

## **TENDER FORM**

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### **SECTION ONE: GENERAL INFORMATION**

1. Category Applied for:.....
2. Business Name of the firm:.....
3. Legal name of firm if different from business name:.....
4. Post office Address .....
5. Street/Road .....
6. City .....
7. Email address .....
8. Telephone No. ....Mobile.....
9. Contact person.....
10. Title .....
11. Year of Registration.....
12. Registration No. ....Expiring date.....
13. Nature of business .....
14. Number of years the firm has been in business .....
15. Maximum value of Business which you can handle at any one time Kshs .....

## **SECTION TWO: SPECIFIC REQUIREMENTS/DOCUMENTS TO BE ATTACHED**

**All companies must provide (Tick appropriate box):**

1. Expression of interest

No  Yes

2. Copies of Certificate of Registration.

No  Yes

3. Copy of V.A.T Registration Certificate.

No  Yes

4. Copy of Pin Certificates of Company/Individual.

No  Yes

5. Membership to professional body for professional services if any

No  Yes  Not applicable

6. Indicate willingness to provide goods and services on 30 days credit terms

No  Yes

7. Copy of receipt

No  Yes

8. Applicants should **only** apply in their areas of expertise

**SECTION THREE: PAST EXPERIENCE**

**Provide a list of 3 current clients/customers that you have transacted business with and value (NGO if any) for the past three years**

<b>Name Of Client/Organisation</b>	<b>Address Of Client/Organisation</b>	<b>Name Of Contact Person at the Client organisations</b>	<b>Telephone/Email Address of the Client</b>	<b>Duration and time of Contract</b>

**SECTION FOUR: BANK DETAILS**

A) For Local Currency Accounts:

Bank Name.....

Branch Name .....

Bank Address .....

Branch Code.....

Account Name .....

**SECTION FIVE: SWORN STATEMENT**

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

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and condition for EACHRights including the credit period of 30 days.
- c) That in case of being qualified we acknowledge that this grants me/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.
- e) We enclose all the required documents and information required for the prequalification evaluation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Designation** .....

**Signature** .....

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