



Ministry of Education
State Department of Vocational and Technical Training
KAIBOI TECHNICAL TRAINING INSTITUTE
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**KAIBOI TECHNICAL TRAINING
INSTITUTE**

**PREQUALIFICATION OF SUPPLIERS
FOR SUPPLY OF GOODS, PROVISION
OF SERVICES AND WORKS FOR THE
PERIOD 2018-2019**

KTTI/PRE/2018/2019

PREQUALIFICATION NOTICE

Kaiboi Technical Training Institute invites applications from competent individuals / Firms for Prequalification for supply of goods, provision of services and works listed below: For the period 2018-2019 .Interested and eligible candidates are invited to apply for the Prequalification. **YOUTH, WOMEN AND PWD ARE ENCOURAGED TO APPLY**

S/NO	PRE-QUALIFICATION NO.	CATEGORY	TARGET GROUP
1.	KTTI/PRE/01/2018/2019	Provision of Fumigation of pest and control services	Open
2.	KTTI/PRE/02/2018/2019	Provision of research based surveys	Open
3.	KTTI/PRE/03/2018/2019	Maintainance of office machines(duplicating photocopiers,typewriters,printers and computers	Open
4.	KTTI/PRE/04/2018/2019	Supply and repair of Institute's furniture	Open
5.	KTTI/PRE/05/2018/2019	Supply of E-Library books,E-Library materials,related resource material and equipment	Open
6.	KTTI/PRE/06/2018/2019	Supply and delivery of general stationery	Open
7.	KTTI/PRE/07/2018/2019	Provision of Legal services	Open
8.	KTTI/PRE/08/2018/2019	Supply and delivery of Mechanical Engineering materials and general hardware	Open
9.	KTTI/PRE/09/2018/2019	Supply and delivery of Automotive and Agricultural machinery,spares and Lubricants	Open
10.	KTTI/PRE/010/2018/2019	Supply and delivery of Electrical and Electronic materials	Open
11.	KTTI/PRE/011/2018/2019	Supply and delivery of computers and computer accessories	Open
12.	KTTI/PRE/012/2018/2019	Provision,Upgrading and Maintainance of CCTV	Open
13.	KTTI/PRE/013/2018/2019	Provision of Architectural Services	Open
14.	KTTI/PRE/014/2018/2019	Supply and Provision of promotional items,branded materials and general branding	Youth,Women &PWD
15.	KTTI/PRE/015/2018/2019	Provision and maintainance of PABX and faxing facilities	Open
16.	KTTI/PRE/016/2018/2019	Provision and upgrading of management information system,E-Library software,provision of website services and networking(LAN)	Open
17.	KTTI/PRE/017/2018/2019	Supply and delivery of construction materials	Open
18.	KTTI/PRE/018/2018/2019	Supply and delivery of office furniture	Open

19.	KTTI/PRE/019/2018/2019	Supply,delivery and maintainance of fire - fighting equipments	Open
20.	KTTI/PRE/020/2018/2019	Provision of security and safety training	Open
21.	KTTI/PRE/021/2018/2019	Provision of sanitation and sanitary disposal services	Open
22.	KTTI/PRE/022/2018/2019	Supply and maintainance of water pumps and related water systems	Open
23.	KTTI/PRE/023/2018/2019	Supply and delivery of Firewood	Youth,Women &PWD
24.	KTTI/PRE/024/2018/2019	Supply and delivery of Automobile fuel and oils	Open
25.	KTTI/PRE/025/2018/2019	Supply and delivery of general hardware	Open
26.	KTTI/PRE/026/2018/2019	General building and renovation	Open
27.	KTTI/PRE/027/2018/2019	Provision of canteen services	Youth,Women &PWD
28.	KTTI/PRE/028/2018/2019	Supply and delivery of Farm Inputs, Animal feeds and veterinary medicine.	Open
29.	KTTI/PRE/029/2018/2019	Printing and supply of publications and related materials	Open
30.	KTTI/PRE/030/2018/2019	Provision of Air Travel and Ticketing Services	Open
31.	KTTI/PRE/031/2018/2019	Supply and delivery of dry food stuff	Youth,Women &PWD
32.	KTTI/PRE/032/2018/2019	Supply and delivery of sports gear and games equipment	Open
33.	KTTI/PRE/033/2018/2019	Supply and delivery of staff Uniform and Drapery	Youth,Women &PWD
34.	KTTI/PRE/034/2018/2019	Supply and delivery of plumbing materials,paints and glasses	Open
35.	KTTI/PRE/035/2018/2019	Supply and delivery of Human and veterinary medicine	Open
36.	KTTI/PRE/036/2018/2019	Supply and delivery of Tyres,Tubes and vehicle batteries	Open
37.	KTTI/PRE/037/2018/2019	Provision of Comprehensive Insurance for Institute Vehicles	Open
38.	KTTI/PRE/038/2018/2019	Provision of Students Group/personal Insurance(Life Policy)	Open
39.	KTTI/PRE/039/2018/2019	Supply of fresh Vegetables	Youth,Women &PWD
40.	KTTI/PRE/040/2018/2019	Supply and delivery of fresh Fruits	PWD
41.	KTTI/PRE/041/2018/2019	Supply and delivery of detergents, disinfectants and cleaning materials	Youth, Women &PWD
42.	KTTI/PRE/042/2018/2019	Vehicle spray painting and general body works	Open

