



MINISTRY OF HEALTH
PHARMACY AND POISONS BOARD

REGISTRATION AND PREQUALIFICATION OF SUPPLIERS OF GOODS, SERVICE PROVIDERS AND CONSULTANTS FOR THE FINANCIAL YEARS 2019-2021

TENDER NO. PPB/PROC/REG/001/2018-2019

DATE OF ISSUE: - **THURSDAY NOVEMBER 8, 2018**

CLOSING DATE: - **THURSDAY NOVEMBER 22, 2018, 10.00AM**

**HEAD OF PROCUREMENT,
PHARMACY AND POISONS BOARD,
P.O. BOX 27663-00506,
NAIROBI.**

**CEO/REGISTRAR,
PHARMACY AND POISONS BOARD,
P.O. BOX 27663-00506,
NAIROBI.**

TENDER NOTICE

REGISTRATION AND PREQUALIFICATION OF SUPPLIERS OF GOODS, SERVICE PROVIDERS FOR THE FINANCIAL YEAR 2019-2021

The Pharmacy and Poisons Board (PPB) invites applications from interested, Eligible, Capable individuals and Firms for Registration and Prequalification as Suppliers of goods and service providers in the following categories:

CATEGORY A: SUPPLY OF GOODS

REGISTRATION CODE	ITEM DESCRIPTION	SPECIFIC REQUIREMENTS	TARGET GROUP
PPB/PROC/REG/A/001/19-21	Supply, Installation and maintenance of Computers, Servers, Printers and Computer Accessories, CCTV, Door Access System and other office Equipment		Citizen Contractors
PPB/PROC/REG/A/002/19-21	Supply and Installation of Network Equipment & Structured Cabling (LAN, WAN etc.)		Citizen Contractors
PPB/PROC/REG/A/003/19-21	Provision of Website Hosting, Internet and Cloud Services		Citizen Contractors
PPB/PROC/REG/A/004/19-21	Supply of Computer Software & Licenses		Citizen Contractors
PPB/PROC/REG/A/005/19-21	Supply of Telephone/Telecommunication Equipment		Citizen Contractors
PPB/PROC/REG/A/006/19-21	Supply of Furniture, Furnishings, Fittings and Equipment		Citizen Contractors
PPB/PROC/REG/A/007/19-21	Supply of Newspapers, Periodicals, Journals, Legal materials		Youth, Women and Persons With Disability
PPB/PROC/REG/A/008/19-21	Supply of Airtime		Youth, Women and Persons With Disability
PPB/PROC/REG/A/008/19-21	Supply of general office stationery and computer consumables		Youth, Women and Persons With Disability
PPB/PROC/REG/A/009/19-21	Supply and printing of office stationery and reports		Youth, Women and Persons With Disability
PPB/PROC/REG/A/010/19-21	Supply of General Printing Services		Citizen Contractors
PPB/PROC/REG/A/011/19-21	Design and printing of branded promotional materials		Youth, Women and Persons With Disability
PPB/PROC/REG/A/012/19-21	Supply of Non-Pharmaceuticals		Youth, Women and Persons With Disability
PPB/PROC/REG/A/013/19-21	Supply of Staff Uniforms and Protective/Safety Clothing/Gear and Footwear		Citizen Contractors
PPB/PROC/REG/A/014/19-21	Supply of Fuel and Lubricants		Citizen Contractors
PPB/PROC/REG/A/015/19-21	Supply of Tyres, Tubes, Batteries and Accessories		Citizen Contractors
PPB/PROC/REG/A/016/19-21	Supply of Fire Safety/Fighting Equipment		Citizen Contractors
PPB/PROC/REG/A/017/19-21	Supply of Laboratory Reagents, Standards, Glassware, Consumables etc.		Citizen Contractors
PPB/PROC/REG/A/018/19-21	Supply, Delivery, Installation and commissioning of Laboratory Equipment		Citizen Contractors

