



COUNCIL OF GOVERNORS

**COG/PROC/...../2017 –2018
PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE PERIOD
ENDING 30TH JUNE 2019**

**The Council of Governors,
Delta House, 2nd Floor Chiromo Road
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SECTION I INVITATION TO TENDER
6-06 2017

TENDER REF NO:
TENDER NAME :

THE COUNCIL OF GOVERNORS (hereafter referred to as “**COG**”) invites applications from competent firms for prequalification for supply of goods and services listed below for the period ending 2018/2019

Interested eligible suppliers are invited to apply for prequalification, indicating the reference number and category of goods or services they wish to supply.

CATEGORY B: PREQUALIFICATION

REFERENCE NO.	Item Description	Eligible Firms
COG/PROC/1/2017/2018	Prequalification For Supply And Delivery Of Tyres And Tubes	Open
COG/PROC/2/2017/2018	Provision Of Consultancy ,Training ,capacity building Services	Open
COG/PROC/3/2017/2018	Provision Of Cleaning And Fumigation Services	Youth Women and PWD
COG/PROC/4/2017/2018	Supply Of General Stationery	Youth Women and PWD
COG/PROC/5/2017/2018	Supply Of Printed Stationery	Youth Women and PWD
COG/PROC/6/2017/2018	Supply And Delivery Of Toners & cartridges	Youth Women and PWD
COG/PROC/7/2017/2018	Provision Of Event Management Services (Event Management,Roadshow & Entertainment)	Open
COG/PROC/8/2017/2018	Provision of Hospitality & Catering services	Open
COG/PROC/9/2017/2018	Supply And Delivery Of Electrical Materials And Appliances	open
COG/PROC/10/2017/2018	Provision Interior decoration services, supply of furniture and fittings	Youth Women And PWD
COG/PROC/11/2017/2018	Supply Of Fresh Cut Flowers	Youth Women And PWD
COG/PROC/12/2017/2018	Audio Visual Equipments,LCD,Projectors And Scanners	open
COG/PROC/13/2017/2018	Supply of bottled drinking water and water dispenser	Youth and Women
COG/PROC/14/2017/2018	Supply & delivery of newspapers, magazines and periodicals	PWD
COG/PROC/15/2017/2018	Supply and delivery of computers,laptops,printers,photocopiers,telephone headsets,i-pads,pabx machines, software and	open

	internet connectivity	
COG/PROC/16/2017/2018	Supply and delivery of branded uniforms, protective clothing, Printing and Branding of promotional materials	Youth and Women
COG/PROC/17/2017/2018	Supply, installation, servicing of biometric equipment, printers, photocopiers air conditioners and CCTV cameras	Open
COG/PROC/18/2017/2018	provision of transport services-car hire, taxi and related services	Open
COG/PROC/19/2017/2018	Provision of medical insurance services	Open
COG/PROC/20/2017/2018	Provision of general insurance services	Open
COG/PROC/21/2017/2018	Provision of Helicopter and charter services	Open
COG/PROC/22/2017/2018	Provision of general office maintenance and electrical appliances	Youth, Women And PWD
COG/PROC/23/2017/2018	Provision of security services	Open
COG/PROC/24/2017/2018	provision of tagging (Marking) and bar coding for assets.	Open
COG/PROC/27/2017/2018	Provision of quantity survey, building architectural services	Open

Interested eligible candidates may obtain further information from and inspect the tender at the Council of Governors website, **or visit our offices at** Delta Corner, off Waiyaki Way during normal working hours during. A complete set of tender documents may be obtained by interested candidate From the Official **COG Website (www.cog.go.ke)** free of charge

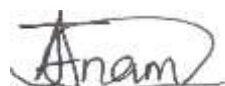
Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the Council of Governors Secretariat, 2nd floor, Delta Corner, off Waiyaki Way during normal working hours or be addressed and posted to:

**The Chief Executive Officer,
Council of Governors
P.O. Box 40401, 00100
Nairobi**

So as to be received on or before **Tuesday 20th June 2017 AT 11:00 AM**

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at The Council of Governors **on Tuesday 20th June 2017 AT 11:00 AM 11TH floor Board Room,** Delta Corner.

Tenders must be received by COG at the address specified above no later than **Tuesday 20th June 2017 AT 11:00 AM**



**Jacqueline Mogeni
Chief Executive Officer,**

Council of Governors

SECTION II INSTRUCTIONS TO TENDERERS

2.1 ELIGIBLE TENDERERS

- 2.1.1 This invitation for Prequalification of Tenders is open to all tenderers eligible as described in the invitation to tender.
- 2.1.2 The Procuring entity's employees, Committee members, Board Members and their relatives (Spouse and Children) are not eligible to participate in this prequalification exercise.
- 2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices
- 2.1.4 Tenderers shall not be involved in any litigation issues with the Government of Kenya

