EAST AFRICAN COMMUNITY
LAKE VICTORIA BASIN COMMISSION

Prequalification Document for Registration in the Lake Victoria Basin Commission (LVBC) Database of Approved Suppliers

LVBC/PREQ/26-27/1: Supply of Office Furniture and Fittings

LVBC/PREQ/26-27/2: Supply of ICT Equipment

LVBC/PREQ/26-27/3: Supply and Fitting of Motor Vehicle Tyres

LVBC/PREQ/26-27/4: Supply of Promotional Materials (Branded bags, caps, T-shirts, Pens, Banners, Calendars, Diaries, Notebooks, Booklets, Newsletters, etc.)

LVBC/PREQ/26-27/5: Provision of Transportation Services within EAC Region

FY 2026/27, 2027/28 & 2028/29.

REF. No: LVBC/PREQ/26-27

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PART 1 – Prequalification Procedures

Section I. Instructions to Applicants

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Section I. Instructions to Applicants

A. General

1. Scope of Application

1.1 In connection with the Invitation for Prequalification, the Contracting Authority, as defined in the **PDS,** issues this Prequalification Document (PQD) to applicants interested in being registered in the EAC-LVBC Database of Approved Suppliers for the Lots described in Section VI, Description of Lots.

2. Procurement Rules and Procedures

2.1 The current prequalification process is governed by the EAC Procurement Policies and Procedures 2011 which can be downloaded from the EAC website indicated in the **PDS**. The Applicants are encouraged to review this document prior to request Contracting Authority any additional information about the procurement processes and procedures.

3. Fraud and Corruption

3.1 The EAC requires its staff, as well as the economic operators interested in entering into procurement contracts financed by EAC , including their affiliates and subcontractors, to observe the highest standard of ethics during the selection and execution of contracts. In pursuance of this policy, the EAC :

(a) defines for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefits or to avoid an obligation;

(iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) "obstructive practice"

(aa) deliberately destroying, falsifying, altering or concealing material evidence to the investigation or making false statements to investigators in order to materially impede a EAC , governmental or independent investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the EAC or governmental or inspection and audit rights.

(b) It will take the following measures against the contractor recommended for

award who has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

(i) will reject the bid for award;

(ii) will declare the bidder/the contractor, including its affiliates, ineligible, either indefinitely or for a stated period of time, to become an EAC contractor;

(iii) will cancel or terminate any ongoing contract with the bidder /the contractor;

(iv) will request a the relevant national authorities to conduct a joint investigation with EAC to inspect or carry out audits of the bidder /the contractor' accounting records and financial statements in connection with the contract in question for which it was found guilty of engaging in corrupt, fraudulent, collusive, coercive, or obstructive practices;

(v) will forfeit the bid or performance securities of the bidder /the contractor;

(vi) will suspend any payments due to the bidder/ contractor, under the contract in question or any other contract the bidder/contractor might have with the organization, until the extent of damage caused by the its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the EAC's contracts are determined and recovered, and

(vii) will sue the bidder /contractor to recover the damages caused by its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question, if they are not fully recovered by the securities and the payments otherwise due to the bidder/contractor.

4. Conflict of Interest

4.1 A bidder or a contractor shall not be allowed to get engaged in any procurement process for delivery of any kind of services, goods or works that would be in conflict with their prior or current obligations to other clients, or that may place them in the position of being unable to carry out the contract in the best interest of the Contracting Authority. Without limitation, bidders or contractors shall not be hired under the circumstances set forth below:

(a) Conflict between consulting activities and procurement of goods, works or services (consulting or general). A bidder or a contractor that has been engaged by the Contracting Authority to provide goods, works, or services for the organization, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a bidder or a contractor hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or general services resulting from or directly related to the contractor's consulting services for such preparation or implementation.

(b) Conflict among consulting assignments: Neither, bidders or contractors (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder or contractor. For instance, a contractor

assisting Contracting Authority to implement a project shall not be engaged to prepare an independent assessment for the implementation of the same project, or contractors hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

(c) Relationship with Contracting Authority's staff: bidders or contractors (including their personnel and sub-contractors) having business or family relationship with a member of the Contracting Authority's staff directly or indirectly involved in any part of: (i) the preparation of the TOR or Technical Specification of a contract, (ii) the selection process for such contract, or (iii) the supervision of the contract, may not be awarded the contract , unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Contracting Authority throughout the selection process and the execution of the contract.

5. Eligible Applicants

5.1 To foster competition, the EAC permits all economic operators, irrespective of their nationality to submit applications in response to the invitation for prequalification.

5.2 However, to ensure efficiency of the procurement processes, the Contracting Authority restricts the bidding process to only prequalified eligible economic operators.

5.3 All applicants and bidders must not be included in the conditions described below, constituting exclusion criteria:

a) they are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the EAC member states;

b) they have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);

c) they have been declared guilty of grave professional misconduct proven by any means which Contracting Authority can justify;

d) they have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;

e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Contracting Authority' financial interests; or

f) they are being currently subject to an administrative penalty.

