



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746-00101

NAIROBI

TEL: 0719 037000/0719 036000

REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2) YEARS

TENDER NO: GDC/SC/REG/037/2018-2019

CLOSING DATE & TIME:

Category A – 13th May, 2019 at 11.00am

Category B – 14th May, 2019 at 11.00am

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

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

Company Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

All applicants **MUST** indicate the details below:

Item Category code: -----

Item Description:-----

REF: GDC/SC/REG/037/2018-2019

SUBJECT: REGISTRATION OF SUPPLIERS

1. Geothermal Development Company Ltd invites applications for **registration of suppliers and service providers for a period of two (2) years.**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Manager Supply Chain at **Kawi House, South C, Off Mombasa Road, Red Cross Road, GDC Nakuru and GDC Naivasha Offices** during normal working hours between 9.00am and 4.00pm during weekdays.
3. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

YOUTH, WOMEN AND PERSONS WITH DISABILITY (AGPO) CATERGORY ONLY

- a) Certificate of Business registration or Incorporation in Kenya
- b) Valid Certificate of registration from Treasury (AGPO Certificate)
- c) Valid Tax Compliance certificate at the time of opening.
- d) Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies (Evidence of identity to prove youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership
- e) Attach a copy of registration/identification card with National Council of Persons with Disability (NCPWD). \
- f) Dully filled, signed & stamped supplier registration questionnaire. **(A-F)**

OTHERS: GENERAL PUBLIC (MANDATORY REQUIREMENTS – OPEN TO ALL)

- a) Certificate of business registration/incorporation in Kenya
- b) Valid Tax Compliance certificate at the time of opening
- c) A Valid Business Permits
- d) Provide at least Three (3) letters of recommendation from your corporate clients for the last five (5) years.
- e) Dully filled, signed & stamped supplier registration questionnaire. **(A-F)**

NOTE:

- For maintenance and repair garage services, ALL applicants to fill the attached questionnaires provided under annex one (1)
- All Garages to provide relevant Insurance Cover Policies
- GDC **MAY** carry out due diligence for the garages.

The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

THE MANAGING DIRECTOR

GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746 -00101

NAIROBI

And deposited in the Tender Box at Ground Floor GDC Office Kawi House, South C, Off Mombasa Road, Red Cross Road on or **before 13th May, 2019 at 11.00am for Category A & 14th May, 2019 at 11.00am for Category B.**

4. Tenders will be opened immediately thereafter in the presence of candidates' Representatives who choose to attend at Kawi House, South C, Off Mombasa Road, Red Cross Road Boardroom on ground floor.
5. A complete set of the tender document may be obtained by interested firms upon payment of a non-refundable fee of **Kshs.1000** payable to our accounts office in cash or by banker's cheque. The documents can also **be viewed and downloaded from the website www.gdc.co.ke or PPIP Portal www.tenders.go.ke free of charge.** Bidders who download the tender document from the website **MUST** forward their particulars immediately to procurement@gdc.co.ke for records and any further tender clarifications and addenda.
6. This registration does not amount to any contractual obligation on the part of GDC and GDC is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
7. GDC has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act 2015.
8. **GDC reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.**
9. GDC reserves the right to accept or reject any tender without assigning any reasons for the decision.
10. Late applications will NOT be accepted

MANAGER, SUPPLY CHAIN

SECTION B: GENERAL INSTRUCTIONS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the invitation to tender.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3. Tenderers shall not be involved in any litigation issues with the Government of Kenya at present.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Clarification of Documents

- 2.3.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"
- 2.3.2. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

SECTION C: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **item code** and the **item description** as applied for.
5. In selection of suppliers, GDC will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the **MANDATORY REQUIREMENTS** as provided in section A.

