

REPUBLIC OF KENYA



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OFFICE OF THE COUNTY SECRETARY
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KAPSABET

COUNTY GOVERNMENT OF NANDI

15TH DECEMBER 2017.

TO: ALL NANDI SUPPLIERS, CONTRACTORS, AND CONSULTANTS.

**RE: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS
2017/2018 AND 2018/2019**

Reference is made to the recently published registered list of suppliers, contractors, and consultants. We take note of complaints received especially on the construction category and would wish to give guidelines on how to help address the issues.

1. If your Eligibility was NOT confirmed by NCA and you have a **VALID NCA** certificate, kindly come with a copy of the NCA certificate to room 112 and register your contacts.
2. If your firm had applied for more than one category and Eligibility was confirmed in a few categories. Kindly write a brief letter to head of Supply Chain listing the categories you had applied for indicating the ones you were cleared and those you were not and drop it at room 112
3. If your firm was confirmed as Eligible in some categories and not in some. Kindly address a letter to head of Supply Chain detailing the same and drop to room 112
4. If your firm is not appearing in the register completely and you had applied, kindly also write a brief letter to Head of Supply Chain listing the categories you had applied for and drop to room 112
5. If your Firm's name was misspelt during data capturing, kindly write a brief letter to head of Supply Chain stating the correct spelling of your Firm.
6. If your firm did **NOT** submit any NCA certificate but has been cleared as eligible, kindly note that we published on '**AS IS**' basis as forwarded to us by NCA, you are free to notify us as well and we shall re-confirm with NCA

The Evaluation Team that had been tasked with review of pre-qualification documents will look at the issues and have them addressed by 22nd December 2017.

NOTE: - We have provided a link for all registered suppliers to provide us with their contacts. Kindly take time and fill the form **ONLINE** as this will help us better serve you and the residents of NANDI County

This will be a continuous process aiming at having an **AUTHENTIC** and **ACCURATE** Suppliers, contractors and consultants database for Nandi county and your obliging to the guidelines will help us better serve you.

NANDI COUNTY SUPPLY CHAIN DEPARTMENT