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**REGISTRATION OF SUPPLIERS FOR
THE FINANCIAL YEARS 2025-2027.**

Tender No: KINAP/PREQ/01/2025-2027

APRIL 2025

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INVITATION FOR REGISTRATION

Tender No: **KINAP/PREQ/01/2025-2027**

Tender name: **REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2025-2027**

KINAP invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2025-2027**.

A) SUPPLY OF GOODS

CATEGORYNO.	ITEM DESCRIPTION	CATEGORY
<i>KINAP/PQ/01/2025/2027</i>	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying papers.	Youth, Women and Persons Living with Disabilities
<i>KINAP/PQ/02/2025/2027</i>	Supply and Delivery of cleaning materials and toiletries,	Youth, Women and Persons Living with Disabilities
<i>KINAP/PQ/03/2025/2027</i>	Supply and Delivery of electrical materials, electronic materials, equipment and accessories	Youth, Women and Persons Living with Disabilities
<i>KINAP/PQ/04/2025/2027</i>	Supply and Delivery of motor vehicles spare parts, tires and tubes ,etc	Open
<i>KINAP/PQ/05/2025/2027</i>	Supply and Delivery of plumbing materials	Youth, Women and Persons Living with Disabilities
<i>KINAP/PQ/06/2025/2027</i>	Supply and Delivery of Drinking Water, soda and Water Dispensers. Plus refilling	Open
<i>KINAP/PQ/07/2025/2027</i>	Supply and Delivery of airtime	Youth, Women and Persons Living with Disabilities
<i>KINAP/PQ/08/2025/2027</i>	Supply and Delivery cleaning detergents and disinfectants and detergent making materials	Open

KINAP/PQ/09/2025/2027	Supply and Delivery of construction materials, paints and general hardware	Open
KINAP/PQ/10/2025/2027	Supply and Delivery of mechanical engineering and industrial mechatronic materials	Open
KINAP/PQ/11/2025/2027	Supply and delivery of laboratory chemicals, reagents, glassware, tools and apparatus and other lab materials	Open
KINAP/PQ/12/2025/2027	Supply and delivery of computers, laptops, printers ,network equipment and other ICT related accessories	Open
KINAP/PQ/13/2025/2027	Supply and delivery of toners, ribbons and cartridges	Open
KINAP/PQ/14/2025/2027	Supply and delivery of hospitality equipment, kitchen appliances, cleaning equipment and utensils	Open
KINAP/PQ/15/2025/2027	Supply and delivery of dry groceries, dry food stuffs, cereals and pulses	Youth, Women and Persons Living with Disabilities
KINAP/PQ/16/2025/2027	Supply and delivery of eggs, meat, meat products and fish	Youth, Women and Persons Living with Disabilities
KINAP/PQ/17/2025/2027	Supply and delivery of fresh vegetables and fruits	Youth, Women and Persons Living with Disabilities
KINAP/PQ/18/2025/2027	Supply and delivery of timber and allied products	Open

KINAP/PQ/19/2025/2027	Supply and delivery of charcoal and firewood, wood fuel	Youth, Women and Persons Living with Disabilities
KINAP/PQ/20/2025/2027	Supply and delivery of cooking gas and related accessories Authorized dealers only	Open
KINAP/PQ/21/2025/2027	Supply and delivery of printing and branding of materials–layout, printing and printing	Youth, Women and Persons Living with Disabilities
KINAP/PQ/22/2025/2027	Supply, delivery, maintenance and servicing of firefighting equipment and materials	Open
KINAP/PQ/23/2025/2027	Supply and delivery of library books, periodicals, journals and other related materials	Open
KINAP/PQ/24/2025/2027	Supply and delivery of fresh milk	Open
KINAP/PQ/25/2025/2027	Supply and delivery of sport uniforms and equipment, staff uniform, protective gears, curtains, curtain rods and other related linens	Open
KINAP/PQ/26/2025/2027	Supply and delivery of farm inputs–fertilizers, seedlings, seeds, pesticides and other farm requirements	Open
KINAP/PQ/27/2025/2027	Supply and delivery of furniture fixtures and fittings	Open
KINAP/PQ/28/2025/2027	Supply and delivery of pharmaceutical drugs, non-pharmaceuticals and medical equipment Authorized dealers only	Open
KINAP/PQ/29/2025/2027	Supply and delivery of tailoring, fashion and cosmetology materials and equipment	Open