Only bidders who will have complied with the above will qualify for the Next stage of evaluation. I.e. dully filled questionnaires (A-F)

SECTION B:

PART ONE (1): SUPPLIER PREQUALIFICATION QUESTIONNAIRE (TO BE COMPLETETD BY THE SUPPLIER)

A. COMPANY PROFILE

1. Company Name-----
2. Trading Name (if different from above)-----
3. Legal status (partnership/sole proprietor/ Ltd. Company etc)-----
4. Nature of business licensed to operate -----
5. Contact Person: Name-----
 - Title-----
 - Tel .No.-----
6. Postal Address: -----
 - Tel No: -----
 - Fax: -----
 Physical location-----
7. E-mail address-----
 - Website-----
8. Names of Directors and their nationality:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____

11. Name of Bank.....Branch.....

12. Name of Insurers.....

(B) ELIGIBILITY

13. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes,

when.....(if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

- 14. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes.....No.....
- 15. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

- 16. What products/services do you want to be considered to supply.....
(indicate relevant category and product code)
- 17. How many employees do you have?..... How many are permanent?.....How many are temporary?.....
- 18. Are you a manufacturer/wholesaler/retailer/other (please specify).....
- 19. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No.....
(Attach documentary evidence of certification)
- 20. If you are not a manufacturer, are you an authorized dealer? Yes.....
No.....
- 21. Who have been your major corporate clients for the past 3 years? State client's name, Product/service provided Value of goods, works or service and contact person. **Applicable to general suppliers, youth firms exempted**
- 22. To what extent is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with GDC?
.....
.....
 - i) What is your average response time to a request for quotation/RFP?.....
.....
 - ii) What is your average response to delivery of goods/services after issuance of LPO?
.....

25. What is the maximum value of business which you can handle at any one time?
Kshs.....

26. Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services. Do you accept?
Yes.....No.....

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below: **Applicable to general suppliers, youth firms exempted**

Serial No.	Name of organization	Item description	Value of contract	Contact person
1.				
2.				
3.				
4.				
5.				

(E) DECLARATIONS

For purpose of transparent and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any GDC employee.

Do you have a relationship with any GDC employee that would cause any real or perceived conflict of interest?

Yes/No.....(specify).....
.....
.....

I.....declare, for and on behalf
of.....
.....(Company/Firm) that all the information furnished to GDC in connection with this pre-qualification is true and accurate in all material respect. GDC is hereby authorized to make such inquiries relating to the said information including with the firms/ company`s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by-----

Title-----

Signature-----

Date and Stamp-----

F) 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

Part 1 – General:

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

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

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

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details
Shares		
1.		
2.		
3.		
4.		

Part 2 (c) – Registered Company

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.....		

DateSignature of Candidate

PART II: REGISTRATION CATEGORIES

CONTINUOUS REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR A PERIOD OF TWO (2) YEARS - TENDER NO.GDC/SC/REG/036/2018-2019

Geothermal Development Company Ltd invites eligible suppliers and service providers to submit sealed applications for registration of suppliers for the categories specified below.

CATEGORY A - GOODS – Closing date 13th May, 2019 at 11.00am			
NO	ITEM CATEGORY NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
1	GDC/PQ/01/2018-2020	Supply of Hardware Construction Materials	AGPO
2	GDC/PQ/02/2018-2020	Supply of Furniture, Furnishings & Fittings	OPEN
3	GDC/PQ/03/2018-2020	Supply of Fresh Fruits & Vegetables, Dry Foods, Non-food items and Kitchen Equipment	AGPO
4	GDC/PQ/04/2018-2020	Supply of Meat and Meat Products	OPEN
5	GDC/PQ/05/2018-2020	Supply of Milk & Milk Products	OPEN
6	GDC/PQ/06/2018-2020	Supply of Personal Protective Equipment, Staff Uniforms and Linen	OPEN
7	GDC/PQ/07/2018-2019	Supply of Fire Safety Equipment	OPEN
8	GDC/PQ/08/2018-2020	Supply of First Aid Kits and Consumables	OPEN
9	GDC/PQ/09/2018-2020	Supply of Scientific Equipment (self-contained breathing apparatus, Gas Detectors & Accessories, Noise meters etc)	AGPO
10	GDC/PQ/10/2018-2020	Supply of Motor Vehicles Spare Parts - Toyota Models	OPEN
11	GDC/PQ/11/2018-2020	Supply of Motor Vehicles Spare Parts - ISUZU Models	OPEN
12	GDC/PQ/12/2018-2020	Supply of Motor Vehicles Spare Parts – Volkswagen Models	OPEN
13	GDC/PQ/13/2018-2020	Supply of Motor Vehicles Spare Parts - Chery Tiggo Model	OPEN
14	GDC/PQ/14/2018-2020	Supply of Motor Vehicles Spare Parts - Ford Model	OPEN

