



KENYA COAST NATIONAL POLYTECHNIC

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2023/2024 -2025/ 2026

Tender No: KCNP/T/REG/2023/2024 -2025/ 2026

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUP PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KENYA COAST NATIONAL POLYTECHNIC

TEL NO: 0710389727/0712725554

P.O. BOX 81200-80100 Mombasa, Kenya

KISAUNI ROAD

EMAIL: procurement@kenyacoastpoly.ac.ke

WEBSITE: www.kenyacoastpoly.ac.ke

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INVITATION FOR REGISTRATION

Tender No: **KCNP/T/REG/2023-2024 -2025/ 2026**

Tender name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023/2024-2025/2026

Kenya Coast National Polytechnic invites applications for the registration from interested and qualified suppliers, contractors and consultants in the following categories for the financial years 2023/2024-2025/2026.

LIST OF CATEGORIES

CATEGORY A(GOODS)	ITEM DESCRIPTION/CATEGORY NAME	ELIGIBILITY
KCNP/T/01A/FA/2023-2024	Supply and delivery of fruits and vegetables.	Open
KCNP/T/02A/FA/2023-2024	Supply and delivery of dairy, fish and meat products e.g., yoghurt, milk, eggs, meat products etc.	Open
KCNP/T/03A/FA/2023-2024	Supply and delivery of food and beverages e.g., bread, yoghurt, juice etc.	Open
KCNP/T/04A/FA/2023-2024	Supply and delivery of dry goods e.g. beans, flour, maize, rice etc.	Open
KCNP/T/05A/FA/2023-2024	Supply and delivery of general office stationery.	Open
KCNP/T/06A/ FA/2023-2024	Supply and delivery of library textbooks and equipment.	Open
KCNP /T/07A/ FA/2023-2024	Supply and delivery of soft furnishing materials e.g. curtains.	Open
KCNP/T/08A/ FA/2023-2024	Supply and delivery of electrical and electronic accessories, appliances and equipment.	Open
KCNP/T/09A/ FA/2023-2024	Supply and delivery of mechanical & welding engineering materials.	Open
KCNP /T/I0A/ FA/2023-2024	Supply and delivery of general building materials, hardware and fittings items.	Open
KCNP /T/IIA/ FA/2023-2024	Supply and delivery of cleaning materials, detergents and disinfectants	Special group
KCNP/T/I2A/ FA/2023-2024	Supply and delivery of human drugs and medicines	Open
KCNP/T/I3A/ FA/2023-2024	Supply and delivery of laboratory chemicals and equipment.	Open
KCNP/T/I4A/ FA/2023-2024	Supply and delivery of clothing and textiles materials.	Open
KCNP/T/I5A/ FA/2023-2024	Supply and delivery of sports equipment and uniforms.	Open

