

# Suppliers Expression of Interest Form

## SECTION A – General

1) Date\*

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**Administrative Information - Company**

2) Company name\*

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3) Registration number\*

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4) Please attach your company Registration Certificate\*

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5) Company Date of Registration \*

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6) County of operation\*

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7) Attach tax compliance certificate (6 months) \*

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8) Company Website URL\*

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9) Number of employees\*

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10) Number of female employees\*

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11) Name of Head of company\*

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12) Sex of Head of company\*

- Female
- Male
- Other

**13) Company profile\***

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## **Company Contact Details**

**14) Name\***

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**15) Surname\***

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**16) Designation\***

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**17) Landline #\***

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**18) Mobile #\***

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**19) Email 1\***

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**20) Email 2\***

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**21) Address line one (street address) \***

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**22) Address line two (apartment, unit, building, etc)**

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**23) City\***

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**24) County\***

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## **SECTION B - TRACK RECORD**

**25) Name of client 1\***

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**26) Type of service offered to the client 1\***

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**27) Feedback from client 1\***

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**28) Name of client 2\***

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**29) Type of service offered to the client 2\***

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**30) Feedback from client 2\***

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**31) Name of client 3\***

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**32) Type of service offered to the client 3\***

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**33) Feedback from client 3\***

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**34) Reference 1\***

Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact number: \_\_\_\_\_

**35) Reference 2\***

Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact number: \_\_\_\_\_

**36) Reference 3\***

Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact number: \_\_\_\_\_

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## **NATURE OF BUSINESS**

**37) What do you supply? \***

- Services
- Physical products - goods

**38) Tick ALL the specific goods and services you supply. \***

- Strategy and planning
- Financial Audit Services
- Research
- Training
- Monitoring and Evaluation consultancy services.
- Audio Visual productions and Photography
- Legal services
- Information and Communication Technology support
- Website and social media
- Security Services
- Translation and interpretation services
- Event planning, Conferencing and shuttle facilities
- Property Management and Maintenance
- Civil and Structural engineering services.
- Architectural engineering services.
- Real estate agency services.

Stationary

Printing.

**39) Please Attach latest audited financial report. \***

**40) Financial and Audit Services you provide\***

For your area/s of competence, quote your rate in the unit provided and in Kshs inclusive of VAT. This is essential to ensure a fair comparison with other bidders. JWF takes no responsibility for errors in quoting. You may add any notes in the box provided below. Your quotation and notes are final and cannot be amended once submitted.

Institutional Audit:

\_\_\_\_\_  
Financial policies (KSHS Per Hour):

\_\_\_\_\_  
Financial accounting services (KSHS Per Hour):

\_\_\_\_\_  
Drafting of Annual Financial Statements (AFS) (KSHS Per Hour):

\_\_\_\_\_  
Institutional Audit: \_\_\_\_\_

**41) Financial Services notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_1

**42) FEEDBACK - Please share any feedback you might have on this form and the call generally.**

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\_\_\_\_\_

**Thank You!**