



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES & IRRIGATION  
STATE DEPARTMENT FOR CROP DEVELOPMENT**

**KENYA CEREAL ENHANCEMENT PROGRAMME – CLIMATE RESILIENT  
AGRICULTURAL LIVELIHOODS WINDOW  
(KCEP-CRAL)**

**P.O. BOX 30028 - 00100, KILIMO HOUSE,  
CATHEDRAL ROAD, NAIROBI.**

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING  
SERVICES-(FIRMS SELECTION)**

**ASSIGNMENT: CONSULTANCY SERVICES ON E-VOUCHER DATA  
COLLECTION, DOCUMENTATION AND ARCHIVING FOR KCEP-CRAL  
PROGRAMME:**

**REFERENCE: MOALF/SDCD/KCEP-CRAL/PROC/034/2018-2019**

**CLOSING DATE: 13<sup>TH</sup> SEPTEMBER 2019**

**AT: 11.00 AM**

## **REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES- (FIRMS SELECTION) CONSULTING SERVICES ON E-VOUCHER DATA COLLECTION, DOCUMENTATION AND ARCHIVING FOR KCEP-CRAL PROGRAMME**

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- 1) The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) is a partnership between the Government of Kenya, the European Union and the International Fund for Agricultural Development (IFAD) including grant resources from the Adaptation of Smallholder Agriculture Programme (ASAP). The Programme is expected to be completed in September 2022. It is implemented by Ministry of Agriculture, Livestock, Fisheries and Irrigation and supervised by IFAD. The overall goal is to contribute to the reduction of rural poverty and food insecurity of smallholders in the targeted 13 ASAL Counties by developing their economic potential while improving their natural resources management capacity and building resilience to climate change in an increasingly fragile ecosystem.
- 2) Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) invites Expression of Interest (EOI) from eligible and competent consultancy firms or consortium of firms specializing in the areas of systems engineering, statistics/data analytics, information technology and documentation for the assignment as per the Terms of Reference provided.
- 3) Consulting firms may submit their Expression of Interest in association with other firms in a consortium arrangement. They are advised to be keen on the information provided under the terms of reference.
- 4) A firm will be selected under Quality and Cost-Based Selection and the procedures described in this REOI.
- 5) The original and two copies of the tender must be delivered to:

**The Principal Secretary,  
State Department for Crop Development,  
P.O. Box 30028-00100,  
Kilimo House, Cathedral Road, Nairobi  
Tel: 0770174188**

**On or before 13<sup>th</sup> September 2019 at 11.00am (EAT) clearly marked  
"REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES  
ON E-VOUCHER DATA COLLECTION, DOCUMENTATION AND ARCHIVING  
FOR KCEP-CRAL PROGRAMME: TENDER REFERENCE: MOALF/SDCD/KCEP-  
CRAL/PROC/034/2019-2020.**

## **1.1. Background Information**

The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Window (KCEP CRAL) is an expansion of the Kenya Cereal Enhancement Programme (KCEP) to the ASALs. The Programme is a strategic partnership between the Government of Kenya (GOK), European Union (EU) and three Rome Based Agencies (RBAs), namely, World Food Programme (WFP), International Fund for Agricultural Development (IFAD) and Food and Agricultural Organization (FAO). In this partnership, the RBAs support the Government in graduating farmers from recurrent food insecurity to market-oriented farming, through promotion of Good Agricultural Practices (GAPs), building resilience to climate change and sustainable natural resources management (NRM).

KCEP-CRAL Programme is financed by GoK, EU, IFAD, grant resources from IFAD's Adaptation for Smallholder Agriculture Programme (ASAP), parallel funding by WFP and FAO, and contributions of Partner Financial Institutions (Equity Bank (Kenya) Ltd (EBL) and Co-operative Bank of Kenya Limited (Coop Bank), beneficiaries' and private investors.

The target beneficiary farmers finance the Programme through their mandatory contributions of 10%, 40% and 70% towards the cost of the e-voucher inputs package. The Banks' contribution is actualized through the electronic voucher (e-voucher) technology, equipment and staff related costs for the management and implementation of the e-voucher scheme. The Programme is supervised by the International Fund for Agricultural Development. The Financing Agreement was signed on 26<sup>th</sup> August 2015.

