



EXPORT PROCESSING ZONES AUTHORITY  
P.O. BOX 50563 – 00200  
ATHI RIVER

**TENDER No. EPZA 03/2021 – 2022**

TENDER FOR REGISTRATION AND PRE –  
QUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES  
AND WORKS FOR THE FINANCIAL YEAR 2022-2023

**CATEGORIES FOR GENERAL SUPPLIES, NON-  
CONSULTANCY SERVICES, CONSULTANCY  
SERVICES AND MAINTENANCE SERVICES**

**(MAY, 2022)**

**TABLE OF CONTENTS**

	PAGE
<u>SECTION I – INVITATION TO TENDER</u> .....	3
<u>SECTION II – FORMAT AND SIGNING OF TENDERS</u> .....	6
<u>APPENDIX TO INSTRUCTIONS TO TENDERERS</u> .....	8
<u>SPECIAL REQUIREMENTS FOR SPECIALIZED WORKS</u> .....	9
<u>EVALUATION CRITERIA</u> .....	10
<u>SECTION III – SCHEDULE OF REQUIREMENTS</u> .....	14
<u>SECTION IV - CONFIDENTIAL BUSINESS QUESTIONNAIRE</u> .....	16
<u>DECLARATION FORM</u> .....	23
<u>SECTION V: - FORMAT OF CURRICULUM VITAE</u> .....	24
<u>LITIGATION HISTORY</u> .....	27

## **SECTION I – INVITATION TO TENDER**

### **EXPORT PROCESSING ZONES AUTHORITY**

TENDER No. EPZA 03/2021-2022

#### **PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2022-2023**

Export Processing Zones Authority (EPZA) is a statutory body established in 1990 through an Act of Parliament (The EPZA Act Cap 517, Laws of Kenya) with the main objective of promoting and facilitating export oriented investments and to develop an enabling environment for such investments. It is responsible for facilitating the implementation of new investment projects, providing after care services for new and existing investments.

Prospective bidders are advised to download full details and document for the registration/prequalification tender documents free of charge from the EPZA website, **www.epzakenya.com** or the Government procurement portal <https://www.tenders.go.ke>. Those who choose to get hard copies of the tender documents from EPZA will pay Ksh. 1,000 per document in cash or bankers cheque.

Interested, eligible and competent firms may obtain further information and inspect the registration and pre-qualification tender documents detailing the requirements **from EPZA Procurement Offices on 01st Floor, Administration Building, Viwandani Road, off Nairobi – Namanga Highway** during official working hours.

**NB. Women, Youth and PLWDs are encouraged to apply in all categories and must be registered with the National Treasury and other relevant bodies (attach a copy of AGPO certificate and IDs)**

Completed registration and/or pre-qualification documents in plain sealed outer envelope enclosing separately sealed envelopes (in "Original" and "One copy" properly bound) ALL clearly marked EPZA **TENDER NO: EPZA 03/2021-2022 – REGISTRATION/PRE-QUALIFICATION OF SUPPLIERS**: - indicating the Code No., Item NO and item description. .... and addressed to: -

THE Ag. CHIEF EXECUTIVE OFFICER  
EXPORT PROCESSING ZONES AUTHORITY  
P O BOX 50563-00200  
NAIROBI

Should be deposited in the Tender Box on Ground Floor, Administration Building, Viwandani Road, off Nairobi – Namanga Highway not later than, **As per advert at 11.30 am**. The bids will be opened immediately thereafter at the Conference Room on Ground floor, of the same building in the presence of bidders and/or representatives who wish to attend.

**Ag. CHIEF EXECUTIVE OFFICER**

## **INTRODUCTION**

Export Processing Zones Authority (EPZA) is a statutory body established in 1990 through an Act of Parliament (The EPZA Cap 517, Laws of Kenya) with the main objective of promoting and facilitating export-oriented investments and to develop an enabling environment for such investments. It is responsible for facilitating the implementation of new investment projects, providing after care services for new and existing investments.

**The Athi River Export Processing Zone is Kenya's largest and leading industrial park, designed to offer your export-oriented project an ideal location: world class infrastructure and services; generous tax incentives and a supportive, business friendly operating system; all within a spacious, green, well maintained park environment.**

The Export Processing Zone (EPZA) presents the best opportunity for growth, development and wealth creation for your business ambitions. Our main interest is to assist you attain your goals through our "Open Door Policy" and investor centered culture.

