in providing specific information in relation to the corresponding clause in the instructions to the candidates included in Section II and has to be prepared for each specific procurement.
2. Indigenous Livelihoods Enhancement Partners (ILEPA) should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured, and any criteria/s that will apply for pre-qualification.
3. In preparing the Appendix the following aspects should be taken into consideration.
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

APPENDIX TO INSTRUCTIONS TO BIDDERS

The following information regarding the particulars of the documents shall complement, supplement or amend the provisions of the instructions to the bidders. Wherever there is a conflict between the provision of the instructions to the bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the bidders.

INSTRUCTIONS TO BIDDERS REFERENCE	PARTICULARS OF THE APPENDIX TO INSTRUCTIONS TO BIDDERS
2.1	SUPPLY AND DELIVERY OF UTILITY PASSENGER VEHICLE 4x4 2000-3000cc ILEPA/AW/01/2023-2024
2.2.1	The closing date will be 12 th August 2024 on or before 5.00 pm.

SECTION II

LETTER OF APPLICATION

Date

To Chief Executive Officer,
Indigenous Livelihoods Enhancement Partners (ILEPA)
P.O BOX 1088-20500
NAROK

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (R.F.Q Name)

RFQ Number	RFQ Name
1.	
2.	
3.	

2. Attached to this letter are copies of original documents defining (a) (b) (c)
 - a. the Applicant’s legal status
 - b. the principal place of business and
 - c. the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1

Contact 2	Telephone 2
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Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Contact 3	Telephone 3

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
 - a. Bids by P.Q. applicants will be subject to verification of all information submitted for P.Q. at the time of bidding.
 - b. Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications
 - c. your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
6. We confirm that if we bid, that bid, as well as any resulting contract, will be: (a) signed so as to legally bind all partners, jointly and severally.
7. The undersigned declares that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of Partner)

Signed	Signed
Name	Name
For and on behalf of (name of Partner)	For and on behalf of (name of Partner)

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

This will involve assessing whether bidders have complied with submission requirements and have also attached copies of mandatory eligibility and statutory documents. Evaluation at this stage will be conducted on Yes/No, and bidders are expected to comply with ALL required items so as to proceed to the next stage of evaluation.

No.	Completeness and Responsiveness Criteria	Requirement
1.	Valid Tax Compliance Certificate	- Copy of Valid Tax Compliance Certificate
2.	Valid Manufacturer’s Letter of Authorization	- Copy of Valid Manufacturer’s letter of authorization
3.	Certificate of Incorporation	- Copy of certificate
4.	CR12 Form	- Copy of current CR12 Form
5.	Valid KRA Certificate	- Copy of Valid Certificate
6.	Physical Location	- Copy of Valid Business Permit

Stage 2: Technical Responsiveness Evaluation Stage

Tenders will be evaluated to ensure that they are substantially responsive to the technical specifications and contract conditions stated in the Tender Document. The determination of a tender’s technical responsiveness will be based on the contents of the tender itself, subject to any clarifications received in the preliminary examination of Tenders. Items of this evaluation will be scored as below.

Item	DESCRIPTION	POINT Score (marks)
1	EXPERIENCE	Max 20
	Attach invoices for ONLY for past successfully delivered products/ vehicles as evidence	
	1.1 Value of similar/related Water works handled in Kshs.	
a.	Three similar/related vehicles of equal or higher value done in the last three years (20Mks)	15
2	VEHICLE SPECIFICATIONS:	Max 45
	PASSENGER UTILITY VEHICLE	Marks for each relevant specification of the requested below: 1. General Specifications: (10 mks.) , Type: Mid-Size SUV

Item	DESCRIPTION	POINT Score (marks)
	<p>Seating Capacity: 7 Passengers Drive Configuration: 4WD (Four-Wheel Drive) Year of Manufacture: 2017 (1mk), 2018(2mks), 2019 (3mks), 2020 (4mks), 2021 (5mks)</p> <p>2. Engine and Performance: (5mks.), Engine Type: 4-Cylinder or V6 Gasoline Engine Displacement: 2.7L to 3.0L Transmission: 6-Speed automatic or manual</p> <p>3. Fuel and Efficiency (5mks), Fuel Type: Petrol or Diesel Fuel Tank Capacity: 80 liters – 87 liters Fuel Consumption: Approximately 8.0 – 11.0 L/ 100km</p> <p>4. Tires and Wheels (5mks), Tire size: 265/65 R17 to 265/60 R 18 Wheels: Alloy Wheels</p> <p>5. Interior Features(5mks), Air Conditioning: Automatic Climate Control Infotainment System: Touchscreen display with Navigation, Bluetooth Connectivity Seats: Leather upholstery with power adjustable front seats Steering: Tilt and telescopic adjustable with mounted controls</p> <p>6. Safety Features (5mks), Airbags: Dual Front, side and curtain airbags ABS: Anti-Lock Braking System ESC: Electronic Stability Control TCS: Traction Control System Rearview Camera: Standard with Parking sensors</p> <p>7. Exterior Features (5mks), Lighting: LED Headlights, Daytime Running Lights Fog Lamps: Front and Rear Roof Rails: Included Exterior Mirrors: Power-adjustable with turn indicators</p> <p>8. Additional Features (5mks) Keyless Entry: Smart Key with push-button start Cruise Control: Adaptive Cruise Control Sunroof: optional (5mks)</p>	
4.	DETAILED METHODOLOGY	Max 20

