



P.O Box 61770 - 00200, Nairobi
PJ Park, Enterprise Rd, Industrial Area

Tel: +254 20 6536919, 6531311
+254 700 419 915
+254 796 111 048

Email: operations@bentworth.co.ke
Website: www.bentworth.com

SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

.....
.....

Pin No. VAT Reg. No.

(Attach Copy Registration Certificate)

2. Category applied for.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....
.....

State names of five major clients, references and contact persons
(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)

.....
.....

List ongoing contracts/projects (goods & services) and values of contract/orders

.....
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

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.....



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.....

5 a) Have you previously dealt with BWI? If yes, state nature of business.

.....
.....
.....

b) State whether you have, at any one time, been blacklisted by BWI. If yes, give reasons

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.....

6. Financial Strength

Provide copies of the company's audited accounts for the last one (1) year.

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....
.....
- ii. Street/Road.....
.....
- iii. City/Town.....
.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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8. State whether your company is a:

- a) Manufacturer.....
.....
- b) Authorized agent (Attach principal/manufacture’s authorization letter)
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.....
- c) Stockist.....
.....
.....
- d) Other (Please specify).....
.....
.....
.....

9. Specify the amount of business you can handle at any one time (monetary value)

.....
.....

10. Give any other information that you feel is relevant for purpose of Pre-qualification as a supplier

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.....

ADDITIONAL INFORMATION

1. Bank details:

Bank Name	Account Number	Bank Address



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PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name(Organization) -----
-

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

2. Client name(Organization) -----

Address -----

Tel. No -----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

3. Client name (Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

4. Client name (Organization) -----

Address-----



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Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

5. Client name(Organization) -----

Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)



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CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1 General

Business Name.....

Location of business premises; Country/Town.....

.....

Plot No..... Street/Road.....

Postal Address Tel No

Fax No.....

E-mail.....

Nature of Business.....

Business No.....

Maximum value of business, which you can handle at any time:

Kshs.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

*Citizenship details.....

Part 2 (b) – Partnership



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Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

- 1)
- 2)
- 3)
- 4)
- 5)

Part 2 (c) - Registered Company

Private or Public.....

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1)
- 2)
- 3)
- 4)
- 5)

Date..... Signature of Applicant.....

*If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.



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LITIGATION HISTORY

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Kshs. Equivalent)
1.				
2.				
3.				
4.				
5.				



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DECLARATION FORM

I/We..... hereby declare:

- That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- That I/We give BWI, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Date.....

(Stamp with the company official stamp)



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CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

BWI Procurement guidelines stipulate that BWI should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm's length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of BWI are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of BWI who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of BWI as indicated below and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of BWI been your employee in the past one year?

If yes, please give details

.....
.....

Do you have any family ties with any BWI employee(s) through spouse or immediate family?

If so, please explain:
.....
.....

Have you had past business dealings with any employee of BWI?



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If yes, please give details:

Do you have other social or political relationships with an employee of BWI in procurement, which may impede his/her independence or objectivity?

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....