As the official organ mandated by the Kenyan government to promote, attract and facilitate investment, we are keen on cultivating a suitable investment climate that will help you capitalize on untapped opportunities in East Africa, the whole of the African Continent and the world.

**Kenya the leading economy in East Africa, Kenya's strategic location, extensive business regulatory reforms intended to substantially lower the cost of doing business and its well developed business infrastructure, makes it a natural choice for investors whilst Kenyan exports enjoy preferential access to world markets under a number of special access and duty reduction programs.**

### **Mission**

To Effectively and Efficiently Attract and retain Export Oriented Investment for the achievement of national Objectives

### **Vision**

To be the leading Agency for the Promotion and Facilitation of Export oriented investment in Africa.

### **CORE VALUES** □

- Customer Focus
- Efficiency
- Good Governance
- Innovation
- Team Work
- Environmental Sustainability

The following incentives are granted to EPZ companies

## TAX BENEFITS

- **10 year corporate income tax holiday** and a 25% tax rate for a further 10 years thereafter (except for EPZ commercial enterprises)
  - **10 year withholding tax holiday** on dividends and other remittances to non-resident parties (except for EPZ commercial licence enterprises)
  - **Perpetual exemption from VAT and customs import duty on inputs** – raw materials, machinery, office equipment, certain petroleum fuel for boilers and generators, building materials, other supplies. VAT exemption also applies on local purchases of goods and services supplied by companies in the Kenyan customs territory or domestic market. Motor vehicles which do not remain within the zone are not eligible for tax exemption.
- **Perpetual exemption** from payment of **stamp duty** on legal instruments
- **100% investment deduction** on new investment in EPZ buildings and machinery, applicable over 20 years .
- Easier Procedures and Smoother Operations:-

**Operation under essentially one licence issued by EPZA. EPZA seeks to minimize bureaucracy and administrative procedures and facilitate licensing, set up and operations of EPZ projects. This includes exemption from compliance with various laws such as the Import, Export and Essential Supplies Act, the Standards Act, the Industrial Registration Act, the Factories Act, and the Statistics Act. The EPZ Authority acts as the primary licensing and regulatory agency on behalf of the government, and collects the necessary information and data from the companies**

- **Rapid Project approval and licensing within 30** days (with exception of projects requiring environmental license from National Environmental Management Agency NEMA)
  - **No Exchange Controls** –liberalized foreign exchange regime and easy repatriation of capital and profits, access to foreign currency accounts, domestic and offshore borrowing.
  - Onsite customs documentation and inspection by Customs Staff. All zones have a **resident Customs office** for on-site customs documentation and clearance. A Senior Revenue Officer is attached to the EPZA management to assist in all matters relating to customs and excise.
  - Unrestricted investment by foreigners
  - **One Stop Shop service for facilitation and aftercare – EPZA Investor Support Division** assists new companies and provide help and advice in the areas of staff recruitment, labour regulations, work permits, import-export logistics, application for utility connections, registration with tax authorities etc.
- Physical Infrastructure Benefits: -

- **All zones are built to exacting international standards** and provide facilities suited to export production
- **Serviced land and ready factory buildings** are available for sale or lease to licensed EPZ companies. Water, sewerage, electricity, all weather roads and an illuminated perimeter fence or wall are standard requirement for zones.
- Zone developers provide **24-hour security, street lighting, landscaping** and street cleaning services in the zones. Private garbage collection firms are retained do dispose of normal office waste.
- **Office premises and storage warehouses** are available for lease in most zones.

This document constitutes a formal tender request for the **Pre-qualification of suppliers for the financial year 2022-2023.**

Should any query be raised concerning a matter of principle, Export Processing Zones Authority will clarify this with all vendors at the earliest opportunity.

Contact details

**All enquiries and correspondence regarding the tender should be addressed through letter or email to:**

**The Ag. Chief Executive Officer Export Processing Zones Authority Administration Building Viwandani Road, off Nairobi Namanga Highway P.O. Box 50563-00200 Nairobi E-mail: info@epzkenya.com Office Tel: +254 45 662621 117**

## **2.16 Format and Signing of Tender**

2.16.1 The Tenderer shall prepare two copies of the tender, clearly marking each **“ORIGINAL TENDER”** and **“ONE COPIES OF TENDER,”** as appropriate. In the event of any discrepancy between them, the original shall govern.

**2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for an amended printed literature, shall be initialled by the person or persons signing the tender.**

**2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.**

## **2.17 Sealing and Marking of Tenders**

2.17.1 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.

