



REGISTRATION OF DISADVANTAGED GROUPS

KWS/PQ/06/2020 -2022

REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

This registration is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

CONSERVATION AREA:

COMPANY/ BUSINESS NAME:

EMAIL ADDRESS:

PHONE NUMBER:

CATEGORY NO: 1.....

2.....

(A firm/Company shall be registered in a maximum of two categories.)

CATEGORY DESCRIPTION: 1.

2:

DATE SUBMITTED:

APPENDIX 1

CONFIDENTIAL BUSINESS QUESTIONNAIRE

PART 1: - DETAILS OF THE APPLICANT

1. Name of Applicant
2. Physical Address
3. Postal Address: 4. Postal Code:
5. E-mail: 6. Mobile Phone No.
7. Are you applying for Youth, Women or Persons with Disabilities?
8. Contact Person

PART 2: - OVERVIEW OF THE COMPANY

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify] _____
Number of employees	[0-50] [51-100] [101-150] [151-200] [201-250]
Initial Investment (Kes)	
Total Annual Sales for the previous year (Turnover Kes)	
Experience in the sector (in years)	

PART 3: - OWNERSHIP DETAILS

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

Part 3 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full	Age	
Identity/Passport No.		

Part 3 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 3 (c) – Registered Company			
State the nominal and issued capital of company			
Nominal Kes.....Issued			
Kes.....			
Directors' Details			
Name	Nationality	ID/Passport No.	% Shares

4. Bank Account Name:
5. Branch of the Bank:
6. Bank Account Number:
7. VAT Registration Number:

PART 8: - LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected: -

1. Copy of Certificate of Incorporation/Registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;
6. Copy of Certificate of Registration with relevant regulatory bodies (for persons with disabilities, registration with National Council for Persons with Disability);
7. Business/Company profile;
9. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;
10. Certificate of Registration in a target group issued by the National Treasury;
11. National IDs/ Passports

(The document including all the attachment should be a maximum of 20 pages book or tape bound) loose and/or spiral bound documents and will not be accepted.

Appendix 2:

**LIST OF CATEGORIES FOR
REGISTRATION (PICK ONLY TWO)**

CATEGORY A:

KWS/PQ/R/1A/2020-2022	Building and Structural Contractors
KWS/PQ/R/1B/2020-2022	Civil Engineering Contractors
KWS/PQ/R/1C/2020-2022	Electrical Contractors
KWS/PQ/R/2/2020-2022	Design and Printing of Security Documents.
KWS/PQ/R/3/2020-2022	Air Travel Ticketing Services
KWS/PQ/R/4/2020-2022	Outside Catering Services
KWS/PQ/R/5/2020-2022	Provision of Branded Corporate Gifts, Memorabilia, General Merchandise and Related Items.
KWS/PQ/R/6/2020-2022	Provision of Event Management Services

CATEGORY B:

KWS/PQ/R/7/2020-2022	Computers, Printers and Accessories
KWS/PQ/R/7A/2020-2022	Electric Fencing Materials
KWS/PQ/R/7B/2020-2022	Supply of Fencing Posts
KWS/PQ/R/8/2020-2022	Solar Panels, Batteries, Charge Controllers and Windmills
KWS/PQ/R/9/2020-2022	Creative Design and Printing of Marketing and Promotional Materials
KWS/PQ/R/10/2020-2022	Plaques and Lit Signage

KWS/PQ/R/10/2020-2022	Interior Design Services
KWS/PQ/R/11/2020-2022	Landscaping Works

CATEGORY C:

KWS/PQ/R/12/2020-2022	Building Materials Hardware Tools, Paints and Fittings
KWS/PQ/R/13/2020-2022	Electrical Fittings and Lighting Materials
KWS/PQ/R/14/2020-2022	Computer Consumables
KWS/PQ/R/15/2020-2022	Motor Vehicle Spare Parts
KWS/PQ/R/16/2020-2022	General Office Stationery
KWS/PQ/R/17/2020-2022	Office Furniture and Other Furnishings,
KWS/PQ/R/18/2020-2022	Design and Printing of Stationery
KWS/PQ/R/19/2020-2022	Raw Foodstuffs and Vegetables
KWS/PQ/R/20/2020-22	Supply of Dry Food Stuff
KWS/PQ/R/21/2020-2022	Supply of Fresh Milk

Appendix 3
DECLARATION

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement And Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

Applicant's Name / Company's Name

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Represented by:

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

Date

For Official Use:

Date Received.....

Receiving officer:

Name:

Designation:

Sign:

Received stamp

CONSERVATION AREAS

1. CENTRAL RIFT CONSERVATION AREA
2. COAST CONSERVATION AREA
3. EASTERN CONSERVATION AREA
4. HEADQUARTERS
5. MOUNTAIN CONSRVATION AREA
6. NORTHERN CONSERVATION AREA
7. SOUTHERN CONSERVATION AREA
8. TSAVO CONSERVATION AREA
9. WESTERN CONSERVATION AREA
- 10.LAW ENFORCEMENT ACADEMY (LEA) – MANYANI
- 11.KENYA WILDLIFE TRAINING INSTITUTE (KWSTI) - NAIVASHA