



**National Transport  
and Safety Authority**

**REGISTRATION OF SUPPLIERS AND SERVICE  
PROVIDERS FOR  
GOODS, WORKS, SERVICES AND  
CONSULTANCIES**

**FOR A PERIOD OF TWO YEARS**

**NTSA-/REG-0XX/2018-2020**

**NATIONAL TRANSPORT AND SAFETY AUTHORITY  
HILL PARK PLAZA,  
UPPER HILLROAD  
P.O. BOX 3206 – 00506  
NAIROBI.**

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# National Transport and Safety Authority

## REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS, WORKS, SERVICES AND CONSULTANCIES FOR FINANCIAL YEARS 2018/2019 AND 2019/2020

National Transport and Safety Authority (hereinafter “NTSA”), was established through an Act of Parliament; Act Number 33 on 26<sup>th</sup> October 2012 with the objective of harmonizing the operations of key road transport departments and help in effectively managing the road transport sub-sector and minimizing loss of lives through road crashes.

NTSA invites all eligible and qualified firms including those owned by youth, women and persons with disability (YWPD) to submit sealed applications for registration to general categories of Supply of goods, works and services for a period of two years. The registration documents, containing submission information, detailed terms and conditions of registration may be inspected from the Procurement Office located at Hill Park Building, 3<sup>rd</sup> Floor, during working hours and downloaded from our website at <http://www.ntsago.ke> or <http://tenders.go.ke> free of charge.

Registration documents must be submitted in plain sealed envelopes clearly marked “**Registration Category No:** NTSA-REG/0xx/2018-2020” and deposited in the Tender Box located on the Ground Floor of our offices or be addressed to:

**Director General  
National Transport and Safety Authority  
Hill Park Building, Lower Hill Road  
P.O Box 3206-00506, Nairobi Kenya.**

National Transport and Safety Authority reserves the right to accept or reject an application and is not obliged to assign reasons for its decision thereof save as provided under written law.

**Any canvassing or giving of false information will lead to automatic disqualification.**

**Director General**

**CATEGORY A: SUPPLY OF GOODS:**

NO.	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
1	NTSA/REG/001/2018 -2020	Supply and delivery of computers, laptops, UPSs, printers, scanners and general computer hardware and software	OPEN
2.	NTSA/REG/002/2018 -2020	Supply and delivery of Office Furniture and Fittings.	OPEN
3.	NTSA/REG/003/2018 -2020	Supply and delivery of cut measure and trim Staff uniforms and protective gear.	OPEN
4.	NTSA/REG/004/2018 -2020	Supply and delivery of bottled Water and Water Dispensers	OPEN
5.	NTSA/REG/005/2018 -2020	Supply of Telecommunication Equipment and Accessories	RESERVED
6.	NTSA/REG/006/2018 -2020	Supply and Delivery of General office equipment	RESERVED
7.	NTSA/REG/007/2018 -2020	Supply and delivery of Electrical and Hardware items.	RESERVED
8.	NTSA/REG/008/2018 -2020	Supply and delivery of motor vehicle tyres, tubes and batteries	OPEN

**CATEGORY B: PROVISION OF SERVICES:**

NO.	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
9.	NTSA/REG/009/2018 -2020	Provision of General Printing Services	RESERVED
10	NTSA/REG/010/2018 -2020	Design, Print & Supply of Branded Marketing & Promotion Merchandise and Giveaways	RESERVED
11.	NTSA/REG/011/2018 -2020	Provision of Travel Agency Services, Air Tickets & Travel Arrangements <b>IATA registered</b>	RESERVED
12.	NTSA/REG/012/2018 -2020	Provision of Photography, Videography, Audiovisual Production & Editing Services	RESERVED
13.	NTSA/REG/013/2018 -2020	Provision of Courier services	OPEN
14.	NTSA/REG/014/2018 -2020	Provision of Outdoor Advertisement Services	OPEN
15.	NTSA/REG/015/2018 -2020	Provision of Fire Extinguishing cylinders & Fire Protection	OPEN
16.	NTSA/REG/016/2018 -2020	Provision of Translation and Sign Language Services	OPEN
17.	NTSA/REG/017/2018 -2020	Provision of road safety awareness training services	OPEN
18.	NTSA/REG/018/2018 -2020	Provision of defensive Driving Training	OPEN
19.	NTSA/REG/019/2018 -2020	Provision of Motorcyclists and pedal cyclists riding and safety training.	OPEN
20.	NTSA/REG/020/2018 -2020	Provision of Motor Vehicle tracking control services	OPEN
21.	NTSA/REG/021/2018 -2020	Provision of Executive Airport transfers	OPEN

