

# COUNTY GOVERNMENT OF BOMET



Kenya Climate Smart Agriculture Project (KCSAP)  
Project Coordinating Unit – Bomet  
P.O. Box 19-20400 Bomet

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## **RFQ FOR**

**SUPPLY AND DELIVERY OF 9NO. 175CC MOTOR CYCLES.**

**RFQ NO.: CGB/AGRIC/KCSAP/RFQ/003/2021/2022**

**Credit No:KE5594\_\_\_\_\_**

**JULY, 2021**

**To: [Name and Address of Bidder]**

Procurement Reference: **CGB/AGRI/KCSAP/RFQ/003/2021/2022**

**28<sup>th</sup> July 2021**

Dear Sirs,

**PROJECT: Kenya Climate Agriculture Project (KCSAP)**

**REQUEST FOR QUOTATIONS FOR PROCUREMENT OF 9NO. 175CC MOTOR CYCLES**

The Government of Kenya has received a CREDIT from the World Bank, International Development Agency (IDA) to finance **Kenya Climate Smart Agriculture Project (KCSAP)**

This project is intended to increase agricultural productivity and profitability of targeted rural communities in selected Counties.

The Presidency, KCSAP through MOALF&C now invites eligible suppliers to Supply and Delivery:

**1. 9No. 175CC Motor Cycles**

**Preparation of Quotations:** You are requested to quote for this item by completing, signing and returning:

- the List of Goods and Price Schedule;
- the documents confirming your eligibility, as listed below;

*The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.*

**Validity of Quotations:** The quotation validity required is 90 days.

**Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency.

**Submission of Quotations:** Completed Request for Quotations (RFQ) documents in plain sealed envelopes, indicating the quotation No., without the name of the sender on the envelope, should be deposited in the **Kenya Climate Smart Agriculture offices located at county commissioner's offices** so as to reach not later than **Friday 13<sup>th</sup> August 2021 at 10.00 am.**

**Eligibility Criteria:** You are required to meet the following criteria to be eligible:

- a). Have the legal capacity to enter into a contract;
- b). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- d). Be eligible, as defined below;

## APPENDIX TO INSTRUCTIONS TO TENDERERS

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.	The invitation is open to all qualified and eligible candidates
2.2.	Any price quoted in foreign currency will be converted to Kenya Shillings at the mean rate of the Central Bank of Kenya ruling at the closing date of the tender.
2.3	<p><b>Evaluation and Comparison of Tenders:</b>            The tenders/RFQs will be evaluated in three stages as follows:  <b>Stage One: Preliminary Evaluation Mandatory Requirements.</b>            The following under- listed documents MUST be submitted in the following order:-</p> <ol style="list-style-type: none"> <li>1. Certified copy of certificate of Incorporation or Registration.</li> <li>2. Certified copy of Valid Tax Compliance Certificate.</li> <li>3. Certified copy of Valid Trade Licence or Single Business Permit.</li> <li>4. Tender security shall be in form of bank guarantee or insurance companies approved by PPRA of amounting to Kshs 2% of contract sum.</li> <li>5. Submission of certified copy of recent CR12 form from register of companies.</li> <li>6. Manufacturer's Authorization letter</li> <li>7. Completed supplies of at least three (3) contracts of similar goods in the last two Years.</li> <li>8. After sales supply plan for the area of operation.</li> </ol> <p><b>N/B:</b> 100% compliance by tenderer shall be required to proceed to the next technical evaluation stage. Failure to provide any of the listed requirements shall lead to disqualification.</p>

**B) Stage Two: Technical Evaluation**

1. A valid Dealership letter from the manufacturer of the equipment, in case the tenderer is not a manufacturer (10 marks)
2. Proof of previous similar experience, attach relevant LPO's (at least 2) or letters of awards (20 Marks)
3. Warranty period of at least one year (10 Marks)
4. Tenderer must demonstrate capacity to offer after-sales services (10 marks)
5. Tenderer must demonstrate capacity to offer end user training on operation of the motorcycle (20 marks)
6. Tenderer must state the delivery period of equipment (5 marks)
7. Tenderer must indicate equipment's Country of origin (10 marks)
8. Audited financial accounts for the last 3 years (15 marks)

**The Pass mark for Technical Evaluation will be 70%. Candidates that will have attained those points will have their financial proposals evaluated.**

**C) Stage Three: Financial Evaluation.**

1. The bidder with the lowest evaluated financial proposal will be recommended for the award of the contract taking into consideration the prevailing market prices.
2. In case of discrepancy between unit price and total, the unit price shall prevail.
3. If there is a tie on the lowest quoted price between two firms, the firm with the highest technical points will be recommended for award.

