



**KENYA VETERINARY VACCINES
PRODUCTION INSTITUTE
(KEVEVAPI)**

**REGISTRATION OF SUPPLIERS
FOR
SUPPLY OF GOODS, WORKS & SERVICES
FOR YEAR 2018-2020**

CATEGORY No: KVVPI/REG/C1-C60/2018-2020

APPLICANT'S NAME.....

CLOSING DATE: 6th NOVEMBER, 2018 AT 12: NOON LOCAL TIME

Kenya Veterinary Vaccines Production Institute,
(KEVEVAPI)
Road A, Off-Enterprise Road, Industrial Area
P.O Box 53260-00200 Nairobi
Tel No: 254 20 3540071 /254 20 2174418/254 724 6518 95
Email: vaccines@kevevapi.org
Website: www.kevevapi.or.ke

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INVITATION NOTICE

Category No. KVVPI/REG/C1-C60/2018-2020

Item Description: REGISTRATION OF SUPPLY OF GOODS/WORKS/SERVICES

Kenya Veterinary Vaccines Production Institute (KEVEVAPI) hereinafter referred to as “Procuring entity” intends to register suppliers for the under listed categories of goods, works and services. The resultant list will be updated on bi-annual basis. KEVEVAPI now invites applications from interested eligible firms for registration as suppliers for the financial years 2018/2020 onwards as indicated in the schedule below:

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS		
KVVPI/REG/C/1/2018-20	Laboratory consumables, Chemicals & Reagents,	Open
KVVPI/REG/C/2/2018-20	Laboratory Glassware & Equipment	Open
KVVPI/REG/C/3/2018-20	Foils, Sealing, Packing & Autoclave Tapes,	Open
KVVPI/REG/C/4/2018-20	Staff uniforms, Footwear & Protective Clothing.	Reserved
KVVPI/REG/C/5/2018-20	Safety Equipment & First Aid Kits	Open
KVVPI/REG/C/6/2018-20	Cleaning Materials, Detergents & Disinfectants.	Reserved
KVVPI/REG/C/7/2018-20	Fresh Milk, Newspapers & Airtime	Reserved
KVVPI/REG/C/8/2018-20	General Stationary and Office Consumables.	Reserved
KVVPI/REG/C/9/2018-20	Toners, Cartridges, Ribbons, Antivirus & other computer accessories	Reserved
KVVPI/REG/C/10/2018-20	Desktop, Laptop, Printers, Shredders, Photocopiers, Binders, projectors, tablets, television sets & Scanners	Open
KVVPI/REG/C/11/2018-20	Furniture, Furnishing and Fittings.	Reserved
KVVPI/REG/C/12/2018-20	Sanitary Services and Toiletries.	Open
KVVPI/REG/C/13/2018-20	Animal Feeds & Veterinary drugs	Open
KVVPI/REG/C/14/2018-20	Experimental Animals	Open
KVVPI/REG/C/15/2018-20	Farm Tools & Equipment	Open
KVVPI/REG/C/16/2018-20	Animal Work Items (Syringes, Needles etc)	Reserved
KVVPI/REG/C/17/2018-20	Marketing and Promotional Materials	Reserved
KVVPI/REG/C/18/2018-20	Packing & Packaging Materials	Open
KVVPI/REG/C/19/2018-20	Vials, Caps, Aluminium Seals & Rubber Stoppers.	Reserved
KVVPI/REG/C/20/2018-20	Motor Petrol, Diesel, Oil & Lubricants	Open
KVVPI/REG/C/21/2018-20	Motor Tires, Tubes & Batteries.	Open
KVVPI/REG/C/22/2018-20	Paints, Hardware & Building Materials.	Open
KVVPI/REG/C/23/2018-20	Electrical Motors, Equipment & Accessories.	Open
KVVPI/REG/C/24/2018-20	Refrigeration equipment, Parts and consumables	Open

