FORM 1

BUSINESS QUESTIONNAIRE

Part 1 - General Information

I/We ................................................................. hereby apply for registration
(Name of company/firm)

as supplier(s) of ..............................................................

(Item Description) ..............................................................

(Category No.) ..............................................................

Physical Location of Business Premises:
........................................................................................

Postal Address.............................................................

Business Registration Ref No:......................................................
Date of registration of business: .................................. KRA Pin.............................

KRA Vat certificate (where applicable) .................................................................

Mobile No/s: ........................................................................................................

E-mail: ...................................................................................................................

Nature of Business: ..............................................................................................

Name of applicant.................................................................

Other business branches (if any) .................................................................

Part 2 (a) - Sole Proprietors

Name: ................................................................. Age: ..........

Nationality: .....................................ID/Passport No: ........................

Part 2 (b) - Partnership

Give details of partners as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Citizenship</th>
<th>Residence</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
Part 2 (c) - Registered Company

Private or Public Company: .................................................................

Please state Nominal and Issued capital for the Company:

Nominal Kshs. ......................................................................................

Issued Kshs. : ......................................................................................

Give details of all Directors as Follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Citizenship</th>
<th>Residence</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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Part 3 - Names of All Associated or Holding Companies (if any)

1  ........................................................................................................

2  ........................................................................................................

3  ........................................................................................................

NB: If more companies are applicable, please give the information on a separate sheet of paper
FORM 2

FINANCIAL POSITION

Attach a copy of firm’s latest certified audited financial statements giving summary of assets and liabilities, income and expenditure, cash flow statement.

FORM 3

PAST EXPERIENCE- REFERENCES

Names of at three Key Clients with Whom the Applicant Has Done Business in the Last Two Years Including the Values of Contracts/Orders. Provide at least three references.

<table>
<thead>
<tr>
<th>Organization 1</th>
<th>Organization 2</th>
<th>Organization 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address of client</td>
<td></td>
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<tr>
<td>Name of contact person</td>
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<td></td>
</tr>
<tr>
<td>MOBILE No. of client</td>
<td></td>
<td></td>
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<tr>
<td>Value of Contract</td>
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<tr>
<td>Duration of Contract/Work</td>
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</tbody>
</table>

(Attach documental evidence of existence of contract)
FORM 4

HUMAN, TECHNICAL AND LOGISTICAL CAPACITY

Please provide the following and any other evidence of your firm’s physical, human, technical and logistical capacity to supply and deliver should you be awarded a tender.

Managerial and key Personnel Competency

List the key managerial and technical staff of your organization (attach their CVs)

<table>
<thead>
<tr>
<th>Name of Key Staff</th>
<th>Position held</th>
<th>Position Held from (Date)</th>
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</thead>
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Part 2

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS  (a)

VAT Registration Number ……………………………………………………………

PIN Number …………………………………………………………………………………

State if the Company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the applicable law.

………………………………………………………………………………………………………………

(e) Assets and Liabilities: -

Total Assets in Kshs …………………………………………………………………………………
Current Assets in Kshs ………………………………………………………………………

Total Liabilities in Kshs ………………………………………………………………………

Net Worth (Total Assets-Total Liabilities) …………………………………………………

Working Capital …………………………………………………………………………………

(f) Terms of Sale / Trade: - Credit Period Yes/ No ……………………………………… (If Yes Please Indicate Number of Credit Days) ………………………………………

(g) Name of Bankers and Branch ……………………………………………………………

Part 3
DECLARATION

Having studied the pre-qualification information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name ………………………………………………………………………………………

For and on behalf of ………………………………………………………………………

Position……………………………………………………………………………………

Signature…………………………………………..Date ……………………………………

Stamp