

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) Stationary goods you provide*

Rim of photocopy papers (KSHS for 1):

Box of rexel staples 1mm no. 66/11 (KSHS for 1):

Box of rexel staples 26/6mm no. 56 (KSHS for 1):

Box of rexel staples 26/8mm no. 78 (KSHS for 1):

Box files (KSHS for 1): _____

Pack index A4 10 tab rainbow dividers (KSHS for 1):

Shorthand A5 notebook no centre line 144 pages (KSHS for 1):

Box paper clips silver 33mm (KSHS for 1):

Box paper clips silver 50mm (KSHS for 1):

Box paper clips silver 78mm (KSHS for 1):

Highlighters different colours (KSHS for 1):

Permanent markers different colours (KSHS for 1):

White board markers (KSHS for 1):

Flip charts (KSHS for 1)

: _____

Boxes of black BIC pens (50 in a box) (KSHS for 1):

Boxes of blue BIC pens (50 in a box) (KSHS for 1):

41) Stationary notes

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

Thank You!