

ST. PAUL RONGO MIXED SECONDARY SCHOOL**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part i and either part 2(a), 2(b) or (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part I –A- General:

Business Name Pin No.....

Location of business premises

Plot No.....Street/Road

Electronic Tax registration No.....

(Attach copy of registration certificate)

Address

Postal Address

Tel. No

Fax No

Mobile No.

Website & e-mail

PART 2 : COMPANY DETAILS**A. Nature of Institution**

- Company ()
- Partnership ()
- Sole proprietorship ()
- Other (specify)

(Tick where applicable)

B. Ownership

Details of Directors

Name	Nationality	Citizenship details	Share
.....
.....
.....
.....

(Attach proof of citizenship e.g ID No. Passport)

C. Registration with Registrar of companies

1. Date of RegistrationRegistration No.....

(Attach copy/copies of registration certificate)

2. Registration with ministry of Roads and public works

Date of RegistrationRegistration No.....

Category

Part 3. TRADE LICENCES

Current trade licenses held e.g Nairobi city council/Municipality councils.....

License No..... Expiry date

Current Trade license – Ministry/ Statutory Boards/Regulatory Boards etc.

License No Expiry Date

License No Expiry Date

License No..... Expiry Date

(Attach copies of registration certificates)**PART 4.****A. FINANCIAL INVESTMENT**

a) Company's capital

1. Authorized shares Ksh.....

2. Issued shares Ksh.....

b) (Partnership and sole proprietorship)

Total investment: Ksh

NB: Provide bank statements for the last three months or bank certificates of date of bankers application as proof of ability to execute work you have applied for.

c) Maximum value of business which you can handle at any time.

B. GENERAL INFORMATION

Name and address of your bankers

.....
.....

Have you ever had an order/ contract issued and cancelled in whole or part by the school?

YES/NOIf **YES** give reasons for cancellation

.....

Do you have any objection in the school obtaining a confidential financial report from your bankers?

.....

i) Has your company ever been involved in litigation/arbitration with clients? If yes give details

.....

.....

ii) Attach :

a) At least three (3) current letters of recommendation from reputable organizations
you have supplied goods.

b) Price list of goods and services applied for.

iii) State terms of payments in preference order:

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Supplement information provided by mentioning current and previous association with other firms (preferably mention major supply/work done within the last five years).

<u>Name of firm</u>	<u>Project work (supply)</u>	<u>Supply sum</u>	<u>Year</u>
a)
b)
c)
d)
e)

PART 5. DECLARATION

A. Is there any person (s) working with us who has or have interest in your firm?

Yes/No(Delete as necessary) Who?

B. Attach valid certificate of compliance with the KRA TAX Compliance.

PART 6. CERTIFICATION

I certify that the above information is correct in all respects.

Name

Signature

Official Position

Date.....

Company Official Stamp

Completed applications in sealed enveloped stating clearly the category of items/ services and applied:

(Items Description) Tender for suppliesand should be addressed to:

**The secretary,
Tender Committee
ST. PAUL, RONGO MIXED
P.O. Box 133- 40404,
RONGO.**