

SUPPLIERNAIRE

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide:-

1. Copies of Certificate of Registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of current Trade License.
6. Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
7. Letter of recommendation from 3 previous organizations served.
8. Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
9. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
10. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we hereby
apply for registration as supplier(s)
(Name of Company/Firm)

of

.....
(Item Description)

.....
(Category No.)

Post Office Address
.....

Town
.....
....

Street
.....
....

Name of building

Room /Office No. Floor No.
.....

Telephone Nos.
.....

Bank Details
.....

(Account name, branch, account number)

Email address
(MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners.....

Business founded or incorporated

.....Under present

management since Net

worth equivalent Kshs.....

Bank reference and address

..... Bonding company

reference address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

PQ- 3 SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

PQ- 4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts
- (2) Attach letters of recommendation from the firm's bankers
- (3) State Credit period (minimum proposed is 30 days)

**PQ- 5 REPUBLIC OF KENYA
CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

| | | | |
|---------------------------|--------------|----------|-----------------|
| <i>Part I- General :</i> | | | |
| Business Name | | | |
| Location | | of | business |
| premises..... | | | |
| Plot | No. | | |
| Street/Road..... | | | |
| Postal | Address..... | Tel. | |
| No..... | | | |
| Email address (MUST)..... | | | |
| Nature of business..... | | | |
| Current | Trade | Licence. | No.....Expiring |
| date..... | | | |

| | <p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or</p> <p>Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 25%; text-align: center;">Nationality</th> <th style="width: 25%; text-align: center;">Citizenship Details</th> <th style="width: 10%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td colspan="4">.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td colspan="4">.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td colspan="4">.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td colspan="4">.....</td> </tr> </tbody> </table> | | Name | Nationality | Citizenship Details | Shares | 1. | | | | | 2. | | | | | 3. | | | | | 4. | | | | |
|----------------|---|--------------------|----------------------------|--------------------|----------------------------|---------------|----|-------|--|--|--|----|-------|--|--|--|----|-------|--|--|--|----|-------|--|--|--|
| | Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date |Signature | of | | | | | | | | | | | | | | | | | | | | | | | | |
| Candidate..... | | | | | | | | | | | | | | | | | | | | | | | | | | |

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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. Value of Contract

vi. Duration of Contract (date).....

.....

(Attach documental evidence of existence of contract)

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. Value of Contract.....

.....

vi. Duration of Contract.....

(date).....

.....

(Attach documental evidence of existence of contract)

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. Value of Contract.....
.....
- vi. Duration of Contract (date).....
.....

(Attach documental evidence of existence of contract)

- 4. Others

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature.....

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