



**COUNTY GOVERNMENT OF BOMET**

**LONGISA COUNTY REFERRAL HOSPITAL**

---

**REGISTRATION OF SUPPLIERS FOR  
GOODS, SERVICES AND WORKS FOR THE (TWO) FINANCIAL  
YEARS ENDING 30<sup>TH</sup> JUNE 2024**

**COMPANY NAME:**.....

**CATEGORY:**.....

**ITEM DESCRIPTION:**.....

.....

.....

**TENDER NO:**.....

**IF IN SPECIAL GROUP PLEASE INDICATE**

**BELOW: (TICK)**

**WOMEN**

**YOUTH**

**PERSONS WITH DISABILITY**

---

**CLOSING / OPENING DATE: TUESDAY 8<sup>TH</sup> NOVEMBER 2022 AT 10:00 AM**

PROCURING ENTITY: LONGISA COUNTY REFERRAL HOSPITAL

ADDRESS: P.O. BOX 34, LONGISA

WEBSITE: [www.bomet.go.ke](http://www.bomet.go.ke)

REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS AND  
WORKS FY 2022-2023,2023-2024

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## COUNTY GOVERNMENT OF BOMET

### REGISTRATION NOTICE FOR SUPPLIERS OF GOODS, SERVICES & WORKS

**Dated: 25<sup>TH</sup> OCTOBER 2022**

Longisa County Referral Hospital invites application for Registration from interested, competent and eligible suppliers / bidders for the supply, delivery and provision of the under listed goods, services and works on, “AS” and “WHEN REQUIRED” basis for the period **2022-2023 and 2023-2024** financial years as indicated in the Registration notice:

**BIDDERS MUST ATTACH THE FOLLOWING REQUIREMENTS FAILURE TO WHICH IT WILL BE A REASON FOR DISQUALIFICATION:**

- Attach a Copy of Certificate of Business Registration / Incorporation.
- Attach a Copy of Valid Tax Compliance Certificate.
- Attach a Copy of VAT / PIN Registration.
- Provide CR 12 of the company directors.
- Attach a valid AGPO Registration Certificate from National Treasury for Special groups
- Attach **VALID** Single Business Permit from COUNTY GOVERNMENT OF BOMET
- Provide valid License from Pharmacy & Poisons Board for Pharmaceuticals & Non-Pharms and Kenya Medical Laboratory Technologists and Technicians (KMLTTB) for Lab-reagents.
- Attach a Copy Registration Certificate from the Relevant Ministry / Authority where applicable.
- Complete and attach any other documents stated in the Tender Document.
- Those wishing to register in more than one category will be required to download documents for each category.

**NOTE: -**

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the Public Procurement and Asset Disposal Act 2015 AND the Regulations 2020.
- ii. Special Groups refer to: - Women, Youth and Persons with Disability thus are encouraged to apply and in Open Category are also eligible to participate.
- iii. Any canvassing or giving of false information will lead to automatic disqualification.

Completed tender documents in plain sealed envelope clearly marked “Registration Description & Number.” should be deposited in the tender box situated at the County Government of Bomet, Procurement Headquarter and be addressed / posted: -

**THE MEDICAL SUPERITENDENT,  
LONGISA COUNTY REFERRAL HOSPITAL  
P.O. BOX 34, LONGISA**

So as to reach him on or before **TUESDAY 8<sup>TH</sup> NOVEMBER 2022 2022 at 10:00 a.m.**

Tenders shall be opened immediately thereafter in the presence of tenderers or their representatives who wish to attend.

**SUPPLY CHAIN MANAGEMENT OFFICER  
LONGISA COUNTY REFERRAL HOSPITAL**

**INVITATION FOR PREQUALIFICATION (IFP)  
REGISTRATION OF SUPPLIERS FOR 2022-2023 AND 2023-2024 FINANCIAL YEARS  
AND UPDATING OF THE SUPPLIERS LIST**

Longisa County Referral Hospital intends to register suppliers for various goods, works and services for the period 2022-2023 and 2023 -2024. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to supply/provide for the following categories:

