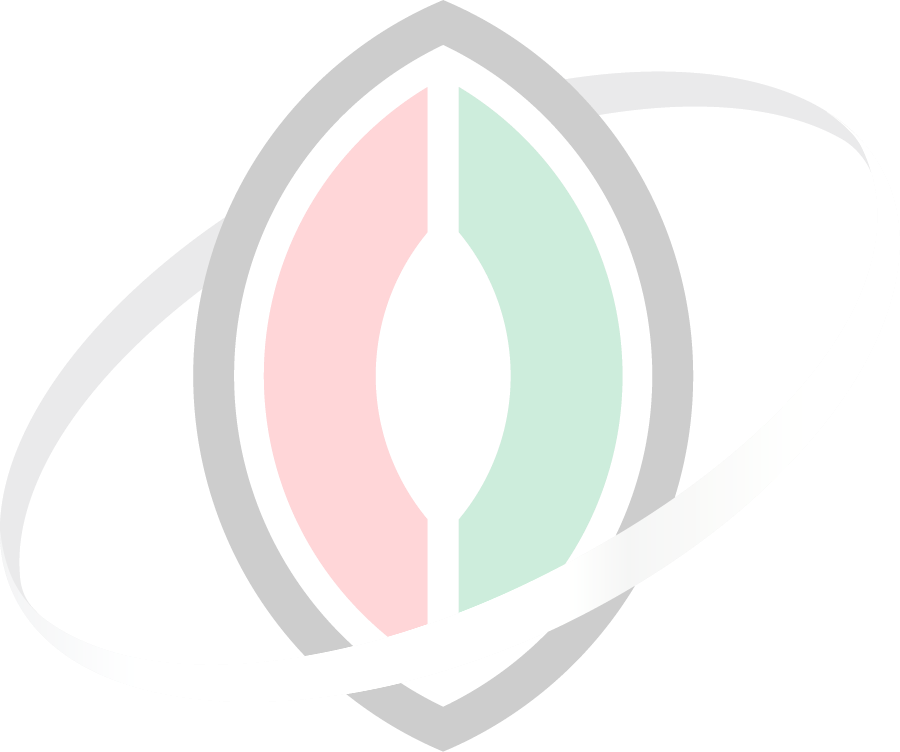
CompanyAddress

P.O Box 58535- 00200, Nairobi Kenya

Telephone: CompanyPhone

Email: CompanyEmail



# Annex 5

## Licence No: LicenceID

**RegistrationNo**

## PROCURING OR ASSET DISPOSAL AGENT’S PRACTICE LICENCE

Pursuant to the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020 I hereby certify that

\_\_\_\_Full\_Name\_\_\_\_

is duly registered as a Procurement and Assets Disposal Agent (CategoryName category of practice) and is entitled to practise in Kenya as such agent under the terms and conditions overleaf.

## Dated at Nairobi on *StartDateFormat*

## ………………………………………….

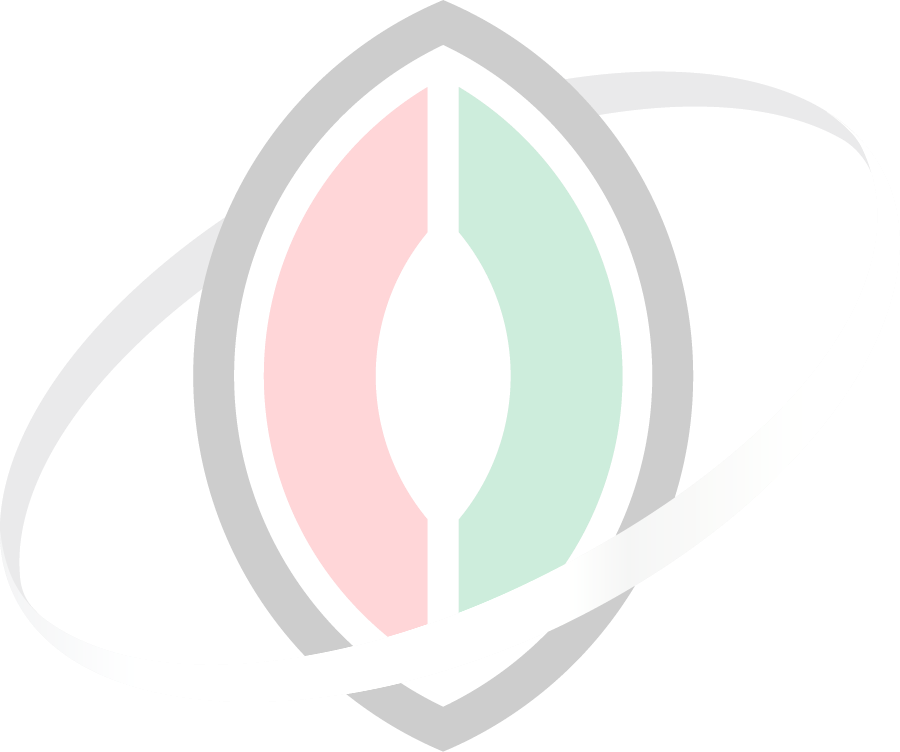
**Director General**

Note: This certificate is system generated and issued on the basis of information available with the Authority as at the Certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the compliance status of the recipient and its validity may be confirmed on the PPIP Portal by using the Registration No.

