



**PREQUALIFICATION OF SUPPLIERS
FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR THE
YEAR 2021 - 2024**

(To be completed by the prospective Bidders)

TENDERER'S NAME:

CATEGORY NO:

ITEM DESCRIPTION:

.....

May 2021.

DAYSTAR UNIVERSITY

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Date: _____ **2021**

TENDER NOTICE

Reference No: DU/005/2021-2024

Tender name: INVITATION FOR PREQUALIFICATION FOR THE SUPPLY OF GOODS, WORKS & SERVICES

Daystar University invites applications from interested eligible firms for pre-qualification of suppliers to be included in the pre-qualified list of suppliers from **1st August 2021 -31st July 2024** as indicated in the schedule below;

CATEGORIES FOR PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS & SERVICES

GENERAL CATEGORY A-PROVISION OF SERVICES	
CATEGORY NO.	DESCRIPTION
DU/A/001	Provision of Creative Design Services for Marketing & Promotional Materials, Plaques, Signages, etc.
DU/A/002	Provision of Motor Vehicle Maintenance & Repair Services
DU/A/003	Provision of Transport & Car Hire Services
DU/A/004	Provision of Computer Networking Services
DU/A/005	Provision of Air Travel & Ticketing Services
DU/A/006	Provision of Cleaning, Fumigation and Garbage Collection Services.
DU/A/007	Provision of Laundry Services
DU/A/008	Provision of Maintenance Services for Generators
DU/A/009	Provision of Foodstuff & Catering Services
DU/A/010	Provision of Electrical Engineering Services
DU/A/011	Provision of Security Services
DU/A/012	Provision of Insurance Brokerage Services
DU/A/013	Provision of ICT Network and Security Services
DU/A/014	Provision of Repair Services for Office & Classroom Furniture
DU/A/015	Provision of Maintenance Services for Water Equipment
DU/A/016	Provision of Hotel & Conference Services (Accommodation & Meals)
DU/A/017	Provision of Structured Cabling & Wireless LAN, Wan Services (including Maintenance Services)
General Category B-Supply & Delivery of Goods	
DU/B/001	Printing, Supply & Delivery of Branded Promotional Items (T-shirts, Diaries, Pens, Caps, Notebooks, etc.), Memorabilia, Corporate Gifts & related merchandise
DU/B/002	Supply of Building Materials, Concrete Blocks, Concrete Seats, Marram, Hardcore, Hardware Supplies, Tools, Paints, Electrical fittings and Lighting Materials
DU/B/003	Supply & Delivery of Computers, Laptops, Printers, Tablets, General Computer & Printer Consumables & Accessories

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DU/B/004	Supply & Delivery of Laboratory & Scientific Equipment, Reagents, Glassware & Testing Equipment
DU/B/005	Supply & Delivery of Library Books (Textbooks & Periodicals)
DU/B/006	Supply & Delivery of Audio-Visual Equipment, LCD Projectors, Studio Equipment Cameras, Video Equipment & related Supplies
DU/B/007	Supply & Delivery of Vehicle Tyres, Tubes & Batteries
DU/B/008	Supply & Delivery of Studio Equipment
DU/B/009	Supply & Delivery of Sports Equipment including Sports & GYM Apparel
DU/B/010	Supply & Delivery of Nursing, Engineering & Science Lab Supplies
DU/B/011	Supply & Delivery of General office Stationery
DU/B/012	Supply & Delivery of Fire Extinguishing Appliances (Including Fire Suppression Equipment's & Maintenance)
DU/B/013	Supply & Delivery of Cameras, Video Equipment & related Supplies
DU/B/014	Supply & Delivery of office Furniture
DU/B/015	Supply and Maintenance of Air Conditioning Equipment
DU/B/016	Supply and Maintenance of the UPS
General Category C-Provision of Works	
DU/C/001	Provision of General Building Construction Works & Partitions
DU/C/002	Provision of Plumbing & Sewerage Services
DU/C/003	Provision of Maintenance & Repair Services for Kitchen Equipment, Burners & Cookers
DU/C/004	Provision of Consultancy Services for Building & Construction and related Works (Architectural & Quantity Surveying Services)

Interested and eligible firms can **download** the prequalification documents from **Daystar University website** www.daystar.ac.ke and submit the documents on or before the deadline for submission of the pre-qualification documents together with a **non-refundable** fee of **Kshs 3,000**. The non-refundable fee can be deposited directly to Cooperative Bank, Daystar University **Account No:01120065209800** of Athi River Branch. A copy of the receipt should be attached to the tender document as payment evidence which is mandatory.

The procuring entity shall allow the tenderer to review the tender document from the University website www.daystar.ac.ke free of charge before purchase.

For further information and clarification, interested eligible firms may contact Daystar University at the address given below between **0900 hrs to 1600 hrs**, Monday-Friday inclusive, exclusive of weekends and public holidays, before the deadline for the submission of the prequalification documents.

