



Bidder Registration Guidelines

A- General Information

- 1- This registration section for a Supplier/Contractor who supply materials/execute services through low value contracts/purchase orders.
- 2- The Bidder shall fill the e-form and attach all required documents as PDF Format.
- 3- 3-In case of incomplete request/not matching signature/expired license/unclear copies, the request will be rejected immediately.
- 4- Any blacklisted/suspended Bidder by CAPT/KPC and its subsidiaries will be immediately declined.
- 5- New Bidders are only allowed to register by using this method.
- 6- The Bidder shall select the type of materials/services they supply/execute from the business classification section.
- 7- In case of an approval/rejection, KUFPEC will send a notification email in these regards.
- 8- A submission does not mean an approval from KUFPEC.

A- Required Documents

• Required documents for local company:

1. Requesting letter in company letterhead including contact details (Template available in the portal).
2. Current year Chamber of Commerce and Industry Certificate.
3. Letter "To Whom It May Concern" from Chamber of Commerce and Industry stating the company name in English language.
4. Manpower Certificate copy to reflect the local manpower percentage from Ministry of Social Affairs and Labor (Valid for one year).
5. Company Commercial License from the Ministry of Commerce and Industry.
6. Signature authorization certificate approved by Chamber of Commerce and Industry.
7. Leasing contract or Ownership Certificate of company location
8. Article of Association.
9. Office location route map and Address Certificate issued by PACI.
10. Fill and sign the "Declaration and undertaking and Bank information" form.

- 1- كتاب مقدم من الشركة على ورقة تحمل شعار الشركة متضمنة أرقام الاتصال (اسم المسئول التليفون الأرضي، رقم الفاكس ،عنوان البريد الإلكتروني المعتمد)
- 2- صورة عن شهادة تسجيل غرفة صناعة وتجارة الكويت لنفس السنة.
- 3- شهادة "إلى من يهمه الأمر" من غرفة التجارة والصناعة تفيد اسم الشركة باللغة الإنجليزية.
- 4- شهادة من وزارة الشؤون الاجتماعية والعمل لتوضيح نسبة العمالة الوطنية (صالحة لمدة عام)
- 5- رخصة الشركة التجارية من وزارة التجارة والصناعة.
- 6- اعتمد التوقيع المعتمد من غرفة التجارة والصناعة.
- 7- صورة من عقد أيجار أو شهادة الملكية لمقر الشركة.
- 8- عقد تأسيس الشركة وتعديلاته .
- 9- خريطة الطريق لموقع المكتب ، وشهادة العنوان الصادرة من الهيئة العامة للمعلومات المدنية.
- 10- تعبئة نموذج الإقرار والتعهد والمعلومات البنكية وتوقيعه من المفوض بالتوقيع.



- **Required documents for foreign company:**

1. Requesting letter in company letterhead including contact details (Template available in the portal).
2. Certificate of Incorporation/ Chamber of commerce registration Certificate/ Trade License/ Article of Incorporation attested by Kuwait embassy.
If above certificate not in English, should be translated to English and attested by Kuwait embassy.
3. Signature authorization certificate copy attested by Kuwait embassy.

Terms & Conditions

- 1- Documents Validity should not be less than 3 months from expiry date.
- 2- For contractor category, a copy of recent contracts (at least 3) to be provided.
- 3- In case of sole agent, a copy of sole agent certificate shall be attached.
- 4- Company shall mention an email address in the request letter for receiving all RFQ requests.
- 5- Contact information will be used to coordinate any requirement of RFQ.

- **Need assistance?**

Please contact our Company:

Phone: (+965) 24951101

E-mail: Bidder@kufpec.com