Item	DESCRIPTION	POINT Score (marks)
	After-Sales support: Provide detailed after-sales support services, including locations of service services, availability of spare parts and	10
	Warranty: Detail the warranty period Mks will be split as following: 5 years (5mks), 4 years (4mks), 3 years (3mks), 2 years (2mks), 1 year (1mk)	
	Delivery Capabilities: Detailed plans for delivery, including timelines and logistics arrangements	5
	Support documents of quality assurance processes and relevant certifications (ISO 9001)	5
	TOTAL	MAX 100
	REMARKS	

NB: A bidder who will not meet the entire mandatory requirement will not proceed for Technical Evaluation.

A bidder shall be prequalified upon attaining at least **75 % marks**.

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms:

Application Form 1 - General information. This form is to be completed by all applicants. Where the applicant proposes to use subcontractors, the information should be supplied in this format.

Application Form 2 - Particular Experience Record This form is to be completed by all applicants meeting the requirements set out in the instructions to candidates.

Application Form 3 – Vehicle Specifications. Provide specifications of the vehicle, attaching brochures, pamphlets or fliers of the vehicles.

Application Form 4 - Financial Capability This form shall be completed by every applicant. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary, separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include a summary of actual assets and liabilities for the last five years.

Application Form 5 - Litigation History This form is to be completed by all applicants including each member. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

The form of tender must be completed by the bidder and submitted with the RFQ documents. It must also be duly signed by duly authorized representatives of the bidder.

Confidential Business Questionnaire Form - This form must be completed by the bidder and submitted with the P.Q. documents.

(The tenderer to strictly use the provided formats in providing information. The pages may be replicated where more than one is needed)

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Email
5.	Place of Incorporation/ Registration	Year of Incorporation/ Registration

Nationality of Owners		
	Name	Nationality
1.		
2.		
3.		
4.		

APPLICATION FORM (2)

PARTICULAR EXPERIENCE RECORD

Name of Applicant:

--

(Attach proof, contact persons, and details of experience record relevant to this tender)

APPLICATION FORM (3)

VEHICLE SPECIFICATIONS

Name of Vehicle:

Attach vehicle brochure containing technical data on product specifications

APPLICATION FORM (4)

FINANCIAL CAPABILITY

Name of Applicant: _____

Banker	Name of Banker _____			
	Address of Banker: _____			
	Telephone/ Contact Name: _____			
	Contact Name Title: _____			
	Email: _____			
Financial Information in Kshs	Actual: _____ Previous two years		Projected: _____ Next two years	
	1	2	3	4
1. Total Assets				
2. Current Assets				
3. Total Liabilities				
4. Current Liabilities				
5. Profits before Tax				
6. Profits after Tax				

Source of Finance

1.

2.

3.

4.

APPLICATION FORM (5)

LITIGATION HISTORY

Name of Applicant:

Applicants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Award FOR or AGAINST Applicant Name of client, cause of litigation, and matter in dispute
Disputed amount (current value

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

APPLICATION FORM (6)

FORM OF REQUEST FOR QUOTATION (R.F.Q)

Date _____

Registration No. _____

To: _____
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the registration documents including Addenda Nos. [insert numbers] the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install, and commission (insert equipment description) in conformity with the said registration documents.
2. We undertake, if our document is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this registration for a period of 120 [number] days from the date fixed for PQ submission as per the Instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This document, together with your written acceptance thereof and your notification of inclusion in the list of your registered firms, shall constitute a Contract, between us; Subject to signing of the Contract by the parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign registration for an on behalf of _____

APPLICATION FORM (7) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 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 1 – General:
 Business Name.....
 Location of business premises.....
 Plot No.....
 Street/Road
 Postal Address Tel No. Fax E mail
 Nature of Business.....
 Registration Certificate No.
 The maximum value of business that you can handle at any one time – Kshs.
 Name of your bankers Branch

Part 2(a) – Sole Proprietor
 Your name in full Age
 Nationality Country of origin
 • Citizenship details

**Part 2(b) Partnership Given details of partners as follows: Name Nationality Citizenship
 Details Shares**

1.
 2.
 3.
 4.

Part 2(c) – Registered Company
 Private or Public.....
 State the nominal and issued capital of the company-
 Nominal Kshs.
 Issued Kshs.
 Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
...			
5.....			

Date Signature of Candidate

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

APPLICATION FORM (8) MANUFACTURER'S LETTER OF AUTHORIZATION

Attach valid letter of authorization from the Manufacturer/ Proof of Dealership (Letter/
Certificate)

APPLICATION FORM (9)

DETAILED METHODOLOGY

- After-Sales Support

- Warranty

- Delivery Capabilities

- Quality Assurance

SECTION V – VEHICLE QUOTATION

(INSERT AFTER THIS PAGE OR ATTACH SEPARATELY)

“Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to accept or reject any
bid and is not bound to give reasons for its decision”.