KVVPI/REG/C/25/2018-20	Heavy Industrial & Fuel Oils	Open
KVVPI/REG/C/26/2018-20	Supply, installation, commissioning & servicing of CCTV cameras/security system	Open
KVVPI/REG/C/27/2018-20	VOIP, PABX, Telephone heads & telecommunication equipment & spares	Open
KVVPI/REG/C/28/2018-20	Supply, installation, commissioning & servicing of access control system (Biometric)	Open
KVVPI/REG/C/29/2018-20	Supply, installation & maintenance of Network equipment & structured cabling (LAN)	Open
KVVPI/REG/C/30/2018-20	ICT Hardware, accessories & consumables	Reserved
REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES		
KVVPI/REG/C/31/2018-20	Maintenance, Repair & Service of Motor Vehicles	Open
KVVPI/REG/C/32/2018-20	Repair, Service & Maintenance of Standby Generators.	Open
KVVPI/REG/C/33/2018-20	Repair, maintenance & service of refrigeration equipment & washing machines	Open
KVVPI/REG/C/34/2018-20	Repair, Maintenance & Service of ICT equipment including printers, copiers, scanners, calculators	Reserved
KVVPI/REG/C/35/2018-20	Boiler and steam line maintenance, overhaul and water treatment.	Open
KVVPI/REG/C/36/2018-20	Repair and Maintenance of Compressed air plant	Open
KVVPI/REG/C/37/2018-20	Plant, Process Control and Automation	Open
KVVPI/REG/C/38/2018-20	Repair of Office Furniture, Fittings & Cabinets	Reserved
KVVPI/REG/C/39/2018-20	Travel Agents & Ticketing Services	Open
KVVPI/REG/C/40/2018-20	Legal & Company Secretarial Services	Open
KVVPI/REG/C/41/2018-20	Insurance Services.	Open
KVVPI/REG/C/42/2018-20	Valuation of Buildings and Assets.	Open
KVVPI/REG/C/43/2018-20	Asset Marking & Tagging System	Reserved
KVVPI/REG/C/44/2018-20	Website development, Hosting, Maintenance & bulk SMS services	Open
KVVPI/REG/C/45/2018-20	Tax Consultancy	Open
KVVPI/REG/C/46/2018-20	Security & Guarding Services	Open
KVVPI/REG/C/47/2018-20	Cleaning, Fumigation & Pest Control Services	Reserved
KVVPI/REG/C/48/2018-20	Clearing & Forwarding Services	Open
KVVPI/REG/C/49/2018-20	Human Resource Training and Consultancy	Open
KVVPI/REG/C/50/2018-20	Harvesting & Baling of Hay	Open
KVVPI/REG/C/51/2018-20	Conference and accommodation services	Open
KVVPI/REG/C/52/2018-20	ERP Enhancement & maintenance services	Open

KVVPI/REG/C/53/2018-20	Design, development & maintenance for web-based application	Open
KVVPI/REG/C/54/2018-20	Provision of cloud data centre backup& co-location services	Open
KVVPI/REG/C/55/2018-20	Repair & maintenance of VOIP, PABX, Switchboard &Telecommunication equipment	Open
KVVPI/REG/C/56/2018-20	Repair& maintenance of CCTV Cameras& access control (Biometric)	Open
REGISTRATION OF SUPPLIERS FOR WORKS		
KVVPI/REG/C/57/2018-20	Electrical & Mechanical Works	Open
KVVPI/REG/C/58/2018-20	Welding& Fabrication Works	Reserved
KVVPI/REG/C/59/2018-20	Fabrication of stainless steel & aluminium products	Open
KVVPI/REG/C/60/2018-20	Construction and Civil Works	Reserved

Categories marked “**Open**” are accessible to all interested, eligible candidates.

