

## **ETHICS AND ANTI- CORRUPTION COMMISSION**



### **REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FY 2022-2023 & FY 2023 - 2024.**

**TENDER NO. EACC/T/05/2022-2023**

**CLOSING DATE 25<sup>th</sup> AUGUST, 2022 AT 10:00 A.M**

*INTEGRITY CENTRE  
Valley Rd/Jakaya Kikwete Rd Junction  
P.O Box 61130-00200, Nairobi, Kenya  
Tel: 2717318/310722 fax 254 (020) 2719757*

## REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2022–2023 AND 2023–2024

### 1.0 INTRODUCTION

The Ethics and Anti-Corruption Commission is a statutory body established under the Ethics and Anti-Corruption Commission Act, No. 22 of 2011 (EACCA, 2011) pursuant to Article 79 of the Constitution.

The Commission wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2022/2023 and 2023/2024 financial years. Suppliers that are currently registered by EACC are required to register a fresh if they wish to participate. The categories for consideration are listed below: -

### 2.0 LIST OF ETHICS AND ANTI-CORRUPTION PROCUREMENT CATEGORIES

#### 2.1 Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders are allowed to register up to a **Maximum of Three (3)** Lots in any of the categories (A, B & C) by indicating **YES** to the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the Preferred category either With or without Previous experience.
- v. Bidders **MUST** only submit one Tender Document
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.

No.	Categories	Must indicate Category
A.	Goods	Maximum of <b>Three (3)</b> lots for all three categories
B.	Works	
C.	Services	

**N/B – Bidders who select more than **Three (3)** lots will be evaluated on the first **Three (3)** ONLY.**

<b>A. SUPPLY OF GOODS</b>				
<b>LOT NO</b>	<b>CATEGORY REFERENCE NO.</b>	<b>CATEGORY NAME</b>	<b>ELIGIBILITY</b>	<b>PREFERRED CATEGORY (INDICATE YES/NO)</b>
1	EACC/G1/2022-2023	Supply and Delivery of Various Office Stationery Items	Youth, Women and Persons With Disability	
2	EACC/G2/2022-2023	Supply and Delivery of Various office Printed Stationery Items	Youth, Women and Persons With Disability	
3	EACC/G3/2022-2023	Design and Branding of Promotional Materials, T-Shirts, Caps, Banners, Posters, Flags and Give Away	Youth, Women and Persons With Disability	
4	EACC/G4/2022-2023	Supply and Delivery of Various Toners and Cartridges	Youth, Women and Persons With Disability	
5	EACC/G5/2022-2023	Supply and Delivery of Computers, Servers, Printers, UPS, Scanners Computer Spare parts, Consumables and Accessories	Youth, Women and Persons With Disability	
6	EACC/G6/2022-2023	Supply and Delivery of assorted Electrical Items	Youth, Women and Persons with Disability	
7	EACC/G7/2022-2023	Supply and Delivery of Bottled Water and Lease of Water Dispensers for the Regional Offices	Youth, Women and Persons With Disability	
8	EACC/G8/2022-2023	Supply and Delivery of Office Furniture and related office fittings	Youth, Women and Persons With Disability	
9	EACC/G9/2022-2023	Design, Printing and Supply of Printed Paper Materials e.g. Calendars, Diaries, Annual Reports	Youth, Women and Persons With Disability	

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10	EACC/G10/2022-2023	Supply of Advocates gown, shirts & Bibs	Youth, Women and Persons With Disability	
11	EACC/G11/2022-2023	Supply and Delivery of various Kitchen equipment and supplies for HQ and Regional Offices	Youth, Women and Persons With Disability	
12	EACC/G12/2022-2023	Supply and delivery of various Beverages items for the Regional Offices	Youth, Women and Persons With Disability	
13	EACC/G13/2022-2023	Supply of Detergent, Sanitizers, and Cleaning Materials	Youth, Women and Persons With Disability	
14	EACC/G14/2022-2023	Supply and delivery of Newspapers, Magazines & Library publications	Open	

## B PROVISION OF SERVICES

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	EACC/S1/2022-2023	Repair and Maintenance of Computers, Printers, Ups and Related Devices, upgrade and biometric devices, HQ and Regional Offices	Open	
2	EACC/S2/2022-2023	Servicing and maintenance office equipment Shredders, Document Scanners, Franking machines, Document seals, Binding machines, Asset inventory /Tagging, Repairs	Open	
3	EACC/S4/2022-2023	Supply, Repair and Maintenance of Electronic Equipment and Systems	Open	
4	EACC/S5/2022-2023	Maintenance and repair of Motor Vehicles HQ and	Open	