| <b>S/No.</b> | <b>TENDER NO.</b>  | <b>TENDER DESCRIPTION</b>   | <b>ELIGIBILITY</b> |
|--------------|--------------------|---|--------------------|
| 1            | LCRH1/2022 – 2024  | Prequalification for printing of medical records, Posters, Staffs Id/Name tags,   | Open               |
| 2            | LCRH2/2022 – 2024  | Supply and delivery of hospital linen, patients’ and Staff uniforms & printed clothe materials e.g. banners, caps, umbrellas and T-shirts         | Open               |
| 3            | LCRH3/2022 – 2024  | Supply and delivery of office stationery and other office materials   | Youth, Women &PWD  |
| 4            | LCRH4/2022 – 2024  | Prequalification for Supply & delivery of petroleum products and lubricants   | OPEN               |
| 5            | LCRH5/2022 – 2024  | Prequalification for Supply& delivery of detergents and cleansing materials   | OPEN               |
| 6            | LCRH6/2022 – 2024  | Prequalification for Supply and delivery of motor vehicle, motorcycle batteries, tyres, tubes and spare parts                                     | Open               |
| 7            | LCRH7/2022 – 2024  | Prequalification for Supply and delivery of pharmaceutical products   | Open               |
| 8            | LCRH8/2022–2024    | prequalification for Supply and delivery of non-pharmaceuticals   | Open               |
| 9            | LCRH9/2022–2024    | Prequalification for Supply and delivery of electronics and electrical items  | Open               |
| 10           | LCRH10/2022–2024   | prequalification for Supply and delivery of dental and x-ray items  | Open               |
| 11           | LCRH11/2022–2024   | Pre-qualification for supply of hardware items e.g. Plumbing, Masonry &Carpentry items (Tools, Equipment, Machines & Consumables)                 | OPEN               |
| 12           | LCRH12/2022–2024   | Pre-qualification for supply of Orthopedic implants and medical equipment   | Open               |
| 13           | LCRH13/2022–2024   | Pre-qualification for supply of timber and timber products e.g. block boards, ply wood etc.   | open               |
| 14           | LCRH14/2022–2024   | Pre-qualification for repair and servicing of motor vehicles/motor cycles   | Open               |
| 15           | LCRH15/2022 – 2024 | Pre-qualification for supply and delivery, repair of ICT equipment, office machine e.g. computers, printers, photocopier, accessories, etc.       | Youth, Women &PWD  |
| 16           | LCRH16/2022 – 2024 | Pre-qualification for supply and delivery of office furniture   | Open               |
| 17           | LCRH17/2022–2024   | Pre-qualification for supply, servicing, and maintenance of Hospital Power Generators   | Open               |
| 18           | LCRH18/2022–2024   | Pre-qualification for provision of hotel and conference services  | Open               |
| 19           | LCRH19/2022–2024   | Pre-qualification for hiring of tents/ tables and other events logistical items   | Youth, Women &PWD  |
| 20           | LCRH20/2022–2024   | Registration of contractors for minor building and repairs  | Open               |
| 21           | LCRH21/2022–2024   | Prequalification of Suppliers for supply and maintenance of firefighting equipment  | Open               |
| 22           | LCRH22/2022–2024   | Prequalification of Suppliers for supply and Installation of Spare parts/Accessories for Air Conditioners, cold rooms, refrigerators and freezers | Open               |
| 23           | LCRH23/2022–2024   | Prequalification for Supply and delivery of laboratory reagents   | Open               |

**REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS AND WORKS FY 2022-2023,2023-2024**

|    |                  |   |                   |
|----|------------------|---|-------------------|
| 24 | LCRH24/2022–2024 | Installation, Testing and Commissioning of Broadband Internet | Open              |
| 25 | LCRH25/2022–2024 | Prequalification For Provision of Motor Vehicle Insurance     | Open              |
| 26 | LCRH26/2022–2024 | Prequalification For Provision of Motor Vehicle servicing     | Open              |
| 27 | LCRH27/2022–2024 | Prequalification For Provision of Vatable Dry food stuff      | Youth, Women &PWD |

All interested candidates may view and download the registration document from **Bomet County website:**  
[www.bometcounty.or.ke](http://www.bometcounty.or.ke)

Completed registration documents in plain sealed envelopes indicating the title of the tender, tender number & category shall be placed in separate envelopes & clearly marked on the envelope as below;

**(Please note, each category to be submitted in a separate envelope and labeled accordingly);**

**REGISTRATION OF SUPPLIERS FOR 2022 -2023 AND 2023-2024**

**CATEGORY NO (Bidder to indicate) .....**

Should be delivered/posted to the following address: -

**THE MEDICAL SUPERINTENDENT  
LONGISA COUNTY REFERRAL HOSPITAL  
P.O BOX 34-20402 LONGISA**

And be deposited in the Tender Box at **Procurement Office.**

**Procurement Officer  
FOR: Medical Superintendent**

REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS AND  
WORKS FY 2022-2023,2023-2024

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Longisa County Referral Hospital would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provision of services / works to Longisa County Referral Hospital.

