



**STARTEAM CAFE BAKERY AND RESTAURANT**  
**TENDER NO: SCBR/REG/001/2025-2026**  
**REGISTRATION OF**  
**SUPPLIERS/CONTRACTORS/CONSULTANTS**  
**FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES**  
**AND CONSULTANCY FOR**  
**THE FINANCIAL YEARS 2025/2026/2027**

NAME OF THE FIRM

.....

....

CATEGORY NO

.....

....

ITEM DESCRIPTION

.....

....

TARGET GROUP

.....

....

If AGPO registered firm, please specify the category:

Youth \_\_\_\_\_

Women \_\_\_\_\_

PWD \_\_\_\_\_

**CLOSING DATE: 22<sup>nd</sup> OCTOBER, 2025 AT 5.00 P.M.**

## **REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES**

The Starteam cafe invites established local Kenya manufacturers of goods, farmers/producers, traders, services suppliers from small and medium enterprises for the registration "as goods and service providers on an as and when required "basis for the financial year **2025/2026 and 2026/2027**.

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
<b>CATEGORY SCR: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1)	<b>SCR 1</b>	Supply and Delivery of Takeaway food packaging containers.	Open to all
2)	<b>SCR 2</b>	Supply and Delivery of Charcoal.	Open to all
3)	<b>SCR 3</b>	Supply and Delivery of Fruits.	Open to all
4)	<b>SCR 4</b>	Supply and Delivery of Vegetables.	Open to all
5)	<b>SCR 5</b>	Supply of meat and Meat products Mutton Poultry Fish Beef	Open to all
6)	<b>SCR 6</b>	Supply and Delivery of Dairy products (Milk, Butter, Cheese).	Open to all
7)	<b>SCR 7</b>	Supply and Delivery of Dry foods (Rice , Cooking oil, Maize and Wheat flour, Sugar, Salt ,Spices.	Open to all
8)	<b>SCR 8</b>	Supply and Delivery of honey.	Open to all
9)	<b>SCR 9</b>	Supply and Delivery of Alcoholic beverages.	Open to all
10)	<b>SCR 10</b>	Supply and Delivery of Wines and Spirits.	Open to all
11)	<b>SCR 11</b>	Supply of Catering Cleaning Materials such as Oven Cleanser.	Open to all
12)	<b>SCR 12</b>	Supply and Delivery of Bar accessories (Cocktail shakers etc)	Open to all
13)	<b>SCR 13</b>	Supply and Delivery of Straws and Stirrers.	Open to all
14)	<b>SCR 14</b>	Supply and Delivery of Soft drinks.	Open to all
15)	<b>SCR 15</b>	Supply and Delivery Sanitary, Cleaning Materials and Detergents.	Open to all
16)	<b>SCR 16</b>	Supply and Delivery of Electrical Items and its related Accessories including provision of fittings.	Open to all
17)	<b>SCR 17</b>	Supply delivery and Installation of firefighting equipment's.	Open to all

