



FINANCIAL  
SERVICES

# **SUPPLIERS AND SERVICE PROVIDERS REGISTRATION DOCUMENT 2023-2026**

**FOR**

**VARIOUS CATEGORIES**

**SUBMISSION DATE; 16<sup>TH</sup> DECEMBER 2022 NOT  
LATER THAN 11:00AM.**

To,  
The Group Managing Director  
CPF Financial Services Ltd  
Haile Selassie Avenue  
P. O. Box 28938, 00200 Nairobi  
Tel ; 2046901 – 05  
Mezzanine Floor  
Attn : Manager Procurement

**SECTION III- LETTER OF APPLICATION**

Date .....

TO:

**CPF Financial Services Ltd  
Haile Selassie Avenue  
P. O. Box 28938, 00200 Nairobi  
Tel ; 2046901 – 05**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following category under (registrations No. and name)

Registration number	Category name
1.	

2.Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3.Your Entity and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Entity and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding.

**FOR JOINT VENTURE**

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) signed so as to legally bind all partners, jointly and severally; and

(b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## **SECTION IV - STANDARD FORMS**

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3A	Details of contracts of similar nature and complexity	
4.	Summary sheet current contract commitments/works in progress	
5.	Personnel capabilities	
5A	Candidate summary	
6.	Equipment capability	
7.	Financial capability	

8. Litigation History
9. Request for Review

#### **SECTION IV - STANDARD FORMS**

##### **Notes on completion of Standard Forms**

- Application Form 1 - **General information**  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 2 - **Summary sheet. Contract commitments/work in progress**  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 3 - **Financial Capability**  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

Application Form 4 -

**Litigation History**

This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last TWO years or currently under execution. A separate sheet should be used for each member of a joint venture

Form RB1 -

**Request for Review**

This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

**APPLICATION FORM(1)**

**GENERAL INFORMATION**

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

<b>Nationality of Directors/ owners</b>		
Name		Nationality
1.		
2.		
3.		
4.		
5.		

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**APPLICATION FORM (2)**

**SUMMARY SHEET: PREVIOUS CONTRACTS/CURRENT CONTRACTS  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
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Name of contract and client contacts	Value of work in Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		



**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
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Banker	Name of banker
	Address of banker .....
	Telephone <span style="float:right">Contact name and title</span>
	Fax <span style="float:right">E mail</span>

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				




Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

No.		ITEM DESCRIPTION
<b>PROVISION OF WORKS &amp; ENGINEERING.</b>		
1.	CPF/REG/WE/001	MECHANICAL CONTRACTORS.
2.	CPF/REG/WE/002	BUILDING WORKS CONTRACTORS.
3.	CPF/REG/WE/003	WATER WORKS CONTRACTORS.
4.	CPF/REG/WE/004	ROAD WORKS CONTRACTORS.
5.	CPF/REG/WE/005	ELECTRICAL/ELECTRONICS WORKS CONTRACTORS.
6.	CPF/REG/WE/006	LAND SURVEY, ENGINEERING SURVEYS, GIS & MAPPING, PLANNING AND EIA
10.	CPF/REG/WE/007	PROVISION OF QUANTITY SURVEY SERVICES.
11.	CPF/REG/WE/008	PROVISION OF SOLAR PHOTOVOLTAIC SYSTEMS ENGINEERING AND CONSTRUCTION SERVICES.
12	CPF/REG/WE/009	BOREHOLE DRILLERS/MAINTENANCE
13	CPF/REG/WE/010	FIRE DETECTION ALARM AND SUPPRESSION SYSTEM
14	CPF/REG/WE/011	PROVISION OF MECHANICAL VENTILATION CONTRACTORS SERVICES
15	CPF/REG/WE/012	PROVISION OF LIFTS AND ESCALATORS REPAIR CONTRACTORS
<b>ENGINEERING CONSULTING SERVICES.</b>		
1	CPF/REG/CONS/001	STRUCTURAL CONSULTING ENGINEERS.
2	CPF/REG/CONS/002	FIRE SAFETY CONSULTANTS ENGINEERS
3	CPF/REG/CONS/003	SOLAR ENERGY CONSULTANTS
4	CPF/REG/CONS/004	SUPPLY, INSTALLATION AND MAINTENANCE OF PUMPS.
5	CPF/REG/CONS/005	PROVISION OF SOLAR ENERGY CONSULTING SERVICES
6	CPF/REG/CONS/006	PROVISION OF MECHANICAL CONSULTING ENGINEERS
7	CPF/REG/CONS/007	PROVISION OF PROPERTY VALUATION SERVICES
8	CPF/REG/CONS/008	PROVISION OF PLUMBING SERVICES
9	CPF/REG/CONS/009	PROVISION OF ARCHITECTURAL AND INTERIOR DESIGN SERVICES
10	CPF/REG/CONS/010	PROVISION OF INSTALLATION AND MAINTENANCE OF SOLAR STREET LIGHTS SERVICES
11	CPF/REG/CONS/011	LIFTS AND ESCALATORS CONSULTANTS
12	CPF/REG/CONS/012	PROVISION OF CARPENTRY AND WOODWORK SERVICES
<b>GENERAL CONSULTING SERVICES</b>		
1.	CPF/REG/GENCONS/001	PROVISION OF ENERGY AUDIT CONSULTANCY SERVICES
2.	CPF/REG/GENCONS/002	PROVISION OF TAX CONSULTANTS SERVICES.
3.	CPF/REG/GENCONS/003	PROVISION OF ICT SOLUTIONS CONSULTANCY SERVICES
4.	CPF/REG/GENCONS/004	PROVISION OF RESEARCH CONSULTANTS SERVICES.
5.	CPF/REG/GENCONS/005	PROVISION OF CORPORATE FINANCE CONSULTANTS SERVICES.

