



**BUSINESS QUESTIONNAIRE ON PROCUREMENT PREFERENCE FOR YOUTH,
WOMEN AND PERSONS WITH DISABILITIES**

You are requested to duly complete this form and submit it back to Pwani University, Kilifi Campus via the address provided on the brochure collected together with this form.

Please attach all the documents requested upon return of the completed questionnaire

(A)COMPANY PROFILE

1. Company/Enterprise/Group Name:.....

2. Legal Status (state whether partnership/sole proprietor/group run/Ltd Co./Other).....If Other, please specify?.....

3. Registration Certificate No..... (Attach a copy from registering body)

4. Current Trade License No.....Expiring Date.....(attach a copy)

5. VAT No..... (Attach a Copy)If exempted attach exemption letter from KRA

6. PIN No..... (Attach a Copy)

7. Names of Person(s) Heading Enterprise/Group/Company

	Full Names	ID No.	Title/Position
1			
2			
3			
4			

5			
6			
7			

Attach copies of Identification cards

8. Contact Person: Name.....

Title/Position.....

Tel.No.....

9. Postal Address..... (If available)

E-mail Address.....

Physical Location.....

You are also requested to comply with the regulations as released by the National Treasury. Details on the same are available from the National Treasury website

(B) ELIGIBILITY AND CAPABILITY TO DELIVER GOODS OR SERVICES

(We request that you fill in this section with honesty and be truthful as it will reflect on your service delivery standards if selected to offer services)

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are now cleared and your business is now solvent)

2. What products/services do you want to be considered to supply (use attached product category to guide you appropriately)

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3. How many employees do you have?.....
 4. What is your average response time to a request for quotation?.....
 5. What is your average response to delivery of goods/services after issuance of LPO?.....
 6. What is the maximum value of business, which you can handle at any one given time?
Kshs.....
 7. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation? ...YES/NO...If Yes what was the reason for non-response.....
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 8. Have you at any one time been issued with a Local Purchase Order and failed to deliver goods or services without assigning any reason for your action?.....
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DECLARATION

I/We hereby declare that all the information provided in this form has been provided by free will and is true and correct. I/We hereby also grant authority to Pwani University to undertake a counter reference against the information provided and take remedial action if found to the contrary.

Information submitted by..... (On behalf of the enterprise/group/company)

Title.....

Signature.....

Official Stamp.....