**CATEGORY SCBR: PROVISION OF SERVICES/WORKS/CONSULTANCY**

18)	<b>SCBR 1</b>	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open to all
19)	<b>SCBR 2</b>	Provision of Charter Plane and Chopper Services.	Open to all
20)	<b>SCBR 3</b>	Provision of vehicle transport, Car Hire and Taxi Services (Please state your geographical locations all over Kenya)	Open to all
21)	<b>SCBR 4</b>	Provision of Branding services.	Open to all
22)	<b>SCBR 5</b>	Provision of Photography and Video Coverage Services	Open to all
23)	<b>SCBR 6</b>	Provision of Creative Design and Printing Services i.e., Brochures, Flyers, Banners, Flexes etc.	Open to all
24)	<b>SCBR 7</b>	Provision of Asset Marking/Tracking of Asset System	Open to all
25)	<b>SCBR 8</b>	Provision Events Management (Hire of Tents and Chairs, Draping and Decorations)	Open to all
26)	<b>SCBR 9</b>	Provision of Consultancy Services in the following key Areas (Please clearly specify the area of expertise): Management with more emphasis on change, Sales and Marketing risk Management.	Open to all
27)	<b>SCBR 10</b>	Provision of Repair and Maintenance of Plumbing and Services.	Open to all
28)	<b>SCBR 11</b>	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all
29)	<b>SCBR 12</b>	Provision of Legal Services -constitutional experts, sectoral laws and policy experts.	Open to all
30)	<b>SCBR 13</b>	Events Management (Hire of Tents and Chairs, Draping and Decorations)	Open to all
31)	<b>SCBR 14</b>	Provision of advertising and Marketing services.	Open to all
32)	<b>SCBR 15</b>	Auditing and Financial compliance services.	Open to all
33)	<b>SCBR 16</b>	Provision of Brand ambassadors Services.	Open to all
34)	<b>SCBR 17</b>	Provision of courier services.	Open to all
35)	<b>SCBR 18</b>	Provision of Legal and auditing Services.	Open to all
36)	<b>SCBR 19</b>	Provision of management Consultancy services: Human Resources, ICT, Audit, Legal, Tax Accountancy, Occupational Health and Safety Services e.t.c	Open to all
37)	<b>SCBR 20</b>	Provision of software Licenses, Operating systems, Utility software and database.	Open to all
38)	<b>SCBR</b>	Provision of maintenance services for firefighting equipment's.	Open to all

	23		
39)	<b>SCBR 24</b>	Provision of maintenance services for hardware and Software.	Open to all
40)	<b>SCBR 25</b>	Provision of Training and Team building services.	Open to all
41)	<b>SCBR 26</b>	Provision of technical professional services in graphic designs and illustrations covering key publications, books, magazines, programs including online and digital items/output that is critical and useful to effective performance of key technical arms and the Legislature.	Open to all

45)	<b>SCBR28</b>	Provision of Hotel Accommodation and Conference Facility Services (Please state your Geographical area in Kenya).  ❖ Hotels all over Kenya to apply and be considered based on provision of quality standards.	Open to all
42)	<b>SCBR27</b>	Provision of website design and comprehensive content management that includes digital content, and ensure effective usability and application across various media	Open to all

**CATEGORY SCBR: PROVISION OF SPECIALIZED SERVICES**

51)	<b>SCBR 1</b>	Provision of Staff Uniforms.	Open to all
52)	<b>SCBR 2</b>	Provision of Power backup solutions.	Open to all
53)	<b>SCBR 3</b>	Provision of Fumigation & Pest Control Services.	Open to all

**Youth women and the physically challenged are encouraged to tender.**

Eligible and interested applicants may access and download the pre-qualification documents for their preferred categories from the link: [www.starteamgrp.com/downloads/prequalification](http://www.starteamgrp.com/downloads/prequalification)

**Submission details:**

1. All completed registration documents must be submitted on or before 22nd October, 2025 at 5:00pm
2. Submissions should be physically as follows:

Weekdays 9:00a.m-11 a.m. and 3.00 p.m. - 5.00 p.m.

Weekends, Saturday from 9.00 a.m-3.00 p.m.

**Addressed to:**

**The Head of Procurement Starteam Cafe and Bakery**

**info@starteamgrp.com starteamltd@gmail.com**

**STARTEAM PROCUREMENT OFFICER**

## **1.0 REGISTRATION INFORMATION**

### **1.1 Introduction**

The StarTeam Cafe, Bakery and Restaurant invites all interested firms that fulfil the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

### **1.2 Registration of suppliers Objective**

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the StarTeam Cafe, Bakery and Restaurant.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the StarTeam Cafe, Bakery and Restaurant on 'as and when required' during the Financial Year 2025-2026 and 2026-2027. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the StarTeam Cafe, Bakery and Restaurant.

