**FORM G2**

**PENDING BILLS VERIFICATION COMMITTEE**

GENERAL PUBLIC

**NON-CONSULTING SERVICES SUBMISSION FORM**

**PART 1: DETAILS OF THE PENDING BILL CLAIM**

**Name of Individual** submitting/presenting the Pending Bill; …………………………………………. and ID No. …………………………………………….

**Name of Service Provider**:…………….................................................................................. ............................................................................................................................................................

Of **P.O. Box** .......................**Code**................................**City/Town**.................................................

**Name of Entity/Institution** where the pending bill was related to: ............................................................................................................................................................ ........................................................................................................................................................................................................................................................................................................................

**Description of Service:** .........................……………………....……….........………................... ............................................................................................................................................................**Contract Sum**:...................................................**Amount Paid to Date:**…………………………

**Pending Bill Amount Kes:** ……………………………...............................................................

**Financial Year/Date When Contracted**: ....................................................................................

**Name of the Office/ Officer you dealt with** when the Contract was Signed ...................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**PART 2: PENDING BILL SUBMISSIONS**

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| --- | --- |
| **S/No.** | **REQUISITE DOCUMENTS AS AT THE TIME OF SUBMITTING TENDER** |
|
|  | **BUSINESS COMPLIANCES** |
|  | Certificate of Incorporation/Registration |
|  | CR12 Certificate or CR13 (where applicable) |
|  | Professional Practicing Certificate (where applicable) |
|  | AGPO Certificate if under the Category at the time of tender |
|  | Valid Tax-Compliance Certificate at the time of tender |
|  | Confidential Business Questionnaire at the time of tender |
|  |  |
| **B.** | **TENDERING DETAILS** |
|  | Invitation to tender (Tender Notice) – Advertisements, Procuring Entity website etc. (where applicable) |
|  | Form of Tender (FOT) (where applicable) |
|  | Notification to Award letter |
|  | Acceptance of Award (Letter/Email) |
|  | Performance Bond (where applicable) |
|  | Signed Contract |
|  | Framework Contracting Agreements for contracted services/Any other method of procurement (where applicable) |
|  | Local Service Order (LSO)/Contract No. amount and date |
|  | Invoice / Fee Note No, Amount and Date |
|  | Job Card (where applicable) |
|  | Addendum in relation to: Prices variations, Extension of Time (where applicable) |
|  | Any form of Commitment from the Procuring Entity (where applicable) |
|  | Any other information you may deem necessary |
|  | Certificate of association (where applicable) |
|  | Regulatory certificate issued by the Regulatory body (where applicable) |