5.4 The Contracting Authority will accept, as satisfactory evidence, that the applicant or the bidder is not in one of the above situations described in (a), (b) or (e), on submission of a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin showing that those requirements are satisfied. The Contracting Authority will accept, as satisfactory evidence, that the applicant or bidder is not in the

situation described in (d), on submission of a recent certificate issued by the competent authority of the State concerned. Where no such documents or certificates are issued in the concerned country, and for other cases of exclusion listed above, they may be replaced by a sworn / solemn statement (affidavit) made by the interested party in front of a judicial or administrative authority, a notary, or a qualified professional body in its country of origin or provenance.

5.5 The Contracting Authority takes into account that – as a rule – the exclusion criteria are related to the legal entity/ natural person acts acting as a bidder or applicant and not to the representatives in case of legal entities. However, depending on the legislation of the country where the bidder or applicant is legally established and if the Contracting Authority considers necessary or has reasonable doubts concerning the personal situation, the above documents may also relate to natural persons, including company directors or any person with power of representation, decision-making or control in relation to the bidder. Whenever an applicant or bidder, due to its nature (for instance, national public administrations and international organizations), cannot fall into one of the above categories and/or cannot provide the documents indicated above, a simple declaration explaining their situation will suffice.

5.6 The date on the evidence or documents provided must be up to one (1) year before the date of submission of the application or proposal. Applicants must, in addition, provide a statement confirming that their overall situation has not weaken in the period since the evidence was drawn up to the date they submitted the bid.

5.9 The above required documents shall be submitted by the applicant, and in case of a joint venture, by all joint venture members. The documents may be originals or copies. If the documents are copies, they shall be certified by a public notary. However, at the Contracting Authority request, the applicant or bidder must be able to provide any original document.

5.10 If sub-contractors are employed by the applicant or bidder, the same rules apply.

5.11 If the supporting documents are not written in English, an official and certified translation into English must be attached.

5.12 If so stated in the **PDS**, for contracts with a value less than the international threshold **USD 50,000** and based on its risk assessment, the Contracting Authority may waive the obligation of submission of the documentary proof for exclusion criteria. However, when this obligation has been waived, the Contracting Authority shall still request a sworn / solemn statement issued by the interested party in front of a judicial or administrative authority, a notary or a qualified professional body from the applicant's country, Nevertheless, the Contracting Authority – at its own criteria- keeps the right to request bidders documents proving their compliance to the eligibility conditions.

5.13 Contracts may not be awarded to applicants or bidders who, during the procurement procedure:

a) are subject to a conflict of interest;

b) are guilty of misrepresentation when submitting the information required by the Contracting Authority as a condition of participation in the contract procedure, or fail to submit this information;

c) find themselves in any situations of exclusion for the procurement procedure,

after the bid or application was submitted.

6. Additional Eligibility Requirements

6.1 In addition to the eligibility requirements stated at ITA 4 above this prequalification process shall consider the eligibility requirements stated in the **PDS**.

B. Contents of the Prequalification Document

7. Sections of Prequalification Document

7.1 The document for the prequalification of Applicants (hereinafter – "prequalification document") consists of parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

- Section I. Instructions to Applicants (ITA)
- Section II. Prequalification Data Sheet (PDS)
- Section III Qualification Criteria and Requirements
- Section IV. Application Forms

PART 2 Contract Requirements

- Section V. Contract Requirements

7.2 The "Invitation for Prequalification Applications" issued by the Contracting Authority is not part of the prequalification document. A sample form is provided as an attachment to this Prequalification Document for information only.

7.3 The Contracting Authority accepts no responsibility for the completeness of the prequalification document and its addenda unless they were obtained directly from the Contracting Authority.

7.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

8. Clarification of Prequalification Document

8.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Contracting Authority in writing at the Contracting Authority's address indicated in the **PDS.** The Contracting Authority will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of applications. The Contracting Authority shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Contracting Authority including a description of the inquiry but without identifying its source. Should the Contracting Authority deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

9. Amendment of Prequalification Document

9.1 At any time prior to the deadline for submission of applications, the Contracting Authority may amend the Prequalification Document by issuing addenda.

9.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Contracting Authority.

9.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Contracting Authority may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

10. Cost of Applications

10.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Contracting Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11. Language of Application and Communications

11.1 The official language of the procurement processes in EAC is the language indicated in the **PDS**. The communications during the procurement processes shall be written in language stated in the **PDS.**

11.2 The supporting documents to prove the eligibility and qualifications criteria shall be issued in any EAC official languages (i.e: English, French and Portuguese). If the original documents are written in language other than EAC official languages, they shall be accompanied by an original certified translation into any of the EAC official languages. The cost of the translation shall be borne by the applicants.

11.3 In case of discrepancies between the original language and the language of translation, the language of translation shall prevail.

12. Documents Comprising the

12.1 The application shall comprise the following:

(a) Application Submission Form, in accordance with ITA 13;

Application

(b) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 14;

(c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and

(d) any other document required as specified in the **PDS.**

13. Application Submission Form

13.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This Form must be completed without any alteration to its format be dully stamped and signed and be accompanied by a power of attorney for the authorized representative of the signatory of the application to allow her/him to engage the Applicant into contracts with Contracting Authority and, in case of the Joint Venture/ Consortium, by a Joint the JV/Consortium agreement, in accordance with ITA 22.3 (c).

14. Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the Application Submission Form (including the eligibility declaration) and Form 1-Applicant Information Form, included in Section IV, and provide the requested supporting documents indicated in these forms.

15. Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

16. Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 12 and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

16.2 The Applicant shall submit copies of the signed original application, in the number specified in the **PDS,** and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail

D. Submission of Applications

17. Sealing and Identification of Applications

17.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:

(a) bear the name and address of the Applicant;

(b) be addressed to the Contracting Authority, in accordance with ITA 18.1; and

(c) bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Contracting Authority will accept no responsibility for not processing any envelope that was not identified as required.

18. Deadline for Submission of Applications

18.1 The application for the Database of Approved suppliers is an ongoing process without deadlines. However the Applicants shall ensure, before submitting and application that to a Invitation to Prequalify is still valid.

18.2 The Applicants may always submit their applications by mail or by hand. When so specified in the **PDS,** applicants shall have the option of submitting their applications electronically, in accordance with electronic application submission procedures specified in the **PDS.** Applications shall be received by the Contracting Authority at the address and no later than the deadline indicated in the **PDS.** A receipt will be given for all applications submitted.

E. Procedures for Evaluation of Applications

19.Confidentiality

19.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

19.2 From the date of submission of applications to the time of notification of the results of the prequalification in accordance with ITA 26, any Applicant that wishes to contact the Contracting Authority on any matter related to the prequalification process, may do so but only in writing.

20. Clarification of Applications

20.1 To assist in the evaluation of applications, the Contracting Authority may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

20.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Contracting Authority's request for clarification, its application may be rejected.

21.Responsiveness of Applications

21.1 The Contracting Authority may reject any application which is not responsive to the requirements of the prequalification document.

22. Joint-ventures or Consortia

22.1 When submitting an application for a Registering in the Database of Approved Suppliers, any economic operator may submit an application independently or in joint venture or consortium with other economic operators, provided they legally confirm joint and several liabilities for the application and in case of winning a contract for the implementation of the contract.

22.2 A joint venture or consortium may be either a permanent legally established group

or a group constituted informally for the purpose to apply, bid and undertake a specific *Contracting Authority* contract. In every case, all members of a joint venture or consortium are jointly and severally liable to the Contracting Authority in relation to the application, bid, offer or contract for which it was constituted.

22.3 Applications and bids submitted by a joint venture or consortium of two or more economic operators shall also comply with the following requirements:

a) the application and the bid shall be signed to be legally binding on all members;

b) the application and the bid must be accompanied by the original legally binding agreement for the all members; the document has to be certified by a Pubic Notary or a Commissioner of Oath; and

c) the agreement legally binding the members of the joint venture or consortium shall include the following mandatory provisions:

i. one of the members shall be nominated in charge, and this nomination shall be evidenced by submitting a power of attorney signed by the legally and authorized signatory members;

ii. the member in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the members of the joint venture or consortium. The entire communication during the bidding processes and for the execution of the contract, including payments, shall be made exclusively with the member in charge;

iii. if the joint venture or consortium are awarded the EAC Contract for, all members of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contractual terms; and

iv. the members of the joint venture or consortium are not allowed to leave the joint venture or consortium, and decline their responsibilities, without the Contracting Authority written approval, or until they have been notified by the Contracting Authority that the contract was not awarded to the joint venture or consortium, or in the event they were awarded the contract, until the liability period indicated of the contract expires.

22.4 In case of applications or bids sent by a joint venture or consortium, each member shall demonstrate that fulfils the eligibility criteria set in the ITA 4 and ITA 5 above. If one single member fails to demonstrate the compliance with the eligibility criteria, the whole joint venture or consortium shall be considered non eligible.

22.5 Regarding the compliance with the qualification criteria, an application sent by a joint venture or consortium shall satisfy the qualification requirements as a whole and not as individual member of the joint venture or consortium.

22.6 To avoid distortion of competition and/or corrupt practices, an economic operator and its affiliates, alone or as member of a joint venture or consortium, **shall submit only one application for Registering in the EAC Database of Approved Suppliers for the same Lot.**

22.7 Affiliates are the group of companies, firms, associations, etc. where the economic operator or any of the major shareholders of the economic operator owns not more than twenty percent (20%) of the shares or the share capital. A major shareholder is any legal or physical person owing not less than twenty percent (20%) of the

shares or the share capital of the economic operator.

22.8 If an economic operator submits, alone or as member of a joint venture or consortium, more than one application for the same contract, all the applications or bids submitted by the economic operator shall be rejected and banned from participating for a minimum of two (2) and a maximum of (5) years in any other Contracting Authority procurement process.

22.9 The restriction concerning the participation in more than one application shall not apply to sub-contractors or personnel.

22.10 The Contracting Authority does not acknowledge or undertake any obligations towards the sub-contractors or personnel of the economic operator participating in a procurement process of the organization.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1 The Contracting Authority shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Contracting Authority reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

23.2 Only the qualifications of subcontractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of the Applicant.

24. Contracting Authority's Right to Accept or Reject Applications

24.1 The Contracting Authority reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

25.Prequalification of Applicants

25.1 All Applicants whose applications have met or exceeded ("passed") the specified requirements will, to the exclusion of all others, be prequalified by the Contracting Authority.