### **1.3 Registration Document**

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

### **1.4 Submission of Registration Documents**

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Starteam Procurement officer**

**Starteam Cafe, Bakery & Restaurant**  
**P.O. Box 23558-00100, Nairobi.**

Not later than **Wednesday, 22<sup>nd</sup> October, 2025 at 5.00 pm (Local time)**

**(NB: Should be one (1) separate document for each category)**

**Questions Arising from Documents**

Bidders who download the registration document must arrange to register with the Startem Café ,Baker and Restaurant their contact details at [www.starteamgrp.com/downloads/prequalification](http://www.starteamgrp.com/downloads/prequalification)

**(Not Applicable)** at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

A complete set of pre-qualification document may be obtained free of charge. A complete set of tender documents may be obtained at a cost of Kshs 1000/= per set payable at the cashier's at Starteam Cafe ,Bakery and Restaurant.

**1.5 Additional Information/inspection visit**

The Starteam Cafe, Bakery and Restaurant reserves the right to request for submission of additional information from prospective bidders. The Starteam Cafe, Bakery and Restaurant may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

## **2.0 REGISTRATION DATA INSTRUCTIONS**

### **1.1 Registration data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

**1.1.1** The 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.

### **1.2 Qualification**

**1.2.1** The registration data on prospective bidders is to be used by the Starteam Cafe, Bakery and Restaurant in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

**1.2.2** Prospective bidders will not be considered qualified unless in the judgment of Starteam Cafe, Bakery and Restaurant they have met the set criteria.

### **1.3 Essential Criteria for Registration**

The prospective bidder should fulfill all the mandatory requirements.

### **1.4 Category specific information**

#### **Category SCBR 1 -Provision of Travel and air ticketing agency services**

- ❖ IATA Registration Certificate for Air Travel Agents.
- ❖ The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

#### **Category SCBR 28-Provision of Hotel Accommodation and Conference Facility**

- ❖ The Hotels should state their geographical locations in Kenya. (Hotels all over Kenya to apply and be considered based on provision of quality standards)
- ❖ The Starteam Cafe, Bakery and Restaurant may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the Starteam Cafe, Bakery and Restaurant. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

#### **Category SCR 3-Provision of vehicle transport, car hire and taxi services**

- ❖ The firm should clearly state their geographical areas of operation all over Kenya.

**Note:**

For any engagement The StarTeam Cafe, Bakery and Restaurant shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

**Category SCBR 2-Provision of Charter plane and Chopper services**

- ❖ The certificate of Incorporation/registration should be of air ticket/air flight services.
- ❖ Should also provide three referrals where they offer similar services.

**Category SCBR 12- Provision of legal services**

- ❖ Be an advocate of the high court of Kenya having signed the roll of advocates.
- ❖ Hold a current practicing certificate.

**Category SCR – Registration for supply & delivery of goods**

- ❖ Valid Health certificate/food handling certificate.
- ❖ Fixed clean premises for suppliers of poultry products (attach ownership or lease agreements)
- ❖ Evidence of a delivery vehicles and or equipment/facilities preferably refrigerated.
- ❖ Category must attach NACADA License for alcoholic beverages.
- ❖ Category SCR9 and SCR10 must provide a valid Manufacturer's/Distribution Authorization Certificate or License.
- ❖ At the time of invitation, the firms will be issued with actual specifications for the items including category specific qualification requirements in the bid documents.
- ❖ The firms will be invited to quote competitively on rotational basis and engaged on monthly or quarterly basis depending on the needs of the StarTeam Cafe, Bakery and Restaurant.
- ❖ The StarTeam Cafe, Bakery and Restaurant will review from time to time the quality standards of the suppliers registered in these categories in order to ensure high

hygiene and quality standards are maintained at all times.

#### **Category SCR5-Supply of Meat and Meat Products (Poultry, Fish and Beef)**

- ❖ The firm must provide a valid Health Certificate/Food Handling Certificate.
- ❖ The firm must show evidence of a Fixed Clean Premise(s) (attach ownership or lease agreements).
- ❖ The firm must show evidence of a Delivery Vehicle(s) and or Equipment/ Facilities (preferably refrigerated).