2.17.2 The inner and outer envelopes shall:

- (a) Be addressed to EPZA at the address given on the Invitation to Tender.

**Bear Tender No. EPZA 03/ 2021 - 2022 TENDER FOR THE PRE – QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2022– 2023 and the words “DO NOT OPEN BEFORE 11.30 a.m. local time, Date as per Advert.**

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

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2 EPZA will assume no responsibility for the tender's misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

2.18.1 Tenders must be received by EPZA at the address specified under paragraph 2.17.2 not later than **11.30 a.m. on As per Advert.**

2.18.2 EPZA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of EPZA and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.18.3 Bulky tenders, which will not fit in the tender box, shall be received by EPZA as provided for in the Appendix.

## **2.20 Opening of Tenders**

EPZA will open all pre-qualification documents in the presence of tenderers' representatives who choose to attend, after **11.30 a.m. on As per Advert** in the **Conference Room on 1<sup>st</sup> floor, Administration Building at Export Processing Zones Authority.**

**The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.**

2.20.1 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as EPZA, at its discretion, may consider appropriate, will be announced at the opening.

2.20.2 EPZA will prepare minutes of the tender opening.

## 2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders EPZA 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 the prices or substance of the tender shall be sought, offered, or permitted.

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

### **APPENDIX TO INSTRUCTIONS TO TENDERERS**

The following information for the Pre-qualification of suppliers for goods, works and services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction to tender reference	<b><i>Particulars of Appendix to instructions to tenderers</i></b>
2.1	Eligible tenderers shall be registered Firms
2.15.2 (b)	The tender shall be closing on <b>As per Advert</b> at 11.30 a.m local time.
2.16.1	Not later than <b>11.30a.m</b> local time on <b>As per Advert</b>
2.18.1	After <b>11.30 a.m</b> local time on <b>As per Advert</b>
2.20 & 2.22	In addition, <b>the evaluation criteria provided in the special condition of contract shall be taken into account</b>
2.21	The contract period for this pre-qualification shall be two (2) years upon satisfactory performance. Annual Supplier Evaluation shall be carried out to evaluate performance of suppliers
	Requirement of serialization/Pagination of pages by the bidder for each bid submitted



## SPECIAL REQUIREMENTS FOR SPECIALIZED WORKS

### REGISTRATION

#### 1. CODE NO. – EPZA/GS/2022-2023: CATEGORY – GENERAL SERVICES

ITEM NO.	ITEM DESCRIPTION
GS/001/2022 – 2023	Provision of travel agency services, air ticketing and travel arrangements – IATA registered
GS/002/2022 – 2023	Provision of mailing system
GS/003/2022 – 2023	Provision of lift inspection services, Supply installation, commissioning and maintenance of lifts- <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body
GS/004/2022 – 2023	Provision of laboratory services for drinking water and wastewater quality analysis- <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body.
GS/005/2022-2023	Provision of Cloud Services Include Email (Google/ outlook etc), Data backup, Storage, Virtualisation of server and storage/ replication, disaster Recovery sites, Board portal, Billing, Enterprise Resource Planners, Customer Relationship Management, Digital Marketing Services and related services.
GS/006/2022-2023	Repairs, servicing and maintenance of generators - <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body
GS/007/2022-2023	Repairs, refurbishment and maintenance of buildings (small works contractors), Building, civil works and general contractors– <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body e.g National Construction Authority
GS/008/2022-2023	Provision of Legal Services

### PRE-QUALIFICATION

#### 1. CODE NO. – EPZA/MS/2022-2023 CATEGORY –MAINTENANCE SERVICES

ITEM NO.	ITEM DESCRIPTION
MS/001/2022 – 2023	Repairs, servicing and maintenance of computers, printers, photocopiers, UPS, servers, anti-virus/ IT security solutions, Local/ Wide Area Network and Wireless Network etc, maintenance of PABX, telephone & telecommunication equipment, audio visual equipment, public address system, LCD projectors and electric screens – <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body

MS/002/2022– 2023	Repair and maintenance of motor vehicles / garages – <b>Attach firm registration certificate with the Chief Mechanical Engineer from the relevant ministry</b> and/or any other relevant body
-------------------	---

## **2. CODE NO. – EPZA/CW/2022-2023 CATEGORY – CONSULTANCY SERVICES**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>
CS/001/2022 -2023	Provision of Legal Audit services
CS/002/2022 - 2023	Provision of Governance Audit

