



**KENYA BIOVAX INSTITUTE LIMITED**

**LIST OF PROVIDERS FOR SUPPLY OF  
GOODS, SERVICES AND WORKS  
(BIOVAX/PRE/2024-2025-2026-2027)**

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# LIST OF SERVICE PROVIDERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2024/2025/2026/2027 FINANCIAL YEAR

## SECTION A: INSTRUCTIONS FOR LIST OF SERVICE PROVIDERS

### 1.1 Introduction

The Institute invites eligible candidates to prequalify as suppliers of goods, services and works for the period **2024/2025/2026/2027**.

**1.2** Candidates must qualify by meeting the set criteria to perform the contract of supply, delivery and provision of goods, works and services to the Institute. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs.

**1.3** Candidates are required to submit the required Mandatory/Statutory documents by registering in the Suppliers' portal ([www.suppliers.biovax.go.ke:8443/](http://www.suppliers.biovax.go.ke:8443/))

### 1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### 1.5 List of Suppliers, Service, Works Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

**1.6** Enquiries that may arise from the pre-qualification document should be channeled, through the website address.

## SECTION B: TENDER NOTICE

### KENYA BIOVAX INSTITUTE LIMITED

#### REGISTRATION OF CONTRACTORS/SUPPLIERS/SERVICE PROVIDERS FOR WORKS, GOODS AND SERVICES

The Kenya BioVax Institute Limited invites eligible candidates to apply for registration/pre-qualification as Contractors/Suppliers Service Providers for the following goods, works and services for the **Financial Years 2024-2025, 2025-2026 and 2026-2027**

PART A: PROVISION OF GOODS			
S/NO	TENDER NO	TENDER NAME	REMARK
A1	BIOVAX/PRE/001/2024-2025-2026-2027	SUPPLY OF VARIOUS OFFICE STATIONERY ITEMS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
A2	BIOVAX/PRE/002/2024-2025-2026-2027	SUPPLY OF TONERS AND COMPUTER CONSUMABLES	OPEN
A3	BIOVAX/PRE/003/2024-2025-2026-2027	SUPPLY/LEASE OF WATER DISPENSERS AND SUPPLY OF BOTTLED WATER	YOUTH, WOMEN AND PERSONS WITH DISABILITY
A4	BIOVAX/PRE/004/2024-2025-2026-2027	SUPPLY OF HARDWARE TOOLS AND EQUIPMENTS	OPEN
A5	BIOVAX/PRE/005/2024-2025-2026-2027	SUPPLY OF DETERGENT AND CLEANING MATERIAL	YOUTH, WOMEN AND PERSONS WITH DISABILITY
A6	BIOVAX/PRE/006/2024-2025-2026-2027	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES AND OTHER MOTOR VEHICLE ACCESSORIES	OPEN
A7	BIOVAX/PRE/007/2024-2025-2026-2027	SUPPLY OF MOTOR VEHICLE FUEL, LUBRICANTS AND OILS	PETROL STATIONS WITH FUELING CARDS

A8	BIOVAX/PRE/008/2024-2025-2026-2027	SUPPLY, REPAIR AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT AND FIRE SUPPRESSION SYSTEMS	OPEN
A9	BIOVAX/PRE/009/2024-2025-2026-2027	SUPPLY OF OFFICE FURNITURE, FIXTURES AND FITTINGS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
A10	BIOVAX/PRE/010/2024-2025-2026-2027	SUPPLY OF STAFF UNIFORM	YOUTH, WOMEN AND PERSONS WITH DISABILITY
A11	BIOVAX/PRE/011/2024-2025-2026-2027	SUPPLY, INSTALLATION OF COMPUTER HARDWARE, SOFTWARE LICENCES PRINTERS AND COPIERS	OPEN
A12	BIOVAX/PRE/012/2024-2025-2026-2027	SUPPLY, INSTALLATION AND MAINTENANCE OF ELECTRIC POWER GENERATORS	OPEN
A13	BIOVAX/PRE/013/2024-2025-2026-2027	SUPPLY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONING, REFRIGIRATION SERVICES AND DATA CENTRE COOLING SERVICES	OPEN
A14	BIOVAX/PRE/014/2024-2025-2026-2027	SUPPLY, INSTALLATION AND MAINTENANCE OF HEATING, VENTILATION, AIR CONDITIONING (HVAC) SYSTEM	OPEN
A15	BIOVAX/PRE/015/2024-2025-2026-2027	DESIGNING, SUPPLY AND DELIVERY OF PACKING MATERIALS	OPEN
A16	BIOVAX/PRE/016/2024-2025-2026-2027	SUPPLY OF LIBRARY BOOKS, JOURNALS, PERIODICALS AND OTHER READING REFERENCE MATERIALS	OPEN
A17	BIOVAX/PRE/017/2024-2025-2026-2027	SUPPLY AND DELIVERY OF AIRTIME CALLING CARDS	OPEN
A18	BIOVAX/PRE/018/2024-2025-2026-2027	SUPPLY AND DELIVERY OF AUTOMOBILES	OPEN
A19	BIOVAX/PRE/019/2024-2025-2026-2027	SUPPLY OF AIRTIME	YOUTH, WOMEN AND PERSONS