#### **1.5 Withdrawal of registration**

Should a condition arise that 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 Starteam Cafe, Bakery and Restaurant reserves the right to reject the tender from such a bidder even though they were initially registered.

#### **1.6 After evaluation of the received applications the Starteam Cafe, Bakery and Restaurant will notify all applicants (both successful and unsuccessful) of the results of registration exercise.**

### **3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

#### **3.1 Invitation to Bid**

Registered and pre-qualified suppliers shall be invited to submit competitive quotations through email, official letters, or any other acceptable medium.

Starteam Cafe ,Bakery and Restaurant will ensure that all invited suppliers are evaluated fairly based on price, quality, reliability and delivery timeline. Failure to quote or respond within the specified time without adequate reason may lead disqualification from the supplier list.

#### **3.2 Contract Price**

- The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

#### **3.3 Delivery Period**

- The successful bidder should deliver/provide the goods, works or services within

the stipulated timelines. Failure to deliver within The StarTeam Cafe, Bakery and Restaurant stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the StarTeam Cafe, Bakery and Restaurant.

- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the StarTeam Cafe, Bakery and Restaurant, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

### **3.4 Inspection of the goods, services or works**

It is the supplier's duty to ensure the goods, services and works delivered meet the StarTeam Cafe, Bakery and Restaurant quality standards/specification requirements as outlined in the Request for Quotation/tender document. The StarTeam Cafe, Bakery and Restaurant shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

### **3.5 Payments**

- The StarTeam Cafe, Bakery and Restaurant shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of (10) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

### **3.5 Rights of the StarTeam Cafe**

The StarTeam Cafe, Bakery and Restaurant reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Startteam cafe, Bakery and Restaurant. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.

Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a

supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

### **3.6 Inspection of the goods, services or works**

It is the supplier's duty to ensure the goods, services and works delivered meet the StarTeam Cafe, Bakery and Restaurant quality standards/specification requirements as outlined in the Request for Quotation/tender document. The StarTeam Cafe, Bakery and Restaurant shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

### **3.7 Payments**

- The StarTeam Cafe, Bakery and Restaurant shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (5) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

### **3.6 Rights of the StarTeam Cafe, Bakery and Restaurant**

The StarTeam Cafe, Bakery and Restaurant reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Starteam Cafe, Bakery and Restaurant. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

## 4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

### MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	A valid Certificate of registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise	
6.	Duly filed registration data form PQ-1	
7.	Duly filed supervisory personnel form PQ-2	
8.	Duly filed confidential business questionnaire form PQ-3	
9.	Duly filed past experience form PQ-4	
10.	Duly filed sworn statement form PQ-5	
	<b>RESPONSIVENESS</b>	

#### Note:-

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when needs arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.

## FORM PQ-1 REGISTRATION DATA

### 1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm's Name) hereby apply for registration in the category ..... as supplier of (Item

Description / per category)

Post ..... Office .....  
Address ..... Town .....  
Name of building ..... Floor No ..... Room/Office  
No .....  
Telephone Number (working) ..... Email  
address .....  
Full names of the person  
applying .....  
.....

## **2. OWNERSHIP AND PERSONNEL**

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors: Position/Designation

a) .....  
.....  
b) .....  
.....  
c) .....  
..... Partnership (if applicable) Name of partners  
.....

## **3. ADDITIONAL INFORMATION**

a) Business founded or incorporated  
.....

b) Net worth equivalent  
Kshs.....

c) Bank reference and Address  
.....

d) Sister/Bonding Company reference and address (if applicable)  
.....  
.....

e) State any technological innovations or specific attributes which distinguish you from  
your competitors:  
.....

f) Indicate terms of trade / sale  
.....

## **FORM PQ-2 SUPERVISORY PERSONNEL**

Please indicate the firms' key personnel and their qualifications: -

Name of the personnel

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

Age.....

