



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND
TECHNOLOGY
(MMUST)**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES
AND WORKS FOR THE FINANCIAL YEAR 2022-2024**

COMPANY NAME:.....

CATEGORY NO:.....

CATEGORY DESCRIPTION:.....

IF SPECIAL GROUP PLEASE INDICATE BELOW :(√)

WOMEN

☐

YOUTH

☐

PERSONS WITH DISABILITIES

☐

CLOSING DATE

**TUESDAY, 7TH JUNE 2022 AT 10:00 AM. OPENING WIL BE
CONDUCTED AT THE MAIN CAMPUS, MPH AT 10.00 A.M.**

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REGISTRATION INSTRUCTIONS

1.1 Introduction

Masinde Muliro University of Science and Technology invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the financial year 2022-2024

Category A. Registration of Suppliers of Goods				
S/N	Category Number	Category Description	Condition	Target Group
1	MMUST/01/2022-2024	Supply and Delivery of Beef, Mutton and Allied Products	Valid Letter from Public Health	Open
2	MMUST/02/2022-2024	Supply and Delivery of Perishable food stuff (Vegetable, Fruits, Potatoes etc)	Certificate of AGPO (Valid)	Women
3	MMUST/03/2022-2024	Supply and Delivery of Dry Groceries(Rice, Maize Flour, Wheat Flour, Sugar, Salt Tea Leaves etc)	Certificate of AGPO (Valid)	Women
4	MMUST/04/2022-2024	Supply and Delivery of Building/Hardware Materials		Open
5	MMUST/05/2022-2024	Supply and Delivery of Firewood and Charcoal		Open
6	MMUST/06/2022-2024	Supply and Delivery of Poultry and Allied Products	Certificate of AGPO (Valid)	Women
7	MMUST/07/2022-2024	Supply and Delivery of General Stationary		Open
8	MMUST/08/2022-2024	Supply and Delivery of Tonners and Cartridges	Manufacturer/dealer authorization letter (Valid)	Open
9	MMUST/09/2022-2024	Supply And Delivery of Human Drugs, Surgical Equipment, Materials and Related Product	License from Pharmacy and Poisons Board (Valid)	Open
10	MMUST/10/2022-2024	Supply and Delivery of Cereals (Maize, Beans Green Grams etc)	Certificate of AGPO (Valid)	Youth
11	MMUST/11/2022-2024	Supply and Delivery of Electrical Fittings and Materials		Open
13	MMUST/13/2022-2024	Supply and Delivery of Cleaning Materials and Detergents	Registration with National Council of People Living with Disabilities (Valid)	People Living with Disabilities
14	MMUST/14/2022-2024	Supply and Delivery of Office and Student Furniture		Open
15	MMUST/15/2022-2024	Supply and Delivery of Sports Ware, Equipment and Related Materials		Open
16	MMUST/16/2022-2024	Supply, Delivery Fish & allied products	Certificate of AGPO (Valid)	Youth
17	MMUST/17/2022-2024	Supply, delivery and Servicing of Photocopiers, Laptops, Computers, Printers LCD Projectors Machines, Scanners and related Office Machines.	Manufacturer/dealer authorization letter (Valid)	Open
18	MMUST/18/2022-2024	Supply Delivery and Servicing of Medical Laboratory Equipment and Related Materials	At least one technician be licensed by Medical Lab Technologists Board (Valid)	Open