### **4.3 SPECIAL CONDITIONS OF CONTRACT**

#### **EVALUATION CRITERIA**

#### **STAGE ONE**

##### **4.3.1 Preliminary evaluation of open tenders**

The evaluation committee shall first conduct a preliminary evaluation to determine whether –

- i. the tender has been submitted in the required format;
- ii. the tender has been signed by the person lawfully authorized to do so; - signed proclamation on Pg 29
- iii. the required number of copies of the tender have been submitted; the tender is valid for the period required; and
- iv. all required documents and information have been submitted.
- v. Requirement of serialization/Pagination of pages by the bidder for each bid submitted

##### **4.3.2 (a) Statutory / Mandatory requirements**

1. Certificate of company / firm incorporation
2. Kenya Revenue Authority Pin certificate
3. Valid Tax compliance certificate
4. Valid NHIF and NSSF Compliance
5. Details of directorship/ownership with respective shareholding and details of citizenship

6. Audited Financial Statement for the last three (3) years signed by a company director and auditing firm **(within 2020 and 2021)**
7. Proven physical location and address of the firm (Attach copy of lease)
8. Duly filled and signed confidential business questionnaire
9. Statement of verification that the Firm is not debarred in the Matter of Public Procurement and Disposal Act 2015.
10. Duly filled curriculum vitae for Consultancy and Maintenance Works Only
11. Litigation history
12. Valid certificate of registration with the relevant registration body / authority or certificates of membership to professional organization for general services, consultancy and maintenance works categories.

**4.3.2 (b) Statutory / Mandatory requirements** for firms registered under Youth, Women and Persons With Disabilities categories.

1. Certificate of company / firm incorporation
2. Kenya Revenue Authority Pin certificate
3. Certificate of Registration for Youth, Women and Persons with Disabilities categories.
4. Valid Tax compliance certificate
5. Duly filled curriculum vitae for Consultancy and Maintenance Works Only
6. Valid certificate of registration with the relevant registration body / authority or certificates of membership to professional organization for general services, consultancy and maintenance works categories.
7. Statement of verification that the Firm is not debarred in the Matter of Public Procurement and Disposal Act 2015.
8. Litigation History

**Tenders, which do not satisfy any of the above requirements (clause 4.3.1 & 4.3.2), shall be rejected.**

**YOUTH, WOMEN AND PERSONS LIVING WITH DISABILITIES ENTERPRISES SHALL BE EXEMPTED FROM TECHNICAL EVALUATION**

## **STAGE TWO**

### 4.3.3 Technical Evaluation

**(Documentary evidence must be provided for each requirement – noncompliance shall lead to disqualification or nil points)**

**NB: Cut off shall be 70% to qualify to be shortlisted as a pre-qualified supplier.**

#### **A. RELEVANT EXPERIENCE (Total 40 Marks)**

□ Details of experience and past performance for a minimum of five corporate clients on **Provision of Similar Services** within the past five years each with value of **not less than 1 million per annum**. Each project should include name of client/firm, clear physical address and contact persons. (Attach award letters, Local Purchase / Service Orders or signed contracts as evidence / proof of contract) **(40 Points)**

a) Details of projects to include the following **(8 Points on each project)**

i) Name of project – **(1 Point)** ii) Address of project- **(1 Point)** iii) Contact persons- **(1 Point)**  
iv) Their values **(1 million per annum and above) – (2 Points)** below 1 million **(0 Points)** v)  
Proof of such contracts **(Attach award letters, LPO's, LSO or signed contracts) – (3 Points)**

- Less number of projects in (a)– **(Pro-rate)**
- If no award letters/completion certificates are attached – **(0 Points for the entire project)**

**NB: Clients will be contacted to verify the information given.**

#### **B. BUSINESS SUPPORT (Total 25 Marks)**

a) Litigation History **(5 Points)**

The applicant should provide accurate information on any litigation / arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant may result in failure of the application.

b) Proof of Financial ability **(10 Points)**

- Bank statements (certified) for the past 12 months **(5 points)**
- Average annual turnover of at least Kshs Three (3) million. **(5 Points)**

c) Appointed bankers **(2 Points)**

- Name and contacts of appointed bankers. **(1 Point)**

- Letter of authority from the bidder authorizing Export Processing Zones Authority to seek reference from the appointed bankers **(1 Points)**

d) Access to lines of credit from a reputable financial institution **(8 points)**

