



REGISTRATION OF SUPPLIERS

DATASHEET

FY-2024/25

Registration of Suppliers (2024 - 2025)

Nature of business applied for

Category No:

	Category No.	Category	Eligibility	Submission Deadline
1	KEMSA-REG-B-016-2024/2026	Works Contractors	Open	15 th May 2024
2	KEMSA-REG-B-017-2024/2026	Contractors for interior design, furnishing and decorations	Open	15 th May 2024

PLEASE COMPLETE THE INFORMATION BELOW, WHERE APPLICABLE :

1. Applicant's Information

(a) Company Name.....

Address :.....

Physical location:.....

E-mail address:.....

(b) Authorized representative information

Name: (full legal name)

Address:.....

Telephone.....

E-mail address.....

2. Requirements

- i. Certificate of incorporation/ Registration certificate(Attach a copy of current CR12)
- ii. Valid Tax Compliance certificate
- iii. Valid trading licence
- iv. Valid NCA certificate and practicing license

3. Common ownership, influence on control

i) Does the firm have a common ownership with any director/key manager of KEMSA to the extent of a likelihood of a controlling influence?.....

4. Company ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity in Kenya or elsewhere?

Yes/No:.....

ii) If yes, give details?

iii) Indicate period of debarment and reason.....

For how long has your Company been involved in the nature of business applied for?

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Show proof E.g. Orders, Invoices, contract etc

5. Business Clientele

Please indicate at least three (3) clients' specific to your area of interest you previously dealt with, specifying

a)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof,e.g. purchase orders (attach copy)

b)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof, e.g. purchase orders (attach copy)

c)

Name:

ii. Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

iii. Contact Person

iv.Type of Business

v. Value.....

vi. Documentary proof, e . g . purchase orders (attach copy)

In case of works, provide general construction experience specifying your role for at least 3-5 years prior to the applications submission deadline. You may attach a separate document is need be.

Attached Not attached

Identify details of three such contracts specific to your area of interest using the following format

Contract name:

Starting: Month/Year.....Ending: Month/Year.....

..... Brief description of works performed/Role of Applicant:

Amount of contract:

Name of employer:

Address:

For specific construction experience, state your participation as contractor, management contractor or subcontractor, in at least 5 contracts within the last 5-10 years, their value and if successfully and substantially completed. You may attach a separate document giving the required details

Attached Not attached

6 .Financial data

From your financial statements, extract the following information and complete the tables below.

Information from Balance sheet

	Year 1	Year 2
Total assets		
Total liabilities		
Current Assets		

Current liabilities		
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Information from profit & loss account

	Year 1	Year 2
Total Revenue		
Profit before taxes		