



Commodities Fund

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2020-2021 AND 2021-2022

FIRM'S NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:
.....

INDICATE YOUR GROUP BY TICKING IN THE BOX BELOW:

GENERAL	<input type="checkbox"/>	YOUTH	<input type="checkbox"/>
WOMEN	<input type="checkbox"/>	PERSONS WITH DISABILITIES	<input type="checkbox"/>

**The Interim Managing Trustee
Commodities Fund
Railway Headquarters, Block D-2nd Floor,
Workshop Road, off Haile Selassie Avenue
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SECTION I: INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2020 - 2021 AND 2021 – 2022

The Commodities Fund (ComFund) invites applications from eligible firms to be considered for registration as suppliers of goods, works and services for the period 2020 - 2021 and 2021 – 2022 under the categories below:

CATEGORY A: SUPPLY OF GOODS

CODE NUMBER	SUB CATEGORY	TARGET GROUP
ComFund /T/1/01/2020-2022	SUPPLY OF GENERAL OFFICE STATIONERY (PLAIN & PRINTED)	YOUTH , WOMEN & PWD
ComFund /T/1/02/2020-2022	SUPPLY AND DELIVERY OF COMPUTERS,LAPTOPS ,UPS,PRINTERS AND ASSOCIATED ACCESSORIES	YOUTH , WOMEN & PWD
ComFund /T/1/03/2020-2022	SUPPLY AND DELIVERY OF SERVERS AND NETWORK INFRASTRUCTURE HARDWARE	OPEN
ComFund /T/1/04/2020-2022	SUPPLY AND DELIVERY OF GENUINE TONERS,CARTRIDGES	YOUTH , WOMEN & PWD
ComFund /T/1/05/2020-2022	SUPPLY OF COMPUTER SOFTWARE,ANTIVIRUS AND LICENSES-MICROSOFT LICENSES,ANTIVIRUS,FIREWALL AND SECURE SOCKET LAYER CERTIFICATE	OPEN
ComFund /T/1/06/2020-2022	DESIGN AND PRINTING OF NEWSLETTERS,ANNUAL REPORTS ETC)	YOUTH,WOMEN & PWD
ComFund /T/1/07/2020-2022	SUPPLY AND DELIVERY OF FRESH MILK & OFFICE SUNDRIES	YOUTH , WOMEN & PWD
ComFund /T/1/08/2020-2022	DESIGN, SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MATERIALS:- T/SHIRTS,CAPS,BANNERS AND POSTERS	YOUTH , WOMEN & PWD
ComFund /T/1/09/2020-2022	SUPPLY OF STAFF UNIFORMS,FOOTWEAR AND PROTECTIVE CLOTHING	YOUTH , WOMEN & PWD
ComFund /T/1/10//2020-2022	SUPPLY AND DELIVERY OF OFFICE FURNITURE, FITTINGS AND ACCESSORIES	OPEN

CATEGORY B: PROVISION OF SERVICES

CODE NUMBER	SUB CATEGORY	TARGET GROUP
ComFund /T/1/11/2020-2022	PROVISION OF COURIER SERVICES	OPEN
ComFund /T/1/12/2020-2022	PROVISION OF AIR TICKETING SERVICES (IATA REGISTERED FIRMS)	OPEN
ComFund /T/1/13/2020-2022	PROVISION OF CAR TRACKING SERVICES	OPEN
ComFund /T/1/14/2020-2022	PROVISION OF INTERNET,WEBSITE AND DOMAIN HOSTING SERVICES	OPEN
ComFund /T/1/15/2020-2022	PROVISION OF SMALL REPAIR WORKS i.e. Partitioning,Repairs,Renovations	YOUTH , WOMEN & PWD
ComFund /T/1/16/2020-2022	SUPPLY,INSTALLATION AND MAINTENANCE OF OFFICE WINDOW BLINDS AND CURTAINS	OPEN
ComFund /T/1/17/2020-2022	PROVISION OF SUPPLY AND MAINTENANCE OF ACCESS CONTROL SYSTEM	OPEN
ComFund /T/1/18/2020-2022	PROVISION OF SUPPLY, INSTALLATION AND MAINTENANCE OF CLOSE-CIRCUIT TELEVISION SYSTEM/VIDEO SURVEILLANCE	OPEN
ComFund /T/1/19/2020-2022	PROVISION OF MOTOR VEHICLE REPAIR AND MAINTENANCE SERVICE	OPEN
ComFund /T/1/20/2020-2022	PROVISION OF PROPERTY/LAND, ASSET VALUATION AND TAGGING SERVICES	OPEN
ComFund /T/1/21/2020-2022	PROVISION OF PRIVATE INVESTIGATION SERVICES	OPEN
ComFund /T/1/22/2020-2022	PROVISION OF GENERAL INSURANCE BROKERAGE SERVICES	OPEN
ComFund /T/1/23/2020-2022	PROVISION OF MEDICAL INSURANCE SERVICES	OPEN
ComFund /T/1/24/2020-2022	REPAIR AND MAINTENANCE OF ICT EQUIPMENT INCLUDING COMPUTERS, SERVERS AND NETWORK INFRASTRUCTURE	OPEN
ComFund /T/1/25/2020-2022	REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT- PRINTERS, SHREDDERS, SCANNERS AND AIR CONDITONERS	YOUTH , WOMEN & PWD
ComFund /T/1/26/2020-2022	PROVISION OFTRANSPORT SERVICES (TAXIS, CAR HIRE SERVICES (Nairobi, Nyeri,Embu,Meru,Eldoret,Kisumu,Nakuru and Kericho)	OPEN
ComFund /T/1/27/2020-2022	PROVISION OF CLEANING SERVICES	YOUTH , WOMEN & PWD
ComFund /T/1/28/2020-2022	PROVISION OF RESEARCH AND SURVEY BASED CONSULTANCY SERVICES- BASELINE SURVEYS,WORK ENVIROMENT SURVEY,CUSTOMER SATISFACTION ETC	OPEN