26. Notification of Prequalification

26.1 Once the Contracting Authority has completed the evaluation of the applications it shall notify all Applicants the names of those applicants who have been prequalified by publishing on the Contracting Authority website the Shortlist Notice.

26.2 Similarly, Contracting Authority will notify unsuccessful applicants on the reasons which led to their disqualification.

27. Consequences

27.1 Registration of an economic operator as a Contractor on the Database of Approved

of registration

Suppliers is valid for a period of **Three (3) year** only. After the period of validity expired the Approved Supplier shall re-apply for registration.

27.2 Registration of an economic operator as a Contractor on the Database of Approved Suppliers does not guarantee the automatic award of an EAC contract.

27.3 Placement in the Database of Approved Suppliers shall only guarantee that the applicant will receive the Bidding Documents for all the procurement issued under the category and the procurement method for which the applicant was approved as Contractor.

27.4 Estimated value of the contract: Above USD 50,000 The EAC procurement policy establishes that the Bidding Documents shall be sent only to the economic operators registered in the Database of Approved suppliers. Only in the event of lacking a sufficient number of economic operators in the Database of Approved Suppliers qualified to bid for the specific category of services, goods and/or works required by EAC , or if a previous procurement process has failed to secured a contract among the economic operators from the Database of Approved Suppliers, the procurement process will be widely advertised and the procedures for International Restricted Bidding followed.

28. Consequences of disqualification

28.1 An unsuccessful applicant disqualified on grounds of non compliance with the eligibility criteria, can re-apply only after one (1) year from the receipt of the notification that its application was unsuccessful.

28.2 An unsuccessful applicant disqualified on grounds of non compliance with the qualification criteria, can re-apply only after six (6) months from the receipt of the notification that its application was unsuccessful, if the conditions leading to the rejection have been corrected.

28.3 An applicant whose application was unsuccessful three (3) times over a period of eighteen (18) months, can re-apply only after two (2) years from the date of receipt of the last unsuccessful result notification.

28.4 The provision of the paragraph 1), 2) and 3) of this Article shall not apply in the case of an application sent by a joint venture/consortium, provided that the composition of the joint venture/consortium it is not the same.

29. Approved Supplier's Responsibility

29.1 The Approved Supplier shall respond, within the set timeframe, to all Contracting Authority requests for quotations or services.

29.2 All registered Approved Suppliers shall be required to inform in writing the Contracting Authority, within fourteen (14) days from occurrence, about any substantial change in the information provided to the application form including: change of name due to merger or acquisition, change of address, litigation where the Approved Supplier is a party, criminal convictions, civil judgments, financial impropriety or any other changes which might invalidate the eligibility and qualification criteria in force at the time when the application of registration in the Database of Approved Suppliers was submitted. The notification may be in the form of a letter, fax or other electronic means, shall include all the relevant documentation regarding the changes. Upon receipt of the information, the Contracting Authority should decide whether the changes require a re-evaluation

of the Approved Supplier registration with the EAC Database of Approved Suppliers.

29.3 Approved Suppliers who fail to inform the Approved suppliers Database Unit about substantial changes on the submitted information, may risk the suspension or the removal from the Database of Approved Suppliers for a period of minimum two (2) years and up to seven (7) years.

30. Appeals

30.1 The Applicant can appeal a Contracting Authority decisions on evaluation of its application following the procedures stated in the Procurement Guidelines indicated in the ITA 2.1.

Section II. Prequalification Data Sheet

A. General	
ITA 1.1	**Contracting Authority is represented by: EAC – LAKE VICTORIA BASIN COMMISSION**
ITA 1.1	The list of contracts is: **LVBC/PREQ/26-27/1: Supply of Office Furniture and Fittings** **LVBC/PREQ/26-27/2: Supply of ICT Equipment** **LVBC/PREQ/26-27/3: Supply and Fitting of Motor Vehicle Tyres** **LVBC/PREQ/26-27/4: Supply of Promotional Materials (Branded bags, caps, T-shirts, Pens, Banners, Calendars, Diaries, Notebooks, Booklets, Newsletters, etc.)** **LVBC/PREQ/26-27/5: Provision of Transportation Services with EAC Region**
ITA 1.1	The Contract Title is **Pre-qualification of suppliers for the supply of office furniture and fittings, ICT equipment, supply and fitting of motor vehicle tyres, promotional materials and Provision of transportation services within the EAC region.**
ITA 1.1	The Contract Identification Number is: **LVBC/PREQ/26-27**
ITA 1.2	Number of Category: **Five (5)** Title of each Category: **LVBC/PREQ/26-27/1: Supply of Office Furniture and Fittings** **LVBC/PREQ/26-27/2: Supply of ICT Equipment** **LVBC/PREQ/26-27/3: Supply and Fitting of Motor Vehicle Tyres** **LVBC/PREQ/26-27/4: Supply of Promotional Materials (Branded bags, caps, T-shirts, Pens, Banners, Calendars, Diaries, Notebooks, Booklets, Newsletters, etc.)** **LVBC/PREQ/26-27/5: Provision of Transportation Services with EAC Region**
ITA 2.1	The applicable Procurement Guidelines are **EAC- PROCUREMENT MANUAL October 2023**
ITA 5.3 (f)	The list of firms debarred by the Contracting Authority can be found on the following website: (www.worldbank.org) (www.afdb.org) (www.eac.int) (https://european-union.europa.eu/index_en) .
ITA 5.12	The Applicant shall not have the obligation of submission of the documentary proof for exclusion criteria.