- A firm commitment letter from a reputable financial institution on access to lines of credit. **(8 Points)**

### **C. REFERENCES (Total 20 Marks)**

Attach letters of recommendation from referees

- Five letters – **(4 Points each)**
- Less than five letters – **(Pro rate)**

**Please note that LPO's or award letters shall not be treated as reference letters. Proper recommendation from satisfied clients for work performed or services provided shall be required.**

### **D. OTHER REQUIREMENTS (Total 15 Marks)**

- Binding of documents – **(5 Points)**
- A firm commitment letter on acceptance of a credit period of 90 days – **(5 Marks)**
- Special requirements for specialized works i.e. Registration / Membership Certificates from relevant authorities / professional bodies (for consultancy works, maintenance services and general services) - **(5 Marks)**

**NB: Cut off shall be 70% to qualify to be shortlisted as a pre-qualified supplier.**

### SECTION III – SCHEDULE OF REQUIREMENTS.

#### REGISTRATION

##### 1.CODE NO. – EPZA/GS/2022-2023 CATEGORY – GENERAL SERVICES

ITEM NO.	ITEM DESCRIPTION
GS/001/2022 – 2023	Provision of travel agency services, air ticketing and travel arrangements – IATA registered
GS/002/2022 – 2023	Provision of mailing system
GS/003/2022 – 2023	Provision of lift inspection services, Supply installation, commissioning and maintenance of lifts- <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body
GS/004/2022 – 2023	Provision of laboratory services for drinking water and wastewater quality analysis- <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body.
GS/005/2022-2023	Provision of Cloud Services Include Email (Google/ outlook etc), Data backup, Storage, Virtualisation of server and storage/ replication, disaster Recovery sites, Board portal, Billing, Enterprise Resource Planners, Customer Relationship Management, Digital Marketing Services and related services.
GS/006/2022-2023	Repairs, servicing and maintenance of generators - <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body
GS/007/2022- 2023	Repairs, refurbishment and maintenance of buildings (small works contractors), Building, civil works and general contractors- <b>Attach firm registration certificate for category registered from relevant registration authority</b> and/or any other relevant body e.g National Construction Authority
GS/008/2022-2023	Legal Services

#### PREQUALIFICATION

##### 1 .CODE NO. – EPZA/MS/2022-2023 CATEGORY – MAINTENANCE SERVICES

ITEM NO.	ITEM DESCRIPTION
MS/001/2021 – 2023	Repairs, servicing and maintenance of computers, printers, photocopiers, UPS, servers, anti-virus/ IT security solutions, Local/ Wide Area Network and Wireless Network etc, maintenance of PABX, telephone & telecommunication equipment, audio visual equipment, public address system, LCD projectors and electric screens
MS/002/2021– 2023	Repair and maintenance of motor vehicles / garages

**2. CODE NO. – EPZA/CW/2022-2023 CATEGORY – CONSULTANCY SERVICES**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>
CS/001/2022 -2023	Provision of Legal Audit services
CS/002/2022 - 2023	Provision of Governance Audit

**SECTION IV: EXPORT PROCESSING ZONES AUTHORITY (EPZA)**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2022- 2023**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE - GENERAL INFORMATION**

Category applied.....

Receipt Number.....(attach copy)

Company name.....

P. O. Box.....Town..... Postal code.....

Telephone number(s).....

Fax number(s).....

Email address.....

Physical address Building.....Floor.....

Plot number.....Door.....

Street.....

Nature of business.....

Certificate of Registration/Incorporation No.....(attach copy)

Trade license No..... (attach copy)

VAT registration No.....(attach copy)

PIN Certificate No.....(attach copy)

Tax compliance certificate.....(attach copy)

Membership to professional body.....(attach certificate – maintenance, general services, consultancy services)



**Contact persons:**

Name.....

Position.....

Name.....

Position.....

Name.....

Position.....

**COMPANY PROFILE**

**A. Names of Directors:** (To attach CR 12 or Partnership Deed)

1.....Nationality.....

2.....Nationality.....

3.....Nationality.....

4.....Nationality.....

**B. Personnel**

Number of staff employed.....

Qualifications.....

Level of experience.....

**C. Experience**

No. of years the company has been in operation.....

Volume of business transacted in the last 5 years.....

**Referees: (Attach letters of reference as per evaluation criteria)**

1.....

2.....

3.....

