



**KENYA URBAN ROADS AUTHORITY**

*Efficient and safe urban roads*

Barabara Plaza, Mazao Road - Off South Airport Road, JKIA

Tel: 254-020-8013844 / 254-717-105233

Email: info@kura.go.ke Web: www.kura.go.ke

P.O. Box 41727-00100, GPO, NAIROBI

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FORM**

REGION: .....

COMPANY/ BUSINESS NAME.....

CATEGORY NO: 1. ....

2. ....

*(A firm/Company shall be registered in a maximum of two categories.)*

CATEGORY DESCRIPTION.....

.....

.....

DATE SUBMITTED.....

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**NOTE:** You are required to fill and submit this form together with the following:

1. Certificate of Incorporation/ Certificate of Registration
2. Valid Tax Compliance Certificate
3. Business Permit
4. Certificate from National/ County Treasury ( Youth, Women and PWD) where applicable
5. Certificate from professional regulator e.g NCA, IATA, Health where applicable etc
6. Confidential Business Questionnaire
7. Declaration

**DECLARATION**

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement And Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

Applicant's Name / Company's Name

.....

Represented by:.....

Signature & Stamp .....  
(Full name and designation of the person signing and stamp or seal)

Date .....

.....

**For Official Use:**

Date Received.....

Receiving officer:

Name: .....

Designation: .....

Sign: .....

Received stamp .....

**Appendix 1:**  
**Confidential Business Questionnaire**



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**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<b><u>Part 1- General :</u></b>	
Business Name .....	
Location of business premises.....	
Plot No. ....	
Street/Road.....	
Postal Address.....	Tel. No.....
Nature of business.....	
Current Trade Licence No.....	Expiring date.....
Maximum value of business which you can handle at any one time:	
Kshs.....	
Name of our bankers.....	Branch .....

<b><u>Part 2 (a) – Sole Proprietor:</u></b>	
<input type="checkbox"/>	Your name in full.....Age.....
	Nationality.....Country of origin.....
	*Citizenship details.....

<input type="checkbox"/>	<p style="text-align: center;"><b><u>Part 2 (b) Partnership:</u></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><i>Name</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Nationality</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Citizenship Details</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....				
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<input type="checkbox"/>	<p style="text-align: center;"><b><u>Part 2 (c) – Registered Company:</u></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.....</p> <p style="padding-left: 20px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><i>Name</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Nationality</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Citizenship Details</i></th> <th style="text-align: center; border-bottom: 1px solid black;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> <p><b><i>*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.</i></b></p>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																						

***Part 3 – References***

Give details of substantial reference sites of similar assignment

Client Name and Address	Project Type	Project Cost(Ksh s)	Project Duration	Contact Person

***NB: Attach supporting documents where necessary***

Date .....

Signature and Official Stamp of Candidate.....

**Appendix 2:**  
**List of categories for registration**

**LIST OF CATEGORIES FOR REGISTRATION****Category A: Provision of Goods**

<b>Category No.</b>	<b>Category Description</b>
KURA/REG/G/1	Supply of Office Furniture and office Equipment
KURA/REG/G/2	Supply of Computer Hardware and Allied Accessories
KURA/REG/G/3	Supply of General Office Stationery and Computer Stationery
KURA/REG/G/4	Supply of Newspapers and Periodicals
KURA/REG/G/5	Supply of Tyres and Tubes
KURA/REG/G/6	Supply of Automobile Batteries and related Accessories
KURA/REG/G/7	Supply of fresh milk
KURA/REG/G/8	Supply of Fuel and Lubricants
KURA/REG/G/9	Supply of Staff Uniforms
KURA/REG/G/10	Supply and delivery of Airtime Vouchers and scratch cards
KURA/REG/G/11	Supply of steel cubed containers, 20 Ft and 40 ft
KURA/REG/G/12	Supply of Telecommunication Equipment, Spares and Accessories
KURA/REG/G/13	Supply of Computer Software and Licenses
KURA/REG/G/14	Supply and Installation of CCTV and Access Control
KURA/REG/G/15	Supply of Road Safety Materials
KURA/REG/G/16	Supply of Survey Equipment
KURA/REG/G/17	Supply of Axle Load Control Equipment
KURA/REG/G/18	Supply of Road Furniture Items
KURA/REG/G/19	Supply of Electrical and Hardware Items
KURA/REG/G/20	Supply of Fire Fighting Equipment
KURA/REG/G/21	Supply of Survey, Civil and Structural Design Software
KURA/REG/G/22	Supply of Personal Proactive Equipment's

