



KENYA EMBASSY LUANDA

SUPPLIER TENDER/CONTRACT APPLICATION FORM

REF NO. 02/2025/2026

Financial Years: 2025/2026- 2026/2027

SECTION A: GENERAL INFORMATION

1. **Category Applied For** (tick as appropriate – refer to Invitation to Tender/Contract):

- ☐ 1 - Internet Services
- ☐ 2 - Communication
- ☐ 3 - Website Hosting
- ☐ 4 - CCTV Services
- ☐ 5 - Fumigation
- ☐ 6 - Air Conditioner Maintenance
- ☐ 7 - Motor Vehicle Service
- ☐ 8 - Cleaning and Janitorial Services
- ☐ 9 - Motor Vehicle Cleaning
- ☐ 10 - Transport
- ☐ 11 - Water Supply
- ☐ 12 - Insurance-Medical/Motor Vehicle/Assets
- ☐ 13 - Lawn Maintenance/Gardening
- ☐ 14 - Fire Risk Management
- ☐ 15 - Motor Vehicle Fuel supply
- ☐ 16 - Newspapers/Magazines/Journals

2. **Name of Applicant/Company:** _____

3. **Postal Address:** _____

4. **Physical Address:** _____

5. **Telephone Number(s):** _____

6. **Email Address:** _____

7. **Website (if any):** _____

8. **Contact Person:** _____

Designation: _____

9. **Business Registration/Incorporation Number:** _____

10. **NIF Number:** _____

11. **Business Permit/Licence Number:** _____

SECTION B: LEGAL & STATUTORY DOCUMENTS

(Attach copies of the following documents – mark “√” if attached)

Document	Attached
Business Registration Certificate	
NIF Certificate	
Current Business Permit	
References	

SECTION C: BUSINESS PROFILE

1. **Year of Establishment:** _____
2. **Number of Employees:** _____
3. **Type of Business:** (tick)
☐ Sole Proprietorship
☐ Partnership
☐ Limited Company
☐ Other (specify): _____
4. **Main Business Activity:** _____
5. **Experience in Similar Assignments (last 3 years):**

Client Name	Description of Work/Service/Goods	Contract Value	Year Completed

SECTION D: DECLARATION

I/We declare that the information given in this application is true and correct to the best of my/our knowledge. I/We understand that false information may lead to disqualification or termination of prequalification status.

Name: _____

Designation: _____

Signature & Stamp: _____

Date: _____

FOR OFFICIAL USE ONLY (Kenya Embassy)

Application Received On: _____

Application Reference No.: _____

Evaluation Outcome: ☐ Prequalified ☐ Not Prequalified

Remarks: _____

Evaluator's Name: _____

Signature: _____

Date: _____