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SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

PREQUALIFICATION NO: KTTI/PRE/2018/2019

1. **KAIBOI TECHNICAL TRAINING INSTITUTE** intends to prequalify candidates for the supply of goods and the provision of services and works for the period **2018-2019**
2. Prequalification is open to interested eligible candidates
3. Eligible candidates may view and download the pre-qualification document from the Kaiboi TTI website www.kaiboitech.ac.ke and the Institute notified immediately by email on kaiboi@kaiboitech.ac.ke. Interested eligible candidates may obtain further information from **The Principal's Office, Kaiboi Technical Training Institute** during normal working hours. The institute is situated 22km to the west of Mosoriot Shopping Centre off the Eldoret-Kapsabet-Kisumu road.
4. Candidates must meet the minimum requirements in accordance to instructions to candidates.
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at Kaiboi Technical Training Institute situated at the entrance of administration block or to be addressed to:

Kaiboi Technical Training Institute

P.o box 937

Eldoret

So as to be received on or before **16th February, 2018 at 10:00am**

Please **NOTE** that **LATE** bids will be rejected and returned unopened.

6. All candidates whose applications will have been received before the closing date and time will be advised in due course of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 KAIBOI TECHNICAL TRAINING INSTITUTE intends to prequalify suppliers for the supply of goods and provision of services and works. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **16th February, 2018 at 10:00am**

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The contract will be a unit price/lump sum/turnkey contract. The tender documents will be used after prequalification

2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at Kaiboi Technical Training Institute situated at the entrance of the administration block so as to be received on or before **16th February, 2018 at 10:00am**. The procuring entity reserves the right to accept or reject late applications.

2.2.2 The name and mailing address of the applicant may be marked on the envelope

2.2.3 All the information requested for pre qualification shall be provided in 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.

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

2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 The audited Accounts for the last 2 years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers..
- 2.4.3 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Joint Venture

- 2.5.1 The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- (c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.
- 2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.8. Updating Pre-qualification Information

- 2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

SECTION III- LETTER OF APPLICATION

Date

To
.....
(Name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

All Firms **MUST** provide copies of the following mandatory documents:

1. Copies of Certificate of Registration/Incorporation
2. Copy of VAT Registration Certificate.
3. Copies of Pin Certificate of firm/Company.
4. Copy of Current Trade License.
5. Copy of Current & Valid Tax Compliance Certificate.
6. Evidence of a Physical registered office
7. Duly Filled Forms
8. Certificate of Registration from the National Treasury as a Youth, Women and Persons with Disability owned enterprises (**This is a mandatory requirement applicable only for applicants in the Reserved Categories (Youth, Women and PWD)**)
9. Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g. ;
 - Registration Certificate from National Construction Authority (NCA) Ministry of Lands, Housing and Urban Development - Directorate of Public Works (Civil Works, Plumbing & Electrical works)
 - Registration with LSK (Legal services)
 - Registration with IATA (Travel Agencies)
 - Registration with IRA (Insurance)

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
 2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
 3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

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SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Candidate Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 6 - Equipment Capability
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Form RB1 - Request for Review
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

APPLICATION FORM (3)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	

3.	Employer address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)
7.	Date of award
8.	Date of completion
9.	Contract/subcontract duration (years and months) - years - months
10	Specified requirements

APPLICATION FORM (4)

**SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A)

CANDIDATE SUMMARY

Name of Applicant

Position	Candidate * Prime * Alternate
Candidate information	1. Name of candidate
	2. Date of birth
	3. Professional qualifications
Present employment	4. Name of employer
	5. Address of employer
Telephone	Contact (manager/personnel officer)
Fax	E mail
Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (6)

EQUIPMENT CAPABILITIES

Name of Applicant		
Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Email
	Agreements	
Details or rental/lease/manufacture agreements specific to the project		

APPLICATION FORM (7)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture	
Banker	Name of banker
	Address of banker
 Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

**SIGNED
Board Secretary**