NO.	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
		(Nairobi, Mombasa, Kisumu and Eldoret)	
22.	NTSA/REG/022/2018 -2020	Provision of Outside Catering Services	OPEN
23.	NTSA/REG/023/2018 -2020	Provision of events management and other related services	OPEN
24.	NTSA/REG/024/2018 -2020	Provision of fumigation, pest control and sanitary services	OPEN
25.	NTSA/REG/025/2018 -2020	Provision of Video and photography services	RESERVED

**CATEGORY C: PROVISION OF REPAIR AND MAINTENANCE SERVICES:**

NO.	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
26.	NTSA/REG/026/2018 -2020	Repair, service and maintenance of motor vehicles	OPEN
27.	NTSA/REG/027/2018 -2020	Provision of Service Repairs & Maintenance of Telephones & Telcoms Equipment	OPEN
28.	NTSA/REG/028/2018 -2020	Provision of Repairs & Maintenance of Office Equipment, Furniture & Fittings	OPEN
29.	NTSA/REG/029/2018 -2020	Repair, service and maintenance of desktops, laptops, printers, UPS's, photocopiers network server and all ICT related items.	OPEN

**CATEGORY D: PROVISION OF CONSULTANCY SERVICES:**

NO	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
30.	NTSA/REG/030/2018 -2020	Provision of Road Survey Consultancy Services	OPEN
31.	NTSA/REG/031/2018 -2020	Provision of consultancy services for curriculum development for road safety training	OPEN
32.	NTSA/REG/032/2018 -2020	Provision of consultancy services on (talent management, customer satisfaction survey, employee satisfaction, work environment survey, legal audit and corruption prevention surveys)	OPEN
33.	NTSA/REG/033/2018 -2020	Provision of training services in Management Development Courses such as Corporate Governance, Risk Management, Finance, Procurement, Road safety etc	OPEN
34.	NTSA/REG/034/2018 -2020	Provision of team building consultants and related services	OPEN

NO	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
35.	NTSA/REG/035/2018 -2020	Provision of Medical Consultancy services ( <b>Fitness to drive</b> )	OPEN
36.	NTSA/REG/036/2018 -2020	Provision of Consultancy services for stakeholder management	OPEN
37.	NTSA/REG/037/2018 -2020	Provision of Road safety events management consultancy services	OPEN
38.	NTSA/REG/038/2018 -2020	Provision of road hazard Mapping and road safety research services	OPEN
39.	NTSA/REG/039/2018 -2020	Provision of Road safety electronic and print media content development services	OPEN
40.	NTSA/REG/040/2018 -2020	Provision of media monitoring services, public relations, advertising agency and media management services	OPEN
41.	NTSA/REG/041/2018 -2020	Provision of Legal services	Registered legal firms/individuals

## SECTION 1. INFORMATION TO CANDIDATES

### INTRODUCTION

- 1.1. National Transport and Safety Authority (NTSA) wishes to Register and enlist prospective bidders among those who will have submitted their Registration documents, in accordance with the registration requirements to undertake the assignments described herein for a period of two (2) years subject to satisfactory performance.
- 1.2. The registration document and the response thereof shall be the basis for registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3. NTSA does not bind itself for supply of the goods or provision of any service but shall endeavour to ensure tenderers will be treated equitably.
- 1.4. Applicants will be informed in writing of the results of the application.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is NTSA's policy to require that Tenderers observe the highest standard of ethics during selection and execution of its contracts. In pursuance of this policy, NTSA:
  - a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the registration process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the registration process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - (b) Will reject a Tender for registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (c) Will declare a Tender ineligible, for registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
  - (d) Will have the right to examine financial records relating to the performance of such services to determine capability.
  - (e) Will have the right to inspect the business premises of the tenderer.
- 1.7. Tenderers shall furnish information as described in the registration document.

