



Kenya National Innovation Agency

**SUPPLIER REGISTRATION FOR PROCUREMENT OF GOODS, WORKS AND
PROVISION OF NON-CONSULTING SERVICES CONTRACTS FOR THE
FINANCIAL YEAR'S 2021-2023**

DATE OF NOTICE: TUESDAY NOVEMBER 30, 2021

CLOSING DATE: FRIDAY DECEMBER 10, 2021 AT 11.00AM

All correspondence to:
HEAD OF SUPPLY CHAIN MANAGEMENT SERVICE
P.O. BOX 22269- 00100, GPO NAIROBI, KENYA.
TEL : +254792446976
E-MAIL : procurement@innovationagency.go.ke

**TENDER NOTICE- INVITATION TO APPLY FOR PRE-QUALIFICATION OF
SUPPLIERS FOR THE FINANCIAL YEAR'S 2021-2023**

Kenya National Innovation Agency invites applications from interested eligible firms to register for the supply of the under listed goods, works and services for the period ending 30th June, 2023.

NO.	CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	KENIA/PRE/001/2021-2023	Supply & Delivery of General Office Stationeries	Open
2.	KENIA/PRE/002/2021-2023	Supply of Toners and other Computer consumables and Accessories	Special Group
3.	KENIA/PRE/003/2021-2023	Supply of Office Furniture and Fittings	Special Group
4.	KENIA/PRE/004/2021-2023	Supply of Newspapers and Magazines, Books and Periodicals	Open
5.	KENIA/ PRE/005/2021-2023	Supply and Delivery of computers, Servers, Laptops, Tablets, Printers, Scanners, software, Cameras, accessories and other related ICT materials	Open
6.	KENIA/PRE/006/2021-2023	Supply of Staff Uniforms, Clothing, Footwear, Curtains and other clothing	Open
7.	KENIA/ PRE/007/2021-2023	Supply of airtime (Safaricom, Airtel and Telkom)	Open
8.	KENIA/ PRE/008/2021-2023	Supply of Fresh Milk	Open
9.	KENIA/ PRE/009/2021-2023	Supply of bottled Mineral Water	Open
10.	KENIA/PRE/010/2021-2023	Supply of Cleaning materials, Detergents and Disinfectants	Special Group
11.	KENIA/ PRE/011/2021-2023	Supply of sanitizer fluids, face masks and surgical items for first Aid and Gloves	Special Group
12.	KENIA/PRE/012/2021-2023	Supply and fitting of motor vehicle Tyres, tubes and batteries	Open
13.	KENIA/PRE/013/2021-2023	Supply and Delivery of Assorted Electrical Fittings, Lighting Materials and accessories	Open
14.	KENIA/PRE/014/2021-2023	Provision of Travel and Air Ticketing Services (IATA Registered)	Open
15.	KENIA/PRE/015/2021-2023	Provision of Graphic Design, Printing Services and promotional materials	Special group
16.	KENIA/PRE/016/2021-2023	Provision of Cleaning Services, Sanitary Disposal, Fumigation and Pest Control and laundry	Special Group
17.	KENIA/ PRE/017/2021-2023	Provision of Repairs & Servicing of Office Equipment e.g. Photocopies (HP & Kyocera, Laptops, Printers, Projector, TV and Servers and other ICT related Accessories	Open
18.	KENIA/PRE/018/2021-2023	Supply, Installation & Commissioning of structured cabling (IP) PABX and Networking Equipment	Open

19.	KENIA/PRE/019/2021-2023	Provision of accommodation and conferences services in Nairobi, Mombasa, Nakuru, Naivasha, Machakos and Kisumu	Open
20.	KENIA/PRE/020/2021-2023	Provision and Maintenance of Minor Works including, Repairs, Mechanical, Plumbing and Electrical Services (NCA 8 registered firms)	Open
21.	KENIA/PRE/021/2021-2023	Provision of Outside catering Services in Nairobi	Open
22.	KENIA/ /PRE/022/2021-2023	Supply/Repair /maintenance and Servicing of Air conditioning equipment & Maintenance of Fire Fighting Equipment	Open
23.	KENIA/PRE/023/2021-2023	Provision of Video, Documentary and Photography Services	Special Group
24.	KENIA/PRE/024/2021-2023	Provision of Legal Services	Open
25.	KENIA/PRE/025/2021-2023	Provision of motor vehicle repairs and services (only garages validly registered with Ministry of Transport, Housing & Urban Development)	Open
26.	KENIA/PRE/026/2021-2023	Repair and maintenance of Office Furniture and Fittings	Special Group
27.	KENIA/PRE/027/2021-2023	Provision of Medical Insurance services	Open
28.	KENIA/PRE/028/2021-2023	Provision of Asset Tagging Services	Open
28.	KENIA/PRE/029/2021-2023	Provision of Event Management Services	Open

Special groups i.e. Youth, women and persons living with disability who have been duly registered with the National Treasury must show proof of registration.

The Youth, Women and Persons living with disability who meet criteria for any other categories of Registration are encouraged to apply.

