

FORM "A"



**KOITALEEL SAMOEI UNIVERSITY
COLLEGE**

KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

FORM FOR THE CONTINUOUS REGISTRATION OF SUPPLIERS

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS,
WORKS AND SERVICES**

Please indicate the item category applied for as follows:-

ITEM CODE NUMBER: _____

ITEM DESCRIPTION: _____

NAME OF SUPPLIER: _____

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**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR PERIOD
2023-2024**

Koitaleel Samoei University College (KSUC) is a Constituent College of the University of Nairobi.

KSUC invites applications from interested and qualified suppliers and contractors in the several procurement categories as detailed below:-

A. REGISTRATION OF CITIZEN SUPPLIERS

Koitaleel Samoei University College invites all eligible and qualified citizen firms to submit sealed applications for Registration for the supply of goods, works or services.

B. REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME

Koitaleel Samoei University College wishes to invite firms owned by Youth, Women and Persons Living With Disabilities (YWPD) to register with the Institution for supply of goods, works and services as part of fulfilment of the 30% preference and reservation scheme for the group. In order to be considered for these procurement opportunities, duly registered YWPD firms are required to submit applications for registration for the specified categories of goods, works and services.

The items/categories are as follows:-

GOODS				
S/ N O	Item Code Number	Item Description	Special Conditio ns (Where Applicab le)	Eligibility
1.	KSUC/PROC/001/2023-2024	Supply of General Office Stationery.		AGPO
2.	KSUC/PROC/002/2023-2024	Supply and Servicing of Computers, UPS, Printers, Toners, ICT Software, CCTV Equipment, ICT Accessories and any other Related ICT Items.		OPEN TO ALL
3.	KSUC/PROC/003/2023-2024	Supply of Office Furniture, Carpet, Office Blinds and Other Related Fittings.		OPEN TO ALL
4.	KSUC/PROC/004/2023-2024	Supply of Building Materials, Plumbing and General Hardware.		OPEN TO ALL

5.	KSUC/PROC/005/2023-2024	Supply of Electrical Equipment, Material and Fittings.		OPEN TO ALL
6.	KSUC/PROC/006/2023-2024	Supply of International and Local Library Books.		OPEN TO ALL
7.	KSUC/PROC/007/2023-2024	Supply of Staff Uniforms, Branded Shirts and T-shirts, Branded Caps, Foot Wear and Protective Clothing.		AGPO
8.	KSUC/PROC/008/2023-2024	Supply of Cleaning Materials - Soap, Detergents and Disinfectants.		AGPO
9.	KSUC/PROC/009/2023-2024	Supply of Motor Vehicle Spare Parts, Batteries, Tyres, Tubes and Other Accessories.		OPEN TO ALL
10.	KSUC/PROC/010/2023-2024	Supply and Maintenance of Firefighting Equipment and Alarm systems.		OPEN TO ALL
11.	KSUC/PROC/011/2023-2024	Supply of Drugs and Other Medical Consumables.		OPEN TO ALL
12.	KSUC/PROC/012/2023-2024	Supply of Medical Laboratory Equipment and Accessories.		OPEN TO ALL
13.	KSUC/PROC/013/2023-2024	Supply of Laboratory Chemicals, Reagents and Other Related Consumables.	Licences from relevant certifying/regulatory bodies	OPEN TO ALL
14.	KSUC/PROC/014/2023-2024	Supply of Sports Equipment		OPEN TO ALL
15.	KSUC/PROC/015/2023-2024	Supply and Provision of Motor Vehicle Fuel Lubricants.		OPEN TO ALL
WORKS				

16.	KSUC/PROC/016/2023-2024	Building and Construction Works, Partitioning and Painting of Buildings and Offices and Minor Structural Adjustments.	Valid classification and approval from National Construction Authority (NCA)	OPEN TO ALL
17.	KSUC/PROC/017/2023-2024	Provision of Civil Works		
18.	KSUC/PROC/018/2023-2024	Provision of Mechanical Works.		
19.	KSUC/PROC/019/2023-2024	Repair, Maintenance and Servicing of Motor Vehicles.	CM & TE Registered Firms Only	OPEN TO ALL
SERVICES				
20.	KSUC/PROC/020/2023-2024	Provision of General Printing Services.		OPEN TO ALL
21.	KSUC/PROC/021/2023-2024	Generator Servicing and Accessories.		OPEN TO ALL
22.	KSUC/PROC/022/2023-2024	Provision of Event Management Services.		AGPO
23.	KSUC/PROC/023/2023-2024	Provision of Security Services.		OPEN TO ALL
24.	KSUC/PROC/024/2023-2024	Provision of Insurance Services (Motor vehicle and Medical cover)		OPEN TO ALL
25.	KSUC/PROC/025/2023-2024	Provision of Tracking Services for Motor Vehicles.		OPEN TO ALL
26.	KSUC/PROC/026/2023-2024	Provision of Asset Valuation Services.		OPEN TO ALL
27.	KSUC/PROC/027/2023-2024	Provision of Engraving and Marking of University College Assets.		OPEN TO ALL
28.	KSUC/PROC/028/2023-2024	Provision of Hotel Conference Services and Catering Services (Eldoret, Kapsabet, Nairobi, Kisumu, Mombasa and other regions)		OPEN TO ALL
29.	KSUC/PROC/029/2023-2024	Provision of Catering Services Students (Operating Students Cafeteria)		OPEN TO ALL