ITA 6.1	The Applicant must comply with the following additional criteria*: None*
B. Contents of the Prequalification Document	
ITA 8.1	For **clarification purposes,** the Contracting Authority's address is: Attention: **Senior Procurement Officer** Address: **EAC Lake Victoria Basin Commission Headquarters, Nkrumah Road, Off Kisumu-Busia Highway** City: **Kisumu** P.O. Box: **1510 - 40100** Country: **Kenya** Electronic mail address **procurement@lvbcom.org** copy **opiyo@lvbcom.org** LVBC will respond to any request for clarification provided that such request is received no later than **10 days** before tender closing date.
C. Preparation of Applications	
ITA 11	The language of the prequalification is: **ENGLISH**
ITA 12.1 (d)	The Applicant shall submit, with its application, the following additional documents: • Company Profile • Certificate of Registration Incorporation • Valid Business Licence / Trading Licence • Tax identification references/ Numbers • Valid Tax Compliance Certificate • Consortium agreement and authorisation letter (Only if relevant) • Duly Completed Application Submission Sheet
ITA 16.2	In addition to the original, the number of copies to be submitted with the application is: **One original plus one copy**
D. Submission of Applications	

ITA 18.1	The Applicant shall **not** have the option of submitting their applications electronically. If electronic submission of applications shall be permitted, the electronic application submission procedures shall be: **N/A** For **application submission purposes only,** the Contracting Authority's address is: Attention: **Executive Secretary** Address: **EAC Lake Victoria Basin Commission Headquarters, Nkrumah Road, Off Kisumu-Busia Highway** City: **Kisumu** P.O. Box: **1510 - 40100** Country: **Kenya** Electronic mail address **procurement@lvbcom.org** **The deadline for application submission is:** Date: **15th May 2026** Time (local time): **11:00 a.m - EAT**
22.6	To avoid distortion of competition and/or corrupt practices, an economic operator and its affiliates, alone or as member of a joint venture or consortium, shall submit only one application for the same Contracting Authority contract. For each of the lots indicated in the Specific Procurement Notice and in the

Section III. Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Contracting Authority shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

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1. Eligibility Requirements

No.	Clause	Requirement	Compliance with the requirement		Source of information	Supporting document
			Single Authority	Joint Venture or Consortium		
1.1	Clause ITA 4	Not be in a conflict of interest position	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Application Submission form to be submitted
1.2	Clause ITA 5 (a)	**Does not fall into the following situation:** they are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedures provided for in the national legislation or regulations of the EAC Partner States.	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Requested attachments to Application Submission Form
1.3	Clause ITA 5 (b)	**Does not fall into the following situation:** they have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible).	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Requested attachments to Application Submission Form
1.4	Clause ITA 5 (c)	**Does not fall into the following situation**: they have been declared guilty of grave professional misconduct proven by any means which Contracting Authority can justify.	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Requested attachments to Application Submission Form
1.5	Clause ITA 5 (d)	**Does not fall into the following situation**: they have not fulfilled	Must meet requirement	Each member must meet	Application Submission Form	Requested attachments to Application

No.	Clause	Requirement	Compliance with the requirement		Source of information	Supporting document
		obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed.		the requirement		Submission Form
1.6	Clause ITA 5 (e)	**Does not fall into the following situation**: they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Contracting Authority' financial interests.	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Requested attachments to Application Submission Form
1.7	Clause ITA 5 (f)	**Does not fall into the following situation**: they are being currently subject to an administrative penalty.	Must meet the requirement	Each member must meet the requirement	Application Submission Form	Contracting Authority debarred list of economic operators at *World Bank, AfDB, EU and EAC websites*
1.9	Clause ITA 22.6	One application per applicant	Must meet the requirement	Each member must meet the requirement		

2. Qualifications Requirements

No.	Subject	Requirement	Compliance with the requirement		Source of information	Supporting document
			Single Authority	**Joint Venture or Consortium**		
2.1	**Experience in implementing similar contracts**	a) Experience as Contractor, in at least *Five (5)* contracts or LPOs within the last *Three (3)* years, each with a value of at least *USD 1000* that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in **Section VI, Scope of the Contract**	Must meet the requirement	All members together must meet the requirement	Form 2 a)	Requested attachments to Form 2 a)
		b) At least *[insert the percentage]* of the Applicant's activity shall be in the flowing area of specialization *[insert the areas of specialization]*	Must meet the requirement	All members together must meet the requirement *[And/Or Each member shall meet at least [insert percentage] of each the requirement (delete if not applicable)]*	Form 2 b)	Requested attachments to Form 2 b) **N/A**
2.2	**Financial Resources**	i) Minimum average annual turnover of One Hundred Thousand US Dollars *100,000 equivalent in words and 100,000 USD*, calculated as total certified payments received for contracts in progress or completed, within the last *5* years, *Five* years	Must meet the requirement	All members together must meet the requirement The leader of the JV or Consortia alone must meet at least *[insert the number]* percentage of the requirement	Form 3	Requested attachments to Form 3