**Category B: Provision Of Services**

<b>Category No.</b>	<b>Category Description</b>
KURA/REG/S/1	Provision of Event Organization Services
KURA/REG/S/2	Provision of Outside Catering Services
KURA/REG/S/3	Provision of Interior Design, Furnishing and Decoration Services
KURA/REG/S/4	Air Travel Agency Services



KURA/REG/S/5	Transport Services (Taxi Services, Car Hire for Executives, Vans, Mini-Buses and Buses)
KURA/REG/S/6	Courier Services
KURA/REG/S/7	Designing and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets, Security/Accountable Documents, Corporate Promotional Material and Annual Reports
KURA/REG/S/8	Provision of Photocopying and binding services
KURA/REG/S/9	Provision of Hotel Services (Breakfast services, Luncheon services)
KURA/REG/S/10	Provision of Comprehensive Office Cleaning, Fumigation & Pest Control Services
KURA/REG/S/11	Provision of Conference Facilities
KURA/REG/S/12	Provision of advertisement services
KURA/REG/S/13	Provision of internet Services
KURA/REG/S/14	Provision of catering services
KURA/REG/S/15	Provision of Production of Radio, TV Commercials and Documentaries
KURA/REG/S/16	Maintenance of firefighting equipment
KURA/REG/S/17	Repairs, Service and Maintenance of Motor Vehicles
KURA/REG/S/18	Repair and Maintenance of Office Equipment e.g. Photocopiers, Faxes,
KURA/REG/S/19	Provision of Photography/Video Graphic, Public Address System and related Services
KURA/REG/S/20	Provision of air conditioning services
KURA/REG/S/21	Provision of Public Relations and Other Related Consultancy Services
KURA/REG/S/22	Provision of Valuation Services
KURA/REG/S/23	Provision of Auctioneering Services
KURA/REG/S/24	Provision of Architectural Services
KURA/REG/S/25	Provision of Road Engineering Consultancy & Services
KURA/REG/S/26	Provision of Legal Services
KURA/REG/S/27	Provision for Insurance Brokerage Services (GPA, Motor Vehicle, Medical, Fire and Burglary)
KURA/REG/S/28	Provision of Tagging and Labeling Of Assets Services

KURA/REG/S/29	Provision of Consultancy for HR Services(Talent Management, Customer Satisfaction Survey, Employee Satisfaction, Gender Mainstream, Work Environment Survey, Safety, Health and Noise Level Temperature and Fire Risks Audit Services, Legal Audit and Corruption Prevention Surveys, Performance contracting training etc)
KURA/REG/S/30	Provision of Consultancy Services on Cadastral survey and related Services (HQ)
KURA/REG/S/31	Provision of tree planting services
KURA/REG/S/32	Provision of Landscaping Services
KURA/REG/S/33	Provision of Consultancy Services on feasibility studies
KURA/REG/S/34	Provision of Consultancy Services on road transport simulation modeling
KURA/REG/S/35	Maintenance and Servicing of the Data Center

### **Category C: Works**

<b>Category No.</b>	<b>Category Description</b>
KURA/REG/W/1	Repair and Maintenance of Roads
KURA/REG/W/2	Repair and Maintenance of Buildings