



**NATIONAL ENVIRONMENT MANAGEMENT
AUTHORITY
(NEMA)**

ADDRESS

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**REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND
CONTRACTORS OWNED BY WOMEN, YOUTH AND PERSONS WITH
DISABILITY FOR THE FINANCIAL YEAR 2022/2023 & 2023/2024**

REF: NEMA/REGISTRATION/2022/2023 & 2023/2024

ISSUE DATE : 31ST MAY 2022

CLOSING DATE : 09TH JUNE 2022

Please indicate the item applied for as follows:

CATEGORY No.:

ITEM DESCRIPTION:.....

(This document is for AGPO categories only and not for OPEN)

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS

REFERENCE NUMBER	DESCRIPTION	CATEGORY
NEMA/SR/01/2022-2023	Printing and Supply of publication, promotional/branding materials (t-shirts, caps, banners, mementos) and printing of general office stationery.	Youth firms
NEMA/SR/02/2022-2023	Supply of staff uniforms, protective clothing and inspection gear.	Pwd firms
NEMA/SR/03/2022-2023	Supply and maintenance of office furniture, furnishings, fittings and Office Equipment.	Women firms
NEMA/SR/06/2022-2023	Supply, repair & maintenance of electrical appliances and fittings	Youth firms
NEMA/SR/10/2022-2023	Provision of tents, chairs, tables, décor and related services	Women Firms
NEMA/SR/14/2022-2023	Supply and Delivery of Toners & Computer Related Consumables	Pwd firms
NEMA/SR/17/2022-2023	Supply and Delivery of Cleaning materials (Detergents & Toiletries) and Beverages.	Pwd

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

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.

PART I: DETAILS OF THE APPLICANT

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

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShsIssued KShs.....

Directors' Details

Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name:.....

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:.....

14. IFMIS Number, where applicable:.....

15. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY&ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Signature:Date

PART II: LIST OF ATTACHMENTS

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

1. Copy of certificate of incorporation/registration
2. PIN Certificate with VAT obligation
3. Valid Tax Compliance/ Exemption Certificate
4. Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability)

5. Business/Company profile
6. Business Names for business names (sole trader and partnerships), CR12; Partnership Deed
7. AGPO Certificate for the target group
8. National IDs/ Passports.

PART III: APPRAISAL CHECKLIST – FOR OFFICIAL USE ONLY

Item No.	Requirement	Met	Not Met
1	Copy of certificate of incorporation/registration		
2	PIN Certificate with VAT obligation		
3	Valid Tax Compliance/ Exemption Certificate		
4	Valid Tax Compliance/ Exemption Certificate;		
5	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability)		
6	Business/Company profile		
7	Business Names for business names (sole trader and partnerships), CR12; Partnership Deed		
8	AGPO Certificate for the target group;		
9	National IDs/ Passports.		

APPRAISAL REMARKS

Application for Registration Accepted/Rejected for the following reason (s):

.....

APPRAISER DETAILS

NAME.....

DESIGNATION.....

SIGNATURE.....

DATE.....