**Mandatory business questionnaire (*Must be filled by all applicants)***

***Name of Applicant(s)..........................................................................................***

**You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2 (i / j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

***Part 1 – General***

Business Name:……………………………………………………………Certificate of Incorporation /

Registration No. ………………………………………..…Location of business premises:

Country …………………………………..…Physical address …………………….…………

Town………………………………….……………………….Building………………………

Floor…………………………………………………………….Plot No. ……..……………………….

Street / Road ……..………………….……………………Postal Address ………..………………

Postal / Country Code…………………………………….Telephone No‟s…...…………………

Fax No‟s. ……………………….………………E-mail address …………………………………………..…….…………………Website ……………………………………………………………………………………….……

Contact Person (*Full Names*) …………………………… Direct / Mobile No‟s.…………….…

Title ……………………………………… Power of Attorney (**Yes / No**)

If **Yes,** attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc)* ………………..……….………..

**(Applicable to Local suppliers only)**

Local Authority Trading License No. …………………… Expiry Date ………………………

Value Added Tax No.……………………………….……………………………………………….

Value of the largest single assignment you have undertaken to date (***USD/KShs)***

…………………………………….……

Was this successfully undertaken? **Yes / No**. ………………………….(If **Yes**, attach reference)

Name (s) of your banker (s)

………………………………………………………………………..…………………………………..

Branches ………………………………………………… Tel. No‟s. …….………………………….

***Part 2 (a) – Sole Proprietor (if applicable)***

Full names ……..………………………………………..………………………………………………

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

Company Profile ………………………. (*Attach brochures or annual reports in case of public company*

***Part 2 (b) – Partnerships (if applicable)***

Give details of partners as follows:

**Full Names Nationality Citizenship Details Shares**

1. ……………………………………………………………………………………………………….
2. ……………………………………………………………………………………………………….

Company Profile ……………………….(*Attach brochures)*

***Part 2 (c) – Registered Company (if applicable)***

Private or public …………………………………………….

Company Profile ……………………….(*Attach brochures or annual reports in case of public companies)*

State the nominal and issued capital of the Company Nominal KShs ……………………..………………………….

Issued KShs ………………………..………………………….

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

**Full Names Nationality Citizenship Details Shares**

1.…………………………. ……………… …………………… ……….…….

2………………………… ………………… ………………… .……..…..…..

***Part 2 (d) – Debarment***

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the MCK and any other public or private institutions.

Full Names …………………………………………………………………………………………………

Signature …………………………………………………………………………………………………

Dated this …………………………………….……………day of ……………………………2016.

In the capacity of ………………………………………………………………………………………………………

Duly authorized to sign Tender for and on behalf of …………………………………………………

***Part 2 (e) – Bankruptcy / Insolvency / receivership.***

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in

Kenya and neither are we under receivership:

Full Names ……………………………………………………………………………………………………………

Signature ………………………………………………………………………………………………………….

Dated this …………………………………….……………day of ……………………………2016.

In the capacity of ………………………………………………………………………………………………………

Duly authorized to sign Tender for and on behalf of …………………………………………………

***Part 2 (f) – Criminal Offence***

I/We, (Name (s) of Director (s)):-

1. ……………………………………………………………………….………..……………
2. …………………………………………………………………………..….……….………

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed …………………………………………………………………………………………………………….

For and on behalf of M/s

………………………………………...…………………………………………………………………..

In the capacity of

……………………………………….……………………………………………………………………

Dated this ……………………………………………day of ………………………………….2016.

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………………………………………………………….

***Part 2 (g) – Conflict of Interest***

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

1. ………………………………………………………………………………………………
2. ………………………………………………………………………………………………

For and on behalf of M/s …………………………………………………………………………………..

In the capacity of ………………………………………………………………………………………

Dated this ………………………………………day of ……………………………………….2016

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………………………………………………………

***Part 2 (h) – Interest in the Firm:***

Is there any person/persons in **MCK**or any other public institution who has interest in the Firm? Yes/No ……………………….. (*Delete as necessary)* Institution ………………………….

……………………………………. ……………………………… ………………………

***(Title) (Signature) (Date)***

***Part 2(i or j) – Declaration***

I / We, the undersigned state and declare that the above information is correct and that I / We give **MCK** authority to seek any other references concerning my / our company from whatever sourcesdeemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc. Full names

…………………………………………………………………………………………………………..

Signature………………………………………………………………………………………………

For and on behalf of M/s …………………………………………………………………………………………..

In the capacity of

………………………………………………………………………………………………

Dated this ……………………………………………day of ………………………………….2016.

Suppliers‟ / Company‟s Official Rubber Stamp

…………………………………………………………