

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) Translation and interpretation - tick applicable languages as per JWF requirements*

French to English

English to French

kiSwahili to English

English to kiSwahili

kiSwahili to French

French to kiSwahili

Sign Language

41) Are you accredited? *

Yes

No

42) If yes, nature of accreditation? *

43) If yes, please attach certificate*

_____1

44) Which do you do?*

Translations only

Interpretation only

Both translation and interpretation

45) What is the maximum amount of hours you are able to interpret at any given time?*

1

2

3

4

5

6

7

8

9

10

46) Do you have experience with online interpretation?*

Yes

No

A little

47) Translation and/or interpretation services you provide and costing*

For your area/s of competence, **quote your rate in the unit provided 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.

General translations (KSHS per hour):

Professional sworn legal translations (KSHS per hour):

Basic interpretation services (KSHS per hour):

Professional interpretation services (KSHS per hour):

Interpretation booths hire for 50 people for one day (KSHS per day):

Interpretation equipment hire for 50 people for one day (KSHS per day):

48) Translation and interpretation notes

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

Thank You!