SUBMISSION INSTRUCTIONS

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Prequalification documents must be submitted in plain sealed envelopes clearly marked “**Tender no. DU/005/2021-2024, Prequalification of suppliers for the year 2021 - 2024**” with category reference number (e.g. DU/A/001) addressed to:

DEPUTY VICE CHANCELLOR, FA & P

ATT: PROCUREMENT SECTION

DAYSTAR UNIVERSITY

P.O. BOX 44400 - 00100

NAIROBI.

Tel No: (+254) 724256408/709972000

Email: procurement@daystar.ac.ke

The Tender documents should be deposited in the tender box located at Daystar University, Nairobi Campus, 1st Floor Mwangaza Wing, located off Valley Road, Nairobi Kenya.

The deadline for submission of pre-qualification tender documents is on 18th June 2021 at 2 pm

Tenders will be opened immediate thereafter in the presence of the bidders or their representatives who may choose to attend at the DAC Boardroom located on the Ground Floor of the DAC building, Daystar University, Nairobi Campus.

Results of the prequalification exercise shall be communicated directly to bidder vide shared emails. This prequalification does not amount to any contractual obligation on the part of Daystar University to invite any tenders or quotations from any or all candidates that have responded to the invitation to submit prequalification tender documents.

**DEPUTY VICE CHANCELLOR- FINANCE, ADMINISTRATION & PLANNING
DAYSTAR UNIVERSITY.**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Daystar University wishes to invite interested candidates who must qualify by meeting the set criteria as provided by Daystar University to perform the contract(s) for the supply and delivery of goods, works and services to Daystar University.

1.2 Pre-qualification Objective

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The main objective is to supply and deliver assorted goods and works and also provide services under relevant tenders/quotations to **Daystar University** as and when required during the **years 2021 -2024**.

1.3 Invitation for Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise, works or services are invited to submit their pre-qualification documents to Daystar University so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/works/services to institutions and firms of similar size and complexity as Daystar University. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 Submission of Pertinent Information

In order to be considered for pre-qualification, prospective suppliers must submit **ALL** the information herein requested.

1.7 Distribution of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted **and deposited in the tender box located at Daystar University, Nairobi Campus, 1st Floor Mwangaza Wing, located off Valley Road, Nairobi Kenya** or addressed as indicated below;

**DEPUTY VICE CHANCELLOR, F & AP
ATT: PROCUREMENT SECTION
DAYSTAR UNIVERSITY
P.O. BOX 44400 - 00100
NAIROBI**

So as to reach Daystar University on or **before 18th June 2021 at 2.00pm**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the **Procurement Section** whose email address is given below;

procurement@daystar.ac.ke

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1.9 Additional Information

Daystar University reserves the right to request submission of additional information from prospective bidders.

1.10 Request for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Daystar University after the completion of the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are tax exempt.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the DVC, Finance, Administration & Planning or Daystar University's Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a **minimum of Sixty (60) days** or as it may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms (PQ FORMS)

3.1.1 Questionnaires

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tenders.

3.1.2 Incomplete Forms

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The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the prequalification must be written in English and in ink.

3.2 Qualification

3.2.1 Use of pre-qualification data

It is understood and agreed that the pre-qualification data from prospective bidders is to be used by Daystar University in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Qualification of prospective bidders

Prospective bidders will not be considered qualified unless in the judgment of Daystar University, they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least **3 years' experience** in the supply of goods, services and works. A potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Daystar University requires prospective suppliers to possess special experience and capability to organize, supply and deliver goods/works/services at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for the individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by the latest financial statements submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress, (Data on Form PQ-4). However, potential bidders should provide evidence of financial capability to execute the contract(s.)

3.3.5 Past Performance

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Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Daystar University could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Daystar University reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Fixed Business Premises

The prospective firms must have a **fixed Business Premise** and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 Proof of payment of Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance certificate.

3.7 Prequalification Criteria

Required Information	Form Type	Comment (Satisfactory/Not Satisfactory)
1. Registration Documentation	PQ-1	Mandatory
2. Pre-qualification Data	PQ-2	Mandatory
3. Supervisory Personnel	PQ-3	Mandatory
4. Financial Position	PQ-4	Mandatory
5. Confidential Report	PQ-5	Mandatory
6. Past Experience	PQ-6	Mandatory
7. Litigation History	PQ-7	Mandatory
OVERALL COMMENT		Responsive/Non-responsive

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3.8 Prequalification threshold

Bidders who possess the documents required in PQ1 and have provide satisfactory information according to forms PQ2-PQ7 shall be deemed to have satisfied the requirements for prequalification and they shall be considered **responsive to the Prequalification tender** and subsequently included in Daystar University's list of prequalified suppliers.

