



REGISTRATION OF SUPPLIERS

DATASHEET

FY-2024/25

Registration of Suppliers (2024 - 2025)

Nature of business applied for

Category No.

#	Category	Description	Eligibility	Submission deadline
1	KEMSA-REG-A-001-2024/2026	Supply of Office Furniture, fittings and equipment	AGPO	15 th May 2024
2	KEMSA-REG-A-002-2024/2026	Supply of ICT Equipment and Consumables (Printers, scanners, Laptops, computers & toners)	AGPO	15 th May 2024
3	KEMSA-REG-A-003-2024/2026	Supply of motor vehicle tyres, tubes and batteries	AGPO	15 th May 2024
4	KEMSA-REG-A-004-2024/2026	Supply of Staff Uniform and personal protective Equipment	AGPO	15 th May 2024
5	KEMSA-REG-A-005-2024/2026	Supply of office stationery	AGPO	15 th May 2024
6	KEMSA-REG-A-006-2024/2026	Supply of cleaning materials, detergents, toiletries and soaps.	AGPO	15 th May 2024
7	KEMSA-REG-A-007-2024/2026	Gift vouchers	AGPO	15 th May 2024
8	KEMSA-REG-A-008-2024/2026	Supply of fuels, oils and lubricants	Open	15 th May 2024
9	KEMSA-REG-A-009-2024/2026	Supply of general hardware and electricals	Open	15 th May 2024
10	KEMSA-REG-A-010-2024/2026	Supply of laboratory equipment, chemicals and glassware	Open	15 th May 2024
11	KEMSA-REG-A-011-2024/2026	Supply of PABX	Open	15 th May 2024

12	KEMSA-REG-A-012-2024/2026	Supply of marketing and promotional materials	AGPO	15 th May 2024
13	KEMSA-REG-A-013-2024/2026	Supply of Health Products (Pharmaceuticals)	Open	15 th May 2024
14	KEMSA-REG-A-014-2024/2026	Supply of Health Technologies (Laboratory Consumables)	Open	15 th May 2024
15	KEMSA-REG-A-015-2024/2026	Supply of Health Technologies (Non-Pharmaceuticals)	AGPO	15 th May 2024

REGISTRATION DATA SHEET

PLEASE COMPLETE THE INFORMATION BELOW, WHERE APPLICABLE:

1. Applicant's Information

a. Company Name.....

Postal Address:.....

Physical location :.....

b. Authorized representative information

Name: (full legal name)

Address:.....

Telephone.....

E-mail address.....

2. Requirements:

- i. Certificate of incorporation/ Registration certificate(Attach a copy of current CR12)

- ii. Valid Tax Compliance certificate
- iii. Valid AGPO certificate(Where applicable)
- iv. Valid trading license

v.

Supply of Health Technologies (Non-pharmaceuticals)

- Current, and valid manufacturing Certificate of Quality issued by an independent recognized body to the manufacturer of the product. The certificate must be item specific **(MANDATORY)**.
- Manufacturers Authorization must be on a manufacturer's letterhead and addressed to KEMSA that is both tender and item specific and signed by an authorized signatory (Applicable to bidders who are not manufacturers) **(MANDATORY)**.
- Provide a valid copy of Access to Government Procurement Opportunities (AGPO) certificate (If the firm is for special group category, fill section for AGPO certificate)

Supply of Health Products (Pharmaceuticals)

- Current and valid Good Manufacturing Practice (GMP) certificate issued by an independent body or Market Authorization issued by the Pharmacy and Poisons Board of Kenya **(MANDATORY)**.
- For products registered within the year, provide Product Registration certificate issued by the Pharmacy and Poisons Board of Kenya. For products registered in prior years, provide Product Registration certificate and Retention Certificate with QR codes issued by the Pharmacy and Poisons Board of Kenya **(MANDATORY)**. c) Current and valid Manufacturing License **(MANDATORY)**.
- Current and valid wholesale dealers license with QR codes issued by the Pharmacy and Poisons Board of Kenya- Applicable to local bidders **(MANDATORY)**.
- Current and valid Superintendent Pharmacist practicing license with QR codes issued by the Pharmacy and Poisons Board of Kenya - Applicable to local bidders **(MANDATORY)**.
- Manufacturers Authorization which must be on a manufacturer's letterhead and addressed to KEMSA that is both tender and item specific and signed by an authorized signatory (Applicable to bidders who are not manufacturers)

(MANDATORY).

- Products should be listed with Pharmacy and Poisons Board of Kenya**(MANDATORY)**
- Manufacturers Authorization which must be on a manufacturer’s letterhead and addressed to KEMSA that is both tender and item specific and signed by an authorized signatory (Applicable to bidders who are not manufacturers) **(MANDATORY).**

Supply of Health Technologies (Laboratory Consumables)

- Current, and valid manufacturing Certificate of Quality issued by an independent recognized body to the manufacturer of the product. The certificate must be item specific **(MANDATORY).**
- Manufacturers Authorization must be on a manufacturer’s letterhead and addressed to KEMSA that is both tender and item specific and signed by an authorized signatory (Applicable to bidders who are not manufacturers) **(MANDATORY).**

3. Company Ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity in Kenya or elsewhere?

Yes/No:.....

ii) If yes, give details?

iii) Indicate period of debarment and reason.....

For how long has your Company been involved in the nature of business applied for?

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Show proof E.g. Orders, Invoices, contract etc

1. Common ownership, influence on control

i) Does the firm have a common ownership with any director/key manager of KEMSA to the extent of a likelihood of a controlling influence?.....

4. Business Clientele

Please indicate at least three (3) clients' specific to your area of interest you previously dealt with, specifying

a)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof e.g. purchase orders (attach copy)

b)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof, e.g. purchase orders (attach copy)

c.

i. Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

vi. Documentary proof, e . g purchase orders (attach copy)

5. Financial data (Not applicable to AGPO category)

From your financial statements, extract the following information and complete the tables below.

Information from Balance sheet

	Year 1	Year 2
Total assets		
Total liabilities		
Current Assets		
Current liabilities		

Information from profit & loss account

	Year 1	Year 2
Total Revenue		
Profit before taxes		