



Media Council of Kenya
Ground Floor, Britam Centre
Ragati Road, Upper Hill P.O Box 43132-00100-Nairobi
Tel: +254 020 2725032; email: tenders@mediacouncil.or.ke

**REGISTRATION AS SUPPLIERS
FOR THE FINANCIAL YEARS 2024-2026**

NOTICE INVITATION DATE	18 TH APRIL 2024
SUBMISSION DATE	6 TH MAY 2024

APRIL 2024

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INVITATION FOR REGISTRATION

18/04/2024

Tender No: **NOTICE**

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2024-2026**

The Media Council of Kenya (MCK) is a national body established under Section 5 of the Media Council Act, 2013 for purposes of media regulation and development as envisaged under Article 34(5) of the Constitution of Kenya.

MCK invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2024 -2026**.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
MCK/A1/2024-2026	Supply and Delivery of General and Printed Office supplies e.g. stationery photocopying paper, toner cartridges and Computer Consumables e.t.c.	Disadvantaged Groups
MCK/A2/2024-2026	Supply and Delivery of Office Furniture, Furnishings & Fittings	Disadvantaged Groups
MCK/A3/2024-2026	Supply of computer software and Licenses	Disadvantaged Groups
MCK/A4/2024-2026	Provision of Design and Printing Services for Promotional Materials	Disadvantaged Groups
MCK/A5/2024-2026	Supply, Delivery and Installation of Office Equipment e.g. Computers, Printers, Telephone, PABX, e.t.c	Disadvantaged Groups
MCK/A6/2024-2026	Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries	Open
MCK/A7/2024-2026	Supply of Electronic and telecommunication equipment	Open
MCK/A8/2024-2026	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispenser	Open
MCK/A9/2024-2026	Supply, Delivery and Maintenance of Printing/ Biometric Machine	Open
MCK/A10/2024-2026	Design and Supply of AJEA Trophies	Open
MCK/A11/2024-2026	Supply and Delivery of Kitchen Consumables e.g. Sugar, Serviettes, Drinking Chocolate, Coffee, Milk e.t.c.	Disadvantaged Groups
MCK/A12/2024-2026	Supply and Delivery of Newspapers	Open
MCK/A13/2024-2026	Supply, Delivery, Installation and Cleaning of Window Blinds	Open

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
MCK/B1/2024-2026	Development/Production of Radio, TV Documentaries	Open
MCK/B2/2024-2026	Provision of Courier Services (Local/ International)	Open
MCK/B3/2024-2026	Provision of Event Organizing/Management Services	Disadvantaged Groups
MCK/B4/2024-2026	Provision of Outside Catering Services	Disadvantaged Groups
MCK/B5/2024-2026	Provision of Comprehensive Office Cleaning, Fumigation & Pest Control Services	Disadvantaged Groups
MCK/B6/2024-2026	Provision of Valuation, Tagging & Labeling of Assets Services	Open
MCK/B7/2024-2026	Provision of Travel and Air Ticketing Services	Disadvantaged Groups
MCK/B8/2024-2026	Provision of Car Hire and Outsourced Transport Services	Disadvantaged Groups
MCK/B9/2024-2026	Repair, Service and Maintenance of Motor Vehicles	Open
MCK/B10/2024-2026	Provision of Auctioneering Services	Open
MCK/B11/2024-2026	Provision of Hotel (Meals & Accommodation) and Conference Facilities	Open
MCK/B12/2024-2026	Provision of Legal Services	Open
MCK/B13/2024-2026	Provision of Ghost-Writing Services	Open
MCK/B14/2024-2026	Repair of office Furniture and Fittings	Disadvantaged Groups
MCK/B15/2024-2026	Provision of Internet and Website Hosting services	Open
MCK/B16/2024-2026	Provision, Repair & Maintenance of Air Conditioners and Related Recessories	Disadvantaged Groups
MCK/B17/2024-2026	Provision and Repair of Networking Equipment e.g. Servers, Routers etc.	Open
MCK/B18/2024-2026	Provision of Master of Ceremony Services	Open
MCK/B19/2024-2026	Supply and Installation of Computer Software and Licenses	Open
MCK/B20/2024-2026	Provision of Rapporteur and Transcription Services	Open
MCK/B21/2024-2026	Provision of Translation Services	Disadvantaged Groups
MCK/B22/2024-2026	Provision of Archival Services, Label Management & Filing Services	Open
MCK/B23/2024-2026	Provision of Website Design Services	Open
MCK/B24/2024-2026	Supply and Delivery of Media Clips (Electronic e.t.c.)	Disadvantaged Groups
MCK/B25/2024-2026	Supply and Delivery of Accreditation Consumables e.g. Data Cards, Laminators and Colour Ribbon.	Open