The Programme is implemented using a value chain with a nutrition sensitive approach aimed at supporting smallholder farmers in the ASALs to increase productivity and profitability of cereal production by ensuring that target smallholder farmers access farm inputs, value chain financing, linkage to markets, post-harvest management and investments in interventions that build resilience to climate change and sustainable natural resources management.

The Programme focuses on three main cereal staples, namely, maize, sorghum, millets and associated pulses (beans, cow peas, pigeon peas and green grams). KCEP-CRAL builds on lessons learnt from KCEP and targets to support 185,000 smallholder farmers to graduate from subsistence farming to market oriented, commercial agriculture.

## **1.2. Implementation Arrangements**

The Lead Implementing Agency is the State Department for Crop Development, Ministry of Agriculture, Livestock, Fisheries and Irrigation. The Programme Coordination Unit (PCU) is responsible for the overall coordination and management of Programme activities. Implementation is by Partners identified in the Programme Design Report (PDR), and other service providers who are procured on need basis. The implementing partners include:

- 1) Kenya Agricultural and Livestock Research Organization (KALRO) responsible of generating and disseminating technologies;
- 2) Agricultural Market Development Trust (AGMARK) responsible of capacity building of agro dealers;
- 3) Eastern Africa Grain Council (EAGC) for post-harvest management interventions, certification of warehouses, linkage to markets and capacity building;
- 4) Equity Bank (Kenya) Ltd responsible of setting up and operationalizing the e-voucher platform, access to agricultural inputs, financial services and financial literacy training in Embu, Tharaka Nithi, Kitui, Nandi, Bungoma, Kakamega, Nakuru and Trans Nzoia Counties;
- 5) Co-operative Bank of Kenya Ltd responsible of setting up and managing the e-voucher platform, access to inputs, financial literacy training and inclusive financial services for farmers in Makueni, Machakos, Kwale, Kilifi and Taita Taveta Counties;
- 6) Centre for Training and Integrated Research in ASAL Development (CETRAD) to set up remote sensing, geographical information systems and capacity building;
- 7) Kenya Meteorological Department (KMD) to provide agricultural climate information services;
- 8) National Drought Management Authority (NDMA) to manage the County Climate Change Fund (CCCF) process for building community climate change resilience assets;
- 9) Service providers procured on need basis; and
- 10) County Governments whose roles include the following:
  - a) Sensitization of the beneficiaries about the Programme support opportunities;
  - b) Issue and publicize calls for proposals for Programme investments at County/Sub County/Ward levels. This includes applications by e-voucher farmers, agro dealers, private investors for value chain financing, entrepreneurs, (etc.);
  - c) Participate in community targeting and screening/vetting of selected farmers in collaboration with stakeholders;
  - d) Capacity building of farmers on various technical issues in collaboration with partners;
  - e) Conduct supervision and monitoring of implementation; and
  - f) Progress reporting of implemented activities.

### **1.3. The Role of Partner Financial Institutions (PFIs)**

The two Banks are responsible of setting up and managing the e-voucher platform aimed at facilitating the selected beneficiary farmers to access inputs through agro dealers, provide inclusive financial services to smallholder farmers and other value chain stakeholders and capacity building of farmers and value chain players. Selection of e-voucher beneficiary farmers is conducted by the Programme through the implementing Counties in a participatory, community targeting process. The Banks' on-boards the selected farmers to the e-voucher platform after screening<sup>1</sup> the lists of selected farmers submitted by the Programme. The on-boarding process involves accounts opening for the successfully screened farmers who are then issued with multi-wallet debit cards which enables the Programme to segregate and load value of the different types of inputs in the specific wallets.

The wallets hold value for seeds (cereal and pulse), fertilizer (basal, top dressing, foliar feeds and pesticides), post-harvest items (tarpaulins and hermitic bags), crop insurance and Conservation Agriculture (CA) Services. In addition, the debit card has the normal farmers' account wallet which enable farmers to access banking services. Farmers deposit their contributions in the account wallet after which the Banks' share the list of farmers who have fully met their contribution obligation to the Programme for preparation of the payroll. The PFIs' uses the payroll to credit the debit cards with e-voucher funds in the specific wallets. Only farmers who have fully met their contribution obligation are captured in the payroll, have the respective wallets credited and access inputs through the e-voucher system. The farmers' contribution triggers the e-voucher system.