CATEGORY B: PROVISION OF SERVICES			
REGISTRATION CODE	ITEM DESCRIPTION	SPECIFIC REQUIREMENTS	TARGET GROUP
PPB/PROC/REG/B/001/19-21	Repair and Maintenance of Computers, Servers, Printers and Computer Accessories, CCTV, Door Access System and other office Equipment		Citizen Contractors
PPB/PROC/REG/B/002/19-21	Repair, Maintenance and Transfer of PABX, Telephone lines, Switchboard, Fax Machines and other Telecommunication Equipment		Citizen Contractors
PPB/PROC/REG/B/003/19-21	Provision of Services for Installation and Maintenance of Data Centre Equipment		Citizen Contractors
PPB/PROC/REG/B/004/19-21	Repair and maintenance of Generators and Water Pumps		Citizen Contractors
PPB/PROC/REG/B/005/19-21	Repair and maintenance of Air Conditioners		Citizen Contractors
PPB/PROC/REG/B/006/19-21	Repair and maintenance of Elevators/Lifts		Citizen Contractors
PPB/PROC/REG/B/007/19-21	Repair and Maintenance of Plant, Cold Rooms, Laboratory Equipment and other Medical Equipment		Citizen Contractors
PPB/PROC/REG/B/008/19-21	Repair and maintenance of Fire safety/fighting equipment		Citizen Contractors
PPB/PROC/REG/B/009/19-21	Repair and maintenance of office Furniture, Furnishings, Fittings and Equipment		Youth, Women and Persons With Disability
PPB/PROC/REG/B/010/19-21	Provision of Office Cleaning Services		Youth, Women and Persons With Disability
PPB/PROC/REG/B/011/19-21	Provision of Fumigation and Pest Control services	Registration with Pest Control Products Board	Youth, Women and Persons With Disability
PPB/PROC/REG/B/012/19-21	Repair and Maintenance of Motor Vehicles	Valid registration with Chief Engineer Mechanical- Ministry of Transport and Infrastructure (Private Garage inspection certificate)/ Dealers only	Citizen Contractors
PPB/PROC/REG/B/013/19-21	Provision of General Insurance, Motor Vehicles, Property & Other Assets		Citizen Contractors
PPB/PROC/REG/B/014/19-21	Provision of Medical Insurance Cover	Underwriters	Citizen Contractors
PPB/PROC/REG/B/015/19-21	Provision of Fleet Management and maintenance services		Citizen Contractors

PPB/PROC/REG/B/016/19-21	Provision of Collection and Disposal of General Waste		Youth, Women and Persons With Disability
PPB/PROC/REG/B/017/19-21	Provision of Incineration Services	Valid National Environment Management Authority Certificate (NEMA)	Citizen Contractors
PPB/PROC/REG/B/018/19-21	Provision of Sample/Drug analysis	Valid registration with relevant bodies	Citizen Contractors
PPB/PROC/REG/B/019/19-21	Provision of Asset Management Catalogues, Asset Engraving, Tagging, GOK Identification and Marking Services		Youth, Women and Persons With Disability
PPB/PROC/REG/B/020/19-21	Provision of Air Travel Ticketing Services	Valid registration certificate from IATA	Citizen Contractors
PPB/PROC/REG/B/021/19-21	Provision of Transport – Taxi & Car Hire Services		Citizen Contractors
PPB/PROC/REG/B/022/19-21	Provision of Car Wash Services		Youth, Women and Persons With Disability
PPB/PROC/REG/B/023/19-21	Design and Refurbishment of Trade Fair stands		Citizen Contractors
PPB/PROC/REG/B/024/19-21	Provision of Catering Services	Food hygiene certificate, Public Health certificate for personnel	Citizen Contractors
PPB/PROC/REG/B/025/19-21	Provision of Security Guard Services		Citizen Contractors
PPB/PROC/REG/B/026/19-21	Provision of Courier and Postage Services		Citizen Contractors
PPB/PROC/REG/B/027/19-21	Provision of Photocopying and Binding Services		Youth, Women and Persons With Disability
PPB/PROC/REG/B/028/19-21	Provision of Clearing and Forwarding Services	KRA Licensed Customs Agents/Current Membership of Kenya International Freight and Warehousing Association (KIFWA)	Citizen Contractors
CATEGORY C: WORKS			
REGISTRATION CODE	ITEM DESCRIPTION	SPECIFIC REQUIREMENTS	TARGET GROUP
PPB/PROC/REG/C/001/19-21	Provision of small building works e.g. Renovations, Partitioning, Painting, Masonry works, Plumbing, Electrical and related services	Valid registration certificate from National Construction Authority (NCA)	Citizen Contractors
CATEGORY D: PROVISION OF PROFESSIONAL/CONSULTANCY SERVICES			