1.8. Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

### 1.9. **Professional Qualifications**

Professional service providers are required to be in possession of current practicing certificates from their professional bodies and standing without any disciplinary cases, due diligence will be carried out to ensure that they have not been disbarred.

### 1.10 **Facilities**

Suppliers and service providers are required to have access to computers and internet connectivity as communication to suppliers will be via emails to enable them provide adequate services and facilitate on real-time communication.

### 1.11 **Litigation against NTSA**

The Firms should disclose if they are engaged with past or pending litigation against NTSA and the nature of the litigation in order to avoid conflict of interest.

## 2. **DOCUMENTS COMPRISING THE REQUEST FOR REGISTRATION**

2.1 Tenderers may request a clarification on the registration document. Any request for clarification must be sent in writing by mail or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests.

## 3. **PREPARATION OF TENDER DOCUMENTS**

3.1 Tenderers are requested to submit a registration document written in English language.

3.2 Tenderers are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 Tenderers are required to meet the registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfil these requirements, will be considered for detailed evaluation.

3.4 The registration documents shall not include any financial proposal information other than **audited accounts for the last 2 years**.

### 3.5 **Period of Validity**

The request for registration must remain valid for a period of (2) years unless otherwise communicated.

Submission of Registration documents will be continuous but evaluation and registration will be done on a bi-annual basis during the year period.

NTSA will make best effort to complete the evaluation and communicate within this period.



#### **4. SUBMISSION, RECEIPT, AND OPENING OF REGISTRATION DOCUMENTS**

- 4.1 The original registration document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the person or persons who sign(s) the registration document.
- 4.2 An authorized representative of the Applicants should paginate and initial all pages of the tender document.
- 4.3 **One (1) original** registration document for each category should be prepared and submitted in a plain sealed envelope marked:

**“REGISTRATION DOCUMENT FOR EACH CATEGORY WITH THE DESCRIPTION AND REGISTRATION NUMBER NTSA-REG-001/XXX/ 2018-2020” TO BE DELIVERED TO:**

**Director General  
National Transport and Safety Authority  
Hill Park Building  
Lower Hill Road, Upper Hill  
P.O Box 3206-00506  
Nairobi, Kenya**

Where a tenderer is qualified for more than one category, submission must be done in **separate envelopes** for each category.

#### **4.4 Deadline for Submission**

Submission of Registration documents will be continuous and registration documents shall be sent to the above address.

#### **4.5 Tender Opening And Evaluation**

- 4.5.1 A committee of officials shall open the Applications on quarterly basis and they will be subjected to an evaluation process.
- 4.5.2 National Transport and Safety Authority will prepare a record of the registration document opening.

#### **5. Registration Evaluation**

- 5.1 NTSA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Applicants shall not contact NTSA on the matter relating to their registration document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence NTSA in the registration document evaluation shall result in the rejection of their application.

- 5.3** Registration will be based on meeting the following minimum criteria regarding the Applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4** The applicants should have registered offices and NTSA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5** Applicants who qualify according to the selection criteria will be invited to submit their quotations for the provision of various services as and when required during the 2 years period.
- 5.6** NTSA reserves the right to accept or reject any or all registration documents without the obligation to assign any reason (s) for its decision thereof.

**5.7 Litigation**

Applicants must disclose any current litigation against the firm and briefly describe the nature of the litigation.