			WITH DISABILITY
<b>PART B: PROVISION OF SERVICES</b>			
<b>S/NO</b>	<b>TENDER NO</b>	<b>TENDER NAME</b>	<b>REMARK</b>
B1	BIOVAX/PRE/020/2024-2025-2026-2027	PROVISION OF OFFICE CLEANING, GARBAGE COLLECTION AND SANITARY SERVICES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
B3	BIOVAX/PRE/021/2024-2025-2026-2027	PROVISION OF TRAVEL AND AIR TICKETING SERVICES	IATA REGISTERED PROVIDERS ONLY
B4	BIOVAX/PRE/022/2024-2025-2026-2027	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	OPEN
B5	BIOVAX/PRE/023/2024-2025-2026-2027	HIRE OF TENTS, SOUND SYSTEMS, CHAIRS, TABLES, AND OTHER EVENT MANAGEMENT RELATED SERVICES INCLUDING PHOTOGRAPHY, VIDEOGRAPHY AND PROVISION OF OUTSIDE CATERING SERVICES,	WOMEN AND PERSONS WITH DISABILITY
B6	BIOVAX/PRE/024/2024-2025-2026-2027	PROVISION OF GARDENING AND LANDSCAPING SERVICES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
B7	BIOVAX/PRE/025/2024-2025-2026-2027	DESIGN, BRANDING SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS, INCLUDING T-SHIRTS, CAPS, BANNERS, POSTERS, PENS, NOTEBOOKS AND GIVE AWAYS AMONG OTHER RELATED ITEMS	WOMEN AND PERSONS WITH DISABILITY
B8	BIOVAX/PRE/026/2024-2025-2026-2027	REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT AND MACHINES	YOUTH WOMEN AND PERSONS WITH DISABILITY
B9	BIOVAX/PRE/027/2024-2025-2026-2027	PROVISION OF PRINT/MEDIA ADVERTISING SERVICES	OPEN
B10	BIOVAX/PRE/028/2024-2025-2026-2027	REPAIR, MAINTENANCE OF MOTOR VEHICLES (GARAGES	YOUTH, WOMEN AND PERSONS

		APPROVED BY THE RELEVANT GOVERNMENT AGENCY)	WITH DISABILITY
B11	BIOVAX/PRE/029/2024-2025-2026-2027	PROVISION OF CONSULTANCY SERVICES- QUANTITY SURVEYING, LANDSCAPING, STRUCTURAL/ CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND ENVIROMENTAL SERVICES	OPEN
B12	BIOVAX/PRE/030/2024-2025-2026-2027	PROVISION OF TRAINING, LEARNING, WORKFORCE DEVELOPMENT, AND CAPACITY BUILDING SERVICES	OPEN
B13	BIOVAX/PRE/031/2024-2025-2026-2027	PROVISION OF INSURANCE SERVICES	OPEN
B14	BIOVAX/PRE/032/2024-2025-2026-2027	PROVISION OF CONFERENCE FACILITIES	OPEN
B15	BIOVAX/PRE/033/2024-2025-2026-2027	PROVISION OF INTERNET, EMAIL AND WEB BASED SERVICES	OPEN
B16	BIOVAX/PRE/034/2024-2025-2026-2027	PROVISION OF ASSET TAGGING AND VALUATION SERVICES	OPEN
B17	BIOVAX/PRE/035/2024-2025-2026-2027	PROVISION OF CUSTOMER SATISFACTION SURVEYS	OPEN
B18	BIOVAX/PRE/036/2024-2025-2026-2027	PROVISION OF EMPLOYEE SATISFACTION & WORK ENVIRONMENT SURVEYS	OPEN
B19	BIOVAX/PRE/037/2024-2025-2026-2027	PROVISION OF LEGAL SERVICES	OPEN
B20	BIOVAX/PRE/038/2024-2025-2026-2027	PROVISION OF PROPERTY AND LAND VALUATION SERVICES	OPEN
B21	BIOVAX/PRE/039/2024-2025-2026-2027	PROVISION OF SECURITY GUARD SERVICES, INTRUDER ALARM, CCTV SYSTEM AND ELECTRIC FENCING SERVICES INCLUDING MAINTENANCE	OPEN
B22	BIOVAX/PRE/040/2024-2025-2026-2027	PROVISION OF MOTOR VEHICLE SECURITY TRACKING SERVICES	OPEN
B23	BIOVAX/PRE/041/2024-2025-2026-2027	PROVISION OF SOFTWARE DEVELOPMENT SERVICES	OPEN