19	MMUST/19/2022-2024	Supply Delivery and Servicing of Teaching Laboratory Equipment, Reagents, glassware and Related Materials for Chemistry, Biology medical labs	Appointed Dealers or Agents	Open
20	MMUST/20/2022-2024	Supply, Delivery and Servicing of Engineering Labs Materials and Equipment for Engineering Labs	Appointed Dealers or Agents	Open
21	MMUST/21/2022-2024	Supply and Delivery of Branded Mineral Water		Open
22	MMUST/22/2022-2024	Supply and Delivery of Motor Vehicle Spare Parts.	Appointed Dealers or Agents	Open
23	MMUST/23/2022-2024	Supply and Delivery of Tyres and Tubes	Appointed Dealers or Agents	Open
24	MMUST/24/2022-2024	Supply and Delivery of Printed Promotional Materials (T. Shirts, Shirts, Umbrellas, Caps Brochures etc	Certificate of AGPO (Valid)	Youth
25	MMUST/25/2022-2024	Supply and Delivery of Kitchen Appliances and Cutleries.		Women
26	MMUST/26/2022-2024	Supply and Delivery of LPG Cooking Gas	Appointed Dealers or Agents	Open
Category B. Registration of Service Providers				
28	MMUST/28/2022-2024	Provision of Printing Services	Certificate of AGPO (Valid)	Youth
29	MMUST/29/2022-2024	Provision of Legal Services	Membership to LSK	Open
30	MMUST/30/2022-2024	Provision of Hotel Reservations and Conference Facilities		Open
31	MMUST/31/2022-2024	Provision of Calibration services to Lab equipment, Weighing scales and other machines.		Open
32	MMUST/32/2022-2024	Provision of Small Works	Certificate of AGPO (Valid)	Youth
33	MMUST/33/2022-2024	Hiring of Tents, Chairs, PA System, Tables, Flowers and Decorations for events.	Certificate of AGPO (Valid)	Women
34	MMUST/34/2022-2024	Provision of graphic design and Sign writing works e.g door labels, Signboards etc.	Registration with National Council of People Living with Disabilities	PLWD
35	MMUST/35/2022-2024	Provision of Motor Vehicle Repairs and Servicing.	Appointed Dealers or Agents	Open
36	MMUST/36/2022-2024	Provision of air ticketing and Travel Services	IATA License (Valid)	Open
37	MMUST/37/2022-2024	Servicing of Office Machines eg Computers, Printers, Photocopiers etc.		Open
38	MMUST/38/2022-2024	Servicing of Standby Generators	Appointed Dealers or Agents	Open
39	MMUST/39/2022-2024	Provision of Curtains and accessories	Certificate of AGPO (Valid)	Women
40	MMUST/40/2022-2024	Repair , Maintenance & Servicing of Cold rooms & Refrigerators		Open

41	MMUST/41/2022-2024	Provision of Health Services & Consultancy (NHIF accredited Hospitals and other Medical Specialities)	Valid Registration with Kenya Medical Practitioners and Dentists council	Open
42	MMUST/42/2022-2024	Provision of Spectacles, Lenses, and Glazing Services	Valid Registration with Certificate in glazing services.	Open

NB: PLWD refers to person living with Disability/ies

A detailed tender notice and a complete set of tender documents may be obtained by interested tenderers from the University website: www.mmust.ac.ke or PPIP portal: www.tenders.go.ke **free of charge**. Bidders are encouraged to download tender documents.

The tender closing date will be on **Tuesday, 7th June, 2022 at 10:00am**.

All interested bidders are required to continually check the University website: www.mmust.ac.ke for any tender addenda or clarifications that may arise before the submission date.

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant shall be sent to

**Vice Chancellor
Masinde Muliro University of Science and Technology- MMUST
P. O. Box 190-50100
Kakamega**

Or, dropped in the **Tender Box** outside the **Administration Block Building** at MMUST main campus in Kakamega and **not** any other place, box, office or campus, so as to reach the University not **later than Tuesday 7th June, 2022 at 10:00 am**. Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

All pages including any attachments should be **PAGINATED**

Any additional information, addendums or clarifications in respect to this tender will be available in our MMUST website www.mmust.ac.ke. All bidders are advised to regularly check the website during the bidding period.

The special Groups (Youth, women and Persons Living with Disabilities) must be registered with National Treasury/County Governments, and other relevant bodies. Attach copy of Valid AGPO certificate)

Special criteria will be used to evaluate categories reserved for the special/Target groups. Special/Target Groups may choose to apply for registration in categories open to the public. However, all applications for categories open to the public will be subjected to the same evaluation criteria.

1.2 Registration Objective

The main objective of this part, is to supply and deliver assorted items and also provide services under relevant tenders/Quotations to Masinde Muliro University of Science and Technology as and when required during the **period 2022- 2024**

1.3 Invitation of registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to the Masinde Muliro University of Science and Technology, so that they may be registered for submission of tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for registration, prospective supplier must submit all the information herein requested.