KINAP/PQ/30/2025/2027	Supply, installation testing and commissioning of security and communication equipment	Open
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B) PROVISION OF SERVICES

CATEGORYNO.	ItemDescription	CATEGORY
KINAP/PQ/31/2025/2027	Provision of Bulk SMS services	Youth, Women and Persons Living with Disabilities
KINAP/PQ/32/2025/2027	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions etc.	Open
KINAP/PQ/33/2025/2027	Provision and collection of sanitary bins, Pest Control Services and fumigation services	Youth, Women and Persons Living with Disabilities
KINAP/PQ/34/2025/2027	Repair and maintenance of lab equipment and machines	Open

KINAP/PQ/35/2025/2027	Provision of repair, maintenance and servicing of motor vehicles and cycles	Open
KINAP/PQ/36/2025/2027	Provision of Valuation, Tagging & Labeling of Assets	Open
KINAP/PQ/37/2025/2027	Provision of equipment calibration services Authorized dealers only	Open
KINAP/PQ/38/2025/2027	Provision of insurance	Open
KINAP/PQ/39/2025/2027	Provision of Hotel (Meals & Accommodation) And Conference Facilities Country Wide.	Open
KINAP/PQ/40/2025/2027	Provision of Security Services	Open

C) PROVISION OF CONSULTANCY SERVICES

KINAP/PQ/41/2025/2027	Provision of Team Building Consultancy Services & Facilitators.	Youth, Women and Persons Living with Disabilities
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D.PROVISION OF WORKS

KINAP/PQ/42/2025/2027	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing ,Painting Etc. (Registered With NCA)	Youth, Women and Persons Living with Disabilities
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REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility:-

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. Copy of VALID Trade License.
4. Valid CR12certificate or equivalent–for limited companies
5. Company profile
6. Valid AGPO Certificate for the reserved groups
7. Duly Completed Confidential Business Questionnaire
8. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
9. For Repair & Maintenance works Firms **MUST** be registered by NCA
10. For provision of Ticketing Services prospective service providers **MUST** be registered with KCAA
11. **Must** be a current member of the Association of Insurance Brokers(AIB) (BROKERS)(For provision of insurance)
12. Submit and authorization form from the under writer on whose behalf (Brokers)(For provision of Insurance
13. Registration with the Insurance Regulatory Authority(IRA) for current year and a certified copy of the current license be submitted (for provision of insurance)

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category No.....For the Supply/Provision of.....” should be addressed to:

**THE CHIEF PRINCIPAL
KIAMBU NATIONAL POLYTECHNIC
P.O.BOX 414-00900 KIAMBU-KENYA
principal@kiambupoly.ac.ke**

And be deposited in the Tender Box located at the Kiambu National Polytechnic at the reception Block B so as to be received on or before **TUESDAY, 29TH APRIL, 2025 at 1000hours.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the Conference Room.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**SAMMY K. WAITITU
THE CHIEF PRINCIPAL
KIAMBU NATIONAL POLYTECHNIC**

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 KINAP would like to invite interested candidates who must qualify by meeting these criteria as provided by KINAP to perform the contract of provision of goods, services and works to KINAP

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **at 1000hours. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.**

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.

- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened incase it is declared pursuant to Clause2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, KINAP will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity KINAP will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to KINAP so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration-FormRQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KINAP, as the KINAP shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2,RQ-3,RQ4,RQ-5,are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one(1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will form part of the evaluation criteria to determine the supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ-2.

2.5.7 PastPerformance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customer should be included in FormRQ-3.

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given-FormRQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and KINAP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify KINAP in writing or by email at the KINAP's email address indicated in the registration data.

2.7.2 KINAP will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the KINAP's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, KINAP may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the KINAP.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KIST may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by KINAP at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 KINAP may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of KINAP and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 KINAP will open the applications in the presence of applicants' designated representatives who choose to attend at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 KINAP shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications shall be noted down and read out during the opening.

