



**REGISTRATION OF SUPPLIERS DATA SHEET**

YEAR 2024/2025/2026

Reference Code .....

Category Description.....

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**INSTRUCTIONS TO APPLICANTS:**

False information is not ACCEPTABLE, as it shall lead to your bid being automatically disqualified. Bidders are required to remember the following general information:

- a) The questionnaire must be fully and comprehensively completed. All pages MUST be signed.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Copies of all relevant registration certificates, licenses and any other relevant documents requested or applicable to the line of business applied for must be attached. This shall include copy of the payment receipt for this document. Failure to which will lead to disqualification of the applicant.
- d) Brooke East Africa reserves the right to visit and inspect the business premises of the supplier.
- e) Firms associated with the management and employees of Brooke East Africa are illegible for registration.
- f) Any information given but later found out to be incorrect shall lead to non-acceptance of the supplier.
- g) Failure to provide all the information required shall lead to the disqualification of the supplier.
- h) This registration data sheet must be completed neatly in ink or in typescript; all correction or amendments shall be initialled/countersigned.
- i) Your registration document shall be submitted via email [brookeea@thebrookeeastfrica.org](mailto:brookeea@thebrookeeastfrica.org)
- j) Canvassing shall lead to automatic disqualification and subsequent elimination of the applicant.
- k) Preference and Reservations will be applied to qualified Groups.

In line with (c) above, following are mandatory requirements for all the bidders. Copy of the document is acceptable but the original may be required at a later date: -

- Copy of Certificate of Incorporation

- Copy of PIN & VAT Certificates and CR12
- Current Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Audited Accounts for the immediate last two years.
- Letters of recommendation from three major clients indicating contact person(s) and their telephone number(s).
- Written confirmation on your letter head that you have not been debarred as a supplier, service provider or consultant for goods, services or works in Kenya; and that you are eligible to participate in Procurement and also a statement declaring that if selected, you shall not be involved in corruption.
- Payment details

**Account Name: The Brooke Hospital for Animals East Africa**

**Bank name: Standard Chartered Bank**

**Account number: 0102837504200**

**Swift code: SCBLKENXXX**

**Branch Name: Upper hill**

Complete the attached Confidential Business Data Sheet in details and as requested.

**Form RG – Registration of suppliers 2024/2025/2026**

REGISTRATION OF SUPPLIERS DATA SHEET

PLEASE COMPLETE THE INFORMATION BELOW.

1. Applicant's Information

(a) Legal Name.....  
 .....  
 .....

(b) Country of registration.....

Year of Constitution/Registration/Incorporation.....

(c) Legal address in country of constitution:

Physical location (street/number/town or city/country)

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 .....  
 .....

(d) Authorized representative information

Name: (full legal name) .....  
 .....  
 .....

Address (street/number/town or city/country)

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Telephone/cell phone number: (include country and city codes)

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E-mail address.....

(f) Tax affairs:

(i) PIN No.....

(ii) VAT No.....

(iii) Tax Compliance Certificates valid up to.....

(g) Business license:

(i) State.....

(ii) Local authority.....

(iii) Professional body.....

(h) Type of business entity

Public Private Partnership Sole proprietorship

Trust Society Others (specify).....

2. Ownership details in relation to (h)

(i) Name(s), Nationality of owners/directors and percentage ownership in case of a Corporate Shareholder, please state its Directors

OWNERS NAMES PERCENTAGE OWNED NATIONALITY

1.....

2.....

3.....

4.....

5.....

NAMES OF DIRECTORS NATIONALITY

1.....

- 2.....
- 3.....
- 4.....
- 5.....
- 6 .....

(ii) Principal Banker.....

Bank.....

Branch.....

Account.....

(iii) Details of auditors (where applicable).....

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(vi) In-case of professional services, please include brief curriculum vitae of key professional staff showing whether full-time or part-time. This may be done on a separate page as an attachment.

Attached Not attached

3. Common ownership, influence on control

i) Has your firm been a consultant in preparation of the design or technical specifications of a contract used by the company at any one time?

