



KENYATTA UNIVERSITY-SUPPLIER REGISTRATION FORM

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF FRESH FLOWERS

KU/REG/SUPPLIERS/006 /2024-2025

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant:
2. Physical Address:
3. Postal Address:
4. Postal Code:
5. E-mail:
6. Mobile Phone No
7. Are you applying for youth, women or persons with disabilities or None?
8. Contact Person
9. Completed registration forms must be delivered to at Kenyatta University, Main Campus P.O Box 43844-00100 Nairobi.
10. To be dropped at KU Main Campus Central Administration complex, ground floor office Number 9 on or before 27th May, 2025. Electronic registration forms will not be permitted.



11. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Limited Company]	[Partnership] [Others Specify]
Maximum value of business which the Tenderer can handles. KES)		
Experience in the sector in years		

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full:	
Identity/Passport No./Incorporation No.	

Part 9 (b) - Partnership Details

NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued Kshs.....

Directors' Details

Name	Nationality	ID/Passport No.	% Shares



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12. Bank Account Name:

13. Branch of the Bank:

14. Bank Account Number:

15. VAT Registration Number:

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name.....

Title or Designation.....

Signature: Date

PART II: LIST OF ATTACHMENTS

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

- Copy of certificate of incorporation/registration;
- Copy of Valid Tax Compliance/ Exemption Certificate
- Business/Company profile
- Copy of Valid Business Permit
- Where Applicable include a valid AGPO Certificate of Registration in the target group –Youth, Women and Persons with disability issued by the National Treasury.

Approved by : Head Procurement Department

Signature..... Date.....