Categories marked “**Reserved**” are accessible to women, youth and persons with disability

The Registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from KEVEVAPI’s

website <https://www.kevevapi.or.ke> or IFMIS suppliers portal

<https://supplier.treasury.go.ke/tenders>

and suppliers are advised to register at the procurement office via email at procurement@kevevapi.org

Completed paginated/serialized registration documents are to be enclosed in plain sealed envelopes, marked with the Registration Category number and name and be deposited in the tender box at the reception of KEVEVAPI Head Office located at Industrial Area, Road A, Off-Enterprise Road, Nairobi addressed to:

Chief Executive Officer

Kenya Veterinary Vaccines Production Institute (KEVEVAPI),

P. O. Box 53260 - 00200

NAIROBI

So as to be received on or before **6th November, 2018 at 12:00 Noon**. Bulky applications can be handed over to KEVEVAPI procurement office for registration and safe keeping till the opening date.

All candidates whose applications will have been received on or before the closing date and time will be advised in due course, of the results of their applications.

Chief Executive Officer,

Kenya Veterinary Vaccines Production Institute

(KEVEVAPI)

REGISTRATION INSTRUCTIONS

1.1. Introduction

Kenya Veterinary Production Institute (KEVEVAPI) is a state corporation under the Ministry of Agriculture, Livestock and Fisheries charged with the responsibility of production, manufacturing, research and marketing of veterinary vaccines.

1.2. Reserved and Open Categories

Categories marked “**Reserved**” have been specifically set aside for exclusive competition among enterprises owned by the Youth, Women & Persons with Disabilities. Categories marked “**Open**” are accessible to all interested, eligible candidates.

1.3. Registration Objective

The main objective is to supply and deliver assorted goods, works and also provide services under relevant tenders/quotations to KEVEVAPI as and when required during the financial year 2018/2020 onwards.

1.4. Invitation for 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 **KEVEVAPI** so that they may be registered as suppliers for submission of quotations and restricted tenders. The prospective Suppliers are required to supply mandatory information for registration.

1.5. Experience

Prospective suppliers must produce evidence of having successfully supplied, delivered or provided services of similar nature to Government/Corporation/Institutions of similar size and complexity through attaching copies of the Local Purchase/Service Orders, contracts or completion / inspection and acceptance certificates. Potential suppliers must demonstrate the willingness and commitment to meet the registration criteria. All entities registered with the National Treasury under the AGPO program as Youth, Women and Persons with Disability are eligible for registration in the categories **marked Reserved upon submission of Valid Registration Certificate.**

1.6. 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.

1.7. Distribution of Registration Documents

Only the original of the completed registration data and other requested information shall be submitted to reach:

Kenya Veterinary Vaccines Production Institute,
(KEVEVAPI)
Road A, Off-Enterprise Road, Industrial Area
P.O Box 53260-00200 Nairobi
Tel No: 254 20 3540071 / 254 20 2174418/254 724 6518 95
Email:vaccines@kevevapi.org
: procurement@kevevapi.org
Website: www.kevevapi.or.ke

1.8. Questions Arising from Documents

Questions that may arise from the registration documents should be directed to Director Procurement office through the address given above.

1.9. Late Applications

Any Registration Document received after the deadline shall not be evaluated until a later date.

1.10. Additional Information

KEVEVAPI reserves the right to request clarification from prospective bidders. Bidders will only be deemed to have been successful after submitting **all the mandatory requirements**.

KEVEVAPI does not bind itself to assign contracts/tenders but shall endeavour to ensure a fair and equal rotation amongst the persons/firms under each category.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

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

2.3 Contract Price

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

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms R-1, R-2, R-3, R-4 and R-5, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tenders.

3.1.2 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.

3.2 Qualification

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

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of KEVEVAPI, 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/works/services.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have relevant experience in the supply of goods, works, services and allied items. In case of potential supplier/contractor, they should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and deliver items, or services at short notice.

3.3.2 Personnel

The names and pertinent information of the key personnel for individual or group to execute the contract must be indicated.

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 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**, considering the amount of uncompleted orders on contract and now in progress. 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. A copy of Purchase Order, contract agreement or inspection and acceptance certificate accompanied by a recommendation letter from past customers should be provided when invited to participate in the bidding process.

