

**MINISTRY OF EDUCATION**

**STATE DEPARTMENT FOR TECHNICAL AND VOCATIONAL EDUCATION AND  
TRAINING**

**KHWISERO TECHNICAL AND VOCATIONAL COLLEGE  
P.O. Box 68-50135, Khwisero, KENYA.**

**E-mail: [kserotvc@gmail.com](mailto:kserotvc@gmail.com)**

**Mobile Phone No. 0755924585**



**REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS  
AND SERVICE PROVIDERS**

**FOR THE FINANCIAL YEARS 2026-2027/2027-2028**

**Tender No: KSEROTVC /PRQ/02/2026-2027/2027-2028**

**July 2026**

**2) Invitation to Tender (ITT)**

**No.....**  
.....

**3) Tender**

**Name.....**

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**INVITATION TO TENDER FOR REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2026-2027/2027-2028**

Khwisero Technical Training and Vocational College invites tenders from interested and eligible suppliers who meet the requirements for the following categories of items and services:

**CATEGORY A- (FY 2026-2028)**

S/NO	CATEGORY A. TENDERNO	REGISTRATION OF SUPPLIERS ITEM DISCRPTION	ELLIGIBILITY
1	KSEROTVC/PQ/01/2026-2028	PROVISION OF ASSET MAINTENANCE, VALUATION, TAGGING, LABELING OF ASSETS AND BAR CODE SERVICES	OPEN
2	KSEROTVC/PQ/02/2026-2028	PROVISION OF GRAPHIC DESIGN AND SIGN WRITING WORKS I.E DOOR LABELS, SIGN BOARDS ETC.	YOUTH, WOMEN &PWDS
3	KSEROTVC/PQ/03/2026-2028	SUPPLY AND DELIVERY OF GENERAL STATIONERIES AND RELATED MATERIALS	YOUTH, WOMEN &PWDS
4	KSEROTVC/PQ/04/2026-2028	SUPPLY AND DELIVERY OF CLEANING MATERIALS, DETERGENT AND DISINFECTANTS	YOUTHS, WOMEN \$ PWDS
5	KSEROTVC/PQ/05/2026-2028	SUPPLY AND DELIVERY OF HARDWARE & PLUMBING MATERIAL AND EQUIPMENT	OPEN
6	KSEROTVC/PQ/06/2026-2028	SUPPLY AND DELIVERY OF BUILDING MATERIALS, SAND, BALLAST, TIMBER AND ALLIED MATERIALS	OPEN
7	KSEROTVC/PQ/07/2026-2028	DESIGN, SUPPLY AND DELIVERY OF BRANDED MARKETING AND PROMOTIONAL MATERIALS (T- SHIRTS, CAPS, CARRIER BAGS, LOGOS BRONCHURES, BANNERS, SCHOOL IDS.	YOUTHS, WOMEN \$ PWDS
8	KSEROTVC/PQ/08/2026-2028	SUPPLY AND DELIVERY OF CLOTHING AND TEXTILE MATERIALS	OPEN
9	KSEROTVC/PQ/09/2026-2028	SUPPLY AND DELIVERY OF ELECTRICAL AND ELECTRONIC MATERIALS, FITTING AND EQUIPMENT.	OPEN
10	KSEROTVC/PQ/10/2026-2028	SUPPLY AND DELIVERY OF COMPUTERS, LAPTOPS, PRINTERS, TONERS, PHOTOCOPIERS, COMPUTER ACCESSORIES, AND RELATED MATERIALS.	YOUTHS, WOMEN \$ PWDS
11	KSEROTVC/PQ/11/2026-2028	SUPPLY AND DELIVERY OF GAMES AND SPORTS UNIFORMS, SPORTWEAR AND OTHER RELATED EQUIPMENT	OPEN
12	KSEROTVC/PQ/12/2026-2028	SUPPLY AND DELIVERY OF ASSORTED KITCHEN WARE ITEMS/CUTLERY AND OTHER EQUIPMENT'S /APPLIANCES.	YOUTHS, WOMEN \$ PWDS
13	KSEROTVC/PQ/13/2026-2028	PROVISION OF REPAIRS AND MAINTENANCE SERVICES FOR COMPUTERS AND PRINTERS	YOUTHS, WOMEN \$ PWDS
14	KSEROTVC/PQ/14/2026-2028	SUPPLY AND DELIVERY OF HAIRDRESSING, BEAUTY THERAPY PRODUCTS AND EQUIPMENT.	OPEN