<b>2.4</b>	Tenders must be submitted on or before the closing date, not later than <b>Friday 13<sup>th</sup> AUGUST 2021 at 12.00 noon</b>
<b>2.5</b>	The department will open all tenders in the presence of tenderer's representatives who choose to attend on <b>Friday 13<sup>th</sup> AUGUST 2021 at 12.00 noon.</b>
<b>2.6</b>	Post – Qualification exercise may be undertaken where appropriate. This exercise may be conducted by obtaining confidential references from person with whom the tender has had prior engagement. The second tier may involve undertaking further due diligence by carrying out field visit.

**NOTE: Ensure that all your tender submission is bound, indexed and chronologically numbered.**

*kcsap*

**Origin of Goods:** All Goods and related services shall have as their country of origin an eligible country.

**Technical Criteria:** The Specification details the minimum specification of the Goods required. The Goods offered must meet this specification.

**Currency:** Quotations be priced in Kenya Shillings. The currency of evaluation will Kenya Shillings

**Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

**Delivery:** Prices should be quoted Ex-Works

**Duties and Taxes:** Goods imported into this project are not exempt from import duties and taxes.

**Delivery Schedule:** Delivery required should be 3 weeks from date of Purchase Order.

**Warranty:** Shall be twelve months from the date of delivery.

**Terms of Payment:** Payment shall be made against Invoice against delivery of Goods in favour of the Suppliers Bank.

Payment shall be made within 60 days against submission of your Invoice and supporting documents following delivery of the Goods.

**Eligible Countries:** All countries are eligible, unless:

- A firm declared ineligible by the World Bank

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to

The County Project Coordinator,

**Kenya Climate Smart Agriculture Project (KCSAP), Bomet**

Address:

Email:kenduiwaj@gmail.com

Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

**[Signature, Name and Position of Authorised Official]**

# STATEMENT OF REQUIREMENTS

## List of Goods and Price Schedule

Procurement Reference: \_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

The warranty period offered is \_\_\_\_\_ months.

**Currency of Quotation:** \_\_\_\_\_

### 1. List of Goods and Delivery Schedule

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination (Project Site)	Unit Price Ex-works
1	<b>175cc Motor Cycles</b>	9	<i>No.</i>	Bomet County Office of County Project Coordinator	
<b>Other additional costs</b>					
<b>Subtotal</b>					
<b>Total</b>					

**Prices quoted are:** Ex-works.

**Quotation authorised by:**

Signature: _____	Name: _____
Position: _____	Date: _____
(dd/mm/yy)	
Authorised for and on behalf of: _____	
Company: _____	

# **Technical Specifications**

**1. TENDERER'S Column to be completed by TENDERER**

SPECIFICATION	REQUIREMENT	TENDERER'S OFFER
COUNTRY OF ORIGIN	JAPAN	
Manufacturer's Literature and Specifications Supplied (To be forwarded together with these specifications when duly filled in.)	Yes <b>(Mandatory)</b>	.....(Y/N)
DISPLACEMENT	151-180cc	
BORE* STROKE	66*50mm	
COMPRESSION RATION	6:7:1	
MAX POWER OUTPUT	13kw(17.5PS)@7000r/min	
MAX TORQUE	19N.M (1.9kgf.m) @5500r/min	
LUBRICATION	Separate lubrication	
STARTING	Kick starter	
IGNITION	CDI	
TRANSMISSION	Constant mesh, 6 speed	
OVERALL LENGTH/WIDTH /HEIGHT	2110mm/865mm/116 5mm	
WHEELBASE	1340mm	
MIN GROUND CLEARANCE	260mm	
FUEL TANK CAPACITY	10L	
OIL TANK CAPACITY	0.9L	

**2. WARRANTY**

a)	Motor Cycle supplied should carry a statement of warranty.	Yes (Mandatory)	.....(Y/N)
b)	Motor Cycle warranty should be One (1) year	Specify	..... YRS



### 3. MANUALS

a)	All literature in the English language	Yes	.....(Y/N)
b)	Operator's Manual, supplied.	1 Per Motor Cycle <b>(Mandatory)</b>	.....(Y/N)
b)	Repair Manual/CD, supplied.	1 Per Motor Cycle <b>(Mandatory)</b>	.....(Y/N)
c)	Parts catalogue/CD, supplied.	1 Per Motor Cycle <b>(Mandatory)</b>	.....(Y/N)