No.	Subject	Requirement	Compliance with the requirement		Source of information	Supporting document
		ii) Access to a dedicated credit line or overdraft facility of US$ *[insert amount in US$ equivalent in words and figures]*,	Must meet the requirement	The leader of the consortia must meet the requirement alone	Form 3	Requested attachments to Form 3 **N/A**
		iii) Minimum average annual operational profit of US$ *[insert amount in US$ equivalent in words and figures]*, calculated as total operational revenues minus total operational expenses, within the last *[insert number in words]* years	Must meet the requirement	All members together must meet the requirement The leader of the JV or Consortia alone must meet at least *[insert the number]* percentage of the requirement	Form 3	Requested attachments to Form 3 **N/A**
		iv) Minimum average annual Net Worth of US$ *[insert amount in US$ equivalent in words and figures]*, calculated as Total Assets minus Total Liabilities, within the last *[insert number in words]* years	Must meet requirement	All members together must meet the requirement The leader of the JV or Consortia alone must meet at least *[insert the number]* percentage of the requirement	Form 3	Requested attachments to Form 3 **N/A**
2.3	**Personnel Resources**:	a) Access to minimum *[insert number in words]* experts specialized in the following areas *[list areas]*	Must meet the requirement	All members together must meet the requirement	Form 4 a)	Requested attachments to Form 4 a) **N/A**
		b) Availability of experts with the following specialization: *Expert 1 : [describe specialization]* *Expert 2 : [describe specialization]* *Expert 3 : [describe specialization]*etc	Must meet the requirement	All members together must meet the requirement	Form 4 b)	Requested attachments to Form 4 b) **N/A**
2.4	***Facilities Resources[del***	Access to the following	Must meet the	All members together must	[insert the document]	[insert the document]

No.	Subject	Requirement	Compliance with the requirement		Source of information	Supporting document
	ete the row if not applicable]	facilities *[list the facilities or equipments to which the Applicant must have access during the implementation of the contract]*	requirement	meet the requirement		**N/A**

Section IV. Application Forms

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Application Submission Form

Date: *[insert day, month, year]*
Contract No. and title: *[insert number and title]*

To: **EAC – LAKE VICTORIA BASIN COMMISSION**

1 SUBMITTED by [the Authority of the Applicant]

	Name(s) of legal Authority or entities making this application	Nationality+
Partner in charge *		
Partner 2*		
Etc … *		

*add / delete additional lines for consortium partners as appropriate. **Note that a sub-contractor is not considered to be a consortium partner for the purposes of this application form**. If this application is being submitted by an individual legal Authority, the name of that legal Authority should be entered as '**Partner in Charge**' (and all other lines should be deleted). Any change in the Authority of the Partner in Charge and/or any JV/consortium partners between the deadline for receipt of applications and the award of the contract (other than for reasons of changes to the legal structure of the individual entities concerned) will result in the immediate exclusion of the Applicant from the procurement procedure.

+Country in which the legal Authority is registered

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT (for this application)

We, the undersigned, apply to be prequalified for the referenced contract and declare that:

(a) we have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum],* and we are shortlisted we are committed to deliver the *[services/works/goods delete as appropriate]*indicated in the Part 2 of this Document.

(b) we are fully aware that, in the case of a Joint Venture/Consortium, the composition of the a Joint Venture/Consortium cannot be modified in the course of the procurement procedure. We are also

aware that the a Joint Venture/Consortium partners would have joint and several liability towards the Contracting Authority concerning participation in both the procurement procedure and any contract awarded to us as a result of it.

(c) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, complies with the eligibility criteria stated at ITA 4*;*

(d) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, do not have any conflict of interest, in accordance with ITA Sub-Clause 4.4;

(e) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by the Contracting Authority, or under any EAC country laws or official regulations;

(f) we, in accordance with ITA Sub-Clause 22.1, plan to subcontract the following key activities and/or parts of the works:

[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]

(g) we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
[insert full name for each occurrence]	*[insert street/ number/city/country]*	*[indicate reason]*	*[specify amount in US$ equivalent]*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If none has been paid or is to be paid, indicate "none".]

(h) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants, in accordance with ITA Clause 24.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*
Phone:
Fax:
Email:

Dated on *[insert day number]* day of *[insert month], [insert year]*

Attached are certified copies of original documents of *[in case of Joint Venture/Consortium these documents must be provided for each partner of the Joint Venture/Consortium]*

- ☐ The Judicial Certificate to demonstrate compliance with the Eligibility Requirement 1.2, 1.3 and 1.6 references to Clause ITA 5.3 (a), (b) and (e).
- ☐ The Fiscal Certificate to demonstrate the compliance with the Eligibility Requirement 1.5 reference to Clause ITA 5.3 (d).
- ☐ The sworn / solemn statement (affidavit) made by the interested party in front of a judicial or administrative authority, a notary, or a qualified professional body in its country of origin or provenance to demonstrate the compliance with the Eligibility Requirement 1.1 reference to Clause ITA 4 and Eligibility Requirements 1.4 and 1.7 reference to Clause ITA 5.3 (c) and (f).
- ☐ The power of attorney for the authorized representative of the signatory of the application to allow her/him to engage the Applicant into contracts with Contracting Authority.
- ☐ In case of JV/Consortium, the JV/Consortium agreement, in accordance with ITA 22.3 (c).