		INCLUDING CYBERSECURITY SOFTWARE	
B24	BIOVAX/PRE/042/2024-2025-2026-2027	PROVISION OF WEBSITE DEVELOPMENT AND MAINTENANCE SERVICES	OPEN
B25	BIOVAX/PRE/043/2024-2025-2026-2027	PROVISION OF ICT AUDIT AND CYBERSECURITY ASSESSMENT AND RELATED CYBERSECURITY SERVICES	OPEN
B26	BIOVAX/PRE/044/2024-2025-2026-2027	PROVISION OF RECRUITMENT SERVICES INCLUDING PRE-EMPLOYMENT SCREENING AND BACKGROUND CHECK SERVICES	OPEN
B27	BIOVAX/PRE/045/2024-2025-2026-2027	PROVISION OF HR CONSULTANCY SERVICES	OPEN
B28	BIOVAX/PRE/046/2024-2025-2026-2027	PROVISION OF TEAM BUILDING SERVICES	OPEN
B29	BIOVAX/PRE/047/2024-2025-2026-2027	PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR WATER PUMPING, WATER TANKS AND BOREHOLE SYSTEMS	OPEN
B30	BIOVAX/PRE/048/2024-2025-2026-2027	PROVISION OF MAINTENANCE AND SUPPORT SERVICES FOR THE ELECTRONIC BOARD MANAGEMENT SYSTEM (E-BOARD)	OPEN
B31	BIOVAX/PRE/049/2024-2025-2026-2027	PROVISION OF SUPPORT SERVICES FOR THE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM (BUSINESS CENTRAL 365)	OPEN
B32	BIOVAX/PRE/050/2024-2025-2026-2027	PROVISION OF PREVENTIVE MAINTENANCE OF NETWORK DEVICES, COMPUTERS, STAND-ALONE PRINTERS, ACCESSORIES AND RELATED EQUIPMENT	OPEN
B33	BIOVAX/PRE/051/2024-2025-2026-2027	PROVISION OF PREVENTIVE MAINTENANCE OF PRINTERS	OPEN
B34	BIOVAX/PRE/052/2024-2025-2026-2027	PROVISION OF REPAIR AND MAINTENANCE OF PABX AND TELEPHONY SYSTEM	OPEN

B35	BIOVAX/PRE/053/2024-2025-2026-2027	SUPPLY, CONFIGURATION, TESTING, TRAINING AND COMMISSIONING OF DOCUMENT MANAGEMENT SYSTEM, DIGITIZATION TOOLS & RESEARCH SYSTEMS	OPEN
B36	BIOVAX/PRE/054/2024-2025-2026-2027	PROVISION OF TAX CONSULTANCY SERVICES	OPEN
B37	BIOVAX/PRE/055/2024-2025-2026-2027	PROVISION OF PRINTING SERVICES	OPEN
B38	BIOVAX/PRE/056/2024-2025-2026-2027	PROVISION OF CORPORATE GOVERNANCE CONSULTANCY AND TRAINING SERVICES	OPEN
B39	BIOVAX/PRE/057/2024-2025-2026-2027	PROVISION OF LEGAL COMPLIANCE AUDITING AND GOVERNANCE AUDITING SERVICES	OPEN
B40	BIOVAX/PRE/058/2024-2025-2026-2027	PROVISION OF EQUIPMENT CALIBRATION SERVICES	OPEN
B41	BIOVAX/PRE/059/2024-2025-2026-2027	PROVISION OF GXP TRAINING SERVICES	OPEN
B42	BIOVAX/PRE/060/2024-2025-2026-2027	PROVISION OF CERTIFICATION AND ACCREDITATION SERVICES	OPEN
B43	BIOVAX/PRE/061/2024-2025-2026-2027	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	OPEN
B44	BIOVAX/PRE/062/2024-2025-2026-2027	PROVISION OF PHARMACEUTICAL/BIOLOGICAL/CHEMICAL WASTE DISPOSAL SERVICES	OPEN
B45	BIOVAX/PRE/063/2024-2025-2026-2027	PROVISION OF LAUNDRY SERVICES FOR FACTORY AND LABORATORY APPAREL	OPEN
B46	BIOVAX/PRE/064/2024-2025-2026-2027	PROVISION OF AUTOMOBILES & ELECTRICAL MAINTENANCE SERVICES	OPEN
B47	BIOVAX/PRE/065/2024-2025-2026-2027	PROVISION OF REPAIR AND MAINTENANCE FORK LIFTS SERVICES	OPEN
B48	BIOVAX/PRE/066/2024-2025-2026-2027	PROVISION OF ISO/QMS CONSULTANCY	OPEN

