



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746-00101

NAIROBI

TEL: 020-2427516/0719037000

GUIDELINES FOR CONTINUOUS REGISTRATION OF SUPPLIERS

SUPPLIER REGISTRATION QUESTIONNAIRE

THIS CONTINUOS REGISTRATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS/WORK OR SERVICES TO GEOTHERMAL DEVELOPMENT COMPANY LTD

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF GDC

Company Name/Business Name-----

Category to be considered for/Description of Work/Services you wish to engaged by GDC:

Postal Address-----

Tel/Fax-----

E-mail-----

Date Submitted:-----

INVITATION TO REGISTRATION OF SUPPLIERS/CONTRACTORS

SUBJECT: REGISTRATION OF SUPPLIERS

1. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

NOTE: You are required to fill and submit this registration document together with the following;

- a) Certificate of Business registration or Incorporation in Kenya
- b) Valid Certificate of registration from National /County Treasury (**Applicable for Special Groups Only**)
- c) Valid Tax Compliance certificate
- d) For services of professional nature, You are required to provide certification & registration with relevant authorities e.g NCA, IATA, Health etc
- e) Dully Filled Confidential Business Questionnaire
- f) Dully Filled Declaration Form

MANAGER, SUPPLY CHAIN

DECLARATION FORM

Declaration of undertaking not to engage in corrupt fraudulent practice

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business .

You are advised that it is a serious offence to give false information on this form

<u>Part 1 – General:</u>				
Business Name				
Location of business premises.				
Plot No..... Street/Road				
Postal Address Tel No. Fax E mail				
Nature of Business ,.....				
Registration Certificate No.				
Maximum value of business which you can handle at any one time – Kshs.				
Name of your bankers Branch				
<u>Part 2 (a) – Sole Proprietor</u>				
Your name in full Age				
Nationality Country of origin				
<ul style="list-style-type: none"> • Citizenship details • 				
<u>Part 2 (b) Partnership</u>				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
	1.
	2.
	3.
	4.
<u>Part 2 (c) – Registered Company</u>				
Private or Public				
State the nominal and issued capital of company-				
Nominal Kshs.				
Issued Kshs.				
Given details of all directors as follows				
	Name	Nationality	Citizenship Details	Shares
	1.....
	2.
	3.
	4.
	5

Part 3 – References (N/A to Special Groups)

Give details of substantial reference sites of similar assignment;

Client Name and Address	Project Type/Description	Project Cost (Ksh)	Project Duration/Delivery Timeline	Contact Person and Address

Date Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.