15	KSEROTVC/PQ/15/2026-2028	SUPPLY AND DELIVERY OF SEWING MACHINES AND THEIR ACCESSORIES	
16	KSEROTVC/PQ/16/2026-2028	SUPPLY AND DELIVERY OF AGRICULTURE FARM INPUTS, MACHINERY AND EQUIPMENT'S	YOUTHS, WOMEN & PWDS
17	KSEROTVC/PQ/17/2026-2028	SUPPLY AND DELIVERY OF AUTOMOTIVE, MECHANICAL AND WELDING MATERIALS AND EQUIPMENT.	OPEN
<b>CATEGORY B- WORKS AND SERVICES</b>			
18	KSEROTVC/PQ/18/2026-2028	PROVISION OF CONSULTANCY SERVICES	OPEN
19	KSEROTVC/PQ/19/2026-2028	SERVICING OF PRINTERS AND PHOTOCOPIERS	OPEN
20	KSEROTVC/PQ/20/2026-2028	PROVISION OF REPAIR SERVICES TO SEWING MARCHINES, FRIDGES, ELECTRIC AND GAS COOKERS	YOUTHS, WOMEN & PWDS
21	KSEROTVC/PQ/21/2026-2028	PROVISION OF FIREFIGHTING EQUIPMENT & TIRE EXTINGUISHERS AND SERVICES	OPEN
22	KSEROTVC/PQ/22/2026-2028	INSTALLATION OF CCTVS AND OTHER SECURITY EQUIPMENT	OPEN
23	KSEROTVC/PQ/23/2026-2028	PROVISION OF BRANDING AND LABELING SERVICES	YOUTHS, WOMEN & PWDS
24	KSEROTVC/PQ/24/2026-2028	PROVISION OF MANAGEMENT INFORMATION SYSTEM	OPEN
25	KSEROTVC/PQ/25/2026-2028	PROVISION OF ADVERTISEMENT SERVICES	OPEN
26	KSEROTVC/PQ/26/2026-2028	PROVISION OF SECURITY AND GUARD SERVICES	OPEN
27	KSEROTVC/PQ/27/2026-2028	PROVISION OF INSURANCE COVERS FOR STUDENTS	OPEN
28	KSEROTVC/PQ/28/2026-2028	PROVISION OF INTERNET CABLING SERVICES AND INTERNET CONNECTION	YOUTHS, WOMEN & PWDS
29	KSEROTVC/PQ/29/2026-2028	PROVISION OF SMALL WORKS	YOUTHS, WOMEN & PWDS
30	KSEROTVC/PQ/30/2026-2028	PROVISION OF WEBSITE REDESIGN, UPGRADING AND MAINTENANCE SERVICES	OPEN

## **REQUIREMENTS**

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. Copy of VALID Trade License.
4. Valid CR12 certificate or equivalent – for limited companies.
5. Company profile.
6. Valid AGPO Certificate for the reserved groups.
7. Duly Completed Confidential Business Questionnaire.
8. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
9. For Repair & Maintenance works Firms **MUST** be registered by NCA.
10. Must be a current member of the Association of Insurance Brokers (AIB) (BROKERS)(For provision of insurance )
11. Submit and authorization form from the underwriter on whose behalf (Brokers) (For provision of Insurance
12. Registration with the Insurance Regulatory Authority(IRA) for current year and a certified copy of the current license be submitted (for provision of insurance )

**Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.**

**The tender documents may be obtained from procurement office during normal working hours upon payment of non-refundable fee of ksh1000/= (one thousand shillings only) payable to KCB LUANDA BRANCH, KHWISERO TECHNICAL AND VOCATIONAL COLLEGE DEPOSIT A/C NO: 1303241277. MPESA PAYBILL NO,522533 A/C 6041519.BUSINESS NAME: KHWISERO.OR DOWNLOADED FREE OF CHARGE FROM PPIP WEBSITE.**

Duly completed Registration Documents in plain sealed envelopes clearly marked " " should be addressed to:

**THE PRINCIPAL**

**KHWISERO TECHNICAL AND VOCATIOANAL COLLEGE**

**P.O.BOX 68-50138**

**KHWISERO**

And be deposited in the Tender Box located at the Khwisero Technical and Vocational College at the reception admin Block so as to be received on or before **MONDAY, JUNE 15<sup>TH</sup> 2026 at 10:00 am**  
Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the computer Lab.

This exercise shall be continuous throughout the Supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

**THE PRINCIPAL  
KHWISERO TECHNICAL AND  
VOCATIONAL COLLEGE  
P.O. BOX 68 - 50138 KHWISERO**  
Date: 5/15/2026 Sign: [Signature]

PRINCIPAL/SECRETARY BOG

## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

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

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

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

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

### 2.3 Submission of Applications

Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before MONDAY 15<sup>TH</sup> JUNE, 2026 at 10:00 AM. **A tender shall be submitted before the deadline for submitting tenders and any tenders submitted before the deadline shall not be accepted.**

2.3.1 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

(a) Be addressed and delivered to the location at the invitation for registration and the registration advertisement.