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ii) Does the firm have a common ownership with any director/key manager of the procurement entity to the extent of a likelihood of a controlling influence?

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4. Company ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity especially in the NGO sector?

Yes Not No

ii) If yes, give details? .....

iii) Indicate period of debarment and reason.....

5. For how long has your company been involved in the nature of Business applied for? .....

Show proof..... E.g. Orders, Invoices etc

6. Business Clientele

Please indicate at least five clientele previously dealt with, specifying:

a)

i. Name: .....

ii. Postal address .....

Telephone.....

Fax.....

Email.....

Physical Location.....

iii. Contact Person .....

iv. Type of Business .....

v. Value.....

vi. Documentary proof ,e.g. purchase orders (attach copy)

b)

i. Name: .....

ii. Postal address .....

Telephone.....

Fax.....

Email.....

Physical Location.....

iii. Contact Person .....

iv. Type of Business .....

v. Value.....

vi. Documentary proof ,e.g. purchase orders (attach copy)

c)

i. Name: .....  
ii. Postal address .....  
Telephone.....

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Fax.....  
Email.....  
Physical Location.....  
iii. Contact Person .....  
iv. Type of Business .....  
v. Value.....  
vi. Documentary proof,e.g. purchase orders (attach copy)

d)

i. Name: .....  
ii. Postal address .....  
Telephone.....  
Fax.....  
Email.....  
Physical Location.....  
iii. Contact Person .....  
iv. Type of Business .....  
v. Value.....  
vi. Documentary proof,e.g. purchase orders (attach copy)

e)

i. Name: .....  
ii. Postal address .....  
Telephone.....

Fax.....

Email.....

Physical Location.....

iii. Contact Person .....

iv. Type of Business .....

v. Value.....

vi. Documentary proof ,e.g. purchase orders (attach copy)

Financial data

From your financial statements, extract the following information and complete the tables below.

Information from Balance sheet

Year 1

Year 2

Total assets

Total liabilities

Current Assets

Current liabilities

Information from profit & loss account

Year 1

Year 2

Total Revenue

Profit before taxes

Ratio Analysis

Description

Year 1

Year 2

Remarks

Working ratio



THE WORKING RATIO WHICH IS REPRESENTED BY THE RATIO OF OPERATING COSTS TO OPERATING REVENUE SHOWS THE ABILITY OF THE BUSINESS TO COVER ITS OPERATING COSTS. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE WELL BELOW ONE

Current ratio

THE CURRENT RATIO REPRESENTS RATIO OF CURRENT ASSETS TO CURRENT LIABILITIES AND IT SHOWS THE ABILITY OF THE COMPANY TO MEET ITS SHORT-TERM LIABILITIES AS THEY FALL DUE. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE GREATER THAN ONE

Debt ratio

THIS RATIO SHOWS THE COMPANY'S FINANCIAL LEVERAGE GIVEN BY THE RATIO BETWEEN TOTAL LIABILITIES AND TOTAL ASSETS. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE LESS THAN 50%

Solvency ratio

THIS RATIO SHOWS THE ABILITY OF A COMPANY TO COVER ITS OBLIGATIONS IN THE LONG RUN. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE WELL GREATER THAN ONE

Average receivable collection period

THIS RATIO SHOWS THE EFFICIENCY WITH WHICH MANAGEMENT CONVERTS DEBTORS INTO CASH. THE FEWER THE DAYS THE BETTER.

Average payable payment period

THIS RATIO SHOWS THE EFFICIENCY WITH WHICH MANAGEMENT SETTLES IT'S PAYABLES.

8. Historical contract Non-Performance.

8.1 History of non-performing contracts.

State any non-performance of a contract within last 5-10 years not subject to a fully settled dispute or litigation.

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The latter is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.

8.2 State any failure to sign contract.....

Not being under execution of a bid securing declaration for 1-2 years.

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8.3 Pending Litigation: Are there any pending litigation in total representing more than 50% of your net worth. These if applicable shall be treated as resolved against the applicant.

