**MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

***(Must be filled by all applicants or tenderers’ who choose to participate in this tender)***

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification / termination of your business proposal at your cost.

***Part 1 – Business Pariculars***

Business Name: ……………………………………………………………………………….…..…

Certificate of Incorporation/ Registration No. …………………………………………(Attach Copy)

Location of business premises: Country …………………………………..………....………...…….

Physical address …………………………….Town ………………………………………….…..….

Building…………………………….……....……Floor…………………………………………..….

Plot No. …………………………...….Street / Road ……………………………..……………….…

Postal Address ………………..……………Postal / Country Code……………...……….…………

Telephone No’s …………………..…………….…… Fax No’s. ……………………………………

E-mail address …………………………………………………………………………..……………

Website ……………………………………………………………….………………………………

Contact Person (*Full Names*) ………………………… Direct/ Mobile No’s. …………………...…

Title …………………………… Power of Attorney …… (**Yes / No**) If **Yes,** attach written document.

Nature of Business (*Private Limited, Public Corporation, Proprietorship, Partnership or other)* …..

Company Profile ……………… (Attach brochures and annual reports in case of public companies)

|  |
| --- |
| **(Applicable to Local suppliers only)**  Local Authority Trading License No. ……………………….… Expiry Date ……………..…  Value Added Tax No.…………………………………………….…………………….………. |

***Part 1 (a) – Sole Proprietor***

Full names……..……………………………..………………………………..……………………….

Nationality …………………………………….. Country of Origin …………....……………..……..

\*Citizenship details…………………………………………………………..……..………………….

***Part 1 (b) – Partnerships***

Give details of partners as follows:

**Full Names Nationality Citizenship Details Shares (**% Held)

1. …………………………………..…. …………… .…………………... ……..…….

2. …………………………………..…. …………… .…………………... ……..…….

3…………………………………..…. …………… .…………………... ……..…….

4…………………………………..…. …………… .…………………... ……..…….

5.…………………………………..…. …………… .…………………... ……..…….

***Part 1 (c) – Registered Company***

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

**Full Names Nationality Citizenship Details Shares (**% Held)

1. …………………………………..…. …………… .…………………... ……..…….

2. …………………………………..…. …………… .…………………... ……..…….

3…………………………………..…. …………… .…………………... ……..…….

4…………………………………..…. …………… .…………………... ……..…….

5.…………………………………..…. …………… .…………………... ……..…….

***Part 2 – Financial Resources***

Capital Structure : Paid-up Capital …………………………….….

: Authorised Capital …………………………….

: Working Capital ……………………………….

Loan/Overdraft (Amount & Source) : …………………………………...

Name and Address of Bankers : ……………………………………

Value of the largest single assignment you have undertaken to date (***US$/KShs)*** ………..…..…

Was this successfully undertaken? **Yes / No**. ……. (If **Yes**, attach reference) ………………..…

Name (s) of your banker (s) ……………………………………………………………...………..

Branches ……………………………………. Tel No’s. ………………………………….……….

***Part 2 (d) – Debarment***

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by KWTRP and any other public or private institutions.

Full Names ………………………………………………………………………..…………………...

Signature …………………………. Dated this …………………day of ………………………20….

In the capacity of ………………………………………………………………………………………

Duly authorized to sign Tender for and on behalf of ………………………………………………..…

***Part 2 (e) – Criminal Offence***

I/We, (Name (s) of Director (s):-

a) …………….………..…………………………………………………………………………..……

b) ………………………..….……….………………………………………………………….………

c) ………………………………………………………………………………………………………..

d) ……………………………………………………………………………………..…………………

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed…………………………………………………………………………………………………

For and on behalf of M/s ……………………………………………………………………………..

In the capacity of ………………………………………………………………………………………

Dated this …………………………….……………day of …………………………………201…….

Suppliers’ / Company’s Official Rubber Stamp…………………………………….………………….

***Part 2 (f) – Conflict of Interest***

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a) …………………………………………………………………………….………..………………

b) ………………………..………………………………………………………………….…………

c) ……………………………………………………………………………..………………………..

d) …………………………………………………………………………………………………….…

For and on behalf of M/s ……………………………………………………………………………...

In the capacity of ………………………………………………………………………………………

Dated this …………………………….………day of …………………………………20…………..

Suppliers’ / Company’s Official Rubber Stamp ……………………………………………………….

***Part 2 (g) – Interest in the Firm:***

Is there any person / persons in KWTRP or any other public institution who has interest in the Firm? Yes / No? ………….. (*Delete as necessary)* Institution ……………………..……………………….

……………………………..…. ……………………………… …………………………

***(Title) (Signature) (Date)***

***Part 2(h) – Experience***

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or equipments in the last two (2) years.

**Company Name Country Contract/ Order No. Value**

1.……………………………..…. …………… ……………………... ……..……...

2.……………………………..…. …………… ……………………... ……..………. 3.……………………………..…. …………… ……………………... ……..……...

Contact person (Full Names) …………………………………E-mail address…………………..….

Cell phone no ……………….………. (**Note:** The person should be at the level of director)

\*Attach proof of citizenship

\* Attach certified copies of the following documents:

a) Previous orders from companies supplied before

b) Certificate of Incorporation / Registration

c) Tax Compliance Certificate (for local suppliers)

d) VAT Certificate (for local suppliers)

e) Audited Financial Statements / Accounts for the last three (3) years

f) Valid Local Authority / Trade License (for local suppliers)

g) The Power of Attorney

**\*The above documents should be submitted if they are applicable to bidder.**

***Part 2(i) – Declaration***

I / We, the undersigned state and declare that the above information is correct and that I / We give KWTRP authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names ………………………………………………………………………………………………..

Signature………………………………………………………………………………………….………

For and on behalf of M/s ……………………………………………………….………………………...

In the capacity of …………………………………………………………………………………………

Dated this …………………………….……………day of …………………………………20………...

Suppliers’ / Company’s Official Rubber Stamp …………………………………………………………