MCK/B26/2024-2026	Provision of Repairs and Servicing of Motor Vehicle	Open
MCK/B27/2024-2026	Supply, Installation and Commissioning and Maintenance of CCTV and Access Control System	Open
MCK/B28/2024-2026	Provision of Digital Citation Services	Open
MCK/B29/2024-2026	Provision of Social Media Engagement Services	Open
MCK/B30/2024-2026	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography and Videography, Public Address and related Services)	Open
MCK/B31/2024-2026	Repair and Maintenance of the Media Monitoring Machine and related Equipment	Open
MCK/B32/2024-2026	Repair and Maintenance of Accreditation card printers and related Equipment	Open
MCK/B33/2024-2026	Provision of Portal Hosting Services for MCK Academy and Annual Journalism Awards	Open
MCK/B34/2024-2026	Provision of Team Building Services	Open
MCK/B35/2024-2026	Provision of AJEA Judging	

c) PROVISION OF CONSULTANCY SERVICES

MCK/C1/2024-2026	Provision of Research & Survey Based Consultancy Services (customer satisfaction surveys, employee satisfaction, work environment and baseline survey e.t.c)	Open
MCK/C2/2024-2026	Provision of Human Resource Consultancy Services, Training and Capacity Building	Open
MCK/C3/2024-2026	Provision of Training Services (Specialized, Media/Journalism Training) both Individual and Corporate Trainers.	Open
MCK/C4/2024-2026	Provision of Consultancy Services (Training, Editorial Services, Moderators, Media Research. (NITA Certified Firms)	Open
MCK/C5/2024-2026	Provision of Market Survey Services	Open
MCK/C6/2024-2026	Provision of Consultancy Services for Job Evaluation and HR Review. (NITA Certified Firms)	Open
MCK/C7/2024-2026	Provision of Consultancy Services (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NITA Certified Firms)	Open
MCK/C8/2024-2026	Provision of Research Software and ICT related Consultancy Services	Open
MCK/C9/2024-2026	Provision of Consultancy for Formulation of Policy Documents	Open
MCK/C10/2024-2026	Provision of Psychosocial Expertise/Counselling/Therapy	Open
MCK/C11/2024-2026	Consultancy for the Provision of Enterprise Risk Management Operationalization Services	Open

MCK/C12/2024-2026	Consultancy For the Provision of Internal Audit Quality Assurance Services and the Development of Related Strategies	Open
MCK/C13/2024-2026	Consultancy For the Provision of Governance Audit Services	Open
MCK/C14/2024-2026	Consultancy For the Development of a Business Continuity Management System for Media Council of Kenya.	Open
MCK/C15/2024-2026	Consultancy For the Development of Knowledge Management Policy for Media Council of Kenya.	Open
MCK/C16/2024-2026	Consultancy For the Provision of Knowledge Management Training for Media Council of Kenya.	Open
MCK/C17/2024-2026	Consultancy For the Mid Term Review of MCK Strategic Plan	Open
MCK/C18/2024-2026	Provision of Curriculum Development Services (e-learning and in-person curricula)	Open
MCK/C19/2024-2026	Provision of Mentorship Services (media management and viability, journalism specialization, Journalism business)	Open
MCK/C20/2024-2026	Provision of Board Management System	Open
MCK/C21/2024-2026	Provision of end-to-end System to Manage Application and Booking of MCK Academy Executive Training Services	Open

D) PROVISION OF WORKS

MCK/D1/2024-2026	Provision of Repair & Maintenance Services (Mechanical, Plumbing and Electrical Services for buildings (Registered with NCA)	Open
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The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from the Public Procurement Information Portal (PPIP) or from our website on the following link: - www.mediacouncil.go.ke/index.php/procurement/tenders

Duly completed Registration Documents in plain sealed envelopes clearly marked.

“Category No.....For the supply/provision of” should be addressed to:

CATEGORY BIDDING FOR.....

DESCRIPTION.....

Media Council of Kenya. Supplier Registration 2024-2026

REGION (HQ, MOMBASA, MERU, NAKURU,
KISUMU).....

THE CHIEF EXECUTIVE OFFICER
MEDIA COUNCIL OF KENYA
P.O. BOX - 43132-00100
NAIROBI.

and be deposited in the Tender Box located at the Media Council of Kenya on the Ground floor, Britam Centre, Upper Hill, so as to be received on or before **Monday, May 6th, 2024 at 1000hours.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the boardroom situated on 1st floor, Britam Centre.

Suppliers who had been prequalified by the Council for the financial years 2022-2024 are informed that their term shall lapse on June 30, 2024 and therefore they shall be required to submit their applications for consideration.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Service providers **MUST** also register in the ERP portal by clicking on the following link <https://eprocurement.mediacouncil.or.ke:900/> and follow instructions attached (E-Procurement Accounts Reactivation) to reactivate your portal account or register afresh.