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence KINAPs processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of KINAP

2.12.1 To assist in the examination, evaluation, and comparison of applications, KINAP may, at its discretion, Ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause2.11.1, no applicant shall contact KINAP on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KINAP, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence KINAP in its registration evaluation or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, KINAP will determine whether each application

- (a) Has been properly signed and delivered pursuant to clause2.3;
- (b) Is substantially responsive to the requirements of the registration documents; and
- (c) Provides any clarification and/or substantiation that KINAP may require to determine responsiveness pursuant to Sub-Clause2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KINAP's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected KINAP and may not subsequently be made responsive by correction or withdrawal of the non conforming deviation or reservation.

2.13.4 KINAP, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by **KINAP within thirty (30) days from the date of opening of registration documents.**

2.14.2 At the same time KINAP notifies qualified Applicants that their applications are responsive, KINAP shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 KINAP will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 KINAP's Right to accept any Application and to reject any or all Applications

2.16.1 KINAP reserves the right to accept or reject any application, and to annul the registration process and reject tall applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by KINAP, KINAP will notify successful applicants through a list to be uploaded on KINAP and PPIP website.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

A:PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Requirements	Score
<ol style="list-style-type: none"> 1. Certificate of Registration/Incorporation 2. Valid Tax Compliance Certificate 3. Copy of VALID Trade License. 4. Valid CR12 certificate or equivalent –for limited companies 5. Company profile 6. Valid AGPO Certificate for the reserved groups 7. Duly Completed Confidential Business Questionnaire 8. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration) 9. ForworksFirmsMUST be registeredbyNCA 10. For provision of Ticketing Services prospective service providers MUST be registered with KCAA 11. Must be a current member of the Association of Insurance Brokers(AIB)(BROKERS) (For provision of insurance) 12. Submit and authorization form from the underwriter on whose behalf(Brokers)(For provision of Insurance 13. Registration with the Insurance Regulatory Authority(IRA)for current year and a certified copy of the current license be submitted (for provision of insurance) 	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of theevaluation.

QualificationCriteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attachedquestionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to beregisteredforsubmissionoftenders.

EVALUATIONCRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients(organizations)	
	i) First client Organization(Attach documental evidence)	10
	ii)Second client Organization (Attach documental evidence)	10
	iii)Third client Organization (Attach documental evidence)	10
4	Litigation History(Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be70.Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

SUPPLIERS APPLICATION FORM

I/We.....hereby apply for registration
(*Name of Company/Firm*)

as suppliers
of(*Item Description*)
CategoryNo.....

Other branches and location.....

Organization & Business Information

Management Personnel.....Job Title.....

1.....

2.....

3.....

Partnership (if applicable)

Names of Partners.....
.....
.....
.....

Indicate terms of trade/sale/Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2

CONFIDENTIALBUSINESSQUESTIONNAIRE

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

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

Part1-General:

Business Name.....

Plot No.....

Location of Business Premises.....

Street/Road.....

Postal Address.....Tel No.....

Nature of Business.....Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given Time: Ksh.....

Name of YourBankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....

Nationality.....Country of Origin.....

Citizenship Details.....

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(40Points)

FORMRQ-3

PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

- 1. Name of 1st Client (organization)**
 - i) Name of Client (organization).....
 - ii) Address of Client(organization).....
 - iii) Name of Contact Person at the Client(organization).....
 - iv) TelephoneNo.ofClient.....
 - v) Duration of Contract(date).....
 - vi) Signature and Stamp of Organization.....

- 2. Name of 2nd Client (organization)**
 - i) Name of Client(organization).....
 - ii) Address of Client (organization).....
 - iii) Name of Contact Person at the Client (organization).....
 - iv) Telephone No. of Client.....
 - v) Duration of Contract (date).....
 - vi) Signature and Stamp of Organization.....

- 3. Name of 3rd Client(organization)**
 - i) Name of Client (organization).....
 - ii) Address of Client (organization).....
 - iii) Name of Contact Person at the Client(organization).....
 - iv) Telephone No. of Client.....
 - v) Duration of Contract (date).....
 - vi) Signature and Stamp of Organization.....

(30points)

FORMRQ-4

- LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10Points)

FORMRQ-5

- SWORNSTATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That incase of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant'sName/CompanyName.....

Represented By

Date.....

Signature & Stamp

(Full name and designation of the person signing and stamp or seal)