3.4 Declaration Statement

Application must include a self-declaration Form R-5 by the applicant 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 in the opinion of the client/KEVEVAPI could substantially change the performance and qualification of the bidder or his ability to perform

but not limited to bankruptcy, change in ownership or new commitments, KEVEVAPI reserves the right to reject the tender from such a bidder even though he was initially registered.

- 3.6** The firm must have a **fixed Business Premise** and must be **registered in Kenya**, with certificate of registration/ incorporation copies of which must be attached.

For service outside Nairobi

The bidder must provide evidence of a fixed Business Premise, must be registered in Kenya and must be operating from the region

- 3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

3.6.2 General Requirements

- a. KEVEVAPI will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- b. Registration will be based on meeting the minimum criteria.
- c. The applicants must have registered offices and KEVEVAPI reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- d. The applicant shall submit documents that are current and valid.
- e. KEVEVAPI may carry out due diligence to confirm the accuracy and validity of the documents and information submitted by the applicants.

3.7 Registration Forms

Required Information	Form Type
1. Self-Declaration Form	R-1
2. Registration Data	R-2

3. Confidential Business Questionnaire	R-3
4. Letter of Application	R-4
5. Information Declaration Statement	R-5

IMPORTANT:

Bidders are advised to fill all the prescribed forms

3.8 REGISTRATION

ALL FIRMS MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS: -

1. Copies of Certificate of Registration/Incorporation.
2. Copy of Current & Valid Tax Compliance Certificate.
3. Certificate of Registration from the National Treasury as a Youth, Women or Persons with Disability.
4. Self-declaration that the person has not been convicted of corrupt or fraudulent practices;
5. Self-declaration that the person and his or her sub-contractor, if any, is not debarred from participating in public procurement proceedings
6. Self-declaration that the person is not insolvent, in receivership, bankrupt or in the process of being wound up
7. Duly Completed Confidential Business Questionnaire (Form R-3)
8. Duly Filled Forms R-4 and R-5

FORM R-1 SELF-DECLARATION FORM

a. ANTI-CORRUPTION DECLARATION

We (*insert the name of the company / supplier*) ----- declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply –

- a) The person shall be disqualified from entering into a contract for the procurement;
or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KEVEVAPI.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That KEVEVAPI may have.

NameSignature..... Date

Company Seal / Business Stamp

b. ANTI-FRAUDULENT PRACTICE DECLARATION

We (*insert the name of the company / supplier*) -----declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we bid we have not been convicted of corrupt or fraudulent practices

NameSignature.....Date

Company Seal / Business Stamp

c. NON - DEBARMENT DECLARATION

We (*insert the name of the company / supplier*) -----declares and guarantees that no director, sub-contractor or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

NameSignature.....Date

Company Seal / Business Stamp

d. NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP

We (*insert the name of the company / supplier*) -----declares and guarantees that the person or the company bidding is not insolvent, in receivership, bankrupt or in the process of being wound up

NameSignature.....Date

Company Seal / Business Stamp

e. EMPLOYMENT LAWS AND PRACTICES

We (*insert the name of the company / supplier*) -----declares and guarantees that the person or the company bidding is not guilty of any serious violation of fair employment laws and practices.

NameSignature.....Date

Company Seal / Business Stamp

FORM R-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We Hereby Apply for Registration as Supplier(S)

Company/Firm Registration No.	
Item Description	
(Category No.)	
Post Office Address	

Town	
Street	
Name of Building	
Floor No.	
Room/Office No.	
Office Telephone Nos	1) 2) 3)
Mobile No.	1) 2) 3)
Showroom Location (<i>Where Applicable</i>)	
Contact Name(s)	1)
	2)
	3)
Official Email Address(es)	
Alternate email addresses	1)
	2)

2. Organization & Business Information

Management Personnel	
Director/Chief Executive	
General Manager	
Other Staff	

1)	
2)	
3)	
4)	
5)	
6)	