B49	BIOVAX/PRE/067/2024-2025-2026-2027	PROVISION OF CONSULTANCY ON FIRE SAFETY & SECURITY SERVICES	OPEN
B50	BIOVAX/PRE/068/2024-2025-2026-2027	PROVISION FOR EXTERNAL QUALITY ASSESSMENT SERVICES	OPEN
B51	BIOVAX/PRE/069/2024-2025-2026-2027	PROVISION FOR PRODUCT QUALITY CONTROL TESTS	OPEN
B52	BIOVAX/PRE/070/2024-2025-2026-2027	PROVISION FOR COUNSELLING SERVICES	OPEN
B53	BIOVAX/PRE/071/2024-2025-2026-2027	PROVISION FOR BIOSAFETY/BIOSECURITY TRAINING ASSESSMENT SERVICES	OPEN
B54	BIOVAX/PRE/072/2024-2025-2026-2027	PROVISION FOR VEHICLE TOWING SERVICES	OPEN
B55	BIOVAX/PRE/073/2024-2025-2026-2027	PROVISION FOR TAXI SERVICES	OPEN
B56	BIOVAX/PRE/074/2024-2025-2026-2027	PROVISION OF TRANSLATION, BRAILLE & ANIMATION SERVICES	OPEN

**PART C: PROVISION OF DIFFERENT WORKS**

S/NO	TENDER NO.	TENDER NAME	REMARKS
C1	BIOVAX/PRE/075/2024-2025-2026	PROVISION OF ELECTRICAL INSTALLATION, REPAIR AND MAINTENANCE WORKS	OPEN
C2	BIOVAX/PRE/076/2024-2025-2026	PROVISION OF MINOR WELDING WORKS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
C3	BIOVAX/PRE/077/2024-2025-2026	REPAIR AND MAINTENANCE OF BUILDINGS, CIVIL/ENABLING WORKS AND WATER AND SEWERAGE SERVICES	OPEN
C4	BIOVAX/PRE/078/2024-2025-2026	PROVISION OF MAJOR BUILDING CONSTRUCTION WORKS	OPEN
C5	BIOVAX/PRE/079/2024-2025-2026	PROVISION OF DRAINAGE AND PLUMBING WORKS	OPEN

C6	BIOVAX/PRE/080/2024-2025-2026	PROVISION OF MINOR CONSTRUCTION WORKS, REPAIRS AND PARTITIONING	OPEN
C7	BIOVAX/PRE/081/2024-2025-2026	DESIGN, SUPPLY, INSTALLATION AND MAINTENANCE OF STRUCTURED CABLING WORKS AND NETWORKS MAINTENANCE SERVICES	OPEN
C8	BIOVAX/PRE/082/2024-2025-2026	PROVISION OF REAGENTS AND LABORATORY SUPPLIES.	RESTRICTED
C9	BIOVAX/PRE/083/2024-2025-2026	SUPPLY OF PHARMACEUTICAL MANUFACTURING EQUIPMENT	RESTRICTED
C10	BIOVAX/PRE/084/2024-2025-2026	SUPPLY OF PHARMACEUTICAL ANALYSIS EQUIPMENT	RESTRICTED

Pre-qualification documents may be obtained free of charge downloaded from the Institute's website: [www.biovax.go.ke](http://www.biovax.go.ke) or [www.ppip.go.ke](http://www.ppip.go.ke)

Candidates will be required to register and upload valid mandatory documents and proof of qualification via the **Suppliers' Registration link** (<https://suppliers.biovax.go.ke:8443/>)

**Candidates are allowed to choose various categories in which they deem suitable to participate in.**

Any requests for clarifications can be sent to the email address [procurement@biovax.go.ke](mailto:procurement@biovax.go.ke).