1.7 SECTION I – INVITATION TO TENDER

Date: 24th May, 2022

Masinde Muliro University of Science and Technology invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial year 2022-2024

- 1.1 A detailed tender notice and a complete set of tender documents may be obtained by interested tenderers from the University website: www.mmust.ac.ke or Public Procurement Information Portal (PIIP): www.tenders.go.ke free of charge.
- 1.3 All pages including any attachments should be **PAGINATED**
- 1.4 Any additional information, addendums or clarifications in respect to this tender will be available in our MMUST website www.mmust.ac.ke. All bidders are advised to regularly check the website during the bidding period.
- 1.5 Duly completed bid documents in plain sealed envelopes, clearly marked with category number and category name bearing no other mark, name or indication of the applicant shall be sent to

Vice Chancellor
Masinde Muliro University of Science and Technology- MMUST
P. O. Box 190-50100
Kakamega

Or, dropped in the **Tender Box** outside the **Administration Block Building** at MMUST main campus in Kakamega and **not** any other place, box, office or campus, so as to reach the University not **later than Tuesday 7th June, 2022 at 10:00 am**. Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend.
- 1.7 MMUST reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.
- 1.8 Late Tenders, incomplete Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted.

ACCOUNTING OFFICER

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the following email addresses info@mmust.ac.ke & procurementofficer@mmust.ac.ke

1.9 Additional Information

The University reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the company after **scoring more than 70 points** soon after the completion of the registration process

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.4 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer

2.5 Payments

All local purchase shall be on credit of a minimum of thirty (60) days or as it may be stipulated in the contract Agreement.

REGISTRATION DATA INSTRUCTIONS

3.1. Registration data Forms

The attached questionnaire forms R-1, R-2, R-3, R-4, R-5, R-6, R-7 & R-8 are to be completed by prospective supplier/contractors who wish to be registered for submission of tender for the **Specified tender lot**

3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

3.21 It is understood and agreed that the registration data on prospective bidders is to be used by the MMUST in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender lot** as described by the client.

3.22 Prospective bidders will not be considered qualified unless in the Judgment of the company they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/Services.

3.3 Essential Criteria for registration

3.3.1. (a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in Form R 3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form R 4. However, potential bidders should provide evidence of financial capability to execute contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form R-5 where applicable.

3.3.6 Newly Registered firms

Such firms may not have any experience or past performance documented. Marks for such criteria shall be awarded in full if the personnel/staff shall be proven to have relevant compensating experience. No prove of LPO's /LSO's/invoices/Contracts shall therefore be required litigation history's marks shall also be awarded in full for such new firms.

3.3.7 Firms under preference and reservation regulations

Such entities shall be required to have been registered with the Ministry of Finance and submit the certificate to be exempted from the evaluation criteria and qualify

3.4 STATEMENT

Application must include a sworn statement Form R-6 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF REGISTRATION

Should a condition arise between the time firm is registration to bid and the bid opening date which in the opinion of the client/MMUST could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments. The MMUST reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 OUTLINED SUPPLY AND DELIVERY

Procedures

The registration applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form R-2

3.7 EVALUATION CRITERIA

Masinde Muliro University of Science and Technology will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA I – for valid AGPO Registered special groups (Youth, Women & PWD only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach Copy)	
A2	Personal Identification Number (PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	
A3	Certificate of Registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach Copy)	
A4	Current/valid Tax compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach Copy)	

NOTE: Firms owned by the same proprietor/Directors/Partners are not allowed to submit application for registration in the same category. If a proprietor/directors/partners submit more than one application per category, all their applications will be disqualified.

EVALUATION CRITERIA II- General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B3	Valid Tax compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (see business questionnaire)	YES/NO
B6	Fulfillment of special condition relevant to the category applied for (where applicable)	YES/NO
C.	GENERAL REQUIREMENTS	
C1.	Supplier Availability -Postal Address (2) -Contact Person (2) -Email Address (2) -Telephone/Mobile Number (2) -Website (2)	10
C 2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners/Sole proprietor	10
C 3.	Financial Stability Evidence of profit making in the attached 2 years audited reports	10
C4	Financial Capability – Audited accounts for the last 2 years	20
C5.	Experience: Indicate having undertaken similar assignment with at least 5 firms (Attach proof: copies of LPOs, Letter of Award, Completion Certificates, Contracts) @4 Marks	20
C6	Supply Capacity: Maximum Volume of Business handled in the last 2 years -2million and above (12) -1.5-2 Million (9) 1-1.5 Million (3)	12
C7	Credit Period: Indicate Credit Period willing to offer -90 days (12) -60 days (9) -30 days (6) -Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
TOTAL		100

3.8 Qualification Mark

The qualification mark is **70 points** and over

Bidders **must meet** all the **mandatory** requirements to qualify

NOTE: Firms owned by the same proprietor/Directors/Partners are not allowed to submit application for registration in the same category. If a proprietor/directors/partners submit more than one application per category, all their applications will be disqualified.