REGISTRATION CODE	ITEM DESCRIPTION	SPECIFIC REQUIREMENTS	TARGET GROUP
PPB/PROC/REG/D/001/19-21	Provision of Research Consultancy Services		Citizen Contractors
PPB/PROC/REG/D/002/19-21	Provision of Public Relations and Media Management Services		Citizen Contractors
PPB/PROC/REG/D/003/19-21	Provision of Interior Design and Decorative Services – Events Management		Youth, Women and Persons With Disability
PPB/PROC/REG/D/004/19-21	Provision of Human Resource Consultancy	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/005/19-21	Provision of ICT training and Consultancy Services		Citizen Contractors
PPB/PROC/REG/D/006/19-21	Provision of Procurement Consultancy services	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/007/19-21	Provision of Fiscal Agency Services	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/008/19-21	Provision of Team Building Services/Training Services		Citizen Contractors
PPB/PROC/REG/D/009/19-21	Provision of Legal Services	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/010/19-21	Provision of Property and Land Managers/Agent	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/011/19-21	Provision of Valuation Services	Registration with professional body and valid practicing certificate	Citizen Contractors
PPB/PROC/REG/D/012/19-21	Provision of Auctioneering Services	Registration with professional body and valid practicing certificate	Citizen Contractors

CEO/REGISTRAR,
PHARMACY AND POISONS BOARD

TENDER NOTICE

TENDER NO. - PPB/PROC/REG/001/2018-2019: REGISTRATION AND PREQUALIFICATION OF SUPPLIERS OF GOODS, SERVICE PROVIDERS AND CONSULTANTS FOR THE FINANCIAL YEARS 2019-2021

Pharmacy and Poisons Board (PPB) invites sealed applications from interested, eligible and competent candidates for the purposes of registering and prequalifying suppliers of goods, service providers and consultants pursuant to sections 57, 71 and 93 of the Public Procurement and Asset Disposal Act, 2015. Registration and prequalification document may be viewed and downloaded from the Pharmacy and Poisons Board's Website: www.pharmacyboardkenya.org free of charge.

Interested eligible firms may obtain further information from Pharmacy and Poisons Board Procurement Office, PPB Old Building, Lenana Road.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the Tender Number, Category name and Registration code number deposited in the tender box at the PPB Old Building Reception, Ground Floor during working hours or be addressed to:-

**THE CEO/REGISTRAR,
PHARMACY AND POISONS BOARD,
P.O. BOX 27663-00506,
NAIROBI.**

So as to be received on or before **Thursday November 22, 2018 at 10.00 a.m.**

Applications for registration and prequalification will be opened immediately thereafter in the **Board room, PPB Old Building, 1st Floor, Lenana Road.**

Any canvassing or giving false information will lead to automatic disqualification.

CEO/REGISTRAR

SECTION I: INFORMATION TO APPLICANTS

1.0 INTRODUCTION/BACKGROUND INFORMATION

- 1.1 The Pharmacy and Poisons Board is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons. The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.
- 1.2 Suppliers of goods and Service providers are invited to apply to be registered/prequalified for various categories for supply of goods and provision of services and works in accordance to the Board's needs. The Board will register/prequalify and enlist suppliers and service providers from among those who will have submitted applications, in accordance with the tender requirements.
- 1.3 The Tender Document and the Applicants response thereof shall be the basis of supplier registration. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses. The registration/prequalification 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 prequalification document.
- 1.4 PPB does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- 1.6 The Applicants will meet all costs associated with preparation and submission of their applications.