R-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p><i>Part I- General:</i></p> <p>Business Name</p> <p>Location of business premises..... Plot No. Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Email address.</p> <p>Nature of business.....</p> <p>Current Business Permit No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch</p>	
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<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 25%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.....</p> <p style="padding-left: 20px;">Issued Kshs.....</p> <p>Given details of all directors as follows: -</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 30%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 15%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
<p>Date Signature of Candidate.....</p>																															

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

NOTE:

Attach the firm’s current CR12 indicating the directors and their shareholding and copies of Directors’ identity cards / passports. (Where applicable)

FORM R- 4: LETTER OF APPLICATION

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

Date

To
 Kenya Veterinary Vaccines Production Institute,
 (KEVEVAPI)
 Road A, Off-Enterprise Road, Industrial Area
 P.O Box 53260-00200 Nairobi

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm/supplier*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following category(ies) of goods, services and works.

NOTE: In the table below, please indicate as appropriate the category where you wish to be considered for supply of goods/works/services. Please note that indicating N/A or leaving the space blank against the category means not interested for consideration.

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY	
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KVVPI/REG/C/4/2018-20	Staff uniforms, Footwear & Protective Clothing.	Reserved	
KVVPI/REG/C/5/2018-20	Safety Equipment & First Aid Kits	Open	
KVVPI/REG/C/6/2018-20	Cleaning Materials, Detergents & Disinfectants.	Reserved	
KVVPI/REG/C/7/2018-20	Fresh Milk, Newspapers & Airtime	Reserved	
KVVPI/REG/C/8/2018-20	General Stationary and Office Consumables.	Reserved	
KVVPI/REG/C/9/2018-20	Toners, Cartridges, Ribbons, Antivirus & other computer accessories	Reserved	
KVVPI/REG/C/10/2018-20	Desktop, Laptop, Printers, Shredders, Photocopiers, Binders, projectors, tablets, television sets & Scanners	Open	

KVVPI/REG/C/11/2018-20	Furniture, Furnishing and Fittings.	Reserved	
KVVPI/REG/C/12/2018-20	Sanitary Services and Toiletries.	Open	
KVVPI/REG/C/13/2018-20	Animal Feeds & Veterinary drugs	Open	
KVVPI/REG/C/14/2018-20	Experimental Animals	Open	
KVVPI/REG/C/15/2018-20	Farm Tools & Equipment	Open	
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KVVPI/REG/C/20/2018-20	Motor Petrol, Diesel, Oil & Lubricants	Open	
KVVPI/REG/C/21/2018-20	Motor Tires, Tubes & Batteries.	Open	
KVVPI/REG/C/22/2018-20	Paints, Hardware & Building Materials.	Open	
KVVPI/REG/C/23/2018-20	Electrical Motors, Equipment & Accessories.	Open	
KVVPI/REG/C/24/2018-20	Refrigeration equipment, Parts and consumables	Open	
KVVPI/REG/C/25/2018-20	Heavy Industrial & Fuel Oils	Open	
KVVPI/REG/C/26/2018-20	Supply, installation, commissioning & servicing of CCTV cameras/security system	Open	
KVVPI/REG/C/27/2018-20	VOIP, PABX, Telephone heads & telecommunication equipment & spares	Open	
KVVPI/REG/C/28/2018-20	Supply, installation, commissioning & servicing of access control system (Biometric)	Open	
KVVPI/REG/C/29/2018-20	Supply, installation & maintenance of Network equipment & structured cabling (LAN)	Open	
KVVPI/REG/C/30/2018-20	ICT Hardware, accessories & consumables	Reserved	
REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES			
KVVPI/REG/C/31/2018-20	Maintenance, Repair & Service of Motor Vehicles	Open	
KVVPI/REG/C/32/2018-20	Repair, Service & Maintenance of Standby Generators.	Open	
KVVPI/REG/C/33/2018-20	Repair, maintenance & service of refrigeration equipment & washing machines	Open	
KVVPI/REG/C/34/2018-20	Repair, Maintenance & Service of ICT equipment including	Reserved	

