

FORM PRQ-1 - REGISTRATION OF SUPPLIERS

PREQUALIFICATION APPLICATION FORM

I/We hereby apply for registration a
(Name of Company/Firm)

as suppliers of
(Item Description)

Category No.....

Other branches and location

.....
.....

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....
.....
.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

(20 points)

PRQ-2 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 advised that it is a serious offence to give false information on this form

Part I- General:

Business Name
 Location of business premises.....
 Plot No..... Street/Road.....
 Postal Address Tel No.....
 Nature of business..... Current Trade License No.....
 Expiring date.....
 Maximum value of business which you can handle at any one time: Kshs.....
 Name of your bankers..... Branch.....

<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....</p>																									
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>													
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<p>Part 2 (c) – Registered Company:</p> <p>Private or Public..... State the nominal and issued capital of company- Nominal Kshs. /USD Issued Kshs. /USD Given details of all directors as follows: -</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"></th> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 25%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 10%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>DateSignature of Candidate.....</p>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.
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1.																					
2.																					
3.																					
4.																					

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

(40 Points)

FORM PRQ-3 - PAST EXPERIENCE

NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st 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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

(30 Points)

FORM PRQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Date

Applicant’s Name / Company’s Name

Represented by

Signature& Stamp

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