



ARCHDIOCESE OF NAIROBI

**PROPOSED ST JOSEPH TECHNICAL
INSTITUTE AT KAMULU, NAIROBI
COUNTY**

FOR

ARCHDIOCESE OF NAIROBI

**EXPRESSION OF INTEREST FOR
PREQUALIFICATION OF MAIN CONTRACTORS
AND SUBCONTRACTORS**

Lead Consultants & Architects

TRIOSCAPE LIMITED

Quantity Surveyors

PAUL K NGUGI ASSOCIATES

Civil/Structural Engineers

STRANA CONSULTANTS LIMITED

| | |
|--|---|
| <i>Electrical/Mechanical Engineers</i> | (Environmental Impact Assessment Experts) |
| REX CONSULTANTS LIMITED | GREENVILLE INTERNATIONAL LIMITED |

2nd October 2020

INVITATION BRIEF

Archdiocese of Nairobi intends to build a technical institute at Kamulu.

The purpose of this document is to help Archdiocese of Nairobi in shortlisting main contractors and subcontractors to undertake the construction works for the project, scheduled to commence during the four quarter of 2020.

It is a new project with Phase One of the project commencing with a facility comprising of a Main Block and the associated support services.

Interested main contractors and subcontractors can submit their prequalification documents for the following categories of works in the format provided herein: -

- Category 1. Main Contract Works
- Category 2: Electrical Installation works
- Category 3: Plumbing, Drainage, and fire-fighting installations.

Completed prequalification documents comprising of one original hard copy clearly marked ORIGINAL and a soft copy on a CD bearing the submission name and submission number are to be enclosed in plain sealed envelopes addressed to Archdiocese of Nairobi, P.O. Box 41065-00100, Nairobi, clearly marked with the Category Number and Category Name and shall be hand-delivered to the their offices, **Cardinal Otunga Plaza, 7th Floor, Cardinal Otunga Road**, so as to be received on or before **16th October 2020** at 12.00 noon.

Catholic Archdiocese of Nairobi reserves the right to accept or reject any tender either in whole or in part without giving reasons for either rejection or acceptance.

Canvassing shall lead to automatic disqualification.

Prequalification Evaluation and Qualification Criteria

This Section contains the criteria that the Client shall use to evaluate the tenderers and establish eligibility to tender for this project. The tenderers shall provide all the information requested in the forms included in the Prequalification Document.

1. Evaluation

The following criteria shall apply:

1.1 Preliminary Evaluation

A preliminary evaluation of the technical proposal shall be carried out by the team to establish whether all mandatory requirements have been met.

Mandatory Requirements

They must provide **Certified copies** of the following documents: -

- a) Certificate of Business Registration/Incorporation.
- b) VAT and PIN Registration Certificate.
- c) Valid Tax Compliance, NSSF and NHIF Certificates.
- d) Valid Single Business Permit from County government.
- e) Duly completed prequalification document accompanied by a signed and stamped submission form on the tenderer's letterhead.
- f) Evidence of physical registered office.
- g) Current Certificate of Registration with the relevant regulatory body i.e. NCA, ERB etc.
 - i. Category 1 Main Contract Works NCA 3 and above
 - ii. Category 2: Electrical Installation Works – NCA 3 and above
 - iii. Category 3: Plumbing, Drainage, and fire-fighting installations – NCA 3 and above
- h) Original letter from bankers authorizing the Catholic Archdiocese of Nairobi at Kamulu, to seek reference directly from the bankers.
- i) Evidence of access to financial resources to meet the cash flow requirements: cash in hand, lines of credit, etc.
- j) Audited financial accounts for the last three years.
- k) Bank statements for the last twelve months.
- l) Current Form CR12 issued by the Registrar of Companies.
- m) Sworn Declaration and Integrity Statement.
- n) Company Profile.

A tenderer who does not satisfy all mandatory requirements and who fails to attach these documents as part of its technical submission **shall not be eligible** for further technical evaluation.