## **Inspections and Tests**

The following inspections and tests shall be performed:

- *Comparison and tests against specifications*

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## -STANDARD FORMS

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*Notes on the Standard Forms:*

### 7.1 **Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

### 7.2 **Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

### 7.3 **Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

### 7.4 **Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

### 7.5 **Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

### 7.6 **Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

### 7.7 **Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent.

7.1 **FORM OF TENDER**

Date\_\_\_\_\_

Tender No.\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender 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 tender documents for the sum of

..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance \_\_\_\_\_

of the Contract , in the form prescribed by .....

.....(  
*Procuring entity*).

4. We agree to abide by this Tender for a period of ..... *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender that you may receive.

Dated \_\_\_\_\_ day  
this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

[Signature]

[in the capacity  
of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**7.2 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 applied 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.

.....

Maximum value of business which 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 company-

Nominal Kshs. ....

Issued Kshs. ....

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
--	------	-------------	---------------------	--------

1.	.....	.....	.....	.....
	.....			

2.	.....	.....	.....	.....
	.....			

3.	.....	.....	.....	.....
	.....			

4.	.....	.....	.....	.....
	.....			

5	.....	.....	.....	.....
	.....			

Date ..... Seal/Signature of  
Candidate

.....

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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 company-

Nominal Kshs. ....

Issue Kshs.

d .....

Given details of all directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
	<u>Shares</u>	

1. ....  
.....

2.  
.....  
.....

3.

.....

.....

4.

.....

.....

5

.....

.....

Date ..... Seal/Signature of  
Candidate

.....

7.3 **TENDER SECURITY FORM**

Whereas ..... [*name of the tenderer*]  
(hereinafter called “the tenderer”) has submitted its tender dated  
..... [*date*  
*of submission of tender*] for the supply,  
installation and commissioning of  
.....[*name and/or description of the equipment*]  
(hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE

.....  
..... of ..... having our registered  
office at ..... (hereinafter called “the  
Bank”), are bound unto  
..... [*name of Procuring entity*] (hereinafter called “the  
Procuring  
entity”) in the sum of ..... for which payment  
well  
and truly to be made to the said Procuring entity, the Bank binds  
itself, its successors, and assigns by these presents. Sealed with  
the Common Seal of the

said Bank day  
this \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
*[signature of the bank]*

*(Amend accordingly if provided by Insurance Company)*

**7.4 CONTRACT FORM**

THIS AGREEMENT made \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for [certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer
  - (b) the Schedule of Requirements
  - (c) the Technical Specifications
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of contract; and
  - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the goods and to remedy the defects therein in conformity in all respects with the provisions of this Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, \_\_\_\_\_ th \_\_\_\_\_ the  
delivered by \_\_\_\_\_ e \_\_\_\_\_ (for Procuring  
entity)

Signed, sealed, \_\_\_\_\_ th \_\_\_\_\_ the tenderer  
delivered by \_\_\_\_\_ e \_\_\_\_\_ (for in  
the presence  
of \_\_\_\_\_

7.5 **PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

WHEREAS ..... [name of tenderer]  
(hereinafter  
called “the tenderer”) has undertaken , in pursuance of Contract No.  
[reference number of the contract] 2  
dated \_\_\_\_\_ 0 \_\_\_\_\_  
to supply..... [description of  
goods]  
(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [amount of the  
guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of  
..... [amount of guarantee] as aforesaid, without you needing to  
prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid \_\_\_\_\_ day 2  
until the \_\_\_\_\_ of \_\_\_\_\_ 0 \_\_\_\_\_  
Signed and seal of the  
Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]



*[date]*  
*(Amend accordingly if provided by Insurance Company)*

**7.6 BANK GUARANTEE FOR ADVANCE PAYMENT**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,  
Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

*[date]*

**7.7 MANUFACTURER'S AUTHORIZATION FORM**

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of ..... *[name and/or description of the goods]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

\_\_\_\_\_  
*[signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by an authorized person.

**7.8. LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING  
OFFICER

7.9

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring*

*Entity*) of .....dated the...day of .....20.....in the matter of

Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address:

Physical address.....Fax No.....Tel. No.....Email .....,

hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-1.

2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

2.etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on

..... day of .....20.....

SIGNED

Board Secretary