ComFund /T/1/29/2020-2022	PROVISION OF CONSULTANCY SERVICES FOR PUBLIC RELATIONS, MEDIA / EVENT AND BRAND MANAGEMENT AND PUBLISHING SERVICES	OPEN
ComFund /T/1/30/2020-2022	PROVISION OF VOICE OVER STUDIO TIME AND DOCUMENTARY SERVICE	OPEN
ComFund /T/1/31/2020-2022	PROVISION OF LEGAL SERVICES	OPEN
ComFund /T/1/32/2020-2022	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	YOUTH , WOMEN & PWD
ComFund /T/1/33/2020-2022	PROVISION OF AUCTIONEERING SERVICES	OPEN
ComFund /T/1/34/2020-2022	PROVISION OF DEBT COLLECTION SERVICES, AUDIT FEES ETC	OPEN
ComFund /T/1/35/2020-2022	REPAIR AND MAINTENANCE OF OFFICE FURNITURES	YOUTH , WOMEN & PWD
ComFund /T/1/36/2020-2022	PROVISION OF SANITARY SERVICES	YOUTH , WOMEN & PWD
ComFund /T/1/37/2020-2022	PROVISION OF SECURITY GUARD SERVICES	OPEN
ComFund /T/1/38/2020-2022	PROVISION OF CONSULTANCY FOR HUMAN RESOURCCE SERVICES	OPEN
ComFund /T/1/39/2020-2022	PROVISION OF CONSULTANCY SERVICES IN RISK MANAGEMENT	OPEN
ComFund/T/1/40/2020-2022	PROVISION OF TAX CONSULTANCY SERVICES	OPEN
ComFund/T/1/41/2020-2022	PROVISION OF FINANCIAL CONSULTANCY SERVICES	OPEN
ComFund/T/1/42/2020-2022	PROVISION OF RESEARCH,MONITORING AND EVALUATION AND STRATEGIC PLAN PREPARATION	OPEN
ComFund/T/1/43/2020-2022	PROVISION OF JOB EVALUATION	OPEN
ComFund/T/1/44/2020-2022	PROVISION OF TEAM BUILDING AND MANAGEMENT SKILLS SERVICES	OPEN

Registration documents with detailed information may be viewed and collected at the Fund's offices situated on **2nd Floor of Kenya Railways Headquarters building, block D**, along **Workshop Road, off Haile Selassie Avenue** during normal working hours (**8:00 a.m. - 1:00 p.m.** and between **2:00 p.m. – 5:00 p.m.**) at no cost. Prospective suppliers may also view and download the Documents from the Commodities Fund's website www.comfund.co.ke, OR IFMIS portal: supplier.treasury.go.ke free of charge. Those who download the documents from the websites must forward the category No applied, name of firm, address and telephone number immediately to info@codf.co.ke for record and communication purposes.

Completed registration documents must be submitted enclosed in plain sealed Envelopes, clearly marked with the Tender name, number, Code number and Category as provided in the document and be deposited in the Tender box located at the

Reception, so as to be received on or before Wednesday, **18th March, 2020** at **11.00 a.m.** Applications will be opened immediately thereafter at the Fund's boardroom in the presence of applicants who choose to attend.

Late applications shall be rejected.

Youth, Women and Persons with Disabilities are encouraged to apply in all the categories where they are eligible.