1.2 Assessment of Adequacy of the Technical Proposal with Requirements

Evaluation of the tenderer's Technical Proposal will include an assessment of its personnel for the contract in sufficient detail, Experience in similar projects, litigation history and Implementation plan fully in accordance with the Catholic Archdiocese of Nairobi's Requirements. Their responsiveness to the Instructions to prequalify will also play a key role.

(a) *Qualification Information (55 marks):*

- Litigation history, including performance of ongoing contracts (10 marks).
- Personnel capability (10 marks).
- Equipment capability (10 marks).
- Financial capability (10 marks).
- Experience in similar projects (15 marks).

(b) *Project Implementation Plan and Controls (45 marks):*

- Contract Administration Procedure and Policy.
- Health and Safety Policy and Record.
- Equipment schedule and optimization plan across all current contracts and signed but yet to commence contracts.

The Technical Score shall be equivalent to **100 marks**. A tenderer must score **at least 70 marks** to be considered *technically responsive*.

2. Pre-qualification Ranking

The prequalification ranking shall be determined by the resulting scores from the Technical analysis. Only tenderers who attain the minimum technical score shall be allowed to submit a full tender.

3. Qualification Information

A tenderer shall, having satisfied the requirements for preliminary evaluation, be required to meet technical qualification requirements to be eligible for consideration to tender for the project.

3.1 Personnel Capability

The Tenderer must demonstrate that it has the personnel for all key positions. The Tenderer must indicate the following details of such key personnel: -

Form PER-1: Summary of the Proposed Personnel

| No. | Name | Position | Total Construction Experience (years) | Experience in Similar Works (years) |
|-----|------|----------|---------------------------------------|-------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

The tenderer shall provide details of the proposed personnel and their experience records using Forms included in the prequalification document.

Tenderers should provide the names of suitably qualified personnel to meet the project requirements. The data on their experience should be supplied using Form PER-2 below for each candidate.

Information provided will be independently verified.

Form PER-2: Resume of Proposed Personnel

| |
|--------------------------|
| Name of Tenderer: |
|--------------------------|

| | | |
|------------------------------|------------------------------|---|
| Position: | | |
| Personnel information | Name: | Date of Birth: |
| | Professional Qualifications: | |
| | Mobile Phone No.: | |
| Present employment | Name of Employer: | |
| | Address of Employer: | |
| | Telephone: | Contact (manager / personnel officer) : |
| | Fax: | E-mail: |
| | Job Title: | Years with present employer: |

Summarize professional experience over the last 10 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 |
|------|----|---|
| | | |
| | | |
| | | |
| | | |

Languages:

| <i>Language</i> | <i>Speaking</i> | <i>Reading</i> | <i>Writing</i> |
|-----------------|-----------------|----------------|----------------|
| <i>English</i> | | | |
| <i>Swahili</i> | | | |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly

describe my qualifications, my experience and me.

I, the undersigned, hereby declare that I will be available for the above project for (Name of tenderer). I further declare that I am qualified and able, and available to take up the position as determined by the staff schedule of the assignment.

I further declare that I will exclusively be involved in this assignment based on the schedules of the assignment.

(Signature of staff member) Date: _____
D/M/Y

(Authorized representative of the firm) Date: _____
D/M/Y

Certified copies of professional qualifications must be attached.

The Tenderer must demonstrate that it has the personnel for all key positions. The Tenderer must indicate the following details of such key personnel: -

Form PER-1: Summary of the Proposed Personnel

| No. | Name | Position | Total Construction Experience (years) | Experience in Similar Works (years) |
|-----|------|----------|---------------------------------------|-------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

The tenderer shall provide details of the proposed personnel and their experience records using Forms included in the prequalification document.

Tenderers should provide the names of suitably qualified personnel to meet the project requirements. The data on their experience should be supplied using Form PER-2 below for each candidate. Information provided will be independently verified.