- 1.7 It is PPB's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy PPB:
- a. Defines, for the purpose of this provision, the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of Anything of value to influence the action of an officer of the Board in the pre-qualification/registration process; and
 - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the registration/pre-qualification process to detriment of PPB, and includes collusive practices among Applicants (prior or after submission of the applicants) designed to establish prices at artificial, non-competitive levels and to deprive PPB of the benefits of free and open competition.
 - b. The Board will reject an application for registration/pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against Applicants;
 - c. The Board will have the right to examine financial records relating to the performance of such services to determine capability;
 - d. The Board will have the right to inspect business premises of the Applicant.
- 1.8 Applicants shall furnish information as described in the pre-qualification/registration document.

2.0 OBJECTIVE OF THE ASSIGNMENT

- 2.1 The main objective of registration/prequalification of suppliers/service providers is to maintain and update list of the Board's registered list of suppliers, contractors and consultants in the categories of goods, works or service according to its procurement needs.

3.0 CLARIFICATIONS

- 3.1 Applicants may request for clarification on the tender documents up to **five (5) days** before the submission date. Any request for clarification must be sent in writing by mail or hard copy to the CEO/Registrar, Pharmacy and Poisons

Board's address. PPB will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4.0 PREPARATION OF REGISTRATION/PRE-QUALIFICATION DOCUMENTS

- 4.1 Applicants are requested to submit an application written in English language.
- 4.2 Applicants are expected to examine the documents comprising this request for registration in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 4.3 Applicants are required to meet qualification criteria stipulated in **clause 7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fill these requirements will be registered/prequalified.
- 4.4 The registration documents shall not include any financial proposal information other than audited accounts for the last two (2) years for firms that have been in operation for more than two (2) years or Certified Management Accounts by a certified Accountant or last six months Certified Bank Statements for business that have been in operation for less than two years.
- 4.5 **Period of Validity**
The request for registration must remain valid for not less than 120 days from the date of submission and the list will be updated periodically as prescribed in the regulation and in accordance with Public Procurement and Asset Disposal Act 2015.
Pharmacy and Poisons Board will make the best effort to complete the evaluation and communicate within this period.

5.0 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 5.1 The original tender documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant.

- 5.2 The tender documents should be prepared and submitted in one original and one (1) copy in a plain sealed envelope clearly marked:

**TENDER NO: - PPB/PROC/REG/001/2018-2019 -
REGISTRATION AND PREQUALIFICATION OF SUPPLIERS
OF GOODS, SERVICE PROVIDERS AND CONSULTANTS
FOR THE FINANCIAL YEARS 2019-2021**

**DO NOT OPEN BEFORE THURSDAY, NOVEMBER 22,
2018 AT 10.00 AM**

Completed tender documents should be deposited in the tender box provided at the Pharmacy and poisons board's offices, Lenana Road, opposite/behind Department of Defense (DOD), Nairobi, Kenya or be addresses and posted to:

**THE CEO/REGISTRAR,
PHARMACY AND POISONS BOARD,
P.O. BOX 27663-00506,
NAIROBI, KENYA**

6.0 DEADLINE FOR SUBMISSION

The closing date and time for submission of the tender documents shall be **Thursday November 22, 2018 at 10.00 AM.**

6.1 Late Applications

Any tender document received after the deadline shall be rejected as late application and shall not be considered.

6.2 Opening of applications

- 6.2.1 A committee of officials from PPB shall open the applications immediately after the closing time for submission of the tender documents in the presence of applicants' representatives who choose to attend.

- 6.2.2 PPB will prepare a record of the tender opening minutes.

7.0 REGISTRATION/PREQUALIFICATION EVALUATION CRITERIA

7.1 Mandatory Requirements (MR)

MR	REQUIREMENTS	TARGET GROUP	SCORE
MR1	Copy of Business Registration Certificate /Incorporation	All	Compliant
MR2	Copy of Valid Tax Compliance Certificate	All	Compliant
MR3	Company Profile and Area of Specialization	All	Compliant
MR4	Duly filled signed Confidential Business Questionnaire	All	Compliant
MR5	Declaration Form	All	Compliant
MR6	Registration Submission Form	All	Compliant
MR7	Reference – List of Organizations served or supplied – Give period and name of contact person in each organization at least five (5) business reference sites	Citizen Contractors	Compliant
MR8	Provide Audited Financial Accounts for the last two (2) years or six (6) months Bank statements	Citizen Contractors	Compliant
MR9	Evidence of Physical Address and Premises (Attach copies of utility bills e.g. electricity/water or lease agreement/tittle deed). PPB may visit the premises to ascertain Physical Address.	All	Compliant
MR10	Relevant Licenses and Registration for Professional Services	All	Compliant
MR11	Copy of Current AGPO Group Certificate (Youth, Women, Youth and Persons With Disability)	Youth, Women and Persons With Disability	Compliant
MR12	Specific Requirements	Where applicable	Compliant