The registration is open until **1<sup>st</sup> October 2024 at 11.00AM.**

**Late registrations shall not be accepted.**

## SECTION C: PREQUALIFICATION CRITERIA

#	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> <li>• Certificate of Incorporation/Registration certificate</li> <li>• PIN certificate.</li> </ul>	5
		5
2	Valid Tax compliance certificate	8
3.	Financial capacity <ul style="list-style-type: none"> <li>• Audited reports for the last 3 years</li> <li>• Mode of payment &amp; willingness to give credit</li> </ul>	9
		2
4.	Past Experience & Performance <ul style="list-style-type: none"> <li>• No. of years in business</li> <li>• Five referees (mostly clients) attach proof</li> </ul>	5
		15
5	Confidential business questionnaire	
	<ul style="list-style-type: none"> <li>• Duly filled</li> </ul>	5
	<ul style="list-style-type: none"> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from BIOVAX officers)</li> </ul>	9
6.	Litigation History	6
7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent)	5
8	Manpower and expertise	10
9	Past Performance (for BIOVAX Past/Current suppliers)	12
10	Declaration and Company stamp	4
	<b>Total</b>	<b>100</b>

**NB;** Youths, Women and Persons with disability shall be exempt from most of the above evaluation criteria upon submission of requisite certificate with National Treasury.

**SECTION D: APPLICATION FORM**

Official Receipt No. (*of purchase of prequalification Document*) .....

(Attach copy)

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**).....hereby apply for  
registration as a supplier for.....

(Category code No.) .....

Postal Address .....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax.....

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/locations .....

Full name of authorized signatory .....

Designation .....

Official Rubber Stamp and Signature .....

**SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

**Part 1: General information**

<b>Business Name</b>	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O. Box .....Code .....
Nature of Business	
Maximum value of business which you can handle at any one time	Kshs .....
Name of your bankers	Branch.....

**Part 2(a) – Sole Proprietor**

Your name in full	..... .....
Age	..... .....
Nationality	..... .....
Country of Origin	..... .....
Citizenship details	..... .....

**Part 2(b) – Partnership**

**Give details of partners as follows:**

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

**Part 2(c) – Registered Company**

Private or Public	.....			
State the nominal and issued capital of the company	Nominal Kshs..... Issued Kshs.....			
Give details of all directors	<b>Name</b> ..... ..... ..... .....	<b>Nationality</b> ..... ..... ..... .....	<b>Citizenship details</b> ..... ..... ..... .....	<b>Share</b> ..... ..... ..... .....

Date..... Signature of tenderer: .....

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

*(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)*

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/Incorporation.....(Attach copy)
2. Valid Trade License .....(Attach copy)
3. State VAT Registration No. ....(Attach copy)
4. PIN NO.....(Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns.....(Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law  
.....  
.....  
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc .....  
.....  
.....
8. State any technological innovations or specific attributes which distinguishes you from your competitors .....
9. Tax Compliance Certificate (attach copy)
10. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent.) Please attach proof

**SECTION G: FINANCIAL POSITION & TERMS OF TRADE**

## **PART 1**

### **AUDITED REPORTS**

- Attach copies of audited reports for the last 3 years.

## **PART II**

### **TERMS OF TRADE (PAYMENT TERMS)**

BIOVAX would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this:

**Acceptable/Not Acceptable**

## **SECTION H: LITIGATION/ARBITRATION INCIDENTS**

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

## SECTION I: CLIENTS DETAILS

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof)

1. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp
  
2. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp
  
3. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

4. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

5. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

**SECTION J: MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods/services to BIOVAX?

If yes, give details

.....  
.....

Indicate three of the latest orders with BIOVAX

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

Do you have any pending orders with BIOVAX? If so give details

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

Have you ever failed to honour BIOVAX LPO? If so give details

.....

Has your contract ever been terminated by biovax?

YES..... NO .....

If yes, give details on a separate paper

**SECTION L: DECLARATION**

I/We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name: .....

Position in the Company .....

Date: .....