Form PER-2: Resume of Proposed Personnel

| |
|-------------------------|
| Name of Tenderer |
|-------------------------|

| | |
|------------------------------|--|
| Position: | |
| Personnel Information | Name: _____ Date of Birth: _____ |
| | Professional Qualifications: _____ |
| | Mobile Phone No.: _____ |
| Present Employment | Name of Employer: _____ |
| | Address of Employer: _____ |
| | Telephone: _____ Contact (manager / personnel officer) _____ |
| | Fax: _____ E-mail: _____ |
| | Job Title: _____ Years with present employer: _____ |

Summarize professional experience over the last 10 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 |
|-------------|-----------|--|
| | | |
| | | |
| | | |
| | | |

Languages:

| <i>Language</i> | <i>Speaking</i> | <i>Reading</i> | <i>Writing</i> |
|-----------------|-----------------|----------------|----------------|
| <i>English</i> | | | |
| <i>Swahili</i> | | | |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience and me.

I, the undersigned, hereby declare that I will be available for the above project for (*name of tenderer*). I further declare that I am qualified and able, and available to take up the position as determined by the staff schedule of the assignment.

I further declare that I will exclusively be involved in this assignment based on the schedules of the

| Item of equipment | | |
|---|--|------------------------|
| Equipment information | Name of manufacturer | Model and power rating |
| | Capacity | Year of manufacture |
| Current status | Current location | |
| | Details of current commitments | |
| | Working condition: New <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Grounded/Not working | |
| Source | Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured | |
| Omit the following information for equipment owned by the tenderer. | | |
| Owner | Name of owner | |
| | Address of owner | |
| | Telephone | Contact name and title |
| | Fax | Telex |
| Agreements | Details of rental / lease / manufacture agreements specific to the project | |
| | | |
| | | |

Tenderers must submit certified copies of ownership or hire agreements. Where copies of hire agreements are attached, tenderers must also append to the hire agreements certified copies of ownership documents from the owners.

3.3 Tenderer Information Schedule

Form ELI -1.1

| |
|---|
| Tenderer's name |
| In case of Joint Venture (JV), name of each member: |
| Tenderer's actual country of registration: <i>[indicate country of Constitution]</i> |
| Tenderer's actual year of incorporation: |

Tenderer's legal address [in country of registration]:

Tenderer's authorized representative information

Name: _____

Address: _____

Telephone/Fax numbers: _____

E-mail address: _____

1. Attached are certified copies of original documents of

Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.

In case of JV, letter of intent to form JV or JV agreement.

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

3.4 Tenderer's Party Information Schedule**Form ELI -1.2**

| |
|---|
| Tenderer's name: |
| Tenderer's Party name: |
| Tenderer's Party country of registration: |
| Tenderer Party's year of constitution: |
| Tenderer Party's legal address in country of constitution: |
| Tenderer Party's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____ |
| 1. Attached are certified copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

3.5 Historical Contract Non-Performance, Pending Litigation and Litigation History

Form CON – 1: Litigation & Arbitration Details

Note: Information will be independently verified.

| Non-Performed/Terminated/Defaulted Contracts: | | | |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Contract non-performance/termination/default has not occurred since 1 st January 2015. <input type="checkbox"/> Contract(s) not performed/terminated/defaulted since 1 st January 2015: | | | |
| Year | Non-performed portion of contract (Amount & %) | Contract Identification | Total Contract Amount (in Ksh) |
| | | Contract Identification: Name of Employer: Address of Employer: Contact Person: Telephone of contact person: E-mail address of contact person: Reason(s) for non-performance/termination/default: | |
| Pending Litigation or arbitration: | | | |
| <input type="checkbox"/> No pending litigation or arbitration. <input type="checkbox"/> Pending litigation or arbitration as indicated below: | | | |
| Year of dispute | Amount in dispute (Ksh) | Contract Identification | Total Contract Amount (in Ksh) |
| | | Contract Identification: _____ Name of Employer: _____ Address of Employer: _____ Contact Person: _____ Telephone of contact person: _____ E-mail address of contact person: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Evidence of attempt for amicable settlement before litigation: _____ Status of dispute: _____ | |
| Litigation & Arbitration History: | | | |
| <input type="checkbox"/> No litigation or arbitration history. <input type="checkbox"/> Historical litigation or arbitration (<i>specify</i>) concluded as indicated below: | | | |
| Year of Award or Ruling (<i>Specify</i>) | Outcome as percentage of Net Worth | Contract Identification | Total Contract Amount (in Ksh) |
| | | Contract Identification: Name of Employer: Address of Employer: Contact Person: Telephone of contact person: E-mail address of contact person: Matter in dispute: Party who initiated the dispute: Ruling or award made in favour of: | |