The agro dealers are pre-selected by the Programme based on a validated selection criteria while the Bank vets and on-boards agro dealers using their procedures, policies and criteria for merchant and/or agency banking services. The Bank issues the enrolled agro dealers with Point of Sale (POS) devices (merchant and/or agency POS). The merchant POS enables agro dealers to swipe farmers debit cards to access inputs from the inputs wallets while the agency POS offers basic financial services (deposits, withdrawals, balance enquiries, etc). Agro dealers are also issued with manual transactions registers for recording e-voucher transactions when farmers swipe the different types of inputs.

The transactions register has a template for recording CA services transactions rendered by the CA service providers. The CA service providers are paid by agro dealers upon signing on the CA services template and production of a duly filled CA services verification form, signed by the farmer and the respective Ward Agricultural Officer (WAO).

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<sup>1</sup> PFIs use the Integrated Population Registration System (IPRS), the Government system for registration of persons to screen e-voucher beneficiaries

#### 1.4. Objectives of the Consultancy services

The e-Voucher Documentation Consultancy Services is informed by the recommendations of the Joint IFAD/GOK Supervision Mission (29<sup>th</sup> May to 12<sup>th</sup> June 2017) which stated that “for e-voucher inputs supplied to be considered eligible under Article 14.1 of the EU’s General Conditions they must be documented as incurred and be verifiable”.

The overall objective of the consultancy services is to collect e-voucher data from past implementation seasons (2015 to 2019), analyze and consolidate the data in a suitable form to enable the Programme archive it in the ArcaE Archiving System. The source of the e-voucher data includes agro dealers, farmers, Counties/Sub Counties among other relevant partners.

The targeted seasons are highlighted in the table below.

No	Season	Region	Counties	Remarks
1	<sup>2</sup> March/April/May (MAM) 2016, 2017, 2018 and 2019	Western Region	Nandi, Nakuru, Kakamega, Trans Nzoia and Bungoma	- Partner Financial Institution is Equity Bank - To start data collection from 2 <sup>nd</sup> quarter, 2015/16 FY for Western Region
2	October/November/December (OND) 2016, 2017, 2018 and 2019	Eastern Region	Embu, Tharaka Nithi and Kitui	
3	OND 2018 and 2019	Eastern Region	Machakos and Makueni	- Partner Financial Institution is Cooperative Bank
4	OND 2018 and 2019	Coast Region	Taita Taveta	
5	MAM 2018 and 2019	Coast Region	Kwale and Kilifi	

#### 1.5. The Scope of work

The scope of works shall be to set up and operationalize an appropriate e-voucher data collection system; collect, consolidate, scan and save the data in an acceptable software to enable archiving. The data/documents to be collected, scanned for storage in soft version that is easily retrievable and archived include POS transaction receipts, transaction registers and documents describing e-voucher processes such as farmers and agro dealers mobilization, sensitization and selection (including selection criteria); sensitization and selection of entrepreneurs (including selection criteria); posters and application forms for farmers, agro dealers and entrepreneurs selection; minutes of farmers’ selection by the Ward Selection Committees (WSC);

<sup>2</sup> The process of e-voucher beneficiaries identification started during the 2<sup>nd</sup> quarter of 2015/16FY

minutes of agro dealers pre-selection and entrepreneurs selection by the Sub County Programme Committees (SCPC); lists of selected farmers, entrepreneurs and pre-selected agro dealers; list of on boarded farmers and agro dealers; validated e-voucher packages with values; payrolls prepared and processed; e-voucher utilization reports; progress reports on e-voucher scheme implementation; among other documents outlined in annex 1. These documents will cover past e-voucher scheme implementation i.e. 2015, 2016, 2017, 2018, 2019 to date.

Further, the Consultant will train the Programme implementers on how to use the data collection, scanning and analysis system. The system should enable the Programme to collect and consolidate data from farmers' and agro dealers' mobilization, application to participate in the e-voucher scheme, selection, screening/vetting by WSCs, IPRS screening by PFIs to the types of inputs, crops varieties, quantities, unit price and value accessed by farmers, and all financial data and/or transactions during each e-voucher implementation season and archive the data in compliance with EU requirements for documentation.

### **1.6. Time Schedule**

The Consultancy Services will be carried out within a period of 9 months (270 days) from Contract Award to completion of the consultancy.