2.2 COST OF TENDERING

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 No price to be charged for the tender document is
- 2.2.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified
- 2.2.4 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.3 CLARIFICATION OF DOCUMENTS

- 2.3.1 A prospective tenderer requiring any clarification of the tender document may notify the procuring entity in writing or by post at the entity's address indicated in the invitation to tender. The procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.
- 2.3.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4 AMENDMENTS OF DOCUMENTS

- 2.4.1 At any time prior to the deadline for submission of tenders, the procuring entity for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.
- 2.4.2 All prospective candidates that have received the tender documents will be notified of the amendments in writing or by post and will be binding on them.
- 2.4.3 In order to all prospective tenderers reasonable time in which to take the amendments into account in preparing their tenders, the procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.5 TENDERERS ELIGIBILITY AND QUALIFICATIONS

- 2.5.1 The tendered shall furnish as part of its prequalification documents establishing the tenderers eligibility to tender and its pre-qualifications to perform the contract if its tender is accepted.
- 2.5.2 The documentary evidence of the tenderers eligibility to tender shall establish to the procuring entity satisfaction that the tenderer at the time of submission of its tender, is from an eligible source.
- 2.5.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the procuring entity's satisfaction;
 - (a) That, in the case of a tenderer offering to supply goods under the contract which the tenderer does not manufacture or otherwise produce the tenderer has been duly authorized by the goods manufacturer or producer to supply the goods.
 - (b) That the tenderer has the financial, technical, and production, capability necessary to perform the contract.

2.6 SEALING AND MARKING OF TENDERS

- 2.6.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL”** and **“COPY”**. The envelopes shall then be sealed in an outer envelope.

2.6.2 The inner and outer envelopes shall:-

(a) Be addressed to the procuring entity at the address given below:-

**The Chief Executive Officer,
Council of Governors
P.O. Box 40401, 00100
Nairobi**

(b) Shall bear tender number and **name of category of items** tendering for and the words **“DO NOT OPEN on or before Tuesday,20th June 2017 AT 11:00 AM.**as indicated in the tender notice.

2.6.3 The **inner envelopes** shall also indicate the **name and address of the tenderer** to enable the tender to be returned unopened in case it is declared “late”.

2.6.4 If the outer envelope is not sealed and marked as required by paragraph 2.6.2 the procuring entity will assume no responsibility for the tenders’ misplacement or premature opening

2.7 DEADLINE FOR SUBMISSION OF TENDERS

2.7.1 Tenders must be received by the procuring entity at the address specified under paragraph 2.6.2 not later than **Tuesday,20th June 2017 AT 11:00 AM**

2.7.2 The procuring entity may at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.4 in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

2.8 OPENING OF TENDERS

2.8.1 The procuring entity will open all tenders in the presence of tenderers representatives who choose to attend at a The Council of Governors , the 11th Floor boardroom at Council offices **Tuesday,20th June 2017 AT 11:00 AM** .The tenderers’ representatives who are present shall sign a register evidencing their attendance.

2.8.2 The procuring entity will prepare minutes of the tender opening.

2.9 CLARIFICATION OF TENDERS

2.9.1 To assist in the examination evaluation and comparison of tenders, the procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The

request for clarification and the response shall be in writing and no change in substance of the tender shall be sought, offered or permitted.

2.9.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.10 PRELIMINARY EXAMINATION

2.10.1 The procuring entity will examine the tenders to determine whether they are complete, whether any errors have been made, whether the documents have been properly signed and whether the tenders are generally in order.

2.10.2 The procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.10.3 Prior to the detailed evaluation, the procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations.

2.10.4 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity

2.11 EVALUATION AND COMPARISON OF TENDERS

2.11.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive

2.11.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender

2.11.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.11.4 The procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to

inform the affected tenderer or tenderers of the grounds for the procuring entity's action.

2.12 NOTIFICATION OF AWARD

2.12.1 Prior to the expiration of the period of tender validity, the procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.12.2 The notification of award will constitute the initial formation of contract but MUST have to wait until the contract is finally signed by both parties where applicable.

2.13 CORRUPT OR FRAUDULENT PRACTICES

2.12.3 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows:-

- (i) "corrupt practices" – means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and
- (ii) "fraudulent practice" – means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring entity and includes collusive practice among tenderer (prior to or after tender submission)

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION III PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

- 3.1.1** The pre-qualified 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 pre-qualification data on prospective bidders is to be used 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 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 Pre-qualification

- 3.3.1** (a) Experience: Prospective bidders shall have experience in the supply of goods, services and allied items in case of potential supplier should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names pertinent information and CV 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 prequalification documents as well as letters of reference from their bankers regarding suppliers credit position. Potential suppliers will be pre-

qualified 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 .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 pre-qualifying bidders. Letter of reference from past customers should be included

3.4 Statement

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

3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

- 3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

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

3.7 MANDATORY REQUIREMENTS

Eligible tenderers:

1. Copy of Certificate of registration or incorporation
2. Valid Tax compliance Certificate(valid tax compliance)
3. Copies of PIN Certificates of Firm/company/Individual.
4. Must have adequate accessible business premises/business facility and equipment – attach lease agreement or ownership certificate, Utility bill (either for last two months)
5. MUST have certificate of the regulatory authority where necessary(The supplier must be registered with relevant bodies dealing with the product or service where applicable)
6. Duly filled & signed Business questionnaire in the provided format.