FORM R 1**REGISTRATION DOCUMENTATION****All firms must provide:**

- (a) Copies of Certificate of Registration
- (b) Copy of Personal Identification Number (PIN) Certificate
- (c) Valid Tax Compliance Certificate from Kenya Revenue Authority
- (d) Copies of Pin Certificates of Firm/Company/Individual

FORM R-2

REGISTRATION DATA

1. Legal name of firm.....
Post office address.....
Street and Address.....
City.....

Person to contact.....
2. Organization & Business Information.....
Management Personnel.....
Director.....
General Manager.....
Other.....
Partnership (if applicable).....
Names of Partners.....
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM R-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Professional Qualification.....

Length of service with contractor or supplier position held

.....

Supply or service experience

a) Name of Client/Customer.....

b) Character and nature of Contract.....

c) Contract value.....

d) Location of Contract.....

e) Period of Contract.....

f) Title and responsibility in Contract.....

.....

g) Other.....

Proposed Technical Personnel

a)

b)

c)

d)

e)

f)

g)

Proposed position in this project if contract is awarded.....

.....

Brief statement of supply and service delivery method the supplier plans to use to execute the contract.....

FORM R-4**FINANCIAL POSITION**

Attached a copy of firm's two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

FORM R-5**PAST EXPERIENCE****NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS****NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
 - 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) Value of contract.....
 - vi) Duration of contract (date).....
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) Value of contract.....
 - (vi) Duration of contract (Date).....
3. Name of 3rd Client (Organization)
 - i Name of client (Organization).....
 - ii Address of Client (Organization).....
 - iii Telephone No. of Client.....
 - iv Name of contact person at the client (Organization).....
 - ii Value of contract.....
 - iii Duration of contract (Date).....
4. Name of 3rd Client (Organization)
 - i Name of client (Organization).....
 - ii Address of Client (Organization).....
 - iii Telephone No. of Client.....
 - iv Name of contact person at the client (Organization).....
 - ii Value of contract.....
 - iii Duration of contract (Date).....
5. Name of 3rd Client (Organization)
 - i Name of client (Organization).....
 - ii Address of Client (Organization).....
 - iii Telephone No. of Client.....
 - iv Name of contact person at the client (Organization).....
 - ii Value of contract.....
 - iii Duration of contract (Date).....
6. Others.....

FORM R-6

SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered as a supplier we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicant's Name.....

Address.....

Tel. No.....

Represented by.....

Signature.....

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

FORM R-7

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) or 2 (c) whichever applies in 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.....

Location of Business premises.....

Plot No.....Street/Road.....

Postal Address.....Tel No.....Mobile No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time Ksh.....

Name of your bankers.....Branch.....

Functioning e-mail address(es).....

PART 2(A) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	citizenship Details	Shares
------	-------------	---------------------	--------

1.
----	-------	-------	-------

2.
----	-------	-------	-------

3.
----	-------	-------	-------

4.
----	-------	-------	-------

5.
----	-------	-------	-------

Part 2 (c) - Registered Company

Private or Public

State the nominal and issue capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

	Name Shares	Nationality	Citizenship Details
1.		
2.		
3.		
4.		
5.		

Date.....

Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth,
naturalization or Registration

FORM R – 8 TENDER QUESTIONNAIRE

Please fill in block of letters

1. Full names of tenderer

.....
.....

.....
.....

2. Full address of tenderer to which tender correspondence is to be sent(unless an agent has been appointed below)

.....
.....

3. Telephone numbers of tenderer

.....
.....

4. Fax number of tenderer

.....
.....

5. Name of tenderers representative to be contacted on matters of the tender during the tender period.

.....
.....

6. Details of tenderers nominated agent (if any) to receive tender notices. This is essential if tenderer does not have his registered address in Kenya (name, address, telephone and fax)

.....

.....

.....

Signature and stamp/seal of tenderer

LITIGATION HISTORY**Name of Contractor/Supplier**

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years 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

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
 - 2.
- Etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- Etc.

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
day of20.....

SIGNED
Board Secretary