THE CHIEF EXECUTIVE OFFICER
MEDIA COUNCIL OF KENYA

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 The Media Council of Kenya (MCK) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MCK to perform the contract of provision of goods, services and works to the Council.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions.

2.2.2 The registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address

Media Council of Kenya. Supplier Registration 2024-2026

and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **5th April 2024 at 1000hours**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the registration document duly marking the envelope with the subject matter. The envelope shall then be sealed and shall: “

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

2.3.3 If the envelope is not sealed and marked as instructed above, the Council will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity the Council will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicants disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to The Kenya Trade Network Council so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Council, as the Council shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and the Council will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Council in writing or by email at the Council's email address indicated in the registration data.

2.7.2 The Council will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Council's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the Council may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Council.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Council may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the Council at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Council may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Council and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 The Council will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Council shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Council's processing of applications or approval decisions may result in the rejection of the applications

2.12 Clarification of Applications and Contacting of the Council

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Council may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Council on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Council, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence the Council in the Council's registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, the Council will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the Council may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) which limits in any substantial way, inconsistent with the registration documents, the Council's rights or the applicants obligations under the contract; or
- (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by the Council and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The Council, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the Council within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time the Council notifies qualified Applicants that their applications are responsive, the Council shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 The Council will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 Councils' Right to accept any Application and to reject any or all Applications 2.16.1

The Council reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by the Council, the Council will notify successful applicants through a list to be uploaded on the Council website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Response
1.	Certificate of Registration/Incorporation for Limited Firms. Also include a) Current CR12 Certificate. b) CR13 Certificate for Sole proprietors c) Individual Consultants to Attach Copy of I.D	
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	
3.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration).	
4.	Duly Completed Confidential Business Questionnaire.	
5.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration).	
6.	Current practicing certificates for professionals where applicable.	
7.	AGPO Certificate where applicable. (as per Category)	
8.	For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County/Municipal council.	
	RESPONSE: NR R	

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Pass/ Fail
1	Duly filled Registration Data	
2	Duly filled Confidential Business Questionnaire	
3	Duly filled Supplier Information Form	
4	Litigation History (Provide current sworn affidavit)	
5	Completely filled Document showing category of application	
	RESPONSE: NR/R	

Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as a
(*Name of Company/Firm*)

as suppliers of
(*Item Description*)

Category No.....

Other branches and location
.....
.....

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form Part I- General:

.....
 Location of business premises.....
 - Street/Road.....
 Postal Address Tel No.....
 Nature of business..... Current Trade License No
 Expiring date.....
 Maximum value of business which you can handle at any one time: Kshs
 Name of your bankers.....Branch.....
 Business Name
 Plot No

<p><i>Part 2 (a) Sole Proprietor</i></p> <p>Your nameAge..... in fu NationalityCountry of origin..... *Citizenship details.....</p>															
<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares
Name	Nationality	Citizenship Details	Shares												
.....												
.....												

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
1.
2.
3.
4.

Date - Signature of Candidate.....

*if Kenya Citizen, indicate under "Citizenship Details", whether by Birth, Naturalization or Registration

FORM RQ-3 - PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS 1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization) iii)
- Name of Contact Person at the client (organization) iv)
- Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization) iii)
- Name of Contact Person at the client (organization) iv)
- Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization) iii)
- Name of Contact Person at the client (organization) iv)
- Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

(30 Points)

FORM RQ-4 - 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 one year 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

(10 Points)

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Date

Applicant's Name / Company Name

Represented by

Signature & Stamp

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



Ground Floor, Britam Centre,
Hill Lane off Ragati Road, Upper Hill,
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Mobile +254(0) 727 735 252
Email info@mediacouncil.or.ke www.mediacouncil.or.ke

SUPPLIER INFORMATION REQUEST FORM

2. **Part 1** Business Details

KRA PIN NUMBER: KRA EMAIL:

BUSINESS NUMBER:

PIN VALIDITY:

BUSINESS OWNER:

PIN OWNER: PIN STATUS:

VAT REGISTERED:

TAX COMPLIANCE NUMBER:

TELEPHONE NUMBER:

3. **Part 2** Business Registry Details

BUSINESS NUMBER:

SUPPLIER NAME:

SUPPLIER TEL NO: SUPPLIER EMAIL ADDRESS:

POSTAL ADDRESS: POSTAL CODE:

DATE REGISTERED:

BUSINESS TYPE:

OPERATION COUNTY:

Part 3 Business Directors List

ID	NAME	ID NUMBER	TELEPHONE	NATIONALITY

Promoting Media Freedom and Responsible