



## **KENYA SUGAR BOARD**

### **REGISTRATION OF SUPPLIERS OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2025-2026 AND 2026-2027. TENDER NO. KSB/SCM/OT/006/2024/2025**

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Publication Date: **4<sup>th</sup> June, 2025**

**Indicate your group by ticking in the box below boxes:**

**Open** ☐ **Youth** ☐

**Women** ☐ **Persons With Disabilities** ☐

**Company/Business Name:**.....

**Phone Number:**.....

**Email address:**.....

**Category No 1:**.....

**Category description:**.....

**Category No 2:**.....

**Category description:**.....

Note that, a firm/company will be considered and registered in a maximum of two categories.

**Date submitted:**.....

Prospective suppliers are required to fill and submit this form together with the following documents:

- a) Certificate of incorporation/Registration
- b) CR12 form if a company or equivalent
- c) Valid Tax Compliance certificate
- d) Trading license/Business permit
- e) Valid Certificate from the National Treasury/County Treasury for Youth, Women and Person with Disability firms(GPO)
- f) Certificate from professional bodies/regulator i.e. NCA, IATA, KATA, CPAK, LSK among others
- g) Fill Confidential Business Questionnaire in the format provided.

**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/I acknowledge that we /I shall participate within the given time the submission of a tender
- c) /quotation and as per the conditions given in that tender/quotations
- d) We are not guilty of any serious violation of fair employment laws and practices
- e) We are not debarred from participating in procurement proceedings under the Public Procurement and Disposal Act, 2015
- f) That the information provided in our application is accurate.

**Applicant's/Company name:**.....

**Represented by:**.....

Should have power of attorney to represent the firm

**Designation:**.....

**Signature & Stamp:**.....

**Date:**.....

**For official use:**

**Date received:**.....

**Receiving officer name**.....

**Designation:**.....

**Signature:**.....

**Stamp:**.....

## Appendix 1

### Confidential Business Questionnaire

Fill below questionnaire in the format provided

#### Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

#### General and Specific Details

(b) **Sole Proprietor, provide** the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

**c) Partnership**, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

c) **Registered Company**, provide the following details.

i) Private or  
public Company.....

ii) State the nominal and issued capital of  
the Company.....

Nominal Kenya Shillings  
(Equivalent).....

Issued Kenya Shillings  
(Equivalent).....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

## Appendix 2

### Categories

No	Category Description	Eligibility
A	<b>Goods</b>	
1	Supply of General Office Stationary	AGPO Groups
2	Supply of Computer Hardware and Accessories	AGPO
3	Supply of Office Furniture and Equipment	AGPO
4	Supply of Newspapers and Periodicals	AGPO
5	Supply of Tyres and tubes	Open
6	Supply of Fresh Milk and office sundries	Open
7	Supply of Protective uniform/Clothing, footwear and related accessories	AGPO
8	Supply and Delivery of Airtime vouchers and Scratch cards	AGPO
9	Supply of telecommunication equipment and accessories	AGPO
10	Supply of computer software, licenses, antivirus, firewall and secure socket layer certificate	Open
11	Supply and installation of CCTV and access control	AGPO
12	Supply of electrical and hardware items	AGPO
13	Supply ,Installation and maintenance of firefighting equipment	Open
14	Supply of genuine toners & cartridges	AGPO
B	<b>Services</b>	
1	Provision of Events organization services	Open
2	Provision of outside catering services	AGPO
3	Provision of interior design, furnishing and decoration services	Open
4	Provision of air travel agency services	
5	Provision of transport services ( Taxi, car hire, van, mini-buses and buses)	Open
6	Designing and printing of brochures, magazines, booklets, security/accountable documents, corporate promotional material and annual reports	Open
7	Provision of photocopying and binding services	Open
9	Provision of hotel services (breakfast services and luncheon services	Open
10	Provision of conference facilities	Open
11	Provision of advertisement services	Open
12	Provision of internet , website & domain hosting services	Open
13	Provision of catering services	AGPO

14	Provision of production of radio, TV commercials and documentaries	Open
15	Provision of repair and maintenance services of office equipment i.e. photocopiers, printers	Open
16	Provision of photography/video graphic, public address system and related services. Golden zeal pictures	AGPO
17	Provision of air conditioning maintenance services	AGPO
18	Provision of Property/Land and asset valuation services	Open
19	Provision of auctioneering services	Open
20	Provision of legal services	Open
21	Provision of asset tagging and labelling services	Open
22	Provision of landscaping services	Open
23	Provision of car tracking services	Open
24	Provision of 360 virtual photography and videography	AGPO
25	Provision of hire of helicopter services	Open
26	Provision of Courier services	Open
27	Provision of debt collection services	Open
28	Provision of consultancy services in risk management	Open
29	Provision of tax consultancy services	Open
C	<b>Consultancy services</b>	
1	Provision of consultancy services on feasibilities studies	Open
2	Provision of consultancy for Human resources services (Talent management, customer satisfaction, employee satisfaction, gender mainstreaming, work environment survey, safety, health and noise level, fire risk audit services, legal audits, corruption prevention survey, performance contracting training and team building)	Open
D	<b>Works</b>	
1	Repair and maintenance of building	Open
2	Small repair works i.e. partitioning and renovation	AGPO