### **1.7. Qualification and Experiences of the Consultancy Firm and Key Staff**

The Consultancy Firm should possess proven experience and capacity to execute the stated tasks. In particular, the firm is expected to demonstrate competence in the following areas:

- a) Proven extensive knowledge and at least 10 years' experience in statistics/data analytics including data collection, analysis, report writing and IT skills;
- b) Extensive knowledge and 8 years' work experience in Kenya's agricultural sector including the value chains promoted in KCEP-CRAL;
- c) Have minimum 5 years' experience in conducting similar assignments; and
- d) Experience of working with the Kenyan Governmental institutions.
- e) Demonstrate and assemble a team of professionals with wide experience in statistics, information technology, system engineering in the agricultural sector

**1.8.** The interested parties may request for clarifications on this Expression of Interest up to five (5) days before the EOI submission date. Any request for clarification must be sent in writing by paper, mail or electronic mail to:

Programme Coordinator  
CEP-CRAL Programme  
P.O.BOX 30028-00100  
NARL KABETE Grounds.  
Email: [tenders.kcepccralprogramme@gmail.com](mailto:tenders.kcepccralprogramme@gmail.com)

**1.9. In order to be shortlisted, the interested consultant/Consulting firm must satisfy the following minimum criteria:**

**Evaluation Criteria**

#	Evaluation Criteria	
1.	<p><b>Mandatory Evaluation Criteria: -</b></p> <p>Stage One: Mandatory / Preliminary Evaluation:</p> <ol style="list-style-type: none"> <li>1. Certified Copy of Certificate of Incorporation/ Certificate of Registration of the firm.</li> <li>2. Certified Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker)</li> <li>3. Certified Copy of Valid business permit (trade license)</li> <li>4. Certified Copy of CR12 Form</li> <li>5. Audited Financial Statements for the last 2 years must be signed by the directors and the auditor and duly stamped</li> <li>6. Where the Applicant is a consortium, a list of the proposed members of the consortium and the proposed Leader of the consortium and the roles of each member shall be clearly stated. <i>(The documents for the leading firm shall be subjected to all the statutory requirements above (1-5))</i></li> <li>7. Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped.</li> <li>8. Duly serialized and or paginated bid document including all the attachments in the bid document in a <b>Sequential</b> manner</li> <li>9. Consulting firms that have existing, ongoing and incomplete projects, consultancy services or studies with the KCEP-CRAL Programme are not eligible to bid.</li> <li>10. To enhance equity, bidders shall only be awarded one consultancy (each) under the published Tender Notice.</li> <li>11. Bidders who participate in the two EOI shall be disqualified.</li> </ol> <p><b>Note:</b></p> <p><b>All Certification of Documents shall be original and executed by a Commissioner for Oaths or Notaries Public</b></p> <p>Bidders shall ensure that the submitted bid is a well-organized bid document, with a reference table of contents including all the attachments in the bid.</p> <p><b>All items must be submitted to proceed to the next stage</b></p>	<p><b>Mandatory</b></p> <p><b>(Yes/ NO)</b></p>



2.	<b>Technical Qualification</b>	<b>Technical Score</b>
	<b>Experience of the Firm ( Max of 40Points)</b>	
	1) Demonstrate evidence of extensive knowledge in statistics/data analytics including data collection, analysis, report writing and IT skills <i>-Attach a list of assignments conducted in the last ten years that specifically are analytical and statistical in nature</i>	- Over Ten Assignments- 10mks - 5-9 Assignments- 6mks - 0-4 Assignments- 2mks
	2) Demonstrate at least four (4) evidence of extensive knowledge in statistics/data analytics including data collection, analysis in the Kenya's agricultural sector including the value chains promoted by KCEP-CRAL (Attach a list of assignments conducted and completed in statistics and data analytics in the Kenya Agricultural Sector)	- (Each demonstrated successfully completed Study/ Assignment shall be 3marks each
	3) Provide at least four (4) Recommendations and Letters of reference demonstrating the capability of the firms in successful completion of assignments specifically addressed to the Programme <i>(These may be verified by the Programme)</i>	- Above 4 Letters 8Marks - Less than 3 Letters of recommendation – 4marks
	4) Demonstrate a good understanding of the Assignment and methodology	- 10mks
	<b>Qualification of the Proposed Team (20Max)</b>	
	5) In addition to the firm's experience, provide a list of proposed professional staff and disciplines expected to take part in the assignment.	- Submission of the proposed team clearly indicating roles for each member- 5Mks
	6) Demonstrate that the Lead expert is a specialist in IT/ Statistician/ Data analyst or a Systems Engineer (Attach copies of relevant qualification of the lead expert)	- Lead Expert Qualifications- 3mks
	7) Demonstrate that the proposed team meets minimum professional qualifications of:	- Qualifications of the proposed experts:
	a) Agricultural Extension/Agronomy Expert - Minimum of a Master's degree in Agriculture/Agronomy, Agricultural Extension, Rural/ Sustainable Development or related fields from a recognized university - Demonstrated 5 years' work experience in the agricultural value chains with a bias on agricultural extension support and community mobilization to smallholder farmers - Demonstrate at least 5 years' experience in donor supported, multi-agency Programmes	(4mks)

