**FORM G1**

**PENDING BILLS VERIFICATION COMMITTEE**

GENERAL PUBLIC

**PURCHASE OF GOODS SUBMISSION FORM**

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

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

**Name of Contractor/Supplier**: ....................................................................................................

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

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

**Description of goods**: .........................……………………....……….........………................... ........................................................................................................................................................................................................................................................................................................................

**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**

|  |  |
| --- | --- |
| **S/No.** | **REQUISITE DOCUMENTS AS AT THE TIME OF SUBMITTING TENDER** |
|
|  | **BUSINESS COMPLIANCES** |
|  | Certificate of Incorporation/Registration |
|  | CR12 Certificate or CR13 (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 (where applicable) |
|  |  |
| **B.** | **TENDERING DETAILS** |
|  | Tender Notice (where applicable) |
|  | Quoted prices/Price schedule/ form of tender |
|  | Notification to Award letter |
|  | Acceptance of the Award |
|  | Signed Contract |
|  | Framework Contracting Agreements for contracted goods/Any other method of procurement (where applicable) |
|  | Local Purchase Order (LPO)/Contract No. amount and date |
|  | Delivery Note number date and description |
|  | Invoice No. Amount and Date |
|  | 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 |