### Terms and conditions of the license

*The License is issued under the following terms and conditions:*

### Scope of License

*The License is issued to the Licensee is for consideration for engagement as a procuring agent. This License does not operate as an appointment as a procuring agent for any procuring entity. Procuring entities are expected to undertake their own process of identifying and appointing a suitable procuring agent in accordance with the Act and the Regulations.*

### Term of the License

*The License is issued for twelve months with effect from the date of signing by the Director General. The License may be renewed annually subject to meeting the stipulated requirements for renewal.*

### Compliance with Public Procurement Law

*The Licensee shall comply with the provisions of the Act and the Regulations while processing transactions on behalf of the Appointing Procuring Entity as provided under Sections 51(8) and 72 of the Act, read together with the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya issued vide Kenya Gazette Vol. CXXI—No. 64, Gazette Notice No. 4274 of 17th May, 2019.*

*Further, the Licensee shall promote the principles of competition, transparency, accountability and value for money in all procurement activities it undertakes on behalf of the Appointing Procuring Entity.*

*In particular, all necessary approvals shall be obtained from the Accounting Officer of the Appointing Procuring Entity before contract award in accordance with Regulation 38(4); and all procurement activities undertaken by the Licensee shall be managed and carried out by a qualified procurement professional as defined in Section 2 of the Act.*

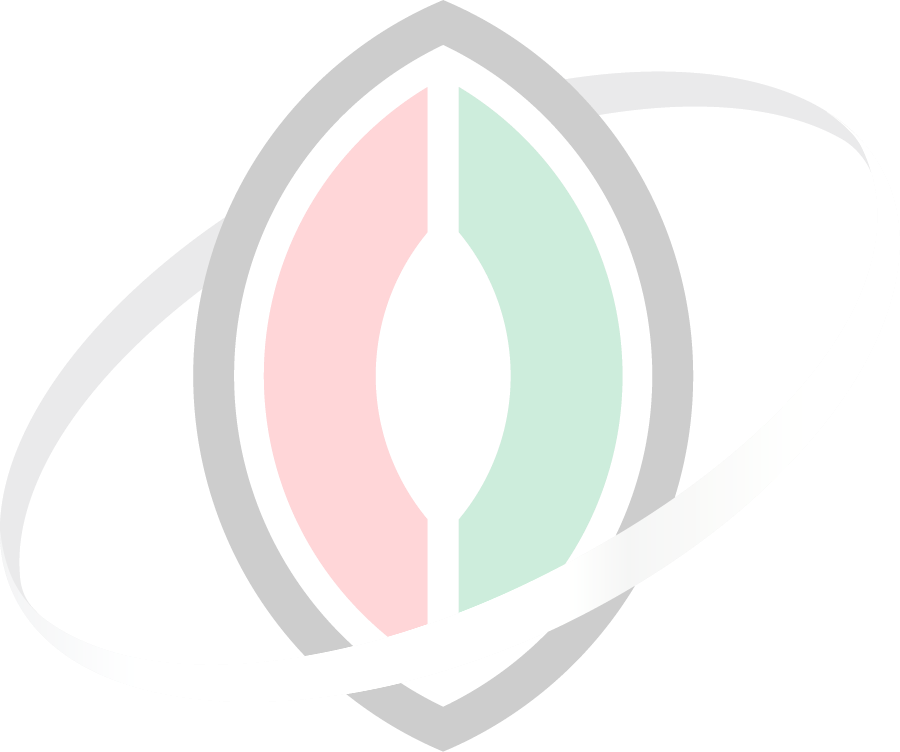
### Non-Transferability

*The License issued is specific to the Licensee and is non-transferable either by way of assignment or sub-contracting.*

### No Sublicensing

*The Licensee shall not have any right under this License to sublicense either wholly or in part.*

### Audit and Inspections

*The Licensor has the right, upon reasonable notice, to undertake audits and inspections on the Licensee for the purpose of determining whether there has been a breach of the Act and/or Regulations.*

### Termination

*The Licensor may terminate this License by issuing a thirty (30) days*

*notice to the Licensee.*

*The Licensor may immediately terminate this License, if in the opinion of the Licensor, the Licensee is in breach of the terms of the License or has engaged in practice that offends the provisions of the Act and/or the Regulations, or is declared bankrupt. Termination of the License by the Licensor shall not absolve the Licensee of any obligations it may have accrued to the Procuring Entity at the time of termination.*

*Breach of the terms of the License and/or any conditions agreed between the Licensee and the Appointing Procuring Entity may in addition to termination of the License provide grounds for debarment of the Licensee from participating in future procurement proceedings as provided under Section 41 of the Act, read together with Regulation 22.*

### Notice

*Any notice or request required or permitted to be given or made under this License shall be in writing. Such notice or request shall be deemed to have been duly given or made when it shall have been delivered by hand, certified mail, courier, or email to the party to which it is required to be given or made at the address as specified in the license or such other address as may be notified.*

### Director General

***Public Procurement Regulatory Authority***