



## APPLICATION FORM FOR SUPPLIERS OF GOODS AND SERVICES TO PUBLIC INSTITUTIONS

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company.

The advantages of registering as a supplier are as follows:

- (a) limited/selective tender enquiries are sent to such firms, whenever they are eligible to supply goods and services; and
- (b) Creation of long term market relationship with the purchaser.

### PART I: DETAILS OF THE APPLICANT

1. Name of Company:.....
2. Physical Address:.....  
.....  
.....  
.....
3. Postal Address: .....  
.....  
.....
4. Postal Code: .....
5. E-mail : .....
6. Phone No:.....
7. Fax No:.....
8. Contact Person:.....
9. Bank Account Name:.....

10. Banker(s) name(s) (Where payments may be sent if electronic funds transfer is used):

.....

11. Bank Swift Code: .....

12. Branch of the Bank: .....

13. Bank Account Number: .....

14. Address of the Bank (Physical Address): .....

.....

.....

.....

15. TPIN Number: .....

16. Type of business:

(a) Manufacturer

(b) Sole agent

(c) Trader

(d) Other	<input type="checkbox"/>	Specify:
	<input type="checkbox"/>	

17. Tick the sub-categories of goods and services being applied for in the table below.

<b>Category A: Goods</b>	<b>Sub Category</b>	<b>Tick</b>
Office Equipment	A01	
Office Furniture	A02	
Air Conditioners and Lifts	A03	
Stationery and Office Supplies	A04	
Electrical and General Hardware	A05	
Motor Vehicles and Spare Parts	A06	
Uniforms and Protective Clothing	A07	
Cleaning Materials	A08	
Hospital Equipment and Materials	A09	
Pharmaceuticals	A10	
Agricultural Inputs	A11	
Agricultural Equipment	A12	
Radio and Communication Equipment	A13	
Foodstuffs	A14	
School Desks and Furniture	A15	

<b>Category B: Services</b>		
Office Equipment Repair and Maintenance	B01	
Printing	B03	
Sanitary Services	B04	
Insurance	B05	
Motor vehicle Repair and Maintenance	B06	
Customs Clearing	B07	
Medical Services	B08	
Security Services	B09	
Landscaping	B10	
Car-hire Services	B11	
Fire Fighting Services	B12	
Florist Accessories	B13	

18. Prepared by (name in capital letters):.....

Title:.....

Signature:..... Date.....

## **PART II: LIST OF ATTACHMENTS**

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application will be rejected:

1. Copy of certificate of incorporation/registration;
2. Valid Tax Clearance Certificate;
3. Original Bank statement/Bank reference letter of not more than six months old from date of applying;
4. Copy of certificate of registration with relevant regulatory bodies for pharmaceuticals, radio and communication equipment, insurance, medical services and customs clearing categories;
5. Company profile;
6. Evidence of having paid the non-refundable fee of K150, 000.00 cash for the Application Form and the Certificate (copy of the receipt).
7. Annual Return Forms, that is Companies Form 42 and 53 filed by Limited Companies, the Business Names Form VIII for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Patents and Companies Registration Agency (PACRA)
8. Certificate of Status of Business Name / Company from Patents and Companies Registration Agency (PACRA) for the Companies whose annual returns are not due.