



## nzoia sugar company ltd

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P.O Box 285, 50200, BUNGOMA

Cell: 0727477777/0727483483

E-mail: [md@nzoiasugar.com](mailto:md@nzoiasugar.com)

**Headquarters Physical location:**

*Nandolia Market – 5km off Bukembe Market*

*Off Webuye-Bungoma Highway*

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### **SUPPLIER REGISTRATION DOCUMENT**

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**THIS REGISTRATION QUESTIONNAIRE IS**

**TO BE COMPLETED BY PROSPECTIVE SUPPLIERS  
WHO WISH TO PROVIDE CALIBRATION SERVICES TO  
NZOIA SUGAR COMPANY LTD**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND  
SOLELY FOR THE USE OF NZOIA SUGAR COMPANY  
LTD**

# TABLE OF CONTENTS

INTRODUCTION	.....
SECTION I	Invitation to apply for registration
SECTION II	Instructions to Candidates
SECTION III	Letter of Application
SECTION IV	Additional Information (Specific Specialization)
SECTION V	Evaluation Criteria

**SECTION I - INVITATION FOR REGISTRATION (IFQ)**

**Ref. No: NSC/REG/T\_50/2022-24**

**Name: REGISTRATION FOR PROVISION OF CALIBRATION SERVICES FOR TWO (2) YEARS.**

1. Nzoia Sugar Company Ltd. hereinafter referred to as “Procuring entity” intends to register candidates for **Provision of calibration services.**
  2. Registration is open to registered, **duly well established firms.**
  3. Eligible candidates may download registration documents from Nzoia Sugar Company Website ([www.nzoiasugar.co.ke](http://www.nzoiasugar.co.ke)) and on the PPIP portal or obtain the registration document on soft copy from:  
**The Purchasing Office**  
**Nzoia Sugar Company Limited**  
**P.O. Box 285-50200**  
**Bungoma.**  
**Located at Nandolia Market**  
**5km from Bukembe Market, off Webuye-Bungoma Road**
- during normal working hours (Mon. – Fri. between 9.00a.m. and 4.00p.m.)
4. A minimum requirement for qualification is to have successfully **provided all the required information in accordance with the standard registration document and evaluation criteria in section V.**
  5. Applications for registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at

**Managing Director's reception area, Nzoia Sugar Company Limited, Bungoma** or be addressed to

The Managing Director  
Nzoia Sugar Company Limited  
P.O. Box 285

**BUNGOMA**

***Off-Webuye-Bungoma Road***

so as to be received on or before ***Tuesday 29<sup>th</sup> November 2022 at 11.00a.m.***

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.

**Procurement Manager**

**For: Nzoia Sugar Co. Ltd.**

**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 registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the **Tender No. NSC/REG/T\_50/2022-24 for Provision of calibration services for Nzoia Sugar Company Limited.**

2. Attached to this letter are copies of original documents defining
- (a) the Applicant’s legal status
  - (b) the principal place of business and
  - (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

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.

<b><i>General and managerial inquiries</i></b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b><i>Personnel inquiries</i></b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Technical inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

<b>Financial inquiries</b>	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:

- (a) bids by registered 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 liabilities 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)

## 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 (2A)**

**JOINT VENTURE SUMMARY**

1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual **Provision of calibration services** turnover, in terms of work billed to clients, in Kshs.

Annual turnover data ( <b>Provision of calibration services</b> only: Kshs.
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Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	<b>Totals</b>			

**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
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Banker	Name of banker
	Address of banker
	.....
	Telephone <span style="float: right;">Contact name and title</span>
Fax <span style="float: right;">E mail</span>	

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.)



## **SECTION V      EVALUATION CRITERIA**

### **PART I**

The following criteria will be used to evaluate Agents.

1. Attach a detailed company profile of your firm.
2. Attach valid tax compliance certificate
3. Attach copy of registration / incorporation certificate
4. Provide name(s) of directors and attach copy(ies) of National Identification card(s)
5. Attach CV of key personnel proposed to handle Nzoia account detailing the required qualifications in the same area.
6. Attach details of at least two (2) main and relevant firms you are holding currently, giving details of:
  - a. Name of firm
  - b. Contract value
  - c. Start and completion dates
  - d. Name of contract person, title, their office and mobile telephone number and email address.
  - e. Attach copies of LSO or LPO.

**PA RT II**

**Applicants Tender Questionnaire**

**(To be completed by the Tenderer)**

(a) COMPANY'S NAME.....

(b) P.O. BOX.....POST CODE .....

(c) TOWN / CITY .....

(d) PHYSICAL ADDRESS.....

(e) NAME OF STREET.....

(f) TEL. NO.....

(g) MOBILE TEL.....

(h) FAX NO.....

(i) E-MAIL ADDRESS.....

(j) OTHER TOWNS/CITIES IN WHICH YOUR FIRM OPERATES:

(1) Your Branch Office.....

Address.....

Physical Address.....

Telephone no.....Fax no.....

(2) Your Branch Offices.....

Address.....

Physical Address.....

Telephone no.....Fax no.....

**Summary:**

- 1) Any bidder not providing any of the following shall be disqualified:
  - a. All documents in (1) above.
- 3) Successful bidders shall be notified in due time.

**Note:**

Successful firms will be included in the list of NSC's prequalified suppliers who will be receiving enquiries when need arises during the period upto 30<sup>th</sup> June 2024.