Scope of clientele - (attach evidence of the clients you are currently serving)

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

**D. Customer service**

Do you have a dedicated customer help desk?.....

Do you carry out customer satisfaction surveys?.....

Do you have a customer technical back up team?.....

**NB: You will be required to separately attach a COMPREHENSIVE company profile detailing ALL the requested information. This should be on the company's letterhead.**

**FINANCIAL / BUSINESS SUPPORT**

**A. Financial position**

You will be required to demonstrate that the company's financial position is healthy enough to enable you transact business with Export Processing Zones Authority.

**B. Bank statements**

Please provide copies of the company's bank statements for the last six months.

**C. Magnitude of business**

Please indicate the maximum amount of business (in financial terms) your company can handle at any given time

.....

**D. Credit period**

EPZA will endeavor to settle outstanding payments within 90 days.

**E. Annual turnover**

What is your annual turnover?.....

**PROCLAMATION**

**I / We the undersigned, state that, ALL the information we have provided in this document is correct and that I / We hereby give The Export Processing Zones Authority (EPZA) authority to seek any references it may deem vital while carrying out their evaluation.**

**Name.....Designation.....**

**Signature.....**

**Name.....Designation.....**

**Signature.....**

**Name.....Designation.....**

**Signature.....**

\_\_\_\_\_  
Official rubber stamp

**CONT'D CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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. **PART**

**1 GENERAL**

Business Name .....

Location of Business Premises .....

Plot No, ..... Street/Road .....

Postal address .....Tel No. .... Fax ..... Email .....

Nature of Business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs. ....

Name of your bankers .....

Branch .....

**PART 2 (A) – SOLE PROPRIETOR**

Your name in full.....

Age.....

Nationality.....Country of Origin.....

Citizenship details.....

**PART 2 (B) – PARTNERSHIP**

Given details of partners as follows

<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Shares</b>
1. ....			
2. ....			

3. ....

**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**

<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Shares</b>
-------------	--------------------	----------------------------	---------------

1.....			
--------	--	--	--

2.....			
--------	--	--	--

3.....			
--------	--	--	--

4.....			
--------	--	--	--

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

**DECLARATION FORM**

STATEMENT OF VERIFICATION THAT NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, .....of P. O. Box ..... being a resident of ..... in the Republic of Kenya do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (name of the Company) who is a Bidder in respect of **Tender No.** ..... To supply goods, render goods and/or carry out works for Export Processing Zones Authority and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder has not been debarred from participating in procurement proceeding under Part IX.
3. THAT the aforesaid Bidder will not engage in any corrupt practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Export Processing Zones Authority, which is EPZA.
4. THAT the aforesaid Bidder, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Export Processing Zones Authority.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF – FOR CONSULTANCY WORKS, GENERAL SERVICES AND MAINTENANCE SERVICES**

Proposed Position: \_\_\_\_\_ **Designation** \_\_\_\_\_ Name  
of Firm: \_\_\_\_\_

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

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

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks, which will be assigned;

.....  
.....

**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).

**Education:**

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained).

**Employment Record:**

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.)

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Full name of staff member:

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

(Signature of staff member)

\_\_\_\_\_ Full name of authorized representative:

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

(Signature of authorized representative of the firm)

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF – FOR CONSULTANCY WORKS, GENERAL SERVICES AND MAINTENANCE SERVICES**

Proposed Position: \_\_\_\_\_ **Designation** \_\_\_\_\_

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

\_\_\_\_\_ Profession:  
\_\_\_\_\_ Date of

Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks, which will be assigned;  
.....  
.....

**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).

**Education:**

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained).

**Employment Record:**

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.)

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Full name of staff member:

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

(Signature of staff member)

\_\_\_\_\_ Full name of authorized representative:

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

(Signature of authorized representative of the firm)



**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF – FOR CONSULTANCY WORKS, GENERAL SERVICES AND MAINTENANCE SERVICES**

Proposed Position: \_\_\_\_\_ **Designation** \_\_\_\_\_

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

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

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

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

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

\_\_\_\_\_  
Detailed Tasks, which will be assigned;

.....  
.....

**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).

\_\_\_\_\_  
**Education:**

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained).

\_\_\_\_\_  
**Employment Record:**

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.)

\_\_\_\_\_  
**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Full name of staff member:

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

(Signature of staff member)

\_\_\_\_\_ Full name of authorized representative:

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

(Signature of authorized representative of the firm)

