

**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)**

**SUBJECT:REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS IN F.Y 2024-2026.**

**AGPO CATEGORIES ONLY**

**Please indicate the category applied for;**

**CATEGORY No.: ...........................................................................**

**Category Description:.....................................................................**

**ISSUED ON:27th September 2024**

**CLOSING ON:8th October 2024**

**TIME:10.00 am**

**REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND**

**PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES.**

**ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES(AGPO)**

**(F.Y 2024-2026)**

The registration of suppliers is aimed at building a profile for each supplier regarding

information on general particulars of the company. You are advised that it is a serious

offence to give false information on this form.All Previous Suppliers are required to apply afresh.

**PART I: DETAILS OF THE APPLICANT**

1. Name of Applicant ………………………………………………………………………
2. Physical Address ………………………………………………...………………………
3. Postal Address: …………………………………… 4. Postal Code: ……………...……
4. E-mail: …………………………………………. 6. Mobile Phone No. …..……………
5. Are you applying for youth, women or persons with disabilities? ……………………..
6. Contact Person …………………………………………………………..………………

**Overview of the Enterprise**

|  |  |
| --- | --- |
| Type of ownershipPlease tick one | Sole proprietorPartnershipLimited CompanyOthers(Specify(….………………………….. |
| Number of Employees | [0-5] [6-25] [26-49] 50-59] [100-250] |
| Initial investment in (K.sh) |  |
| Total Turnover in past years |  |
| Experience in the sector(years) |  |
|  |  |

**Ownership Details.**

|  |
| --- |
| **Sole Proprietor** **Registered name of the business** |
| **Name of the Owner in Full** |  |
| **I.D NO:** |  |
| **Age:** |  |

**Partnership Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Nationality** | **I.D/PASSPORT NUMBER** | **% SHARES** |
|  |  |  |  |
|  |  |  |  |

**Limited Company.**

|  |
| --- |
| **State the nominal and issued capital of the company****Nominal(K.sh)………………………………………………..****Issued(K.sh)………………………………………………….** |
| **Director’s Details** |
| **Name** | **Nationality** | **I.D/PASSPORT NUMBER** | **% SHARES** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Category Applied.(As it appears in the invitation for registration)**

**If applying for more than one category,a separate document should be filled for each category.**

**Category Name………………………………………………………………………………………….**

**Reference No:………………………………………………………………………………………….**

**PART II: LIST OF MANDATORY ATTACHMENTS.**

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application shall be rejected:

1. Copy of certificate of incorporation/Business registration;
2. PIN Certificate with VAT Obligation
3. Valid Tax Compliance/ Exemption Certificate
4. Bank Statement/Bank reference of not more than three months old
5. Business/Company profile
6. Certificate of Registration issued by the National Treasury for the target group.**(Valid AGPO Certificate)**
7. National IDs/ Passports for the Sole Proprietor/Partners/Directors
8. Valid National Construction Authority registration and Practising
9. Valid registration and practising licence from National Construction Authority for NEMA/SR/08/2024/26 and NEMA/ SR/13/2024/26.
10. Valid accreditation for ICT Authority for NEMA/SR/12/2024/26 and NEMA/SR/15/2024/26.

**NB:Submissions must be submitted in well bound document.(One Original submission ONLY)**