### **1.2 Pre-qualification Objective**

The main objective is to shortlist firms to supply and deliver assorted items and also provide services under relevant tenders / quotations to the Longisa County Referral Hospital as and when required during the period of (two) years commencing **NOVEMBER 2022 and ending 30<sup>th</sup> June, 2024**

### **1.3 Invitation of Pre-qualification**

Suppliers / contractors registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents **to THE MEDICAL SUPERITENDENT, LONGISA COUNTY REFERRAL HOSPITAL.**

**Bids** will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification purpose

### **1.4 Special Groups and Open Categories**

Tender Nos specifically set aside for exclusive competition among enterprises owned by the Youth, Women & People with Disabilities are marked as Youth, Women & People with Disabilities respectively. Categories marked “Open” are accessible to all interested, eligible candidates.

### **1.5 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods / services / works to Government institutions / state Corporation or other institutions of similar size and complexity where applicable. Potential suppliers / contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.6 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

### **1.8 Distribution of Pre-Qualification Documents**

Completed Pre-qualification/ Registration data and other requested information shall be deposited in the Tender Box located at the County Government of Bomet, Procurement Headquarter or be addressed and posted to address below:



**THE MEDICAL SUPERITENDENT ,  
LONGISA COUNTY REFERRAL HOSPITAL  
P.O. BOX 34, LONGISA**

**Not later than TUESDAY 8<sup>TH</sup> NOVEMBER 2022 at 10:00 A.M. (Local time)**

**1.9 Questions Arising from Documents**

Questions that may arise from the Registration documents should be directed to the Longisa County Referral Hospital of Bomet whose address is given in paragraph 1.8

**1.10 Additional Information**

Longisa County Referral Hospital reserves the right to request submission of additional information from prospective bidders.

**1.10 Invitation to Tenders / Quotations**

Bidding documents (Tender / Quotations) will be made available only to those bidders whose qualifications are accepted by the Board after scoring more than 75 points soon after the completion of the pre-qualification process. For Applicants to categories for „“Special Groups”“ (Youth Women and Persons with Disability), the minimum score to qualify for pre-qualification shall be 70 points.

Longisa County Referral Hospital does not bind itself to assign contracts / tenders but shall endeavor to ensure a fair and equal rotation amongst the persons prequalified under each category.

## **BRIEF CONTRACT REGULATIONS / GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and **VAT** as applicable for all imported materials to be supplied unless the item(s) is / are donor funded or zero rated. **(Those with a Certificate of exemption should attach)**

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of clients' Accounting officer „. Prices quoted should be inclusive of all delivery charges and applicable taxes.

### **2.4 Payments**

All local purchase / service orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers / contractors who wish to be pre-qualified for submission of tender for the specific category.

**3.1.1** The Registration application forms 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.

### **3.2 Qualification**

Only those firms that have provided all the information required and provided supporting documents shall qualify for Registration. All clarifications should be done before the close of the bid period. All late submission of bids will be disqualified.

**3.2.1** It is understood and agreed that the Registration data on prospective bidders is to be used by the Longisa County Referral Hospital in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Entity they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Pre-Qualification**

#### **3.3.1 Experience**

Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier / contractor should show competence, willingness and capacity to service the contract at short notice.

#### **3.3.2 Outlined supply and delivery procedures**

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract in form PQ-2.

#### **3.3.3 Personnel**

The names and pertinent information and Curriculum Vitae of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

### **3.3.4 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 suppliers / contractors credit position. Potential suppliers / contractors will be pre-qualified on the satisfactory information given.

**3.3.5** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.6 Confidential Questionnaire**

Fully filled confidential questionnaire PQ-5

### **3.3.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order / contracts from past customers should be included in Form PQ-6

### **3.3,8 Statement**

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

## **3.4 Withdrawal of Prequalification**

Should a condition arise between the time a bidder is pre-qualified to bid and the bid opening date which in the opinion of the Entity could substantially change the performance and qualification of the bidder or its ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Entity will reserves the right to reject the tender from such a bidder even though it was initially pre-qualified.

**3.5** The bidder must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration/Incorporation/Memorandum and Article of Association or any other relevant constitution documents, copies of which must be attached.

**3.5.1** The firm must show proof that it has paid all its statutory obligations and have current KRA Tax Compliance Certificate which is mandatory.

### 3.6 Prequalification Criteria

| Required Information                   | Form Type    | Points Score |
|--|--------------|--------------|
| 1. Registration Documentation          | PQ-1         | 40           |
| 2. Pre-qualification Data              | PQ-2         | 15           |
| 3. Supervisory Personnel               | PQ-3         | 15           |
| 4. Financial Position                  | PQ-4         | 10           |
| 5. Confidential Business Questionnaire | PQ-5         | 10           |
| 6. Past Experience                     | PQ-6         | 10           |
|  | <b>TOTAL</b> | <b>100</b>   |

**IMPORTANT:**

- a. The minimum score to qualify for prequalification shall be 75 points for Applicants to Categories Marked as “Open”.
- b. For Applicants to categories for „“Special Groups”” (Youth Women and Persons with Disability), the minimum score to qualify for pre-qualification shall be 70 points.
- c. Those wishing to register in more than one category will be required to download documents for each category.