Form 1
Applicant Information Form

Date: *[insert day, month, year*]
Contract No. and title: *[insert number and title]*
Page *[insert page number]* of *[insert total number]* pages

Application is submitted as *["Single Authority" or "Joint Venture/Consortium" delete as appropriate]*
*(In case of Joint Venture/Consortium)*The partner in charge is *[insert full legal name]*
Applicant's legal name:*[insert full legal name of the Joint Venture/consortium and of each of the partners]*
Applicant's main shareholder s:*[insert full legal name of all major shareholders of the Joint Venture and of each of the partners] [For this purpose, major shareholder shall be defined as: any legal or physical person which owns no less than twenty percent (20%) of the shares or the share capital of the Applicant. In case of a Joint Venture/Consortium this situation shall be presented for each partner]*
Applicant's Affiliates, in accordance with the ITA 22. 7: *[insert full legal name of each affiliate of the Joint Venture/Consortium and of each of the partners]*
Applicant's country of constitution: *[indicate country of Constitution of the Joint Venture/Consortium and of each of the partners]*
Applicant's year of constitution: *[indicate year of Constitution of the Joint Venture/Consortium and of each of the partners]*
Applicant's legal address in country of constitution: *[insert street/ number/ town or city/ country of the Joint Venture/Consortium and of each of the partners]*
Applicant's registration number in the country of constitution *[indicate the registration number of the Joint Venture/consortium and of each of the partners]*
Applicant's authorized representative information *[of the Joint Venture/Consortium and of each of the partners]* Name: *[insert full legal name]* Address: *[insert street/ number/ town or city/ country]* Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]* E-mail address: *[indicate e-mail address]*
Attached are certified copies of original documents of *[in case of Joint Venture/Consortium these documents must be provided for each partner Joint Venture/Consortium]* ☐ Articles of Incorporation or Documents of Constitution, and documents of registration of the legal Authority named above, in accordance with ITA 4.2.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's

Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 2 a)
Experience in implementing similar contracts

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
Applicant JV Party Legal Name: *[insert full name]*
Contract No. and title: *[insert number]*
Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate experience in implementation of similar contracts over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.1 (a). List contracts chronologically, according to their commencement (starting) dates.]

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
[indicate month/ year]	*[indicate month/ year]*	Contract name: *[insert full name]* Brief description of the contract performed by the Applicant: *[describe the scope of the contract performed briefly]* Amount of contract: *[insert amount in US$ equivalent]* Name of the Client: *[indicate full name]* Address: *[indicate street/number/town or city/country]* Contact person for references *[indicate full name, position and contact points: address, phone, fax, email]*	*(insert "Contractor" or "Subcontractor" or "Contract Manager"]*
		Contract name: *[insert full name]* Brief description of the contract performed by the Applicant: *[describe the scope of the contract performed briefly]* Amount of contract: *[insert amount in US$ equivalent]* Name of the Client: *[indicate full name]* Address: *[indicate street/number/town or city/country]* Contact person for references *[indicate full name, position and contact points: address, phone, fax, email]*	*(insert "Contractor" or "Subcontractor" or "Contract Manager"]*
		Contract name: *[insert full name]* Brief Description of the Works performed by the Applicant: *[describe works performed briefly]* Amount of contract: *[insert amount in US$ equivalent]* Name of Contracting Authority: *[indicate full name]* Address: *[indicate street/number/town or city/country]* Contract name: *[insert full name]* Brief description of the contract performed by the Applicant: *[describe the scope of the contract*	*(insert "Contractor" or "Subcontractor" or "Contract Manager"]*

		performed briefly] Amount of contract: *[insert amount in US$ equivalent]* Name of the Client: *[indicate full name]* Address: *[indicate street/number/town or city/country]* Contact person for references *[indicate full name, position and contact points: address, phone, fax, email]*	

Attached are certified copies of original documents of *[in case of Joint Venture/Consortium these documents must be provided for each partner of the Joint Venture/Consortium]*

☐ Contracts indicated above; and

☐ Acceptance certificates to demonstrate that the contracts indicated are completed and accepted by the Client; *And/Or (delete if not applicable)*

☐ Statement from the manufactures or suppliers of the services and goods, confirming that the economic operator is an accredited dealer for their products and services. The above statement shall also indicate the average volume and the type of products supplied by the manufacturer or supplier and traded by the economic operator in the *[insert number]* years *(same number of years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.1 (a).)*

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 2 b)
Experience in implementing similar contracts – Area of Specialization

[The following table shall be filled in Applicant and for each partner of a Joint Venture/Consortium]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
Applicant JV Party Legal Name: *[insert full name]*
Contract No. and title: *[insert number]*
Page *[insert page number]* of *[insert total number]* pages