<p>b) Agribusiness Specialist</p> <ul style="list-style-type: none"> <li>- Minimum of a Master’s degree in Agribusiness, Agricultural Economics, Rural/Sustainable Development or related fields from a recognized university</li> <li>- 8 years’ work experience at least 5 of which are in the public sector or donor-assisted Programmes targeting smallholder farmers and value chain players in the agricultural sector</li> <li>- Strong computer, analytical and communications skills (oral, written, presentations).</li> </ul> <p>c) Project Officer/Management Specialist</p> <ul style="list-style-type: none"> <li>- Minimum of a bachelor’s degree in Project Planning and Management, Banking/Finance, Monitoring and Evaluation or related fields from a recognized university</li> <li>- Demonstrate experience of at least 5 years in participatory rural appraisal techniques, monitoring and evaluation, community mobilization and social development skills;</li> <li>- Strong computer, analytical and communications skills (oral, written, presentations)</li> </ul>	<p>(4mks)</p> <p>(4mks)</p>
<p><b><i>Pass Mark: 42 Marks</i></b></p> <p><b><i>Only bidders who score 42/60 and above will be shortlisted and invited for the request for proposals. Those who score below shall be eliminated at this stage.</i></b></p>	

Further information can be obtained at the address below during office hours 0900-1600 hours (EAT), Procurement Office, KCEP-CRAL, NARL KABETE grounds, along Waiyaki Way, Westland’s .Email: [tenders.kcepccralprogramme@gmail.com](mailto:tenders.kcepccralprogramme@gmail.com)

## **Annex 1. E-Voucher Processes and Data/Evidence Requirements**

The following are the e-voucher processes and data/evidence collection and analysis requirements.

### **a. Technical Data/Evidence**

1. Signed Subsidiary Agreement between the Government and Equity Bank (Kenya) Ltd and Equity Group Foundation (KCEP);
2. Signed Subsidiary Agreement between the Government of Kenya and Equity Bank (Kenya) Ltd for Implementation of Financial Services (KCEP-CRAL);
3. Signed Subsidiary Agreement between the Government and the Cooperative Bank of Kenya Ltd for Implementation of Financial Services (KCEP-CRAL);
4. Approved e-Voucher Procedures, Case Management and Performance Monitoring Manual – Equity Bank (KCEP)
5. e-Voucher Operations and Procedures Manual – Cooperative Bank
6. Savings Study Reports by Equity Bank and/or Coop Bank
7. Performance Assessment Report (2016 and 2017) for Equity Bank
8. Mobilization reports of farmers and agro dealers
9. Call for proposal posters and application forms for farmers, agro dealers and entrepreneurs
10. Community selection process for beneficiary farmers by WSC (including selection criteria, and community vetting/screening)
11. Pre-selection of agro dealers (including selection criteria) by SCPC
12. Selection of entrepreneurs (including selection criteria) by SCPC
13. Lists of selected farmers and pre-selected agro dealers (disaggregated by PFI, Region, etc)
14. Lists of selected/vetted agro dealers (disaggregated by PFI, Region, etc);
15. List of selected entrepreneurs (disaggregated by PFI, Region, etc)
16. Final list of farmers passed IPRS (Coop and Equity Banks) from 2016 MAM to date;
17. Final list of enrolled farmers (i.e. issued with debit cards) by Equity Bank from 2016 MAM to date and 2018 MAM to date by Coop Bank
18. Final Utilization Reports by Equity and Coop Banks for each season i.e. 2016 MAM to date
19. Consolidated data from agro dealers transactions registers