6.	CPF/REG/GENCONS/006	PROVISION OF CONSULTANCY SERVICES FOR BASELINE SURVEYS AND FEASIBILITY STUDIES GENERAL.
7.	CPF/REG/GENCONS/007	PROVISION OF TAX CONSULTANTS SERVICES.
8.	CPF/REG/GENCONS/008	PROVISION OF PROCUREMENT/BUSINESS DEVELOPMENT CONSULTANCY SERVICES
9.	CPF/REG/GENCONS/009	PROVISION OF ARCHIVING AND DISASTOR RECOVERY CONSULTANCY SERVICES
10	CPF/REG/GENCONS/010	PROVISION OF MONITORING AND EVALUATION CONSULTANCY
11	CPF/REG/GENCONS/011	PROVISION OF INVESTMENT FEASIBLTY STUDY SERVICES
12	CPF/REG/GENCONS/012	PROVISION OF INVESTMENT CONSULTANCY SERVICES
13	CPF/REG/GENCONS/013	PROVISION OF ENTERPRISE RISK MANAGEMENT AUDIT & REVIEW SERVICES
14	CPF/REG/GENCONS/014	PROVISION OF BUSINESS CONTINUITY MANAGEMENT AUDIT & REVIEW SERVICES
15	CPF/REG/GENCONS/015	PROVISION OF CUSTOMER SATISFACTION, EMPLOYEE ENGAGEMENT AND BRAND RELATED SURVEYS
16.	CPF/REG/GENCONS/016	PROVISION OF ARCHIVING CONSULTANCY SERVICES
17.	CPF/REG/GENCONS/017	PROVISION OF MONITORING AND EVALUATION CONSULTANCY
18	CPF/REG/GENCONS/018	PROVISION OF CYBER SECURITY CONSULTANCY SERVICES
19	CPF/REG/GENCONS/019	PROVISION OF FORENSIC FRAUD CONSLUTANCY SERVICES
<b>GENERAL SERVICES</b>		
1,	CPF/REG/GS/001	PROVISION OF CORPORATE BRANDING
3	CPF/REG/GS/002	PROVISION OF ASSETS TAGGING SERVICES.
4	CPF/REG/GS/003	PROVISION OF HOTEL ACCOMODATION& CONFERENCE SERVICES.
6	CPF/REG/GS/004	HEALTH, SAFETY & ENVIRONMENTAL IMPACT ASSESSMENT CONSULTANTS
7	CPF/REG/GS/005	PROVISION OF CLEANING SERVICES.
8	CPF/REG/GS/006	PROVISION OF GARBAGE COLLECTION SERVICES.
9	CPF/REG/GS/007	PROVISION OF GENERAL TRAINING AND COSULTING SERVICES
10	CPF/REG/GS/008	SUPPLY OF TELE / VIDEO CONFERENCING FACILITIES
11	CPF/REG/GS/009	PROVISION OF SECURITY SERVICES
13	CPF/REG/GS/010	PROVISION OF EXTERNAL AUDITING SERVICES
14	CPF/REG/GS/011	PROVIVSION OF AUCTION SERVICES.
15	CPF/REG/GS/012	PROVISION OF STAFF TRANSPORT AND TAXI SERVICES
16	CPF/REG/GS/013	PROVISION OF LOCAL AND INTERNATIONAL AIR TRAVEL SERVICES.
17	CPF/REG/GS/014	PROVISION OF DEBT COLLECTION SERVICES.
18	CPF/REG/GS/015	PROVISION OF COURIER SERVICES