**6. EVALUATION CRITERIA FOR OPEN/UNRESERVED CATEGORIES**

**A: Mandatory Requirements**

<b>No.</b>	<b>Requirements</b>	<b>Score</b>
1.	Registration Submission Form.	Mandatory
2.	Copy of Certificate of Registration/Incorporation	Mandatory
3.	Copy of <b>Valid</b> Tax Compliance Certificate	Mandatory
4.	Single Business Permit from Place of Business County Government	Mandatory
5.	Submit details of five major clients from your current public institutions or large commercial enterprises, summary of services rendered, value of contracts and contact persons, email addresses and telephone numbers.	Mandatory
6.	Evidence of physical registered office (attach copies of utility bills e.g. Single Business Permit from County Governments, electricity/water or lease agreement/Title).	Mandatory
7.	Duly filled and signed Confidential Business Questionnaire	Mandatory
8.	Sworn Anti-Corruption Affidavit.	Mandatory
9.	Dully Filled registration Data	Mandatory
10.	Registration certificate from National Construction Authority for Works.	Mandatory
11.	Professional service providers are required to provide of current practicing certificates from their professional bodies and to be good standing without any disciplinary cases, due diligence will be carried out to ensure that they have not been disbarred	Mandatory

**Applicants have to provide all the above mandatory requirements to proceed for Technical Evaluation.**

## B: TECHNICAL EVALUATION FOR OPEN/UNRESERVED CATEGORIES

The points given to evaluation criteria are as per the following evaluation criteria matrix.

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	<b>Company Profile:</b> a) Provide company profile showing names of Directors, management team and general structure of the company.	10	
2.	<b>Experience:</b> a) Attach five (5) copies of LPOs/LSOs/contract documents as evidence of doing similar/related business (3 Points for each) b) Provide recommendation letters from 5 reputable institutions/clients.(3 marks)	15 15	
3.	<b>Financial Capacity:</b> Submit certified copy of the firms audited accounts for the last two (2) years i.e (2016 and 2017) or the last 6 months certified bank statements.	10	20
	b) A reference letter from applicant's bank regarding their credit position.	10	
4.	a) Relevant academic qualifications and experience of the team leader (highest qualification scored) – attach copies of certificates	Degree 8 Diploma 4 Certificate 2	8
	b) Relevant Professional /Academic qualifications of three other staff of the organization – attach copies of certificates	Degree 4 Diploma 2 Certificate 1	12
5.	CVs and certificates for at least three (3) members of senior management.	6	
6.	Litigation History	5	
7.	Statement (s) to demonstrate an understanding of the category of interest	4	
8.	Well-arranged registration document according to the format provided	5	
	<b>TOTAL SCORE</b>	100	

**The minimum score to qualify for registration shall be 70%. Applicants who will not meet this minimum score shall be considered unsuccessful.**

## 7. EVALUATION CRITERIA- FOR RESERVED GROUP (YOUTH, WOMEN & PLWD)

### A: Mandatory Requirements

No.	Requirements	Score
1.	Registration Submission Form.	Mandatory
2.	Copy of Certificate of Registration/Incorporation	Mandatory
3.	Copy of <b>Valid</b> Tax Compliance Certificate	Mandatory
4.	Single Business Permit from Place of Business County Government	Mandatory
5.	Submit details of Three (3) major clients from your current public institutions or large commercial enterprises, summary of services rendered, value of contracts and contact persons, email addresses and telephone numbers.	Mandatory
6.	Evidence of physical registered office (attach copies of utility bills e.g. Single Business Permit from County Governments, electricity/water or lease agreement/Title).	Mandatory
7.	Duly filled and signed Confidential Business Questionnaire	Mandatory
8.	Sworn Anti-Corruption Affidavit.	Mandatory
9.	Dully Filled registration Data	Mandatory
10	Registration certificate from National Construction Authority for Works.	Mandatory
11	Professional service providers are required to provide of current practicing certificates from their professional bodies and to be good standing without any disciplinary cases, due diligence will be carried out to ensure that they have not been disbarred	Mandatory
12	Valid AGPO Certificate for those under Reserved Group (Youth, Women & PLWD)	Mandatory

**Applicants have to provide all the above mandatory requirements to proceed for Technical Evaluation.**

## B. TECHNICAL EVALUATION FOR RESERVED GROUP (YOUTH, WOMEN & PLWD)

The points given to evaluation criteria are as per the following evaluation criteria matrix.