Registration/Tender documents with detailed information shall be viewed and downloaded from www.innovationagency.go.ke websites free of charge.

Alternatively, the same document can be obtained from **Ground Floor, NACOSTI Building, Off Waiyaki Way** upon payment of non-refundable fee of **Kshs.1,000** in our Accounts Office during the normal working hours.

Completed Registration /Tender documents in plain sealed envelopes clearly marked;

REGISTRATION FOR:

DESCRIPTION.....

CATEGORY NO......

And addressed to: The Secretary/CEO
Kenya National Innovation Agency,
P.O BOX 22269-00100,
NAIROBI

The tender document should be deposited in the Tender Box situated on the **Ground Floor, NACOSTI Building, Off Waiyaki Way** so as to be received on or before **Friday 10th December, 2021 at 11.00 a.m.**

All the applications submitted will be opened immediately thereafter in the presence of bidders/representatives who wish to attend.

**THE SECRETARY /CEO
KENYA NATIONAL INNOVATION AGENCY**

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INVITATION TO APPLY FOR PREQUALIFICATION

Name of the contract: _____

Contract No: _____

Prequalification Reference No: _____

1. The **Kenya National Innovation Agency** intends to prequalify contractors/Suppliers/Service Providers for goods works and services at its offices at Ground floor, NACOSTI building, Off Waiyaki way.
2. It is expected that the Invitation to Tender will be made in November 2021. Tendering will be conducted through national tendering procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours 0900 to 1500 hours at the address given below.
4. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings 1000/= cash or Banker's Cheque and payable to the address given below. Tender documents obtained electronically will be free of charge.
5. Prequalification Document may be viewed and downloaded for free from the website www.innovationagency.go.ke. Applicants who download the Prequalification Document must forward their particulars immediately to procurement@innovationagency.go.ke to facilitate any further clarification or addendum.
6. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by 10th December 2021 at 11.00am.
7. Late applications are liable to be rejected.
8. Address where to submit Applications:
The Secretary/CEO
Kenya National Innovation Agency,
P.O BOX 22269-00100,
NACOSTI Building, off Waiyaki Way
NAIROBI, KENYA

SECTION 1: MANDATORY REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. **Certificate of Registration/Incorporation.**
2. **Valid Tax Compliance Certificate.**
3. **The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration).**
4. **Copy of Valid Current Trade License.**
5. **Company profile.**
6. **Valid AGPO Certificate for the reserved groups.**
7. **Duly Completed Confidential Business Questionnaire.**
8. **Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water.**
9. **For Repair & Maintenance works Firms MUST be registered by NCA**
10. **For provision of Outside Catering Services/Hotels- bidders MUST avail a certificate of health for food handling issued by County Government**
11. **For provision of Ticketing Services prospective service providers MUST be registered with IATA**

NB

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 Kenya National Innovation Agency (KeNIA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KeNIA to perform the contract of provision of goods, services and works to the KeNIA.

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 and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of 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 initial led 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 and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday, December 10th, 2021 at 1100hours**. 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 original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes 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 outer envelope is not sealed and marked as instructed above, KeNIA will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity KeNIA 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 applicant's 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 KeNIA 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 KeNIA, as the KeNIA 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 (3) 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 KeNIA 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 KeNIA in writing or by email at the KeNIA's email address indicated in the registration data.

2.7.2 KeNIA 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 KeNIA'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, KeNIA 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 email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the KeNIA.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KeNIA 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 KeNIA 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 KeNIA 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 KeNIA 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 KeNIA 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. **(This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)**

2.10.2 KeNIA 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.

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 KeNIA's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of KeNIA

2.12.1 To assist in the examination, evaluation, and comparison of applications, KeNIA 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 KeNIA 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 KeNIA, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence KeNIA in its 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, KeNIA 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 KeNIA 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 KeNIA's rights or the applicant 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 KeNIA and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 KeNIA, 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 KeNIA within thirty (30) days from the date of opening of registration documents.

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

2.15 Evaluation and Comparison of Applications

2.15.1 KeNIA 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 KeNIA’s Right to accept any Application and to reject any or all Applications

2.16.1 KeNIA 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 KeNIA, KeNIA will notify successful applicants through a list to be uploaded on KeNIA 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 and **ONE COPY**. (Unless submitting online)

(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	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA -	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health - for food handling from County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	AGPO Certificate where applicable	Mandatory

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	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ- - REGISTRATION DATA
1

SUPPLIERS APPLICATION FORM

I/We hereby apply for registration
(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.....

(20 points)

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

<i>Part 1 – General:</i>				
Business Name				
Location of business premises.				
Plot No.....		Street/Road		
Postal Address		Tel No.	Fax	E mail
Nature of Business.....				
Registration Certificate No.		Pin No.....		
Business permit No.....		Business Permit Expiry Date.....		
Tax Compliance Certificate No.....				
Maximum value of business which you can handle at any one time – Kshs. -----				
Name of your bankers		Branch		
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		

(40 Points)

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.

YEA R	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.

Applicant's Name/Company

Name.....

Represented

By.....
.....

Date.....
.....

Signature &

Stamp.....
.....

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