All responses must be supported by original affidavits sworn in the presence of Commissioners for Oaths.

3.6 Financial Data

Form FIN – 3.1: Financial data

Tenderer's Name: _____

Date: _____

Tenderer's Party Name: _____

1. Financial data

| Financial information in (Ksh) | Historic information for previous 3 years, (amount in Ksh) | | |
|--|--|------|------|
| | 2017 | 2018 | 2019 |
| Statement of Financial Position (Information from Balance Sheet) | | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Total Equity/Net Worth (NW) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| Working Capital (WC) | | | |
| Information from Income Statement | | | |
| Total Revenue (TR) | | | |
| Profits Before Taxes (PBT) | | | |
| Cash Flow Information | | | |
| Cash Flow from Operating Activities | | | |

The tenderer and its parties shall provide certified copies of financial statements for the last 3 years. The financial statements shall:

- (a) Reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) Be independently audited or certified.
- (c) Be complete, including all notes to the financial statements.
- (d) Correspond to accounting periods already completed and audited.

Attached are:

- Certified copies of financial statements for the 3 years required above; and complying with the requirements.
- Certified copies of bank statements for the last twelve months.

**Form FIN – 3.2:
Average Annual Construction Turnover**

Tenderer's/Joint Venture Member's Name: _____

Date: _____

tenderer's Party Name: _____

The tenderer and its parties shall indicate in this form its turnover for the last 3 years ending 2019.

The average annual construction turnover shall be calculated as total certified payments received for contracts in progress and/or completed within the last **Three** years, divided by **Three** years

| Annual turnover data (construction only) | |
|---|---------------------|
| Year | Amount (Ksh) |
| | |
| | |
| | |
| | |
| | |
| | |
| Average Annual Construction Turnover | |

For this project a minimum average annual construction turnover in Kenya Shillings shall be:

- i. Category 1 Main Contract Works Kshs100million
- ii. Category 2: Electrical works – Ksh 20 million.
- iii. Category 3: Plumbing, Drainage, and fire-fighting installations – Ksh 20 million.

Form FIN – 3.3:**Financial Resources**

The tenderer shall demonstrate, with supporting evidence, that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements for the first three months for the subject contract or subcontract, net of the tenderer's other commitments.

The tenderer shall also demonstrate, to the satisfaction of Catholic Archdiocese of Nairobi, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified.

| Financial Resources | | |
|----------------------------|----------------------------|---------------------|
| No. | Source of financing | Amount (Ksh) |
| 1 | | |
| 2 | | |
| 3 | | |
| | | |

Form FIN – 3.4:**Current Contract Commitments / Works in Progress**

Tenderers and each member to a JV should provide information on their 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. Cross reference checks will be undertaken by Catholic Archdiocese of Nairobi at Kamulu for verification.

| Current Contract Commitments | | | | | | | |
|-------------------------------------|------------------|---|---------------------------------|-------------------------|---------------------------|-------------------|--|
| No. | Name of Contract | Employer's Name, Contact Person, Address, Tel, E-mail | Value of Outstanding Work [Ksh] | Initial completion Date | Estimated Completion Date | Reason for delays | Average Monthly Invoicing Over Last Six Months [Ksh/month] |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| | | | | | | | |

The tenderer must attach certified copies of awards for any extension of time granted under ongoing contracts.