	printers, copiers, scanners, calculators		
KVVPI/REG/C/35/2018-20	Boiler and steam line maintenance, overhaul and water treatment.	Open	
KVVPI/REG/C/36/2018-20	Repair and Maintenance of Compressed air plant	Open	
KVVPI/REG/C/37/2018-20	Plant, Process Control and Automation	Open	
KVVPI/REG/C/38/2018-20	Repair of Office Furniture, Fittings & Cabinets	Reserved	
KVVPI/REG/C/39/2018-20	Travel Agents & Ticketing Services	Open	
KVVPI/REG/C/40/2018-20	Legal & Company Secretarial Services	Open	
KVVPI/REG/C/41/2018-20	Insurance Services.	Open	
KVVPI/REG/C/42/2018-20	Valuation of Buildings and Assets.	Open	
KVVPI/REG/C/43/2018-20	Asset Marking & Tagging System	Reserved	
KVVPI/REG/C/44/2018-20	Website development, Hosting, Maintenance & bulk SMS services	Open	
KVVPI/REG/C/45/2018-20	Tax Consultancy	Open	
KVVPI/REG/C/46/2018-20	Security & Guarding Services	Open	
KVVPI/REG/C/47/2018-20	Cleaning, Fumigation & Pest Control Services	Reserved	
KVVPI/REG/C/48/2018-20	Clearing & Forwarding Services	Open	
KVVPI/REG/C/49/2018-20	Human Resource Training and Consultancy	Open	
KVVPI/REG/C/50/2018-20	Harvesting & Baling of Hay	Open	
KVVPI/REG/C/51/2018-20	Conference and accommodation services	Open	
KVVPI/REG/C/52/2018-20	ERP Enhancement & maintenance services	Open	
KVVPI/REG/C/53/2018-20	Design, development & maintenance for web-based application	Open	
KVVPI/REG/C/54/2018-20	Provision of cloud data centre backup & co-location services	Open	
KVVPI/REG/C/55/2018-20	Repair & maintenance of VOIP, PABX, Switchboard & Telecommunication equipment	Open	
KVVPI/REG/C/56/2018-20	Repair & maintenance of CCTV Cameras & access control (Biometric)	Open	
REGISTRATION OF SUPPLIERS FOR WORKS			
KVVPI/REG/C/57/2018-20	Electrical & Mechanical Works	Open	
KVVPI/REG/C/58/2018-20	Welding & Fabrication Works	Reserved	
KVVPI/REG/C/59/2018-20	Fabrication of stainless steel & aluminium products	Open	

“X” MEANS TO BE CONSIDERED FOR REGISTRATION

2. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

3. Your Authority and its authorized representatives may contact the following persons under Form R - 2 for further information.

4. This application is made with the full understanding that:
 - a Bids by prospective applicants will be subject to verification of all information submitted for registration at the time of bidding.
 - b Your Authority reserves the right to:
 - c Reject or accept any application, cancel the registration process, and reject all applications
 - d Your Agency shall not be liable for any such actions.

Name.....signature.....Date.....

Company Seal/Business Stamp.....

FORM R-5 - INFORMATION DECLARATION STATEMENT

Having studied the registration information, we/I hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.

- b. 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.

- c. When the invitation for Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name

Represented by

Signature

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

EVALUATION CRITERIA

Mandatory Requirement s	Yes/No
1. Copies of Certificate of Registration/Incorporation	
2. Copy of Current & Valid Tax Compliance Certificate. (Applicable to local firms)	
3. Duly Filled Self-declaration forms (R-1 forms a-e)	
4. Duly Filled Confidential business questionnaire-R-3	
5. Duly Filled Registration of suppliers' application form-R-4	
6. Duly Filled information -declaration statement-R-5	
7. Manufacturing License (for applicants who are manufacturers)	
8. Current Good Manufacturing Practice (GMP) (for applicants who are manufacturers)	

Bidders who fail to meet 6 out the above 8 criteria will be declared non-responsive and therefore disqualified.