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		Regional offices, (Only Garages prequalified by Public Works)		
5	EACC/S6/2022-2023	Provision of Auctioneering Services	Open	
6	EACC/S7/2022-2023	Provision of Repair and Maintenance of CCTV & and Electrical Accessories, HQ and Regional Offices	Open	
7	EACC/S8/2022-2023	Provision of Photography and Video Coverage Services	Youth, Women and Persons with Disability	
8	EACC/S9/2022-2023	Provision of Legal Services	Open	
9	EACC/S10/2022-2023	Provision Of Repair and Maintenance of Plumping Systems, water pumps, and cleaning of water storage tanks	Open	
10	EACC/S11/2022-2023	Provision of Translation and Interpreter services	Open	
11	EACC/S12/2022-2023	Provision Of Design, Mounting of Trade Fairs (Shows), Exhibitions, Road shows	Open	
12	EACC/S13/2022-2023	Provision of Laundry services	Youth, Women and Persons with Disability	
13	EACC/S14/2022-2023	Provision Of Graphic Design / Creative Services	Youth, Women and Persons with Disability	
14	EACC/S15/2022-2023	Provision of Event Management Services	Youth, Women and Persons with Disability	
15	EACC/S16/2022-2023	Provision of Breakdown and Towing Services Country Wide	Open	
16	EACC/S17/2022-2023	Provision of Catering Services for the Regional Offices	Youth, Women and Persons with Disability	

17	EACC/S18/2022-2023	Provision of maintenance services for firefighting equipment	Open	
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## C. PROVISION OF MINOR WORKS

LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PREFERRED CATEGORY (INDICATE YES/NO)
1	EACC/W1/2022-2023	Repair and Maintenance of Buildings, Civil Works, Electrical Works and Sewerage Services for Integrity Centre and Regional Offices	Youth, Women and Persons with Disability	
2	EACC/W2/2022-2023	Office Partitioning, Repair and Maintenance of Building Works, Interior Design and Related Services for Integrity Centre and Regional Offices.	Youth, Women and Persons with Disability	

Interested bidders may view and download the above registration documents from Public Procurement Information Portal website [www.tenders.go.ke](http://www.tenders.go.ke) or EACC website ([www.eacc.go.ke](http://www.eacc.go.ke)). Interested and eligible applicants are required to download and fill the registration documents from the website free of charge.

Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked: -

### **EACC/T/05/2022-2023 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2022-2023 & 2023-2024**

and addressed to:

**Secretary/Chief Executive Officer  
Ethics and Anti-Corruption Commission (EACC)  
Integrity Centre, Valley Road/Jakaya Kikwete junction,  
P.O Box 61130-00200, Nairobi, Kenya.  
Telephone +254-0709781181  
Email: [supply-chain@integrity.go.ke](mailto:supply-chain@integrity.go.ke) Website: [www.eacc.go.ke](http://www.eacc.go.ke)**

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Completed Form should be deposited in the Tender Box located at EACC Integrity Centre Nairobi Ground floor at the reception area so as to be received on or before **25<sup>th</sup> August, 2022 at 10:00 a.m.**

Registration documents will be opened immediately thereafter in the presence of the bidders' representatives who may choose to attend at the EACC Integrity Centre Foyer, Ground Floor Nairobi. Tender submitted late will not be accepted.

## **3.0 GENERAL INSTRUCTIONS**

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

EACC attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

EACC reserves the right to visit and inspect business premises of all the applicants to verify information provided.

All the information provided would be treated as confidential.

This Registration Document is eligible for one specific lot which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. EACC shall not be responsible for Loss of documents not bound together.

## **4.0 REGISTRATION INSTRUCTIONS**

### **4.1 Introduction**

The Ethics and Anti-Corruption Commission (EACC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the EACC to perform the contract of supply and delivery or provision of goods, works and services to EACC.

### **4.2 Registration Objective**

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to EACC on and as when required during the stated period.

## **4.3 Invitation of Registration**

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Secretary/CEO EACC, so that they may be registered under the specific Lots. Bids will be submitted in separate Envelopes for every Lot Singly. The prospective suppliers are required to supply mandatory information for Registration.

## **4.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

## **4.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

## **4.6 Distribution of Registration Documents**

A copy of the completed Registration data and other requested information shall be submitted to reach:

**Secretary/Chief Executive Officer  
Ethics and Anti-Corruption Commission (EACC)  
Integrity Centre, Valley Road/Jakaya Kikwete junction,  
P.O Box 61130-00200  
Nairobi, Kenya.  
Telephone +254-0709781181  
Email: [supply-chain@integrity.go.ke](mailto:supply-chain@integrity.go.ke) Website: [www.eacc.go.ke](http://www.eacc.go.ke)**

## **4.7 Additional Information**

The Ethics and Anti-Corruption Commission (EACC) reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by Ethics and Anti-Corruption Commission upon completion of the Registration process.



## 5.0 REGISTRATION DATA INSTRUCTIONS

### 5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific Lot.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

### 5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by EACC in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of EACC 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.