### **b. Financial Data/Evidence**

1. e-Voucher funds requirement for each season by PFI
2. Financing requests by Equity Bank, Equity Group Foundation and Cooperative Bank
3. Acknowledgement of received funds by EBL, EGF and Coop Bank
4. Disbursements to Equity Bank and EGF - for customization of e-voucher platform, e-voucher inputs and Equity Group Foundation for financial literacy training

5. Disbursements to Coop Bank for e-voucher inputs and financial literacy training
6. Equity and Coop Bank's contributions to the e-voucher system (by financial year)
7. Farmers contribution to the e-voucher system by financial year
8. Assets register of procured items by EGF for financial literacy training
9. Bank statements – Coop Bank, EBL and EGF
10. Reconciliations of e-voucher funds by EBL and Coop Bank
11. e-Voucher Process Audit Reports for Equity Bank/Coop Bank

**MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Name of Applicant(s).....**

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

**You are advised that it is a serious offence to give false information on this form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 -General**

Business Name

.....

Location of Business Premises

.....

Plot No ... Street/Road..... Postal address..... Tel No.

.....

Fax Email.....

Nature of Business (Attach Company Profile)

.....

Registration Certificate No. (Attach Copy)

.....

Tax Compliance No (Attach Copy)

.....

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

Ksh.....

Name of your bankers.....

Branch.....

Bank Account Number.....

Payment Terms.....

**Part 2 (a) – Sole Proprietor**

Your name in full.....Age.....

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

Citizenship details.....

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

**Part 2 (b) – Partnership**

Given details of partners as follows

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

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

**Part 2 (c) – Registered Company**

Private or Public

(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of company

Nominal Kshs. Issued Kshs.

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
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1. ....

2. ....

3. ....

4. ....

**Part 3- List of corporate client customers and their addresses, telephone numbers and contact person.**

1. Company.....Tel/ Mobile.....  
Contact Person.....Designation.....  
2. Company.....Tel/Mobile.....  
Contact Person.....Designation.....  
3. Company.....Tel/Mobile.....  
Contact Person.....Designation.....  
4. Company.....Tel/Mobile.....  
Contact Person.....Designation.....

**Part 4-(a) Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the KCEP-CRAL and any other public or private institutions.

Full Names.....

Signature.....

Dated this .....day of .....2019

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

.....

**Part 4-(b) Bankruptcy / Insolvency / receivership.**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated this .....day of .....2019

Duly authorized to sign Tender for and on behalf of

.....

**Part 4-(c) -Criminal Offence**

I/We,(Name (s) of Director(s)):-

- a).....
- b).....
- c).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

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

In the capacity of .....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp .....

**Part 4-(d) Conflict of Interest**

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

- a) .....
- b) .....
- c) .....
- d) .....

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

In the capacity of .....

Dated this .....day of .....2019

Suppliers' / Company's Official Rubber Stamp .....



**Part 4-(e) – Interest in the Firm:**

Is there any person/persons in KCEP-CRAL or any other public institution who has interest in the Firm?

Yes/No ..... (Delete as necessary)

Institution .....

(Title) (Signature) (Date)

.....  
.....

**PART 5(I) – EXPERIENCE:** Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials / Services in the last 3 years

	COMPANY NAME	COUNTRY	CONTRACT ORDER NO	VALUE	CONTRACT PERSON (FULL NAMES	EMAIL	CELL PHONE NO
1							
2							
3							
4							
5							

**Part 6(i or j) – Bank account details:**

AGPO firms must provide evidence from their bank that the account to which KCEP-CRAL shall make payment has a youth or a woman or a PWD listed in the CR12 form/

partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,

- Sec.157 (11) of PPADA:Account No.....

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor Certificate...../.....

ID No(s):...../.....

Signature and stamp of the authorized Banker Representative..... Date.....

**Part 7--Declaration**

I/We the undersigned state that the above information is correct and that I/We give KCEP-CRAL to seek any other references concerning my/our company from whatever sources deemed e.g. company registrar's office, banks etc.

Full names

.....

Signature.....

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

In the capacity of

.....

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

**Company's Rubber Stamp.....**