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	<b>Company Profile:</b> a) Provide company profile showing names of Directors, management team and general structure of the company.	10	
2.	<b>Experience:</b> a) Attach three (3) copies of LPOs/LSOs/contract documents as evidence of doing similar/related business (5 Points for each) b) Provide recommendation letters from (3) reputable institutions/clients.(5 marks)	15 15	
3.	<b>Financial Capacity:</b> Submit certified copy of the statement of accounts for the last two (2) years i.e (2016 and 2017) or the last 6 months certified bank statements. b) A reference letter from applicant's bank with disclosure of the mandatory signatories to the account	10 10	20
4.	a) Relevant academic qualifications and experience of the team leader (highest qualification scored) – attach copies of certificates b) Relevant Professional /Academic qualifications of three other staff of the organization – attach copies of certificates	Degree 8 Diploma 4 Certificate 2 Degree 4 Diploma 2 Certificate 1	8 12
5.	CVs and certificates for Directors/ Partners	6	
6.	Litigation History	5	
7.	Statement (s) to demonstrate an understanding of the category of interest	4	
8.	Well-arranged registration document according to the format provided	5	
	<b>TOTAL SCORE</b>	100	

## 8. CONFIDENTIALITY

- 8.1. Information relating to evaluation of registration documents and recommendations concerning registration shall not be disclosed to the Applicants until the registered firms have been advised accordingly.

# SECTION 2

## REGISTRATION SUBMISSION FORM

Date \_\_\_\_\_

Registration No. \_\_\_\_\_

To: **Director General**  
**National Transport and Safety Authority**  
**Hill Park Building**  
**Lower Hill Road, Upper Hill**  
**P.O Box 3206-00506**  
**Nairobi, Kenya**

Gentlemen and/or Ladies:

1. Having examined the Registration documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our registration Document

2. Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of registered firms.

3. We understand that you are not bound to accept any tender you may receive.

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

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

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



**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

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

<b>Part 1 – General</b>	
1.1	Business Name ..... .....
1.2	Location of Business Premises. ..... .....
1.3	Plot No..... Street/Road Postal Address ..... Tel No. .... E mail ..... (this email must be in operation as it will be used for sending out request for quotations)
1.4	Nature of Business ,.....
1.5	Registration Certificate No. ..... .....
1.6	Maximum Value of Business which you can handle at any one time – Kshs.....
1.7	Name of your Bankers ..... Branch .....
<b>Part 2 (a) – Sole Proprietor</b>	
2a.1	Your Name in Full ..... Age .....
2a.2	Nationality ..... Country of Origin ..... <ul style="list-style-type: none"> <li>• Citizenship Details ..... .....</li> </ul>

**Part 2 (b) Partnership**

2b.1 Given details of Partners as follows:

2b.2 Name                                      Nationality                                      Citizenship Details                                      Shares

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

**Part 2 (c ) – Registered Company**

2c.1 Private or Public

.....  
.....

2c.2 State the Nominal and Issued Capital of Company-

Nominal Kshs.

.....

Issued Kshs.

.....

2c.3 Given details of all Directors as follows

Name                                      Nationality                                      Citizenship Details                                      Shares

- 1.....  
.....  
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- 2.....  
.....  
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- 3.....  
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- 4.....  
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- 5.....  
.....  
.....



**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of National Transport and Safety Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is **YES** give the relationship.

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

3.3 Does an Employee, Committee Member, Board Member of National Transport and Safety Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 If answer in '3.3' above is **YES** give details.

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

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by National Transport and Safety Authority 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 \_\_\_\_\_

3.6 If answer in '3.5' above is **YES** give details.

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

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:

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

3.9 Have you offered or given anything of value to influence the procurement process? Yes  
\_\_\_\_\_No\_\_\_\_\_

3.10 If answer in '3.8' above is **YES** give details

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

I / We **DECLARE** that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give NTSA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Date .....Signature of Candidate .....

