



## Confidential business questionnaire form

<b>Part 1(a) - General details</b>
1a.1. Business Name _____
1a.3. Postal Address _____ Code: _____
<b>Part 1(b) Other details</b>
1b.1. Incorporation/Registration Certificate no _____
1b.2. Trading Licence no. and expiring date _____   _____
1b.3. KRA compliance certificate no. and expiring date _____   _____
<b>Part 1(c) Financials and Credit terms.</b>
1c.1. Name of your Bankers _____ Bank account _____ Branch _____
1c.2. Do you have Audited Financial Report for the year 2023 _____ Where applicable please provide a copy of the company's Annual or Audited Financial Report.
1c.3. Annual Value of Total Sales for the last 2 Years: Year _____ : Kshs. _____ Year _____ : Kshs. _____
1c.4. Maximum Value of Business which you can handle at any one time Ksh _____ in words. _____
1c.5. Does your organisation sell goods/services on credit _____?
1c.6. Please indicate the credit period you are willing to offer MCCCCU _____
<b>Part 1 d. Technical capability and information on goods/services</b>
1d.1. Quality Assurance Certification if available (e.g. ISO 9000 or Equivalent) (Please provide a Copy of your latest Certificate).
1d.2. For Goods providers only: Do the Goods offered for supply conform to National/International Quality Standards? _____
1d.3. Certificate No. from regulatory/certification/professional bodies This should include your employees for consultants (where applicable) _____/_____/_____

(Please provide a Copy of your latest Certificate).

1d.4. List below four (4) of your Core Goods/Services offered by your enterprise, in order of importance:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**PART 1e. EXPERIENCE AND REFERENCES**

Please provide in the table below details of at least three (3) projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this Prequalification. (Please attach copies of LPOs/contracts/ reference letters to support the information given in the table)

Sn.	Customer Organization (name)	Customer contact	Date awarded	Value of businesses transacted: (Kshs)
1				
2				
3				

**Part 2 (a) - Sole Proprietor**

2a.1 Your Name in Full \_\_\_\_\_

2a.2 Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

**Part 2 (b) Partnership**

2b.1 Given details of Partners as follows: (Name, Nationality Citizenship Details & Shares)

Sn.	Name (Full)	Nationality	Shares
1			
2			
3			
4			
5			

**Part 2 (c) - Registered Company**

2c.1. Private or Public \_\_\_\_\_

2c.2 State the Nominal and Issued Capital of the Company

Nominal Ksh. \_\_\_\_\_

Issued Ksh. \_\_\_\_\_

<b>2c.3 Given details of all Directors as follows (Name Nationality Citizenship Details Shares)</b>			
<b>Sn.</b>	<b>Name (Full)</b>	<b>Nationality</b>	<b>Shares</b>
1			
2			
3			
4			
5			

  

<b>2d.1. List of associated and subsidiaries companies (if any)</b>	
1	
2	
3	
4	
5	

<b>Part 3 – Eligibility Status</b>	
3.1.	Is any director of your business related to an Employee, or Board Member (Management or Supervisory Board) of Murang'a County Creameries Cooperative Union Limited? Yes _____ No _____
3.2.	If the answer in '3.1' is <b>YES</b> , give the relationship. _____
3.3.	Does an Employee or Board Member (Management or Supervisory Board) of Murang'a County Creameries Cooperative Union Limited sit on the Board/ Management of your Organization or Subsidiaries or Joint Ventures? Yes _____ No _____ 3.4.
3.4.	Have you had a contractual business engagement (ongoing or in the past) with an Employee or Board Member (Management or Supervisory Board) of Murang'a County Creameries Cooperative Union Limited? Yes _____ No _____
3.5.	If the answer in '3.3 and 3.4' above is <b>YES</b> , give details. _____ _____
3.6.	Are you (Including Directors) under a declaration of ineligibility for corrupt and fraudulent practices? YES _____ No _____ If the answer in '3.6' above is <b>YES</b> , give details: _____
3.7.	Have you offered or given anything of value to influence the procurement process?

YES \_\_\_\_\_ No \_\_\_\_\_

If the answer in '3.8' above is **YES**, give details.

3.8. State if the company is a subject of a bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

3.9. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer

3.10. Where applicable please provide information (including awards) on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

DECLARE that the information given on this form is correct to the best of my knowledge  
And belief.

Name \_\_\_\_\_ Designation \_\_\_\_\_

Date \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

**OFFICIAL STAMP/SEAL.**

Notes.

1. If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization Or registration.
2. The union reserves the right to independently verify any information provided and seek further clarification.
3. You are advised to be honest and truthful in your submission; any false information or misrepresentation of facts will disqualify your firm. The Union has the right to expunge your firm from the prequalification list of suppliers and all future bids.