## **FORM PQ-1 PRE-QUALIFICATION DOCUMENTS**

All bidders must provide the following mandatory documents: -

1. Copy of Certificate of Business Registration / Incorporation.
2. Copy of VAT / KRA PIN Registration Certificate of Firm / Company / Individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
4. Copy of Current Trade License (Business Permit Certificate) from Bomet County.
5. Copy of Registration Certificate from National Treasury (AGPO) for Special groups (Youth, Women & People with Disabilities)

(40 points)

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/we.....hereby apply for registration as  
supplier(s) (Name of Company/Firm)

of.....  
.....  
(Item Description)

.....  
.....  
(Category No.)

Post Office Address  
.....

Town.....  
.....

Street  
.....

Name of building  
.....

Room / Office No. .... Floor No. ....

Telephone Nos.  
.....

Official email address (es)  
.....

Full Name of applicant  
.....

Other branches location  
.....

**2. Organization & Business Information**

Management Personnel

.....

Managing Director / Chief Executive officer.....

Secretary

.....

General Manager

.....

Treasurer

.....

Others.....

.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs.

.....

6. Bank reference and address.....

.....

.....

7. Bonding company reference and address

.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....



9. State any technological innovations or specific attributes which distinguish you from your

competitors .....

.....

.....

.....,

.....

10. Indicate terms of trade / sale

(15 Points)

**PQ-3 SUPERVISORY PERSONNEL**

Name

.....  
...

Age

,.....  
.....

Academic

Qualification.....

.....  
.....

Professional

Qualification.....

.....  
.....

Length of service with Contractor or Supplier position held

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

(Attach copies of certificates of key personnel in the organization)

(15 Points)

**PQ-4 - FINANCIAL POSITION & TERMS OF TRADE**

- (1) Attach a copy of supplier's two certified financial statements giving summary of assets and current liabilities / or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(10 Points)

**REPUBLIC OF KENYA**

**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

|  |
|--|
| <p><i>Part 1 – General:</i></p> <p>Business<br/>Name.....</p> <p>Location of business<br/>premises.....</p> <p>Plot No..... Street/Road<br/>.....</p> <p>Postal Address ..... Tel No..... E mail<br/>..... Nature of Business<br/>.....</p> <p>Current Trade License No..... Expiring<br/>date.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.<br/>.....</p> <p>Name of your bankers ..... Branch<br/>.....</p> |
|--|

|   |
|---|
| <p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>❖ Citizenship details .....</p> |
|---|

| <p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table><thead><tr><th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>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><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr></tbody></table> | Name        | Nationality         | Citizenship Details | Shares | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... |
|---|-------------|---------------------|---------------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Name  | Nationality | Citizenship Details | Shares              |        |       |       |       |       |       |       |       |       |       |       |       |       |
| .....   | .....       | .....               | .....               |        |       |       |       |       |       |       |       |       |       |       |       |       |
| .....   | .....       | .....               | .....               |        |       |       |       |       |       |       |       |       |       |       |       |       |
| .....   | .....       | .....               | .....               |        |       |       |       |       |       |       |       |       |       |       |       |       |

|  |       |             |                     |        |
|--|-------|-------------|---------------------|--------|
| <i>Part 2 (c) – Registered Company</i>           |       |             |                     |        |
| 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.   | ..... | .....       | .....               | .....  |
| Date ..... Signature of Candidate .....          |       |             |                     |        |

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

(10 Points)

**FORM PQ-6 - PAST EXPERIENCE**

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS  
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT /  
ORDERS

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 2<sup>nd</sup> 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 3<sup>rd</sup> 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

.....

(10 Points)

**FORM PQ-7 - SWORN STATEMENT**

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

- a. The information furnished in my / our application is accurate to the best of my / our knowledge.
- b. That in case of being pre-qualified I / we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited to do so by the Authority.
- c. When the Request for Quotations is issued and the legal technical financial conditions or the contractual capacity of the firm changes I / we shall notify the Firm and acknowledge the Authority's right to review the pre-qualification made.
- d. I / We enclose all the required documents and information required for the prequalification evaluation.
- e. I / We confirm that I / we have not been debarred from participation in Public Procurement and have no litigation pending against me / us in any court.

Date

.....

Applicant's

Name ..... Represented by

..... Signature

..... (Full

name and designation of the person signing and stamp or seal)