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

**SELF-DECLARATION FORM**

Date \_\_\_\_\_

**To:**

The National Transport and Safety Authority,  
Hill Park Building  
PO Box 3206-00506  
Nairobi, Kenya.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) \_\_\_\_\_

Declares the following:

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Bidders.

Yours sincerely,

Name of Tenderer: .....

Signature of duly authorized person signing the Tender: .....

Name and Capacity of duly authorized person signing the Tender: .....

Stamp or Seal of Tenderer: .....

**NATURE OF BUSINESS**

DEFINATION OF BUSINESS .....

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list)

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

**Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.**

**DISCLOSURE**

**ASSOCIATED COMPANIES**

A)..... (E).....

B)..... (F) .....

C) ..... (G) .....

D) ..... (H) .....

NUMBER OF STAFF EMPLOYED (1) MANAGEMENT .....

(2) SUPPORT STAFF .....

(Attach Organization Chart and CVs)

PERIOD IN BUSINESS .....

**OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLIED GOODS/SERVICES**

A) .....

A) .....

B) .....

C) .....

D) .....

Give their full address and the range of goods/ services that you provide  
(This may be done on a separate sheet)

Name(s) of Banker(s) .....

.....

Account Number (s).....

**ASSOCIATED COMPANIES BY VIRTUE OF DIRECTORSHIP/MAJORITY  
SHAREHOLDING ARE NOT PERMITTED TO SUBMIT APPLICATIONS FOR THE SAME  
CATEGORY OF GOODS/WORKS/SERVICES/CONSULTANCIES.**

**WHERE SUCH IS DETECTED WITHOUT A DISCLOSURE THE AFFECTED COMPANIES  
SHALL BE DISQUALIFIED AT WHATEVER STAGE OF THE PROCESS**

TERMS OF PAYMENT

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance Services.

RANGE OF GOODS/SERVICES YOU SPECIALISE IN

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

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS/ SERVICES TO NATIONAL TRANSPORT AND SAFETY AUTHORITY?

IF YES, WHICH ITEMS/SERVICES

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

ATTACH COPIES OF LSO/LPOs INSTRUCTIONS:

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

DO YOU HAVE ANY OUTSTANDING SUPPLIES WITH US? IF SO GIVE DETAILS

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

HAVE YOU EVER FAILED TO HONOUR OUR INSTRUCTIONS? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY PUBLIC ENTITY OR UNDER INVESTIGATION BY PPOA?

YES..... NO .....

**CONFLICT OF INTEREST DISCLOSURE**

We/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Organization's rubber Stamp .....

**CRIMINAL OFFENCE DISCLOSURE**

I/WE NAME OF DIRECTOR (S) / PARTNER(S): -

A)..... (B) .....

have not been convicted of any criminal offence relating to procurement proceedings or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of these procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....20.....

Organization's rubber Stamp .....



**PART B (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)**

**Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff**

Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Company/Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

Law Society of Kenya/ICPAK/ specify if any: \_\_\_\_\_

Previous assignments: \_\_\_\_\_

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. }

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{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained }

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Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.}

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Languages:

{Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.}

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CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member or authorized official from the firm

Date: \_\_\_\_\_

**FORM PQ-6 -PAST EXPERIENCE**

**NAME OF FIVE CLIENTS**

1. Name of 1<sup>st</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)
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. Name of 4<sup>th</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)
5. Name of 5<sup>th</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)

In the table below, please indicate as appropriate the Region(s) where you wish to be considered for supply of the goods or services.

<b>REGION</b>	<b>CLOSEST LOCATION OF SERVICE PROVISION</b>	<b>TICK AREA OF INTEREST AS APPROPRIATE</b>
NTSA Headquarters	Nairobi/Thika/Machakos	
Coastal Region	Mombasa/Voi	
Western Region	Kisumu/Kisii/ Kakamega	
Rift Valley Region	Eldoret/Kitale/Nakuru/ Kericho	
Northern Region	Embu/Meru/Garissa	
Central Region	Nyeri/Nyahururu	