3.7 Specific Construction and Contract Management Experience

The tenderer must have completed **at least two** projects of similar nature and complexity in the last five years:

- Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last **three** years, starting 1st January **2017**.
- Similar contracts that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor.

Cross reference checks will be undertaken by the Catholic Archdiocese of Nairobi to determine the past performance of similar contracts.

Form EXP - 3.1 (a)

Tenderer's/Joint Venture Member's Name: _____

Date: _____

JV Party Name: _____

| Similar Contract No. | Information | | | |
|---|--|--|---|--|
| Contract Identification | | | | |
| Award date | | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor <input type="checkbox"/> | Member in JV <input type="checkbox"/> | Management Contractor <input type="checkbox"/> | Sub-contractor <input type="checkbox"/> |
| Total Contract Amount | Ksh | | | |
| If member in a JV or sub-contractor, specify participation in total Contract amount | | | | |
| Employer's Name: | | | | |
| Address: | | | | |
| Contact Person: | | | | |
| Telephone/fax number | | | | |
| E-mail: | | | | |
| Description of the similarity: | | | | |
| 1. Amount in Kenya Shillings | | | | |
| 2. Gross Floor Area | | | | |
| 3. Complexity | | | | |
| 4. Methods/Technology | | | | |
| 5. Height and number of basements | | | | |
| 6. Construction rate for key activities | | | | |
| 7. Quality and location | | | | |
| 8. Other relevant characteristics | | | | |

The tenderer shall attach certified copies of completion certificates and Final Payment Certificates for each project.

Form EXP - 3.1(b)
Construction Experience in Key Activities

Tenderer's Name: _____
Date: _____
Tenderer's Party Name: _____
Sub-contractor's Name: _____

All Sub-contractors for key activities must complete the information in this form.

1. Key Activity No One: _____

| Information | | | | |
|--|--|--|---|--|
| Contract Identification | | | | |
| Award date | | | | |
| Completion date | | | | |
| Role in Contract | Prime Contractor <input type="checkbox"/> | Member in JV <input type="checkbox"/> | Management Contractor <input type="checkbox"/> | Sub-contractor <input type="checkbox"/> |
| Total Contract Amount | Ksh | | | |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract (i) | Percentage participation (ii) | Actual Quantity Performed (i) x (ii) | |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| Year 4 | | | | |
| Employer's Name: | | | | |
| Address: Telephone/fax number E-mail: | | | | |
| Description of the key activities in accordance with the Catholic Archdiocese of Nairobi at Kamulu's Requirements. | | | | |
| | | | | |

2. Key Activity No. Two

3. Key Activity No. Three

Tenderers shall compile separate tables for each key activity.

3.8 Project Implementation Plan and Controls.

The tenderer shall include the following as part of its submission:

- **Contract Administration Procedure and Policy.**
- **Health and Safety Policy and Record.**
- **Equipment schedule and optimization plan across all current contracts and signed but yet to commence contracts.**

The tenderer shall demonstrate, with supporting documentation how similar project control tools have been used in similar projects executed in the past three years commencing 1st January 2017 and how they intend to use these controls in implementing this project. Evidence of the tenderer's health and safety record shall be provided.

3.9 SWORN DECLARATION

We/I , the undersigned, in the capacity of for [Tenderer’s name] certify that the tenderer is [or is not] affected in any of the following ways:

1. Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
2. Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose of our property;
3. Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
4. Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
5. Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
6. Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded;
7. Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government;
8. Have not fulfilled obligations relating to payments of taxes or statutory contributions.

We attach documents giving details of the situation.