N.B: where applicable, Special Groups including Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory) must Attach valid copy of AGPO certificate.

Prequalification Criteria

Required Information	Form Type	Points
1. Registration Documentation- mandatory		30
2. Pre-qualification Data	I	10
3. Supervisory Personnel	ii	10
4 Financial Position	iii	20
5. Confidential Report	iv	15
6. Past Experience	v	10
7. Litigation History	vi	5
<u>TOTAL</u>		100

The minimum score to qualify for prequalification shall be 70 points. Applicants who will not meet this minimum score shall be disqualified.

EVALUATION CRITERIA

no	Evaluation attribute	Tender response	Weighted score	Max score
	Registration Documentation		30	30
	Pre-qualification Data		<ul style="list-style-type: none"> • Evidence of physical address • Organization chart • Terms of trade • Net worth • Technological advance • 2 - Pnts each 	10
	Supervisory Personnel		<p>List of personnel in employment</p> <p>a) Management Staff-at least a degree holder related discipline and provide certified C.V and copies of certificates.</p> <p>b) Supervisors:3 years work experience, educated at least</p>	10

			<p>o level</p> <ul style="list-style-type: none"> • 2 CVs and Certificates in (a),(b)-10 • 2 CVs and certificates in (b)-5 • Any other- 3 	
	Financial Position		Attach Company audited accounts for the last one or 1 month bank financial statement	20
	Confidential Report		15	15
	Past Experience		<ul style="list-style-type: none"> • 3 or more clients:10 • Others prorated at: <u>Number of clients×10</u> 3 	10
	Litigation History		5	5
	Total			100

STANDARD FORMS

FORM 1 PRE-QUALIFICATION DATA REGISTRATION -

SUPPLIERS APPLICATION FORM

To

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining
 - (a) the Applicant’s legal status
 - (b) the principal place of business and
 - (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency 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 yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

(10 Points)

Signature of the applicant.....date.....

Date

FORM II SUPERVISORY PERSONNEL

Name

Age.....

Academic Qualification.....

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

..... *(Attach copies of certificates of key personnel in*

the organization and professional)

(10 Points)

Signature of the applicant.....date.....

FORM III - FINANCIAL POSITION AND TERMS OF TRADE

FINANCIAL POSITIONS

Attach a copy of the firm’s one recent certified financial statements giving summary of assets and current liabilities / or any other financial support documents or at-least two months bank statement

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
	Telephone contact name and title
	Fax E mail

(3) State Credit period (minimum proposed is 30 days)

(20 Points)

FORM-IV

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name Location of business premises. Plot No..... Street/Road Postal Address</p> <p>Tel No..... Fax E mail Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs Name of your bankers Branch </p>

	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:																								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 20%; text-align: center;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.
	Name	Nationality	Citizenship Details																						
Shares																									
1.																						
2.																						
3.																						
4.																						

Part 2 (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			
Date		Signature of Candidate	

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

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

(15 Points)

NOTE:

Attach copies of Directors’ identity cards /passport

Signature of the applicant.....date.....

FORM V - PAST EXPERIENCE

NAMES OF APPLICANTS CLIENTS IN THE LAST TWO YEARS

1. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

2. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

3. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

4. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

5. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

6. Names of 1st client organization
 - i) Name of theClient(organization).....
 - ii) Address of client (organization).....
 - iii) Name of contact person at of the Client.....
 - iv) Telephone No. of client.....

Applicants should attach copies of LPOs, LSOs, and contract agreements of works undertaken in the last two years.....

(10 Points)

Signature of the applicant.....date.....

FORM VII - 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 five years 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)

(5 Points)

Signature of the applicant.....date.....

ANTI-CORRUPTION DECLARATION/COMMITMENT/PLEDGE-(must be signed by an Attorney)

I/We/M/s

of P.O. Box declare that I/We recognize that

Public Procurement is based on a free, fair and competitive tendering process

which should not be open to abuse.

I/We.....declare that I/We will not offer or facilitate,

directly or indirectly, any inducement or reward to any member of

the Council , Management and/or staff of THE Council Of Governors in connection with tender/Quotation No. ----- in the tender, or in the subsequent performance of the contract if I/we am/are successful.

Signed by.....CEO or Authorized Representative- Tenderer.

Name.....

Designation.....

Designation.....

Signature..... Date.....

Declared at

Before me.....

Name.....

Signature.....Date

COMMISSIONER FOR OATH