KCNP/T/16A/ FA/2023-2024	Supply and delivery of staff and student's promotional t-shirts.	Open
KCNP /T/18A/ FA/2023-2024	Supply of bottled Drinking water	Open
KCNP /T/19A/ FA/2023-2024	Supply and delivery of bulk L.P.G, welding and cooking gas	Open
KCNP/T /20A/ FA/2023-2024	Supply and delivery of kitchen ware	Open
KCNP/T/21A/ FA/2023-2024	Supply and delivery of motor vehicle auto spare parts and accessories	Open
KCNP /T/22A/ FA/2023-2024	Supply and delivery of motor vehicle tyres, tubes and batteries	Special group
KCNP /T/23A/FA/2023-2024	Supply and delivery of petrol, diesel and lubricants	Open
KCNP/T/24A/FA/2023-2024	Supply and delivery of auto body sprays painting materials, cushions, upholstery material and accessories	Open
KCNP /T/25A/ FA/2023-2024	Supply and delivery of Toners and cartridges and other ICT Materials	Special group
KCNP /T/26A/ FA/2023-2024	Supply and delivery of fabrics, soft furnishing materials and clothing materials and accessories	Open
KCNP /T/27A/ FA/2023-2024	Supply and delivery of cosmetology items and accessories	Open
KCNP/T/CCT/01/2023-2024	Supply& installation of CCTV cameras	Open
CATEGORY B:	PROVISION OF SERVICES	
KCNP/T /01B/ FA/2023-2024	Provision of air ticketing services.	Open
KCNP /T/26B/ FA/2023-2024	Provision of repair and maintenance of cooling systems e.g. AC ,refrigerator, chiller	Special group
KCNP /T/27B/ FA/2023-2024	Provision of repairs and maintenance services of office equipment and machines	Open
KCNP /T/28B/ FA/2023-2024	Provision of phone extensions and installations	Open
KCNP /T/29B/ FA/2023-2024	Provision of repair and maintenance services for kitchen equipment e.g. cookers	Open
KCNP /T/31B/ FA/2023-2024	Provision of small construction works and repairs.	Open
KCNP /T/32B/ FA/2023-2024	Provision of repair and maintenance of solar lights	Open
KCNP /T/33B/ FA/2023-2024	Provision of repair and maintenance services of sewing machines and related equipment.	Open
KCNP/T /34B/ FA/2023-2024	Provision, repair and maintenance services of firefighting equipment.	Open

KCNP /T/35B/FA/2023-2024	Provision of vehicle servicing& repair	Open
KCNP /T/36B/ FA/2023-2024	Provision of General Printing services ,design and promotional materials such as t-shirts, banners etc	Open
KCNP /T/37B/ FA/2023-2024	Provision of sewerage services(Cleaning of septic tanks)	Open
KCNP /T/38B/ FA/2023-2024	Provision of laundry services	Open
KCNP/T/39B/FA/2023-2024	Provision of team building services	Open
KCNP/T/40B/FA/2023-2024	Provision of Asset Valuation services	Open
KCNP/T/41B/FA/2023-2024	Provision of student accommodation services	Open
KCNP/T/42B/FA/2023-2024	Provision of tents, chairs, décor, and other event services	Open
KCNP/T/43B/FA/2023-2024	Provision of CCTV maintenance services	Open
KCNP/T/44B/FA/2023-2024	Provision of legal services	Open

REQUIREMENTS

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

- 1. Certificate of Registration/Incorporation**
- 2. Valid Tax Compliance Certificate**
- 3. Copy of Current Trade License**
- 4. Attach CR 12/CR 13 Directorship of the company**
- 5. Valid AGPO Certificate where applicable**
- 6. For minor works repairs Firms MUST be registered by NCA**
- 7. For provision of Ticketing Services prospective service providers MUST be registered with KCAA/IATA**
- 8. Duly Completed Confidential Business Questionnaire**
- 9. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)**

Completed registration documents in a plain sealed envelope, clearly marked

“REGISTRATION OF SUPPLIERS FOR 2023/2024 - 2025/2026” bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the Tender Box at the **KENYA COAST NATIONAL POLYTECHNIC PROCUREMENT OFFICE** or sent by registered post to:

**The Chief Principal,
Kenya Coast National Polytechnic,
P.O BOX 81220-80100
MOMBASA**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1 Kenya Coast National Polytechnic would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Polytechnic to perform the contract of provision of goods, services and works to the Polytechnic.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

2.2.2 The original registration document shall be typed or written in indelible and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **Friday 17th MARCH 2023 at 10:00 hours**. Applications received after the closing date and time shall not be evaluated. However, this exercise shall be continuous throughout the period and such applications submitted after the closing date and shall be put to consideration during subsequent evaluations.

2.3.2 The Candidate shall seal the original registration document duly marking the envelope **ORIGINAL**. The envelope shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration

and the registration advertisement.

- (b) Bear the registration category, title and reference number of the registration document.