15	GDC/PQ/15/2018-2020	Supply of Motor Vehicles Spare Parts - Nissan Models	OPEN
16	GDC/PQ/16/2018-2020	Supply of Portable Sentry Boxes and Modular Movable Security Camps	AGPO
17	GDC/PQ/17/2018-2020	Supply of Access and Identity Card Equipment and Consumables	OPEN
18	GDC/PQ/18/2018-2020	Supply of Safety Signs and Posters	AGPO
19	GDC/PQ/19/2018-2020	Supply of Refrigeration Plants and Equipment	AGPO
20	GDC/PQ/20/2018-2020	Supply of Stationery	AGPO
21	GDC/PQ/21/2018-2020	Supply of Fleet Management Systems – (Fleet Monitoring, Speed Governors, Diagnostic systems etc)	OPEN
22	GDC/PQ/22/2018-2020	Supply of Automotive Tools and Accessories	OPEN
23	GDC/PQ/23/2018-2020	Supply of Automotive Batteries	OPEN
24	GDC/PQ/24/2018-2020	Supply of Automotive Tyres	AGPO
25	GDC/PQ/25/2018-2020	Supply of Automotive Suspension Parts	OPEN
CATEGORY B SERVICES - Closing date 14th May, 2019 at 11.00am			
26	GDC/PQ/26/2018-2020	Provision of Electrical Maintenance Services	AGPO
27	GDC/PQ/27/2018-2020	Provision of Plumbing Services	AGPO
28	GDC/PQ/28/2018-2020	Provision of Mansory Services	AGPO
29	GDC/PQ/29/2018-2020	Provision of Capentry Services	AGPO
30	GDC/PQ/30/2018-2020	Provision of Interior Design Specialist Services	AGPO
31	GDC/PQ/31/2018-2020	Provision of Civil Works Services	OPEN
32	GDC/PQ/32/2018-2020	Provision of Welding Services & Consumables	AGPO

33	GDC/PQ/33/2018-2020	Provision of Air Conditioning Systems Maintenance Services	AGPO
34	GDC/PQ/34/2018-2020	Provision of Repair and Maintenance Services for Kitchen Equipment and Refrigeration.	AGPO
35	GDC/PQ/35/2018-2020	Provision of Cleaning Services	AGPO
36	GDC/PQ/36/2018-2020	Provision of Security Services	OPEN
37	GDC/PQ/37/2018-2020	Provision of Performance Management Systems and Training Services	OPEN
38	GDC/PQ/38/2018-2020	Provision of Laundry Services	OPEN
39	GDC/PQ/39/2018-2020	Provision of Fire Safety Equipment Inspection and Maintenance Services	OPEN
40	GDC/PQ/40/2018-2020	Provision of Maintenance Services for Self -Contained Breathing Apparatus	OPEN
41	GDC/PQ/41/2018-2020	Provision of Training & Assessment Services - Automotive Assessment (Driver + Operators + Mechanics)	OPEN
42	GDC/PQ/42/2018-2020	Provision of Motor Vehicle Repair and Maintenance Services - Automotive Diagnostic Services	OPEN
43	GDC/PQ/43/2018-2020	Provision of Motor Vehicle Repair and Maintenance Services - Automotive Assessment Services	OPEN
44	GDC/PQ/44/2018-2020	Provision of Security Systems Services	OPEN
45	GDC/PQ/45/2018-2020	Provision of Facility Management Systems	OPEN
46	GDC/PQ/46/2018-2020	Provision of Statutory Safety Training Services	OPEN
47	GDC/PQ/47/2018-2020	Provision of Motor Vehicle Towing Services – Nairobi	OPEN
48	GDC/PQ/48/2018-2020	Provision of Motor Vehicle Towing Services - Nakuru	OPEN
49	GDC/PQ/49/2018-2020	Provision of Motor Vehicle Towing Services – Naivasha	OPEN
50	GDC/PQ/50/2018-2020	Provision of Motor Vehicle Towing Services – Baringo	OPEN
51	GDC/PQ/51/2018-2020	Provision of Repair & Maintenance Garage Services for Toyota Vehicles in Nairobi	OPEN
52	GDC/PQ/52/2018-2020	Provision of Repair & Maintenance Garage Services for ISUZU Vehicles in Nairobi	OPEN