(b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, KSEROTVC will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate's identity KSEROTVC will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.4 Eligible Candidates**

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KSEROTVC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ (Registration questionnaire)-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KSEROTVC, as the KSEROTVC shall reasonably request.

## **2.5 Qualification Criteria**

below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 **Experience**

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 **Personnel**

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 **Financial Condition**

The Supplier's financial condition will form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 **Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 **Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 **Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

**2.6 Cost of Application**

The registration document shall be availed at PPIP to the applicant at no cost. The applicant shall be responsible for other costs associated with the preparation and submission of its application and KSEROTVC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

### **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify KSEROTVC in writing or by email at the [kserotvc@gmail.com](mailto:kserotvc@gmail.com) email address indicated in the registration data.

2.7.2 KSEROTVC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the KSEROTVC response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

### **2.8 Amendment of Registration Documents**

2.8.1 At any time prior to the deadline for submission of applications, KSEROTVC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda. The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the KSEROTVC.

2.8.2 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KSEROTVC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

### **2.9 Deadline for Submission of Registration Documents**

2.9.1 Applications must be received by KSEROTVC at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 KSEROTVC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of

KSEROTVC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

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

2.10.2 KSEROTVC shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

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

## **2.11 Process to be Confidential**

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

## **2.12 Clarification of Applications and Contacting of KSEROTVC**

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

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact KSEROTVC on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KSEROTVC, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence KSEROTVC in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, KSEROTVC will determine whether each application

(a) has been properly signed and delivered pursuant to clause 2.3;

(b) is substantially responsive to the requirements of the registration documents; and

(c) provides any clarification and/or substantiation and responsiveness pursuant to Sub-Clause 2.15

2.13.2A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KSEROTVC rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications?

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

2.13.4 KSEROTVC, prior to the approval of the registration may confirm the qualification of each applicant by shall be completed during the stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

#### **2.14 Notification of Qualified Applicants**

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

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

#### **2.15 Evaluation and Comparison of Applications**

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

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

#### **2.16 KSEROTVC's Right to accept any Application and to reject any or all Applications**

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

2.17.1 Prior to expiration of the period of registration validity prescribed by KSEROTVC, KSEROTVC will notify successful applicants through a list to be uploaded on PPIP website.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

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

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

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -



**A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

<ol style="list-style-type: none"> <li>1. Certificate of Registration/Incorporation</li> <li>2. Valid Tax Compliance Certificate</li> <li>3. Copy of VALID Trade License.</li> <li>4. Valid CR12 certificate or equivalent – for limited companies</li> <li>5. Company profile</li> <li>6. Valid AGPO Certificate for the reserved groups</li> <li>7. Duly Completed Confidential Business Questionnaire</li> <li>8. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)</li> <li>9. For works Firms MUST be registered by NCA 10. For provision of Ticketing Services prospective service providers MUST be registered with KCAA 11. Must be a current member of the Association of Insurance Brokers (AIB) (BROKERS)(For provision of insurance )</li> <li>12. Submit and authorization form from the underwriter on whose behalf (Brokers) (For provision of Insurance</li> <li>13. Registration with the Insurance Regulatory Authority(IRA) for current year and a certified copy of the current license be submitted (for provision of insurance )</li> </ol>	Mandatory
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Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

## Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached qualification forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

### EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	<b>TOTAL</b>	<b>100</b>

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

**FORM RQ-1 - REGISTRATION DATA**  
**SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration.

*(Name of Company/Firm)*

as ..... suppliers ..... of

*(Item Description)*

Category No.....

Other branches and location .....

**Organization & Business Information**

Management Personnel ..... Job Title.....

1. ....

2. ....

3. ....

**Partnership (if applicable)**

Names of Partners .....

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

**(20 points)**

Enclose copy of profile of the firm indicating the main fields of activities

**RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

**Part 1- General:**

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Postal Address..... Tel No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time: Ksh.....

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

(40 Points)

**FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS**

- Name of 1<sup>st</sup> Client (organization)**
  - Name of Client (organization).....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the Client (organization)

.....

iv) Telephone No. of Client

.....

v) Duration of Contract (date)

.....

vi) Signature and Stamp of Organization.....

**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) Duration of Contract (date)

.....

vi) Signature and Stamp of

Organization.....

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) Duration of Contract (date)

.....

vi) Signature and Stamp of Organization.....

(30 points)

**FORM RQ-4 - LITIGATION HISTORY**

Name of Contract Supplier.....

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

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

**(10 Points)**