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9. Fraud and corruption

The company requires that applicants observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy, all parties are required to desist from engaging in corrupt, fraudulent, collusive and coercive practices that in so doing influence a procurement process or the execution of a contract or establish bid prices at artificial uncompetitive levels.

To enforce this standard, the company will:

- a) Reject a proposal for award if it is determined that a bidder recommended for award has, directly or indirectly, engaged in the prohibited act,

- b) Cancel the contract which is a subject of the prohibited act,
- c) Sanction a firm or individual declaring them ineligible, either indefinitely or for a stated period of time, to be award a company contract if it at any time determines that they have directly or indirectly engaged in the prohibited act.
- d) Refer to other organizations database to verify whether the applicant has been so sanctioned.

The Company defines, for the purposes of this provision, the terms set forth below as follows:-

- (i) 'Corrupt Practice' means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- (ii) 'Fraudulent Practice means the misrepresentation of omission of facts in order to influence the procurement process or the execution of a contract.
- (iii) 'Collusive Practice' means a scheme or arrangement between two or more bidders, with or without the knowledge of the Company, designed to establish bid prices at artificial, non - competitive levels, and
- (iv) 'Coercive Practice' means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of a contract.

#### 10. Other sanctions

The company shall provide sanctions against firms that have not performed according to professionally regulated procedures, contractual agreements or legislation. The latter includes those in serious violations of fair employment laws & practices and known violation of the Public Procurement and Disposal Act, 2005.

#### 11 Waivers

The Company reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to be pre-qualified. The Brooke East Africa reserves the right to accept or reject any of the bio-data sheets submitted for consideration.

Requirements under Preferences and Reservations shall be applied accordingly as per the act and Regulations

#### 12 EVALUATION CRITERIONS

Preliminary Evaluation:

S/No.

Mandatory Requirement

Complied/Not Complied

1

Registration Document shall be submitted via Brooke email: [brookeea@thebrookeeastfrica.org](mailto:brookeea@thebrookeeastfrica.org)

2

The questionnaire must be fully and comprehensively completed. ALL pages of the questionnaire MUST be signed /Initialized.

3

Attach payment receipt for each category applied

4

All alterations, cancellations or corrections MUST be counter signed /Initialized

4

Current Valid Tax Compliance Certificate

5

Certificate of Registration/Incorporation

Any Bidder not complying to any of the above requirements shall be considered Non-Responsive at Preliminary Stage

Technical Evaluation:

S/No.

Evaluation Criterion

Maximum Score

Applicant's Response

1

Completeness of bio-data

All Sections Dully Completed

10 points

2

Copies of relevant licenses

Single Business License

6 Points

Proof of Returns to Registrar (Attach CR12)

6 Points

Evidence of ETR/Etims invoice

6 Points

3

Financial Performance

Audited Accounts last 2 years

5 points

Assets to Liabilities

2 points

Trend of profitability

4 points

Favourable Ratio Analysis

6 points

4

Experience

Below 2 yrs

2 points

3 to 5 yrs

4 Points

6 to 10 yrs.

6 Points

5

Recommendations from clients and affiliate bodies

Recommendation from major clients indicating contact Person(s), and Tel.

5 Points

Certificates from affiliate Bodies/Associations where applicable by law i.

5 Points

7

References

Copies of Award Letters, LPOs, Invoices and Completion Certificates, (1 point per client)

10 Points

8

Miscellaneous

Past contract performance (1 point per each previous experience demonstrated)

5 Points

Pending court cases (If a firm has cases-zero. If no cases-2points)

2 Points

No. of employees Indicated

5 Points

Present ability of Company profile

5 Points

Statements on eligibility, non-debarment, Corruption and Authority to seek Reference (Each parameter 1 point)

4 Points

Total

100 Points

Note: Applicants scoring less than 70% will not be pre-qualified.

For Official use only:

Applicants total score .....

Pre-qualified: Yes No

1. Name ..... Signature .....

2. Name ..... Signature .....

Date: .....