53	GDC/PQ/53/2018-2020	Provision of Repair & Maintenance Garage Services for Ford Vehicles in Nairobi	OPEN
54	GDC/PQ/54/2018-2020	Provision of Repair & Maintenance Garage Services for Chery Tiggo Vehicles in Nairobi	OPEN
55	GDC/PQ/55/2018-2020	Provision of Repair & Maintenance Garage Services for Nissan Vehicles in Nairobi	OPEN
56	GDC/PQ/56/2018-2020	Provision of Repair & Maintenance Garage Services for Volkswagen Vehicles in Nairobi	OPEN
57	GDC/PQ/57/2018-2020	Provision of Repair & Maintenance Garage Services for Toyota Vehicles in Nakuru	OPEN
58	GDC/PQ/58/2018-2020	Provision of Repair & Maintenance Garage Services for Isuzu Vehicles in Nakuru	OPEN
59	GDC/PQ/59/2018-2020	Provision of Repair & Maintenance Garage Services for Ford Vehicles in Nakuru	OPEN
60	GDC/PQ/60/2018-2020	Provision of Repair & Maintenance Garage Services for Chery Tiggo Vehicles in Nakuru	OPEN
61	GDC/PQ/61/2018-2020	Provision of Repair & Maintenance Garage Services for Nissan Vehicles in Nakuru	OPEN
62	GDC/PQ/62/2018-2020	Provision of Repair & Maintenance Garage Services for Volkswagen Vehicles in Nakuru	OPEN
63	GDC/PQ/63/2018-2020	Provision of Repair & Maintenance Garage Services for Toyota Vehicles in Naivasha	OPEN
64	GDC/PQ/64/2018-2020	Provision of Repair & Maintenance Garage Services for ISUZU Vehicles in Naivasha	OPEN
65	GDC/PQ/65/2018-2020	Provision of Repair & Maintenance Garage Services for Ford Vehicles in Naivasha	OPEN
66	GDC/PQ/66/2018-2020	Provision of Repair & Maintenance Garage Services for Chery Tiggo Vehicles in Naivasha	OPEN
67	GDC/PQ/67/2018-2020	Provision of Repair & Maintenance Garage Services for Nissan Vehicles in Naivasha	OPEN
68	GDC/PQ/68/2018-2020	Provision of Repair & Maintenance Garage Services for Volkswagen Vehicles in Naivasha	OPEN
69	GDC/PQ/69/2018-2020	Provision of Repair & Maintenance Garage Services for Toyota Vehicles in Baringo	OPEN
70	GDC/PQ/70/2018-2020	Provision of Repair & Maintenance Garage Services for Isuzu Vehicles in Baringo	OPEN
71	GDC/PQ/71/2018-2020	Provision of Repair & Maintenance Garage Services for Ford Vehicles in Baringo	OPEN
72	GDC/PQ/72/2018-2020	Provision of Repair & Maintenance Garage Services for Chery Tiggo Vehicles in Baringo	OPEN

73	GDC/PQ/73/2018-2020	Provision of Repair & Maintenance Garage Services for Nissan Vehicles in Baringo	OPEN
74	GDC/PQ/74/2018-2020	Provision of Repair & Maintenance Garage Services for Volkswagen Vehicles in Baringo	OPEN
75	GDC/PQ/75/2018-2020	Provision of Auto Body Works & Detailing Services for Nairobi	OPEN
76	GDC/PQ/76/2018-2020	Provision of Auto Body Works & Detailing Services for Nakuru	OPEN
77	GDC/PQ/77/2018-2020	Provision of Auto Body Works & Detailing Services for Naivasha	OPEN
78	GDC/PQ/78/2018-2020	Provision of Auto Body Works & Detailing Services for Baringo	OPEN
79	GDC/PQ/79/2018-2020	Provision of Automotive Machine Shop Services	OPEN

1. Interested eligible candidates may obtain further information from and inspect the tender document at the Office of the Manager Supply Chain at Kawi House South C off Mombasa Road, Red cross road , GDC Nakuru (Generations House) and GDC Naivasha Offices (Lakeview Estate) during normal working hours between 9.00 am and 4.00 P.M during weekdays
2. To be eligible, the candidate **MUST** prove that they qualify to participate in public procurement by providing copies of **Mandatory** documents as stated in the pre-qualification document
3. The applicant must comply with all instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted.