19	CPF/REG/GS/016	PROVISION OF INSURANCE BROKERAGE SERVICES
20	CPF/REG/GS/017	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES
21	CPF/REG/GS/018	EXTERNAL LAWYERS
22	CPF/REG/GS/019	PROVISION OF ACTUARIAL SERVICES.
23	CPF/REG/GS/020	PROVISION OF PROJECT MANAGEMENT SERVICES
24	CPF/REG/GS/021	PROVISION OF CATERING SERVICES
25	CPF/REG/GS/022	PROVISION OF SWITCHBOARD AND TELEPHONE MAINTENANCE SERVICES
26	CPF/REG/GS/023	PROVISION OF SANITARY DISPOSAL SERVICES
27	CPF/REG/GS/024	PROVISION OF DOCUMENTARY SERVICES
28	CPF/REG/GS/025	PROVISION OF TEAM BUILDING SERVICES
29	CPF/REG/GS/026	PROVISION OF REPAIRS OF OFFICE FURNITURE, FURNISHINGS FITTINGS SERVICES
30	CPF/REG/GS/027	PROVISION OF FUND MANAGEMENT SERVICES
31	CPF/REG/GS/028	PROVISION OF FUND CUSTODIAL SERVICES
32	CPF/REG/GS/029	PRIVISION OF FUND PERFORMANCE EVALUATION SERVICES
33	CPF/REG/GS/030	PROVISION OF EXTERNAL AUDIT SERVICES
34	CPF/REG/GS/031	PROVISION OF EXTERNAL QUALITY ASSURANCE/PEER REVIEW FOR INTERNAL AUDITING DIVISION
35	CPF/REG/GS/032	PENTEST/CYBER SECURITY AND FORENSIC/FRAUD
36	CPF/REG/GS/033	STRUCTURED CABLING, MAINTENANCE & REPAIR SERVICES
37	CPF/REG/GS/034	PROVISION OF PROJECT MANAGEMENT/PRODUCT DEVELOPMENT SERVICES AND CONSULTANCY
38	CPF/REG/GS/035	PROVISION OF ICT DEVELOPERS
<b>SUPPLY AND DELIVERY OF GOODS</b>		
1.	CPF/REG/GENSUP/001	SUPPLY AND DELIVERY OF STATIONERY & GENERAL SUPPLIES.
2.	CPF/REG/GENSUP/002	SUPPLY OF PROMOTIONAL ITEMS AND SERVICES / EVENT ORGANIZERS.
3.	CPF/REG/GENSUP/003	SUPPLY OF SMOKE DETECTORS AND FIRE ALARM CONTRACTORS, INSTALLATION AND MAINTENANCE.
4.	CPF/REG/GENSUP/004	SUPPLY AND DELIVERY OF VARIOUS TONNERS AND CARTRIDGES
5.	CPF/REG/GENSUP/005	SUPPLY AND DELIVERY OF PHOTOCOPHER MACHINE ACCESSORIES AND MAINTENANCE SERVICES

6.	CPF/REG/GENSUP/006	SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, PRINTERS, LAPTOPS, IPADS, PRINTERS, SCANNERS, COMPUTER ACCESSORIES, SHREDDERS, STILL AND VIDEO CAMERAS
7.	CPF/REG/GENSUP/007	SUPPLY AND MAINTENANCE OF COMPUTER HARDWARE, SOFTWARE AND ACCESSORIES/ICT SOLUTIONS.
8.	CPF/REG/GENSUP/008	SUPPLY AND DELIVERY OF OFFICE FLOWERS AND DECORATIONS.
9.	CPF/REG/GENSUP/009	SUPPLY AND DELIVERY OF OFFICE FURNITURE, FURNISHING AND FITTING
10.	CPF/REG/GENSUP/010	SUPPLY AND DELIVERY OF SECURITY MONITORING EQUIPMENTS (CCTV & OTHER SECURITY EQUIPMENTS)
11.	CPF/REG/GENSUP/011	SUPPLY OF MOTORVEHICLES(NEW)REPAIRS,SERVICES AND MAINTENANCE OF MOTOR VEHICLE
12.	CPF/REG/GENSUP/012	SUPPLY, INSTALLATION & MAINTENANCE OF ELECTRICAL GENERATORS
13.	CPF/REG/GENSUP/013	SUPPLY OF CLEAN WATER (TRUCK LOADS)
14.	CPF/REG/GENSUP/014	SUPPLY & MAINTENANCE OF ICT NETWORKING EQUIPMENT: FIREWALLS, ROUTERS, SWITCHES, NETWORK STORAGE
15.	CPF/REG/GENSUP/015	SUPPLY & MAINTENANCE OF AIR CONDITIONING EQUIPMENT
16.	CPF/REG/GENSUP/016	SUPPLY AND DELIVERY OF SPORTS UNIFORM

### **SUPPLIER REGISTRATION CATEGORIES**

#### **NOTE**

1. Suppliers must submit separate documents for separate category enclosed in an envelope Clearly marked with the category description and number.
2. For contractors kindly attach the NCA certificate and Energy regulatory certificate.
3. Documents can be downloaded free of charge on [www.cpf.or.ke](http://www.cpf.or.ke).
4. Kindly specify the magnitude of work your company can handle at ago.
5. Successful bidders will be invited to bid on a need basis through request for quotation, restricted tender or any other appropriate procurement method.