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

Professional Qualifications

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

Length of service with contractor or supplier position held

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

(Attach CV and copies of certificates of key personnel in the organization)

## **FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**(Must be filled by all applicants or Tenderers' who choose to participate in this tender)**

**Name of Applicant(S)**

.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

**You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 – General**

Business

Name.....

..... Certificate of Incorporation/Registration No  
..... Location of business  
premises:

Country ..... Physical address

Town..... Building.....

..... Floor..... Plot No.

Street / Road ..... Postal Address

Postal / Country Code..... Telephone  
No's.....

Fax No's. ..... E-mail address

Website

Contact Person (Full Names) ..... Direct / Mobile  
No's.....

Title Power of Attorney (Yes / No)

If yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.) .....

**(Applicable to Local Suppliers Only)**

Local Authority Trading License No ..... Expiry Date .....

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**US\$/Kshs**)

Was this successfully undertaken? **Yes / No** (If yes, attach reference)

Name (s) of your banker (s)

..... Branches

..... Tel No's

.....

**Part 2 (a) – Sole Proprietors**

Fullnames.....  
..... Nationality..... Country of  
Origin.....

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. .... .....			
2. .... .....			
3. .... .....			
4. .... .....			

**Part 2 (c) – Registered Company**

Private or public

.....  
Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs..... Issued

Kshs.....

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....			
2.....			
3.....			
4.....			

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Starteam Cafe, Bakery

and Restaurant and any other public or private institutions.

Full

Names

.....  
.....

Signature

.....  
.....

Dated this ..... day of 2023.  
In the capacity of

Duly authorized to sign Tender for and on behalf of

### **Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)): -

a) .....

b) .....

c) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

.....  
For and on behalf of M/s  
..... In the  
capacity of  
.....

Dated this ..... day of 2025

Suppliers' / Company's Official Rubber Stamp  
.....

### **Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

a) .....

.....

b) .....

.....

c) .....

.....

d) .....

.....

e) For and on behalf of M/s

.....

In the capacity of

.....

Dated this ..... day of 2025  
Suppliers' / Company's Official Rubber  
Stamp.....

**Part 2 (g) – Interest in the Firm:**

Are there any person/persons in the Starteam Cafe ,Bakery and Restaurant or Starteam group?  
Yes/No ..... (Delete as necessary) Institution .....

.....

.....

(Title)

(Signature)

(Date)

## **Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2 .....	.....	.....	.....
3.....	.....	.....	.....
Contact person (Full Names) .....			
E-mail address.....			
.....	Cell	phone	no
.....			
.....			

## **Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the StarTeam Cafe to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Fullnames.....

.....  
Signature.....  
.....

For and on behalf of M/s

.....  
In the capacity of

Dated this ..... day of 2025  
Suppliers' / Company's Official Rubber Stamp  
.....

## **FORM PQ-4 PAST EXPERIENCE**

### **NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS**

### **NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1 Name of 1<sup>st</sup> Client (Organization)

i. Name	of	Client	(organization)
.....			
ii. Address	of	Client	(organization)

.....

iii. Name of Contract Person at the client (organization) .....

iv. Telephone No. of client .....

v. Value of Contract

.....

vi. Duration of Contract (date)

.....

2. Name of 2<sup>nd</sup> Client (organization)

.....

i. Address of Client (organization)

.....

ii. Name of Contact Person at the client (organization) .....

iii. Telephone No. of Client

.....

iv. Value of Contract (date)

.....

v. Duration of Contract (date)

.....

3. Name of 3<sup>rd</sup> Client (organization)

.....

i. Address of Client (organization)

.....

ii. Name of Contact Person at the client (organization) .....

iii. Telephone No. of Client .....

iv. Value of Contract

.....

v. Duration of Contract (date)

.....

Others

.....

**Note; This form will be considered duly filled for one or more clients**

## **FORM PQ-5 SWORN STATEMENT**

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the StarTeam Cafe, Bakery and Restaurant.
- c. We shall notify the StarTeam Cafe, Bakery and Restaurant when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

.....  
Date

.....  
Stamp

.....End.....