



**Amboseli Road, Off Gitanga Road, Lavington  
P.O. Box 40521 – 00100, - NAIROBI, Kenya  
Mobile telephone : +254 721 551451**

## **BUSINESS QUESTIONNAIRE**

## 1.0 Introduction

### 1.1 Description of the Windle International - Kenya and Our Core Business

✚ **Registration:** Windle International - Kenya (WIK) is a registered non-governmental organization in Kenya, registration number OP. 218/051/915/65

✚ **Vision:** Our Vision is to bring inspiration, empowerment and hope to every WIK student.

✚ **Mission:** Our primary mission is to provide, promote and coordinate quality education and training for refugees in Kenya and for needy Kenyans, particularly and thereby to transform both their lives and that of their communities.

✚ **Motto:** "Education Transforms Society"

✚ **Core Values:** Our core values have the acronym TRACE – Trust, Respect, Accountability, Commitment, and Equity. They embody what WIK stands for, what drives us, what we believe in and what directs our decisions, actions and relationships with others on a daily basis.

### 1.2 Corporate Social Responsibility

WIK wishes to work with suppliers who embrace our core values, and also demonstrate Corporate Social

Responsibility (CSR) by taking account of economic, social and environmental factors.

## 2.0 QUESTIONNAIRE

### 2.1 Corporate Information

| No  | Information Required                                                                                                                                                       | Information Provided |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| i.  | Company /Organization Name                                                                                                                                                 |                      |
| ii. | Trading Name (if different from above)                                                                                                                                     |                      |
| ii. | Legal status (partnership/sole proprietor/ Ltd. Company)(Attach CR 12 form for Limited company or an official search from Sheria house for partnership or sole proprietor) |                      |
| iv  | a) Company registration certificate No. (attach copy)                                                                                                                      |                      |
|     | b) Certification by regulatory bodies (e.g. KPLC, Ministry of public works etc) (Attach copies )                                                                           |                      |
| v   | Nature of business licensed to operate as indicated on the document. Attach a copy                                                                                         |                      |
| vi  | VAT No (Attach Copy)                                                                                                                                                       |                      |
| vii | Contact Person                                                                                                                                                             |                      |
|     | Name                                                                                                                                                                       |                      |
|     | Title                                                                                                                                                                      |                      |

|      |                                                                             |  |
|------|-----------------------------------------------------------------------------|--|
|      | Tel. No                                                                     |  |
| viii | Postal Address                                                              |  |
|      | Tel. No                                                                     |  |
|      | Fax                                                                         |  |
|      | Email Address                                                               |  |
|      | Website                                                                     |  |
| ix   | Physical Location                                                           |  |
| x    | Is your organization a public Listed Company? If Yes attach copies.         |  |
| xi   | Is your Company/organization a partnership? If Yes attach partnership deed. |  |

## 2.2 Names of Directors and their nationality:

| No   | Names of partners/shareholders | Nationality | Percentage of shares |
|------|--------------------------------|-------------|----------------------|
| i.   |                                |             |                      |
| ii.  |                                |             |                      |
| iii. |                                |             |                      |
| iv.  |                                |             |                      |

### b) Bank details

What is the name and branch of your bank

|                |  |
|----------------|--|
| Account Name   |  |
| Account number |  |
| Bank Name      |  |
| Branch         |  |

## 2.3 Does your company/organization have other associates or affiliates? If yes list, the business names and details of Directors

| No | Names of Company | Names of ALL Directors | ID/Passport Number |
|----|------------------|------------------------|--------------------|
| 1. |                  | a)                     |                    |
|    |                  | b)                     |                    |
|    |                  | c)                     |                    |
| 2. |                  | a)                     |                    |
|    |                  | b)                     |                    |
|    |                  | c)                     |                    |
| 3. |                  | a)                     |                    |
|    |                  | b)                     |                    |
|    |                  | c)                     |                    |
| 4. |                  | a)                     |                    |
|    |                  | b)                     |                    |
|    |                  | c)                     |                    |

### 3.0 Business Activities

i) What are the main business activities of your organization?

Manufacturer  
Assembler  
Distributor  
Service Centre  
Retailer  
Other  
(Please Specify)

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ii) If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body?

Yes

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(Attach documentary evidence of certification)

No

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iii) If you are not a manufacture, are you an authorized dealer?

Yes

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(Attach manufacturer's authorization certification)

No

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iv) Attach your company/organization organogram with emphasis on the job you are bidding for.

v) Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

Yes

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No

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If yes, when ..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

vi) Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes

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No

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vii) Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes

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No

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viii) Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

ix) What is your average response time to a request for quotation/RFP?

x) What is your average response time to delivery of goods /services after issuance of LPO?

xi) What is the maximum value of business, which you can handle at any one time?

KES.....

#### 4.0 Promotion of Child Protection

All WIK staff and partners should endeavor to promote the rights of children and ensure their protection through but not limited to:

- a) Appreciate and accept the fact that a child is any person under the age of eighteen (18) years.
- b) Applying the highest standards of ethics and morality in everything we as WIK staff do
- c) Create awareness on child protection and the rights of children to the community and other stakeholders; what is acceptable and what is not acceptable behaviour towards children
- d) Ensure that staff are accountable for their own behaviour and experience the wages of violating children's rights
- e) Ensure that the workplace and other WIK premise do not expose the children to exploitation and abuse of any form

##### 4.0.1 Reporting of Child Abuse/Child Exploitation

- a) Reporting and investigation will be done using the Human Resources manual guidelines. Proper documentation will be done from the time of reporting the alleged incidence, investigations and findings. A committee will be formed by the Human Resources department to carry out this process.
- b) All WIK staff must know that all allegations of child abuse or exploitation will be thoroughly investigated. During the time of investigation, the accused is in no manner whatsoever allowed interaction with the child victim or working in the area where the child victim frequents.
- c) All staff must know that the Windle International Kenya does not condone child exploitation or abuse and that any staff found guilty of the same will be summarily dismissed. The Trust will not in any way be responsible for the guilty staff in the event that the matters attract legal or criminal proceedings.
- d) All with collaborating partners, volunteers, contractors, journalists, researchers and visitors must know that the Windle International Kenya does not condone child exploitation or abuse and that WIK will sever relations any of our partners found guilty of the same.

|                                                                                                                                                                                                                                              |               |           |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|------|
| <b>As a contractor of Windle International Kenya, I pledge myself to</b><br>Create and maintain a work environment which prevents child abuse in whatever form ranging from physical abuse, emotional abuse, Sexual abuse and child neglect, |               |           |      |
|                                                                                                                                                                                                                                              |               |           |      |
| Name                                                                                                                                                                                                                                         | National ID # | Signature | Date |
| <b>Witness</b>                                                                                                                                                                                                                               |               |           |      |
|                                                                                                                                                                                                                                              |               |           |      |
| Name                                                                                                                                                                                                                                         | Designation   | Signature | Date |

## 5.0 Declaration

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any WIK employee.

Do you have a relationship with any WIK employee?

Yes ☐

No ☐

If yes Specify the type of relationship .....

I ..... declare for and on behalf of

..... (company/firm) that all the information furnished to WIK in connection with this pre- qualification is true and accurate in all material respect. WIK is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by .....

Title .....

Signature .....

Date .....

Telephone Number .....

Email .....

Company Stamp

Witnessed by .....

Title .....

Signature .....

Date .....

Telephone Number .....

Email .....

Company Stamp