INSTRUCTION TO PROSPECTIVE BIDDERS

1. Bidders are advised that failure to provide documents required in form PQ1 shall lead to automatic disqualification.
2. Bidders are advised that failure to completely fill form PQ2-PQ7 shall lead to automatic disqualification.
3. If any of the information provided in forms PQ2-PQ7 is later proved to be false, it shall lead to automatic disqualification.
4. Daystar University shall interrogate the information provided and rate it as either satisfactory or not satisfactory. Where the information is not satisfactory, the prospective bidder shall be automatically disqualified, and Daystar University shall provide reasons leading to the same.
5. Daystar University reserves the right to contact any organization/individual mentioned in forms PQ2-PQ7 to confirm the details provided.
6. Daystar University reserves the right to visit the prospective bidders' premises for purposes of ascertaining the accuracy of the information provided in this prequalification tender document including confirmation of existence of original documents provided in the prequalification tender document.

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FORM PQ-1PRE-QUALIFICATION

All firms must provide:-

1. Copy of the receipt for payment of the prequalification document.
2. Copy of Certificate of Incorporation/Registration-Mandatory
3. Valid Tax Compliance Certificate from Kenya Revenue Authority –Mandatory
4. **Copies of contracts/LPOs** for contracts undertaken in the last 3 years that are relevant to the specific category applied for. The minimum number of contracts/LPOs required are five (5) no.
5. Copy of Pin Certificate of firm/company/individual - Mandatory.
6. Copy of current Trade License/Evidence of existence of business premises/Location - Mandatory.
7. Copies of Certified and Audited Financial Statements for the last two years (2018, 2019 or 2020)-Mandatory
8. Copies of registration certificates/evidence of certification as well as current year's renewal certificates from relevant **professional/regulatory bodies**, e.g.
 - a. Building, Construction, Engineering, Architectural Quantity Surveying Firms-National Construction Authority, BORAQS, IEK e.t.c.
 - b. Air travel and ticketing agents-IATA
 - c. Security Service Providers-PSIA, NASDU, e.t.c.
 - d. Auctioneers-Auctioneers Board, NAKA
 - e. Insurance Brokerage services-IRA certification
 - f. Where applicable, KEBS certificate, e.t.c.

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FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/we hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Email address.

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other \

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Partnership (if applicable)

Names of Partners

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.
6. Bank reference and address
.....
7. Bonding company reference and address
8. Enclose copy of organization chart of the firm indicating the main fields of
activities
9. State any technological innovations or specific attributes which distinguish you
from your competitors
.....
.....
10. Indicate terms of trade/sale; 60 days credit, 90 days credit, 120 days credit, e.t.c.

FORM PQ-3 **DAYSTAR UNIVERSITY**
SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

FORM PQ-4 - **DAYSTAR UNIVERSITY**
FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two years' certified & audited financial statements giving a summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

DAYSTAR UNIVERSITY
FORM PQ-5 CONFIDENTIAL REPORT

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CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part I- General :</p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time:</p> <p>K£.....</p> <p>Name of your bankers.....Branch</p>

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																				
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><i>Shares</i></th> <th style="text-align: left; width: 35%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Shares</i>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
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<input type="checkbox"/>	Part 2 (c) – Registered Company:		
	Private or Public.....		
	State the nominal and issued capital of company-		
	Nominal K£.....		
	Issued K£.....		
	Given details of all directors as follows:-		
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
	<i>Shares</i>		
	1.	
	2.	
3.		
4.		
5.		
<div style="display: flex; justify-content: space-between;"> Date Signature of Candidate..... </div>			

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-6 - PAST EXPERIENCE
NAMES OF THE APPLICANTS' MAJOR CLIENTS IN THE LAST THREE
(3) YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Email address of Client.....
 - vi) Value of Contract
 - vii) Duration of Contract (date)
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - viii) Name of Contact Person at the client (organization)
 - ix) Telephone No. of Client
 - x) Email address of Client
 - xi) Value of Contract
 - xii) Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - xiii) Name of Contact Person at the client (organization)
 - xiv) Telephone No. of Client
 - xv) Email address of Client
 - xvi) Value of Contract
 - xvii) Duration of Contract (date)
(Attach documental evidence of existence of contract)

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4. Others

FORM PQ-7 - LITIGATION HISTORY

Name of Supplier/Contractor:

Contractors/Suppliers should provide information on any litigation history or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

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FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the prequalification tender no. **DU/005/2020-2021**, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for tenders/quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we shall inform Daystar University and acknowledge the University's right to review the pre-qualification made.
- d. We understand that this prequalification does not amount to any contractual obligation on the part of Daystar University to invite any tenders or quotations from any or all candidates that have responded to the invitation to submit prequalification tender documents.
- e. We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

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**FORM PQ-9 - SUPPLIERS/CONTRACTORS CONTACT
DETAILS**

(The prospective supplier must fill in the details below)

Name of Supplier	Telephone Number	Email Address	Postal Address