7.2 QUALIFICATION CRITERIA AND NOTE/DISCLAIMER

- 7.2.1 PPB will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- 7.2.2 Registration/Prequalification will be based on meeting the mandatory requirement and substantial responsiveness.
- 7.2.3 PPB does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 7.2.4 The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8.0 NOTIFICATION OF QUALIFIED APPLICANTS

8.1 Applicants whose applications are determined to be successful/responsive in accordance with **clause 7.2** will be notified by the Board within thirty (30) days from the date of opening of registration/prequalification documents. At the same time the Board notifies qualified Applicants that their applications are responsive, the Board shall notify the other Applicants whose applications are not responsive.

9.0 CONFIDENTIALITY

9.1 Information relating to evaluation and recommendations concerning the tender shall not be disclosed to the applicants until the specific firms have been advised accordingly.

10.0 FORMS

10.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
 You are advised that it is a serious offence to give false information on this form:

<p>Part 1 – General: Business Name Location of Business Premises (a MUST). Plot No (a MUST)..... Street/Road Postal Address (a MUST)..... Tel No. (a MUST)..... Fax E mail (a MUST)..... Nature of Business,..... Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your Bankers Branch</p>																																		
<p>Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin • Citizenship details</p>																																		
<p>Part 2 (b) Partnership Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>						Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
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<p>Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares[%]</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>						Name	Nationality	Citizenship Details	Shares[%]	1.	2.	3.	4.	5.
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1.																														
2.																														
3.																														
4.																														
5.																														
<p>Date Signature of Candidate</p>																																		

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. **Note: (a MUST) is a requirement for every purpose of easy location and all communications.**

10.2 REFERENCES FORM

Submit details of organizations where you have undertaken similar services in the format given below:

S/No.		
1.	Name of Company	
	Name of Contact	
	Designation	
	Telephone Number	
	E-mail address	
2.	Name of Company	
	Name of Contact	
	Designation	
	Telephone Number	
	E-mail address	
3.	Name of Company	
	Name of Contact	
	Designation	
	Telephone Number	
	E-mail address	
4.	Name of Company	
	Name of Contact	
	Designation	
	Telephone Number	
	E-mail address	
5.	Name of Company	
	Name of Contact	
	Designation	
	Telephone Number	
	E-mail address	

Ensure you have provided reference letters for **at least five (5)** organizations, duly signed and stamped by relevant officer.

The reference letter **MUST** be on the Organization's letterheads.

10.3 FIRM'S REFERENCES FORM

Relevant Services Carried Out in the Last Three Years that Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by Your Firm/Entity (Profiles):
Name of Client:		Clients contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date: (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions		
Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name:

Name and Title of Signatory:

Tel. No. _____

10.4 REGISTRATION SUBMISSION FORM

**TO: THE CEO/REGISTRAR,
PHARMACY AND POISONS BOARD,
LENANA ROAD,
P.O. BOX 27663-00506,
NAIROBI.**

Dear Sir/Madam,

1. Having examined the registration/prequalification documents including addenda Nos. The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our registration/prequalification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be in the list of PPB Registered/Prequalified Service providers.
3. We understand you are not bound to accept any submission you may receive.

CATEGORY.....

REGISTRATION CODE NO.....

ITEM DESCRIPTION.....

Dated this _____ Day of _____ 20 _____

[Signature]

(In the capacity of)

Duly authorized to sign on behalf of _____

Tel. _____

E-Mail _____ **(a MUST)**

10.5 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Pharmacy and Poisons Board, to seek any other references concerning My/Our Company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc.

Signed

.....

For and behalf of

.....

In the capacity of

.....

Dated this.....Day of.....2018

Company's Rubber Stamp

.....