

NGANO HOUSE
 Commercial Street, Industrial Area,
 P.O Box 30096-00100,
 Nairobi, Kenya
 Tel No. 3933000
 E-mail: information@unga.com



VENDOR QUALIFICATION QUESTIONNAIRE

1. BUSINESS/CORPORATE INFORMATION

No	Particulars	Response
1.1	Full Name of Organisation	
1.2	Physical Address/Principal Place of Business State plot No.	
1.3	Postal Address	
1.4	Telephone Number	
1.5	E-Mail Address	
1.6	Website Address	
1.7	Company Tax PIN (Kindly provide a copy of the most recent tax compliance certificate)	
1.8	VAT Registration Number (Kindly provide a copy)	
1.9	Have you changed your company name over the last 10 years? If so, attach certificate of change of name	
1.10	Period in which you have been in specific business for which you wish to be prequalified	
1.11	Is your organisation	A. Public Limited Company. If so, attach certificate of incorporation
		B. Public Listed Company. If so, attach certificate of incorporation
		C. Limited Company. If so, attach copies as in (A) above
		D. Partnership. If so, attach a partnership deed
		E. Sole trader. If so, attach business certificate
1.12	Do you have a current business license? If so, attach copy	

1.13	Names of shareholders, directors or partners. Attach certified copies of ID's & Pin Certificates	
1.14	Are any of the directors, partners or employees employed by or have relatives who are currently employed by Unga Holdings Limited. If so, declare name and position	
1.15	Contact person within your organisation to whom enquiries about this application should be directed	Title
		Telephone
		Email

2. EXPERIENCE

2.1	What is your main business line? Attach a detailed business profile	
2.2	Do you hold any dealership/agency? If so, specify	
2.3	Have you ever provided services or products to Unga Limited or Unga Farm Care (EA) Limited before? If yes, specify the category and period	
2.4	Do you have a current contract with Unga Limited/Unga Farm Care (EA) Limited? If yes, specify the contract number and date	
2.5	Has your company or any of the directors/shareholders been involved in any other company that previously provided Unga Holdings Limited with goods or services? If so, give details on a separate sheet if space is not adequate	
2.6	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the category that you are seeking to be prequalified	
2.7	State if your company has any Quality Management System, Environmental Management Systems and any other accreditation in place. If so, specify and attach copies of certificates	

3. FINANCIAL INFORMATION

3.1	Assets and liabilities as per latest accounts. Attach audited financial accounts	Total Assets in Ksh	
		Current Assets in Ksh	
		Total Liabilities in Ksh	
		Net Worth (Total Assets-Liabilities)	
		Working Capital (Current assets-Current Liabilities)	
		Maximum value of business which the company can handle	
3.2	Indicate preferred terms of sale/trade	Up-front payment	
		Credit terms i.e. state number of days - 30 days, 45 days, 60 days	
		Preferred mode of payment e.g. EFT, Cheque etc.	
3.3	Bank References	1.	Stamp & Signature
		2.	Stamp & Signature
		3.	Stamp & Signature

3.4	Trade References	Company Name & Address:	Stamp & Signature
		Telephone Number	
		Signature/Position	
		Company Name & Address:	Stamp & Signature
		Telephone Number	
		Signature/Position	
		Company Name & Address:	Stamp & Signature
		Telephone Number	
		Signature/Position	

UNGA HOLDINGS LIMITED

4. LITIGATION HISTORY

4.1	Have you had any litigation concerning any contract you have executed in the last 5 years. If yes, provide details in a separate sheet showing client, cause and matter in dispute	
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EVALUATION

Requirements

- A. Certificate of Incorporation/Partnership Deed
- B. Trading Certificate/License where applicable
- C. PIN Certificate
- D. VAT Certificate
- E. Tax Compliance Certificate
- F. Audited Annual Accounts

Other Requirements

- A. Unga Holdings Limited will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- B. Canvassing shall lead to disqualification.
- C. The applicants should have registered offices and Unga Holdings Limited reserves the discretion of visiting the physical premises from which the applicant conducts business.
- D. Agents/distributors shall provide copies of letters of appointment by manufacturers to be dealers (where applicable).
- E. Unga Holdings Limited reserves the right to accept or reject any application and is not bound to give reasons for its decisions.

DECLARATION

I/We declare that to the best of my/our knowledge the answers submitted in this prequalification questionnaire and any supporting documentation are correct and can be substantiated if requested to do so. I/We understand that any misrepresentations will be used as grounds for termination of the

qualification process. I/We further hereby give Unga Holdings Limited or its agents authority to seek any references it may deem fit to carry on the evaluation.

Signed and sealed:

For and on behalf of:

Position in company:

Date:

SUPPLIERS APPLICATION FORM

I/We.....being duly authorised to represent and act on behalf of

and having reviewed and fully understood all of the prequalification information provided hereby apply to be qualified for the following category:

No	CATEGORY CODE	CATEGORY

FORM COMPLETED BY	
Full name of applicant:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	

Fax Number:	
Signature:	
Stamp/Seal:	

UNGA HOLDINGS LIMITED