[Indicate the area specialization which your company had over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.1 (b)]

Specialization	Reference clause of the Article of Incorporation or Constitution Document	Year 1	Year 2	Year 3	Year …	Average
		Percentage in the Annual Turnover	Percentage in the Annual Turnover	Percentage in the Annual Turnover	Percentage in the Annual Turnover	Percentage in the Annual Turnover

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 3
Financial Situation

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium and all the information must be consolidated in a summary table]

Applicant's Legal Name: *[insert full name]* Date: *[insert day, month, year]*
Contract No. and title: *[insert number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data *[a summary table and a table for each of the partner shall be included]*

[Insert on of the title "Summary Table", or "Name of the partner : [insert name]]

Financial information in (US$ equivalent in 000s)	**Historic information for previous** *_[insert number] years, [insert in words]* **(US$ equivalent in 000s)**				
	Year 1	Year 2	Year 3	Year …	Average
Annual Turnover					
Out of which:					
Annual Turnover Specific to the area of the contract					
Information from Balance Sheet					
Total Assets					
Total Liabilities					
Net Worth					
Information from Income Statement					
Total Revenue					
Out of which:					
Total Operational Revenues					
Total Expenses					
Out of which:					
Total Operational Expenses					
Profits Before Taxes					
Out of which:					
Operational Profit					

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for [2] years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 2.2. The financial statements shall:

(a) reflect the financial situation of the Applicant or partner to a JV/Consortium, and not sister or parent companies.

(b) be audited by a certified accountant.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

☐ Attached are copies of financial statements (certified copies of : the balance sheets – including including all related notes, audit reports and/or similar statements of the accounts; audited by certified reputable auditors or certified by the fiscal authority of the country where the applicant is registered/ incorporated) for the *[number]* years required above; and complying with the requirements.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's

Name *[insert full name of Applicant]* Address *[insert street number/town*

or city/country address]

Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 4 a)
Availability of Personnel

[The following table shall be filled in for the Applicant and jointly for the Joint Venture/Consortium]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
Contract No. and title: *[insert number and title]*
Page *[insert page number]* of *[insert total number]* pages

[Provide information on the availability of the personnel resources over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 a).]

Partners	Subject	Year 1	Year 2	Year 3	Year …	Average
Partner in Charge: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Partner: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Partner in Charge: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Overall Joint Venture/ Consortium	**Total Permanent Staff**					
	Out of which staff specialized in the area of the contract					
	Total Other staff					
	Out of which staff specialized in the area of the contract					
	Overall Total					

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name [insert full name of person signing the application]

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's

Name *[insert full name of Applicant]* Address *[insert street number/town*

or city/country address]

Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 4 b)
Availability of Personnel – Expertise availability

[The following table shall be filled in for the Applicant and jointly for the Joint Venture/Consortium]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
Contract No. and title: *[insert number]*
Page *[insert page number]* of *[insert total number]* pages

[Provide information that demonstrate availability of expertise indicated in Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 b).]

Name of the person	Area of Professional Experience	Position held	Years of relevant professional experience (as per column 2)	Professional Qualification	General Qualification	Nationality

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*
Name [insert full name of person signing the application]
In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of*

Applicant] Address *[insert street number/town or city/country address]*
Dated on *[insert day number]* day of *[insert month], [insert year]*

Form 5
Applicant Access To Required Facilities

Applicant's Legal Name: *[insert full name]*
Date: *[insert day, month, year]*
Applicant's Party Legal Name: *[insert full name]*
Contract No. and title: *[insert number and title]*

Page *[insert page number]* of *[insert total number]* pages

Develop the form to provide the relevant information for demonstrating the compliance with the requirement Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 or delete this form if no special facilities are required to the Applicant

PART 2 – Description of Lot

Section VI. Description of Lot

Contents

1. Description of Lot ..... Error! Bookmark not defined.

List and codes of goods and services to be provided include the following:

REFERENCE CODE	CATEGORY
	GOODS
LVBC/PREQ/26-27/1	Supply of Office Furniture and Fittings
LVBC/PREQ/26-27/2	Supply of ICT Equipment
LVBC/PREQ/26-27/3	Supply and Fitting of Motor Vehicle Tyres
LVBC/PREQ/26-27/4	Supply of Promotional material (Branded bags, caps, T-shirts, Pens, Banners, Calendars, Diaries, Notebooks, Booklets, Newsletters, etc.)
LVBC/PREQ/26-27/5	Provision of Transportation Services within EAC Region

ANNEX C: EVALUATION CRITERIA

ADMINISTRATIVE COMPLIANCE GRID

	Mandatory requirements (Eligibility criteria)	*C/NC*
	Documents that must be submitted with the Proposal are: • Company Profile • Certificate of Registration Incorporation • Valid Business Licence / Trading Licence • Tax identification references/ Numbers • Valid Tax Compliance Certificate • Consortium agreement and authorisation letter (Only if relevant) • Duly Completed Application Submission Sheet	

TECHNICAL EVALUATION GRID

The evaluation criteria is based on experience, capacity, technical and quality requirements as per **Form 1 – Form 5.**