



INSTITUTE OF QUANTITY SURVEYORS OF KENYA

Blue Violets Plaza, Office Suite 106, 1st Floor

P.O. Box 13929-00800, Nairobi Kenya

Cell: +254 721 676823 / 786 676824

Email: info@iqskkenya.org / iqsknrb@gmail.com

Website: www.iqskkenya.org

PREQUALIFICATION OF SUPPLIERS FOR FINANCIAL YEARS 2020 – 2021

PRE-QUALIFICATION CATEGORY & NUMBER APPLIED:

REF: IQSK/SG/-----/2019

Please complete and return this form on or before **29th November, 2019**

NB: In case of any query, please call the telephone numbers *0721 676823* or Email [*info@iqskkenya.org*](mailto:info@iqskkenya.org)

CELEBRATING
25 YEARS

Promoting the Advancement of the Practice of the Quantity Surveying Profession in Kenya



Part A: Business Details

1-Please provide the name of your business enterprise and its subsidiary if any

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2-Provide the address of your business enterprise

Registered office	Ordering Address(if different)	Payment address

3-Provide your Telephone, Fax Number, mail and Website address here below.

Postal Address	Office Phone No.	Cell Phone No.	E-mail address

4- Indicate location of other business sites here below if any.

Location			

5-Please state the nature of your business and your main products/services.

Business	Products/Services	

6-Provide your business registration number, years in business, VAT number, PIN number and experience with professional associations.

Business Reg. No	Years in business	VAT number	PIN Number	Experience with Professional Associations (Yes/No)

NB: (Attach copies of Business registration certificate, PIN certificate, VAT Certificate and recommendation letter(s))





7. What is the legal status of your business? Tick the appropriate box below.

Public limited company Private Company Business Name

Trade license Govt. Agency None Profit Org.

8. Please indicate your annual turnover by ticking one of the following:

Less than Ksh 100,000/= Range Ksh 100,000 - 500,000/=

Range Ksh 500,000-1,000,000 Over Ksh 1,000,000/=

Part B: Quality and Operational Standard

1. Do you have a policy/code of conduct for sourcing goods and/or services? YES NO

If Yes, does it apply to: (1) Goods suppliers (2) Services suppliers (3) Both

2. Does your company have (or working towards having) any recognized Operational standards for products supplied to IQSK such as: ISO 9000, Environmental ISO 14001, Labour SA8000 and other standards? YES NO

If yes list /indicate here below and attach copy of standard(s):

i. _____

ii. _____

iii. _____

3. If you supply services to IQSK, do you sub-contract/outsource services?

YES NO N/A

If your answer to Q3 above is YES, please state the town (s) where the services are undertaken along with the type of service

TOWNS	SERVICES





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Part C: Payments terms:

Institute of Quantity Surveyors pays creditors strictly within thirty days (30 days) or otherwise as agreed, after delivery of goods/services subject to availing of relevant invoices by supplier/provider. Do you accept IQSK terms of payments?

Tick appropriately. Yes No

Declaration

I confirm that all the information given is accurate and that I agree to IQSK payment terms.

For and on behalf of the supplier:

Name Signature.....

Position/Designation Date.....

Witness

Name

Signature.....

Office use only:

Supplier ID:	
Created by:	
Date:	

Comments:



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