### 5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) EACC reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

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## **5.4 Personnel**

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

## **5.5 Financial Condition**

- a) The Supplier's financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

## **5.6 Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

## **5.7 Statement**

Application must include a sworn statement on PART IX by the Tenderer ensuring the accuracy of the information given.

## **5.8 Withdrawal of Registration.**

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the EACC reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

## **5.9 Invitation to Tender.**

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from EACC panel of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to EACC.

## 6.0 REGISTRATION EVALUATION

### CRITERIA A: OPEN CATEGORY:

#### PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months i.e from February 2022	Mandatory
5	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. CA, LSK, etc.	Mandatory
6	Firm's audited accounts for previous one year.(attach proof)	Mandatory
7	All the pages of the tender document/attachments must be serialized	Mandatory
8	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

### CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

#### PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months i.e from February 2022	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	Letter of Reference from the bank regarding credit position	Mandatory

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6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

## **PART I: REGISTRATION DOCUMENTATION**

Firms must provide copies of the following applicable to Open & YWPD: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- h) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- i) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements

## PART II:

### SUPPLIER REGISTRATION DATA

Business Name .....

Pin No.....

Reg. Certificate No.....

(Attach copy registration certificate)

### Address

P.O. Box..... Postal Code.....City/Town.....

Telephone Nos ..... Mobile Nos.....

Email Address: .....

Website address (If any) .....

### Physical Address

Business Location .....

Name of building .....

Plot No. ....Road/Street Name .....Floor No. ....

Room No. ....

### NATURE OF BUSINESS

Please list the goods or services you provide specific to Lot. No, Lot Description applied for:

1.....

2.....

3.....

4.....

For Contractors, state your area of specialization specific to Lot. No, Lot Description applied for: -

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- 1.....
- 2.....
- 3.....
- 4.....

## **PART III: FINANCIAL POSITION / INVESTMENT**

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs: .....

State terms of payment in preference order

- i.....
- ii.....
- iii.....
- iv.....

Note: EACC prefers payment to be made within 30 days after delivery of goods, Works or services.

## **PART IV: ELIGIBILITY**

Are you related to an Employee or Commission Member of EACC? Yes/No

If answer in '3' is YES give the relationship.

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Does an Employee or Commission Member of EACC sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

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Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by EACC to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

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Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES give details:

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Have you offered or given anything of value to influence the procurement process? Yes/No

If answer in above is YES give details

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

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

**Date.....Signature of candidate .....**

**PART V: MANPOWER**

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary.....)

Semi-Skilled.....

(Permanent.....Temporary.....).

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by EACC.



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Attach CV's of key professional / technical personnel in the following format.

Name: .....

Academic Qualification .....

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any) Length of service with the firm Position held

.....

## **PART VI: PAST PERFORMANCE & EXPERIENCE**

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

### **Name of 1st Client**

i.Name of Client .....

ii.Address of Client .....

iii.Name of Contact Person at the client .....

iv.Telephone Contact.....

v.Value of Contract .....

vi.Duration of Contract(date).....

vii.Signature and Date.....

viii.Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

## Name of 2nd Client

- i. Name of Client .....
- ii. Address of Client .....
- iii. Name of Contact Person at the client .....
- iv. Telephone Contact.....
- v. Value of Contract .....
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- ix. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

## Name of 3rd Client

- i. Name of Client .....
- ii. Address of Client .....
- iii. Name of Contact Person at the client .....
- iv. Telephone Contact.....
- v. Value of Contract .....
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

## Name of 4th Client

- i. Name of Client .....

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- ii. Address of Client .....
- iii. Name of Contact Person at the client .....
- iv. Telephone Contact.....
- v. Value of Contract .....
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

## Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by EACC? Yes/No

If yes give reasons for cancellation

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Have you ever been issued with a tender/quotation document by EACC and you failed respond/submit? Yes/No .....

If yes give reasons for not submitting:

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Do you have any objection in EACC obtaining a confidential financial report from your bankers? .....

.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

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.....  
.....  
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## **PART VII: BUSINESS PROBITY**

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential EACC supplier.

<b>No.</b>	<b>PARTICULARS</b>	<b>RESPONSE</b>
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	

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3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of the commission of EACC and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

## PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

<b>Year</b>	<b>Award for Against</b>	<b>Name of Client cause of Litigation and matter in dispute</b>	<b>Disputer amount (Current Value Kshs. Equivalent)</b>

## **PART IX: SWORN STATEMENT**

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with EACC.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with EACC.

That in case of being registered we 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.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.

We have not been debarred from participating in Public Procurement Proceedings.

<b>FORM COMPLETED BY</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Designation</b>	
<b>Signature:</b>	
<b>Stamp or seal</b>	

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(Full name and designation of the person signing and affix Rubber stamp/seal)

## **Certification**

On behalf of the Supplier, I certify that the information given above is correct.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

(Signature)

(Date)