



# SPORTSMANS ARMS HOTEL

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## DECLARATION FORM

I/We the undersigned state that the information is correct and that I/We give SPORTSMANS ARMS HOTEL, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, bankers etc

Signed .....

For and on behalf of .....

In the capacity of .....

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

Company's rubber Stamp .....

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(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 1 General

Business Name.....

Location of Business Premises (a MUST).....

Plot No, (a MUST).....

Street/Road (a MUST).....

Postal address (a MUST) .....

Tel No(s) (a MUST) .....

Email (a MUST).....

Nature of Business.....

Registration Certificate No. ....

Maximum value of business, which you can handle at any one time – Kshs.....

Name of your bankers.....

Branch.....

**Note:** (A MUST) is a requirement for every purpose of easy location and all communications.

**Part 2 (a) – Sole Proprietor**

Your name in full.....

Age.....

Nationality.....

Youth/Woman/Person with Disability (indicate)

.....

Citizen Contractor (Indicate).....

**Part 2 (b) – Partnership**

Give details of partners as follows

Name Nationality Citizenship details Shares

1. ....

2. ....

3. ....

4. ....

Youth/Women/Persons with Disability

(indicate).....

Citizen Contractors (Indicate).....

**Part 2 (c) – Registered Company**

Private or Public

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name Nationality Citizenship details Shares

1. ....

2. ....

3. ....

4. ....

Youth/Women/Persons with Disability

(indicate).....

Citizen Contractors (Indicate).....

**Date.....Signature of Candidate.....**

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member]

Date;

[Signature of authorized representative of the firm]

Full name of staff member:

Tel. No.

Full Name of authorized representative:

**REFERENCES**

Submit details of organizations where you have undertaken similar services in the format given below at least three (3).

Category no:

Contact Information Details

Name of company

Name of contact person

Designation Telephone  
number

E-mail address

Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer and provide details of the assignments in the format provided

The reference letter MUST be on the organization's letterhead and Stamped.

**PART 2: EVALUATION STAGES**

**Mandatory Requirements**

Applicants must qualify in all the below for them to proceed to the Evaluation Stage 2

1. Proper completion of tender/application documents (signed and stamped)
  - Applicant questionnaire
  - Confidential questionnaire
  - Sworn Statement
  - List of Reputable Clients
  - Name of Applicants Contact Person
2. Audited Accounts for the last three years
3. Copy of Current Trade License
4. Copy of PIN Certificate
5. Copy of Current VAT Registration or Exemption Letter from VAT Department
6. Certificate of Tax Compliance
7. Favorable Trade Conditions. Give written commitment clearly indicating the credit and delivery period allowable.
8. Physical, postal, email address, telephone number and location

**PART 3: DECLARATION (FOR THE TENDERER ONLY)**

The tenderer is expected to indicate whether he/she will/will not accept to be evaluated on the above criteria.

Q: Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below):

No    Yes

**Official Stamp .....** **Sign .....**

**PART 4: PRICING**

The tenderer is expected to indicate their current prices for Goods in their category (Please do provide a substantive list of current goods/products and their indicative prices).

For services please do indicate your general costing model.