For further enquiries, please call:

Tel: 254 20 2210806-7/9/12

Cell: 0728 602427/8, 0737 204278/9

MANAGING TRUSTEE

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1. Scope of Tender

- 2.1.1. Commodities Fund, hereinafter referred to as the procuring entity intends to register suppliers for Goods, Works and Services for the **Financial Years 2020/2021 & 2021/2022**. It is expected that applications documents will be submitted so as to be received by the procuring entity not later than **Wednesday 18th March 2020 at 11.00 a.m.**
- 2.1.2. Registration 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 candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

2.2. Submission of Application

- 2.2.1. Applications for registration shall be submitted in sealed envelopes marked with the category name and reference number and deposited in the Tender Box located at the Reception, Commodities Fund, or be addressed and posted to address below:

**The Managing Trustee
Commodities Fund
Railway Headquarters, Block D-2nd Floor,
Workshop Road, off Haile Selassie Avenue
P. O. Box 52714 - 00200
NAIROBI**

so as to be received on or before **Wednesday, 18th March, 2020 at 11.00 a.m.** Late applications shall be rejected.

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

2.3. Eligible Candidates

2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Public Procurement and Asset Disposal Act, 2015 and Regulations and as indicated in the appendix to instructions to candidates.

2.3.2. All firms found to have met all the eligibility criteria shall be registered.

2.4. Qualification Criteria

2.4.1. Registration 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. Commodities Fund 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. **General Experience.** The applicant shall meet the following minimum criteria

- a) Average annual turnover as a supplier over the last three (3) years of Kshs. 250,000.00. Submit copy of **Audited accounts for 2017, 2018 and 2019** financial year
- b) Successful experience in execution of at least 3 assignments of a similar nature in the last three (3) years. **Three (3) Copies of contracts and Purchase order** will suffice as evidence

Youth, Women and Persons with Disabilities firms are exempted from (a) and (b) requirements

2.4.3. **Personnel capabilities.** The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions.

2.4.4. Submit **audited Accounts for the last three (3) years** to demonstrate the soundness of the applicant's financial position, showing long-term profitability. ***Youth, Women and Persons with Disabilities firms are exempted from this requirement.***

2.4.5. **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.

2.5. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity shall use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

SECTION III LETTER OF REGISTRATION

Registration Category Ref No.....

To:

The Managing Trustee
Commodities Fund
Railway Headquarters, Block D-2nd Floor,
Workshop Road, off Haile Selassie Avenue
P. O. Box 52714 - 00200
NAIROBI

Dear Sir/Madam,

1. Having examined the application documents including Addenda Nos..... of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver to Commodities Fund and as may otherwise be directed,..... (Category). And in conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer(s) of the institution.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand:-
 - a) That this is not a tender or quotation but an application for consideration to be registered as Commodities Fund's suppliers for goods, works and services included or related to this category during the period between **1st July, 2020 and 30th June, 2022.**
 - b) That you are not bound to accept this application or any that you may receive.

5. We Have Attached to this letter copies of original documents where applicable and in accordance with the category applied for:

- a) **Registration/Certificate of Incorporation**
- b) **PIN Certificate**
- c) **Valid Tax Compliance Certificate**
- d) **Audited accounts for the last three (3) financial years (2019-2017)**
- e) **CR 12 for limited companies or partnership deed for partnership business.**
- f) **Youth, Women and Person with Disabilities should indicate their registration number with National Treasury and Names of Directors**
- g) **National Council for Persons with Disabilities Certificate where applicable**
- h) **National Construction Authority Certificate where applicable**
- i) **Certification from relevant regulatory/professional bodies**
- j) **Attach copy of registration with Insurance Regulatory Authority**
- k) **Attach copy of membership of Association of Insurance Brokers**
- l) **Attach copy of current practicing certificate (Legal Services)**
- m) **Attach copy of membership to law society of Kenya (Legal Services)**
- n) **Attach a copy of Registration with Auctioneer's Licensing Board of Kenya (Auctioneering Services)**

6. We make this application with the full understanding that;

- a) Registered applicants will be subjected to verification of all information provided.
- b) Commodities Fund reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp..... In the presence of:

Name..... Sign

Designation Date.....

SECTION IV – APPLICATION FORMS

FORM I - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/RoadPostal Address

Tel No. Fax E mailCell No.....

Nature of Business,

Registration Certificate No. **(ATTACH COPY)**.....

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

Business permit No.....**(ATTACH COPY)**

Name of your bankers

Branch

KRA Tax Compliance Certificate No**(ATTACH COPY)**

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) - Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.

- 3.
- 4.

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 a Kenya Citizen, indicate under "Citizenship Details" whether by Birth or Naturalization

FORM II – CAPABILITY TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply?

.....
.....
.....

