



NATIONAL TAXPAYERS ASSOCIATION
P.O. BOX 4037 – 00506 NAIROBI, TEL: 0701 946 557
EMAIL: admin@nta.or.ke
Website: www.nta.or.ke

**APPLICATION FORM FOR EXPRESSION OF INTEREST TO BE
CONSIDERED AS A SUPPLIER FOR VARIOUS GOODS AND SERVICES
FOR FINANCIAL YEAR 2019/2021**

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AS A SUPPLIER FOR VARIOUS GOODS AND SERVICES FOR FINANCIAL
YEAR 2019/2021**

The National Taxpayers Association (NTA) invites applications for expression of interest to be considered as Suppliers from interested eligible companies/groups/individuals for the supply of one or a combination of the under listed goods and services for the year **2019/2021** financial year.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
NTA001/2019-2021	Supply of General office stationery, computer consumables accessories
NTA002/2019-2021	Supply of computers, printers, UPS, LCD projectors, photocopiers, cameras and office equipment and fitting
NTA003/2019-2021	Supply of office furniture
NTA004/2019-2021	Supply of electrical equipment and appliances
NTA005/2019-2021	Supply of motor vehicle tyres, tubes & batteries
NTA006/2019-2021	Supply of newspapers and magazines
NTA007/2019-2021	Supply of branded promotional items

B) PROVISION OF SERVICES

NTA008/2019-2021	Provision of insurance and brokerage services
NTA009/2019-2021	Provision of hotel accommodation and conference facilities
NTA010/2019-2021	Provision of transport and hire services (taxis and mini buses)
NTA011/2019-2021	Provision of minor repairs and maintenance of electrical appliances
NTA012/2019-2021	Provision of garages for repair and maintenance of motor vehicles
NTA013/2019-2021	Provision of web hosting
NTA014/2019-2021	Provision of air travel agency services (must be registered with IATA)
NTA015/2019-2021	Provision of internet services
NTA016/2019-2021	Provision of typesetting and printing services
NTA017/2019-2021	Provision of data entry, data analysis and report writing
NTA018/2019-2021	Provision of Media services (Talk shows, media mobilization and documentaries)
NTA019/2019-2021	Provision of Courier Services

BUSINESS QUESTIONNAIRE

Company Details

1. Business Name: _____
2. Type of Business: _ _____
3. Certificate of Registration/Incorporation No. _____
4. VAT Registration No. _____
5. Tax Compliance Certificate No. _____
6. Current Business/Practice License No: _____
7. Physical Address: _____

8. Postal Address: _____
9. Telephone: Landline: _____ Mobile _____
10. Fax: _____
11. E-mail: _____ Website: _____

Categories applying for:

1)

2)

3)

4)

Regions applying for:

Legal Status

A. Sole Proprietor (*Name/Nationality*)

B. Partnership

Names and Details of Partners:

Name	Nationality	Age	ID. No	Share

C. Limited Companies

Names and Details of Directors:

Name	Nationality	Age	ID. No	Share

Share Capital: Authorized: Kshs.

Issued and Paid: Kshs.

Financial Capability

1. Name of Banker _____

Address _____ Telephone: _____

2. Financial Information

i. Total Assets _____

ii. Current Assets _____

iii. Total liabilities _____

iv. Current liabilities _____

3. Terms of Payment (maximum credit period) _____

Contact Person (s)

	NAME	DESIGNATION
1.	_____	_____
2.	_____	
3.	_____	

Experience: Some organizations to which you have rendered similar Services

1. Name of Organization:
Type of service offered:
Number of months/years of service to client: Name of officer:
Designation: _____
Post Office Address: _____
Telephone: _____ Fax: _____
Email: _____
2. Name of Organization:
Type of service offered:
Number of months/years of service to client: Name of Officer:
Designation: _____
Post Office Address: _____
Telephone: _____ Fax: _____
Email: _____
3. Name of Organization:
Type of service offered:
Number of months/years of service to client: Name of officer:
Designation: _____
Post Office Address: _____
Telephone: _____ Fax: _____
Email : _____

Attach **COPIES of the following documents when returning this questionnaire:**

1. Certificate of Registration/Incorporation
2. VAT Registration
3. Current Business Permit/Practice License
4. Tax Compliance Certificate
5. PIN Certificate
6. Proof of Bank Account

Note: Tenderer's business premises may be inspected by a team of officers from the National Taxpayers Association to verify the above information. Ensure that you stamp all your documents and we encourage that you give a valid email address.

DECLARATION:-

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

NAME _____ DESIGNATION _____

SIGNATURE _____

DATE AND STAMP _____

NB:

Complete set of applications in plain sealed envelope clearly marked "**Application for Prequalification of Suppliers**" and indicate the "**Category No.**" of the service or goods applying for, should be addressed to: -

Procurement Committee,
National Taxpayers Association (NTA),
Delight Apartments, Diani Road, Kilimani
P.O. Box 4037-00506
Nairobi, Kenya