30.	KSUC/PROC/030/2023-20 24	Provision of Air Travel and Ticketing Services – Both Local and International.	IATA Registered Firms only	OPEN TO ALL
		9		
31	KSUC/PROC/031/2023-20 24	Provision of Sanitary Services.		OPEN TO ALL
32	KSUC/PROC/032/2023-20 24	Provision of Mail Services, Local and International Courier Services.		OPEN TO ALL
33	KSUC/PROC/033/2023-20 24	Provision of Pest Control and Fumigation Services.		AGPO
34.	KSUC/PROC/034/2023-20 24	Provision of Photography/Video Graphic, Public Address and Related Services.		OPEN TO ALL
35.	KSUC/PROC/035/2023-20 24	Provision of Local Area Networking.		OPEN TO ALL

Eligible and qualified firms wishing to be registered under the “open” category should fill **Form A**; and those under “AGPO” (Preference and Reservations group) should fill **Form B**.

Those who wish to be registered in more than one category will be required to download additional registration documents for each category. Completed documents in a plain, sealed envelope marked with the item code numbers and category description should be addressed to:-

**THE PRINCIPAL
KOITALEEL SAMOEI UNIVERSITY COLLEGE
P.O. BOX 5-30307
MOSORIOT**

and be submitted to the Procurement Office located at the Koitaleel Samoei University College.

GENERAL INSTRUCTIONS

- 1) 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.
- 2) Koitaleel Samoei University College 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.
- 3) Koitaleel Samoei University College reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly bound** (Preferably perfect binding), **filled and page numbered**. Koitaleel Samoei University College shall not be responsible for Loss of documents not bound (loose documents).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

Koitaleel Samoei University College invites applications from interested and qualified suppliers and contractors in the several procurement categories.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the organization on as and when required.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Principal, Koitaleel Samoei University College so that they may be registered for submission of quotations/ restricted tender as appropriate. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

1.4 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.

1.5 Registration Document

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

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

1.7 Distribution of Registration Documents

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

**THE PRINCIPAL
KOITALEEL SAMOEI UNIVERSITY COLLEGE
P.O. BOX 5-30307
MOSORIOT**

Telephone Number: DL+254-20-4915310 (Procurement Office)
Email: procurement@ksu.ac.ke
Website: www.ksu.ac.ke

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the following address:

**PROCUREMENT OFFICE
KOITALEEL SAMOEI UNIVERSITY COLLEGE
P.O. Box 5 –30307
MOSORIOT.**

Email: procurement@ksu.ac.ke

1.9 Additional Information

Koitaleel Samoei University College reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for quotations/ restricted tenders will be made available only to those bidders whose qualifications are accepted by the Koitaleel Samoei University College after scoring a minimum of **70%** after the completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of all the 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 on the authority of the Accounting Officer. Prices quoted shall be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of Ninety (90) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part I, II, III, IV, V, VI, VII, VIII & IX are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

- 3.1.1** The registered 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 indelible ink.

3.2 Qualification

- 3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Koitaleel Samoei University College in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

- 3.2.2** Prospective bidders will not be considered qualified unless in the judgement of Koitaleel Samoei University College that 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 Registration

- 3.3.1** (a) Experience: Prospective bidders shall have at least two (2) years' experience in the supply of goods and services.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- (c) Koitaleel Samoei University College reserves to request for additional qualification information at the tender/quotation stage to suit a particular procurement.

3.3.2 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 may be indicated in part VI.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest 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.

- 3.3.4** 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 to be filled/provided on Part IV. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

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

3.4 Statement

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

3.5 Withdrawal of Registration.

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, Koitaleel Samoei University College reserves the right to reject the tender from such a bidder even though they have been initially registered.

- 3.6** The firm must have a fixed **Business Premise** and must be registered in Kenya, with certificate of Registration, Incorporation, and certificate of registration for Youth, Women and Persons with Disabilities.

- 3.6.1** 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).

4. EVALUATION CRITERIA

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of VAT/PIN Registration Certificate	Mandatory
3.	Copy of a Valid Tax Compliance Certificate	Mandatory
4.	Latest CR 12 Certificates for Companies	Mandatory
5.	Single Business Permit from County Government indicating physical registered office	Mandatory

B: TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1.	Registration Documentation	I	25
2.	Supplier Registration Data & Company details	II & III	5
3.	Financial Position & Performance Standards	IV & V	20
4.	Manpower/Key Personnel	V I	20
5.	Past Performance & Experience	VIII	25
6.	Litigation History/Disclosure	I X	5
	Total		100

The minimum score to qualify for prequalification shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority.
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of Current Single Business Permit from County Government.
6. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.
7. Current letters of recommendation from previous organizations served (provide at least four).
8. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
9. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
10. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements.