2.3.3 If the envelope is not sealed and marked as instructed above, the Polytechnic will assume no responsibility for the misplacement or premature opening of the registration document. If the envelope discloses the Candidates identity Kenya Coast National Polytechnic will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

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

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to the Polytechnic so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to Kenya Coast National Polytechnic, as the Polytechnic shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be

considered. All the documents that form part of the proposal must be written in English and in ink.

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2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year-or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and Kenya Coast National Polytechnic will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify Kenya Coast National Polytechnic in writing or by email

at the Polytechnic email address indicated in the registration data.

2.7.2 The Polytechnic will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the Polytechnic response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, the Polytechnic may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Polytechnic.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, Kenya Coast National Polytechnic may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by the Polytechnic at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Polytechnic may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Polytechnic and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process

until approval to the successful applicant has been announced. Any effort by an applicant to influence the Polytechnics processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the Institute

2.11.1 To assist in the examination, evaluation, and comparison of applications, the Polytechnic may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Polytechnic on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Polytechnic, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence the Polytechnic in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, Polytechnic will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the Polytechnic may require to determine responsiveness pursuant to Sub-Clause 2.15

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the Polytechnic's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected by the Polytechnic and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The Polytechnic, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub- clause 2.15 will be notified by the Polytechnic within Sixty (60) days from the date of opening of registration documents.

2.13.2 At the same time KCNP notifies qualified Applicants that their applications are responsive, the Polytechnic shall notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The Polytechnic will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.15 KCNPs Right to accept any Application and to reject any or all Applications

2.15.1 kcnp reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by KCNP, the Polytechnic will notify successful applicants through a list to be uploaded on KCNP website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3	Copy of valid and current Trade License	Mandatory
4	Copy of CR12/CR13 Directorship of the company	Mandatory
5	Copy of valid AGPO Certificate where applicable	Mandatory
6.	For works Firms MUST be registered by NCA	Mandatory
7.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA/IATA, IRA, LSK, Pharmacy and Poisons Board certificate/license	Mandatory
8	Current practicing certificates for professionals where applicable	Mandatory
9.	Duly completed Self-declaration forms as per the attached format SD1 and SD2	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

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

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

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration (Name of Company/Firm)

as suppliers of (Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

Indicate terms of trade/ sale /Payment..... (20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part 1- General:

Business Name.....
Plot No.....
Location of Business Premises.....
Street/Road.....
Email address.....
Postal Address..... Tel No.....
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time: Ksh.....
Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....
Nationality.....Country of Origin.....
Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....

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

(40 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

i) Name of Client (organization) ii)

Address of Client (organization)

iii) Name of Contact Person at the Client (organization)
.....

iv) Telephone No. of Client
.....

v) Duration of Contract (date)
.....

vi) Signature and Stamp of
Organization.....

2. Name of 2nd Client (organization)

i) Name of Client (organization) ii)

Address of Client (organization)

iii) Name of Contact Person at the Client (organization)
.....

iv) Telephone No. of Client
.....

v) Duration of Contract (date)
.....

vi) Signature and Stamp of
Organization.....

3. Name of 3rd Client (organization)

i) Name of Client (organization) ii)

Address of Client (organization)

iii) Name of Contact Person at the Client (organization)
.....

iv) Telephone No. of Client

.....

v) Duration of Contract (date)

.....

vi) Signature and Stamp of
Organization.....

(30 points)

FORM RQ-4

- LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

SELF DECLARATION FORMS

(R.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, of Post Office Box being a resident of in the Republic ofdo hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of(insert name of the Company) who is a Bidder in respect of Tender No. for (insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
.....
(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of

..... (insert name of the Company) who is a Bidder in respect of Tender No.
..... for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

- 2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.
- 3. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of
(name of the Procuring entity).
- 4. THAT the aforesaid Bidder, will not engage/has not engaged in any corruptive practice with other bidders participating in the subject tender.
- 5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)
Bidder's Official Stamp

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....

.....

Date.....

.....

Signature &

Stamp.....

.....

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