2. How many employees do you have?

How many are permanent?

How many are temporary?

3. Which quality standards certification have you attained in the last two years?
(Attach copies)

.....
.....

4. Are you a manufacturer/wholesaler/retailer/other? (Please Specify)

.....
.....

5. To what extent is your firm /company electronically-enabled with your clients and suppliers and how do you intend to carry out business with Commodities Fund?

.....
.....

6. What is your average response time to a request for quotation/proposal?

.....

7. What is your average response to delivery of goods/services after issuance of an LPO?

.....

8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?

.....
.....

9. If you are a current or previous supplier of goods and services to Commodities Fund have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?

.....

FORM III - EXPERIENCE

Applicant's three (3) reputable clients in the last three (3) years

Applicants should attach proof of relevant experience in the category applied by providing any of the following documents: (Youth, Women and Persons with Disabilities) are exempted from this requirement.

1. Copies of previous LPOs
2. Completion certificates
3. Contract documents etc.

FORM IV – FINANCIAL CAPABILITY

Name of Applicant

The applicant shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply. : (Youth, Women and Persons with Disabilities) are exempted from this requirement.

Attach a copy of firm's three years Audited Accounts/certified financial statements for 2017,2018 and 2019 giving summary of assets and current liabilities/or any other financial support.

FORM V – ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award for or against applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount

FORM VI - PERSONNEL CAPABILITY

FORMAT OF CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF (2) staff

Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

.....

.....

Key Qualifications:

Give an outline of **two staff** member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.

.....

.....

.....

.....

.....

.....

Education:

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.

.....
.....
.....
.....

Employment Record:

Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorized representative of the firm]

Full name of staff member:

Full name of authorized representative:

SECTION V - EVALUATION CRITERIA

The Commodities Fund will examine the tenders to determine completeness, general Orderliness and sufficiency in responsiveness. The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA I – For AGPO Registered Special Groups

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES / NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A2	Personal Identification Number (PIN) Certificate for the group enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of Registration as Youth, Women & PWD owned Enterprises issued by the National treasury/Other:- Names of Directors (Attach copy)	
A4	Current/Valid Tax Compliant Certificate for the group/enterprise (Attach copy)	

EVALUATION CRITERIA II – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B	MANDATORY REQUIREMENTS	COMPLIANCE (YES / NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
B2	Personal Identification Number (PIN) Certificate (Attach copy)	
B3	Current Business Permit/License (Attach copy)	
B4	Current/Valid Tax Compliant Certificate	
B5	Physical location of business premises (see confidential business questionnaire)	
C	GENERAL REQUIREMENTS	
C1	Supplier Availability: <ul style="list-style-type: none"> - Postal Address (2.5) - Telephone number (2.5) - Website (2.5) - Email Address (2.5) 	10
C2	Business Ownership Company/Business Profile Disclosure of Directors/Partners/Sole Proprietor	10

C3	Financial Capability Audited accounts for the last three years. 2017/2018/2019	10
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C4	Personnel capability Indicate qualification of key personnel. Education, Professional qualifications, experience and their functions	20
C5	Experience Indicate having undertaken similar assignment with at least 3 firms (Attach proof: copies of LPO's, completion certificates, contracts)	20
C6	Supply capacity Maximum volume of business handled in the last two years - 2 million and above (12) - 1 – 2 million (9) - 250,000 – 1. million (6)	12
C7	Credit period Indicate credit period willing to offer - 90 days (12) - 60 days (9) - 30 days (6)	12
C8	Eligibility and Disclosure of Litigation history	6
	TOTAL	100

NB: Bidders must meet all the mandatory requirements to qualify.

THE PASS MARK FOR REGISTRATION SHALL BE 85%

(The Evaluation Team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)

NO

YES

Official stamp.....

Sign

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

.....

.....

.....

.....

.....

.....

Accept the firm

Reject the firm

Sign

Date

Approved / Not Approved

SECTION VI – DECLARATIONS

DECLARATION OF CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Commodities Fund employee.

Do you have a relationship with any Commodities Fund employee that would cause conflict of interest?

.....
.....
.....

I.....declare, for and on behalf of

.....

(company/firm) that all the information furnished Commodities Fund in connection with this registration is true and accurate in all material respect. Commodities Fund is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by

Title

Signature

Stamp

SECTION VII - SWORN STATEMENT

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

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the Registration evaluation.
- e) We accept liability / penalty arising from Misleading or incorrect Information / Documentation submitted and on the basis of which the Procurement Entity Unknowing relies on it to register our Firm/Company. We are aware that Commodities Fund is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f) We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the Commodities Fund.

Date

Applicant's name

Designation

Signature

DatedStamp/seal.....