PART II

1. SUPPLIER REGISTRATION DATA

A. Business Name

Pin No. _____ VAT Reg. No _____

(Attach copy of registration certificate)

B. Address

P.O. Box _____

Postal Address _____ Code _____

City/Town _____ Telephone Number _____

Mobile Number _____

Fax Number _____

Email address _____

Website address (If any) _____

C. Physical Address

Business Location _____

Name of building _____

Plot Number _____

Road/Street Name _____

Floor Number _____ Room Number _____

PART III COMPANY DETAILS

A Sole Proprietor

Your name in full _____

Age _____ Nationality _____

Country of origin _____

Citizenship details _____

B Partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details Shares
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

D. Registration with Registrar of Companies

1) Date of Registration _____ Registration Number _____
(Attach copy/copies of registration certificate)

2) Registration with Ministry of Public Works

Date of Registration _____ Registration Number _____

Present Category _____
(Attach copy/copies of current registration certificate)

3) Registration with any other bodies/authority relevant to your line of business e.g.

AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc

Date of Registration _____ Registration Number _____

Present Category _____
(Attach a copy/copies of registration certificates)

A. Attach Practising Certificates (Attach copy)

2. TRADE LICENCES

Single Business Permit held – City Council of Nairobi /County Government/Municipality Councils

1) Licence Number _____ Expiry Date _____
Licensed for _____

Current Trade Licence – Ministry/Statutory Commissions/Regulatory Commissions etc.

1) Licence Number _____ Expiry Date _____

2) Licence Number _____ Expiry Date _____

3) Licence Number _____ Expiry Date _____

(Attach copy/copies of registration certificate)

3. NATURE OF BUSINESS

- A. Please list the goods or services you provide specific to item Code, Item Description applied for:

- B. For Contractors, state your area of specialisation specific to item Code, Item

Description applied for: -

- 1) _____
- 2) _____
- 3) _____

PART IV: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

1) Authorised Shares Kshs _____

2) Issued Shares Kshs. _____

- B. Partnership & Sole Proprietorship:

Total Investment: Kshs. _____

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.

- C. Maximum value of business which you can handle at any time

- D. State terms of payment in preference order

A. _____

Note: KSUC prefers payment to be made within 90 days after delivery of goods/services.

PART V: PERFORMANCE STANDARDS & FACILITIES

**A. Spa
ce**

- | | | | |
|----|---------|-----------------|-------|
| 1) | Factory | Owned or rented | _____ |
| | _____ | | — |
| | Sq.ft. | | |
| 2) | Godown | Owned or rented | _____ |
| | _____ | | — |
| | Sq.ft. | | |
| 3) | Office | Owned or rented | _____ |
| | _____ | | — |
| | Sq.ft. | | |

B. Machinery

- 1) You own or lease _____
- 2) Approximate value Kshs. _____

(Provide and attach a list of key plant/equipment for the execution of the works)

- 3) State extent to which you would have to sub-contract
Work _____

- 4) Are you certified by any Quality Assurance Body? If so, give the standard and name

(Attach copies of the accreditation)

PART VI: MANPOWER

a) Name of Chief Executive Officer/Principal Officer

b) How many staff does your organization have? _____

c) Indicate the number in each category:

(i) Technical (Permanent _____ Temporary _____)

(ii) Semi Skilled (Permanent _____ Temporary _____)

PART VII: PAST PERFORMANCE & EXPERIENCE

a) Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years,

1. Name of 1st Client (Organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization) _____

iv) Telephone Number of Client _____

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization) _____

iv) Telephone Number of Client _____

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization) _____

iv) Telephone Number of Client _____

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4 Name of 4th Client (organization)

.

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization) _____

iv) Telephone Number of Client _____

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

b) Trade References

Attach at **least four (4) current letters of recommendation** from reputable organisations that you have supplied goods, works/service for the last three years.

c) Name and address of your Bankers

d) Have you ever had an order/contract issued and cancelled in whole or part by KSUC?

Yes/No _____

If yes give reasons for cancellation

e) Do you have any objection in KSUC obtaining a confidential financial report from your bankers?

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

If yes, give details

PART VIII: BUSINESS PROBITY AND LITIGATION HISTORY

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 Koitaleel Samoei University College supplier.

No.	PARTICULARS	RESPONSE
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/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics and 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 by Koitaleel Samoei University College 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	Please indicate if your firm or any of your directors/ partners has ever been debarred/ deregistered by the Public Procurement Regulatory Authority (formerly PPOA)	

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 Koitaleel Samoei University College (KSUC).

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

1. 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 Koitaleel University College.
2. 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.
3. We enclose all the required documents and information required for the registration evaluation.
4. We will not engage in corrupt practices with Koitaleel Samoei University College /Members of Staff.

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

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

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