

Suppliers Expression of Interest Form

SECTION A – General

1) Date*

Administrative Information - Company

2) Company name*

3) Registration number*

4) Please attach your company Registration Certificate*

5) Company Date of Registration *

6) County of operation*

7) Attach tax compliance certificate (6 months) *

8) Company Website URL*

9) Number of employees*

10) Number of female employees*

11) Name of Head of company*

12) Sex of Head of company*

- Female
- Male
- Other

13) Company profile*

Company Contact Details

14) Name*

15) Surname*

16) Designation*

17) Landline #*

18) Mobile #*

19) Email 1*

20) Email 2*

21) Address line one (street address) *

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

23) City*

24) County*

SECTION B - TRACK RECORD

25) Name of client 1*

26) Type of service offered to the client 1*

27) Feedback from client 1*

28) Name of client 2*

29) Type of service offered to the client 2*

30) Feedback from client 2*

31) Name of client 3*

32) Type of service offered to the client 3*

33) Feedback from client 3*

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: _____

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) Which of the following do you print?*

- Note Books
- Pamphlets
- Fact sheet
- Posters
- Badges
- Bags
- T-shirts
- Calendar
- Banners

41) Books, Pamphlets, Fact sheets, and Posters Printing 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.

	30 copies in KSHS	1000 copies in KSHS
Note Books		
Pamphlets - A4 to DL, printed on semi-Gloss		
Pamphlets - A3 Fold to A4		
Fact sheet - A4, printed on semi-Gloss, finishing comb binding		
Posters - A3 or A2, printed on semi-Gloss paper		

42) Badges, Bags, and T-shirt Printing 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.

	100 units in KSHS	200 units in KSHS

Badges		
Bags - Conference bags to fit A4 documents		
T-shirts (round neck, Polo)		

43) Calendar Printing 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.

	50 units in KSHS	100 units in KSHS
28 pages in either 8½ x 11 sizes with full bleeds, printed on semi-Gloss, finishing with coil binding		

44) Banners Printing 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.

Hanging (KSHS Per Unit): _____

Pull up (KSHS Per Unit): _____

45) Printing notes

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

Thank You!