SUBMISSION OF BIDS

1. The application for registration should be submitted in sealed envelopes properly labeled with the item code and item description as applied for.
2. Bidders are required to submit **one (1) original** copy per category/code applied duly marking the inner and outer envelopes as follows;

The Tender Number, Category whether A – Goods or B – Services, the Item Code and Item Description as applied for.
3. If the outer envelope is not sealed and properly marked as above, GDC will assume no responsibility for the tender's misplacement or premature opening. Bidders that submit one (1) document for many code/categories will be declared non-responsive and will not be considered for evaluation.
4. The firms that will be considered responsive will be shortlisted, GDC will therefore advertise the results of the registration and list of the responsive firms will be uploaded to GDC

website and will be valid for a period of two (2) years. The firms that will not find their company names in the list as published in the website are encouraged to enquire with GDC on reasons for their disqualification.

Late tenders will not be accepted.

MANAGER, SUPPLY CHAIN



SUPPLY CHAIN DEPARTMENT.

**APPRAISAL OF SERVICE PROVIDERS FOR THE
REPAIR, SERVICING AND MAINTENANCE OF
MOTOR VEHICLES FOR A PERIOD OF TWO (2)
YEARS FOR THE YEAR 2019-2020**

APPRAISAL FORM DOCUMENT FOR CONTINUOUS ASSESSMENT OF GARAGES

Name of Garage: _____

Location: _____

Postal Address: _____

Contact Telephone Number: _____

Email: _____

1. **Specialization:** What is your area of specialization in your garage?

a) Type of vehicles i.e.

- Toyota
- Isuzu
- Ford
- Volkswagen (VW)
- Nissan
- Chery Tiggo

.....

b) Please provide and attach a copy of dealership authorization letter for (a) above.

c) State other specializations

- Body works
- Rebranding,
- Spraying
- Breakdown and towing services
- Any other

.....

2. **Capacity:** Presence of workshop tools and equipment to handle the type of vehicles mention in 1 above.

a. **Tools**

.....
.....

.....
.....

b. **Equipment**.....

.....

.....
.....

3. Workshop:

- I. Is there a well design workshop –
 - Type of floor
 - Space
 - Arrangement
- II. Is there work system structure for
 - Receiving of vehiclesYes/.....No
 - Inspection of vehicles –yes/.....No
 - Opening of job cards for vehicles being brought to the workshop – Yes/No
- III. Is there a tracking systems on cost and parts replaced
Yes no
- IV. What is the warranty period being provided?
 - 6 Months
 - 1 Year
 - 2 Years

4. Equipment capacity:

- I. Lifting equipment
 - Chain blocks
 - Overhead cranes(capacity in tonnes)
 - Hydraulic lifts(capacity in tonnes)
 - Car lifts(capacity in tonnes)
 - Wheel balancing equipment
 - Tyre fitting equipment
 - Diagnostics equipment appropriate for type of vehicles stated in 1 above.

5. Personnel capacity :

Number of the specialized personnel for servicing and repairs of the stated vehicles

- a. Auto mechanics No.
- b. Auto electricians No.
- c. Plant constructions technicians No.
- d. Artisans No.
- e. Craftsmen’s No.
- f. Others (please specify).....
- g. How many of these specialised personnel are on your permanent payroll? Please provide evidence.

6. Safety and Security of GDC vehicles

- a. What is the area of your garage storage space / state the acreage?
- b. Please provide evidence of insurance cover arrangement for vehicles in your garages
- c. What is the type of security arrangement in and around the garage?

7. Does your workshop stock spare parts?

- yes/.....No
- What is the duration of parts ordering if not stocked?.....
- Please provide proof of genuine stocking and replacement of parts