Names in full:

Duly authorized to sign this submission on behalf of (tenderer’s name):

Dated and stamped at this Day of.....2020

In the presence of:

.....
[Name, Signature and Stamp of Commissioner for Oaths]

3.10 SWORN INTEGRITY STATEMENT

Accepting that transparent business management and in full support of the worthy goals of this Integrity Statement, concerning the present tender for all _____, all personnel of _____ and its sub-contractors and agents, hereby agree that:

1. We shall not conduct any unethical business practices, such as tender rigging for the sake of a particular tenderer to win the tender, or price fixing. If proven as a fact that we have engaged in tender rigging for the sake of a particular tenderer to win the tender, we shall accept to be prohibited from submitting tenders placed by Catholic Archdiocese of Nairobi. If proven that we have discussed with other tenderers in a tender to fix a price, or rigged a tender for a particular tenderer to win the tender, we shall accept the prohibition from submitting tenders placed by Catholic Archdiocese of Nairobi. If any unethical behaviour is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of tendering, or concluding or execution of a contract, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proven that we have violated any terms of this Integrity Statement in relation with a tender, or concluding or execution of a contract, or offered bribes for favours in a contract, to win a contract, or facilitate payment which should not have been forthcoming, we shall accept the prohibition from submitting a tender placed by Catholic Archdiocese of Nairobi. If proven as a fact that we have offered bribes to Catholic Archdiocese of Nairobi or related officials for favours regarding a tender or contract to a tenderer or a winning tenderer, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting tenders placed by Catholic Archdiocese of Nairobi. If proven that we have offered bribes to Catholic Archdiocese of Nairobi or related officials in relation to tendering, or concluding or execution of a contract, we shall accept the prohibition from submitting tenders placed by Catholic Archdiocese of Nairobi.
3. In case it is proven that we have offered bribes to a related official or Catholic Archdiocese of Nairobi official regarding a tender, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, tender rigging/fixing or any other corrupt practices in business relations with officials and Catholic Archdiocese of Nairobi, and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
5. In addition, we confirm on behalf of the tenderer that the details included in the tenderer's profile and experience sheet are correct to the best of our knowledge and belief. In addition, we authorize, Employer, or agents authorised by Catholic Archdiocese of Nairobi, to seek information from any source to confirm our compliance with the requirements of this Integrity Statement.
6. The tenderer authorizes Catholic Archdiocese of Nairobi to seek information from any source, including publication of the name of the tenderer to confirm that the tenderer is compliant with the requirements of this Integrity Statement.

We shall fulfil this Integrity Statement as a solemn declaration/oath made on the basis of mutual trust, and, if and when we win a tender, we agree to be bound by this Statement in execution of the contract and shall not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated and Stamped at _____ this _____ Day of _____ 2020

Authorised signature

Full Name:

In the presence of:

[Name, Signature and Stamp of Commissioner for Oaths]

3.11 SUBMISSION

The tenderer shall prepare this form on its official letterhead, sign and stamp as a cover letter to accompany its submission. Any conflict of interest shall be declared.

Form SUB-01: Submission Form

Date: **[insert date (as day, month and year)]**

To: **[address as indicated in the Invitation Brief]**

- (a) We have examined and have no reservations to the request to submit our prequalification documents;
- (b) We declare that we have [no] conflict of interest;
- (c) We have not been suspended nor declared ineligible by the Catholic Archdiocese of Nairobi;
- (d) Our submission shall be valid for a period of **60 days** from the date fixed for the submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that you are not bound to accept any of the submissions you receive;
- (f) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption;
- (g) We unreservedly authorize the Catholic Archdiocese of Nairobi duly appointed representatives to visit any of our completed and ongoing sites to verify information contained in our submission.

Name of the bidder***[insert complete name of person signing the Submission]**

Name of the person duly authorized to sign the submission on behalf of the bidder** **[insert complete name of person duly authorized to sign the submission]**

Title of the person signing the submission **[insert complete title of the person signing the submission]**

Signature of the person named above **[insert signature of person whose name and capacity are shown above]**

Official Stamp and Date signed **[insert date of signing]** day of **[insert month]**, **[insert year]**

*: In the case of the submission submitted by joint venture specify the name of the Joint Venture as bidder

** : Person signing the Submission shall have the power of attorney given by the bidder to be attached with the submission