

Date:15<sup>th</sup> October 2014

Dear Sir/Madam

## **COMPLIANCE DETAILS**

Attached please find a questionnaire for your completion and return to us together with the understated documents:

- A copy of the Certificate of Incorporation
- A copy of the PIN number
- A copy of the VAT Certificate
- A copy of a current Tax Compliance Certificate
- A copy of the most recent Annual Return
- Copies of the audited financial statements for the last 3 years
- A letter from your bank giving your bank account details.
- A detailed profile of both the company and the directors. Please see a separate form for the directors details
- The Supplier Code of Conduct, duly signed.

The documents should be well bound, duly signed and submitted in a set which should contain all the relevant attachments.

Please note that a Team from Toyota Kenya Limited may visit your premises, without notice, to verify all information supplied and any other information that they may deem relevant.

Should you require any clarification, please do not hesitate to contact the undersigned.

Yours faithfully

**For: Toyota Kenya Limited**

Anthony K. Muthike  
**Procurement Manager**

**TOYOTA KENYA LIMITED PREFERRED SUPPLIERS' BASIC REQUIREMENTS**

**Toyota Kenya Limited**



We wish to compile a database for all our preferred suppliers and in line with Toyota Kenya Limited sourcing policy it has become necessary to review these. The preferred suppliers shall be reviewed annually to cater for alterations that may have occurred in your organization over the past year. We enclose a questionnaire for completion and return to us. For the questionnaire to be considered, it must be accompanied by directors/proprietors details as per the below table:

**Individual**

<b>Details of directors;</b>	
Full name:	
Date of birth:	
Nationality	
Postal address and code	
Position held	
Employers name and address:	
ID/Passport number:	
Country of residence	
Current residential address	

**Corporate**

<b>Details of Company;</b>	
Name of company/organization	
Registration number	
Date of registration	
Country of incorporation	
Nature of business	
PIN number	
VAT number	
Registered address and code	
Physical address	
Trading or operating address if different from registered address	
Names of all the directors	
Registered capital	Nominal:
Registered capital	Issued:

**SUPPLIER PRE-QUALIFICATION REQUIREMENTS**

**Toyota Kenya Limited**



## QUESTIONNAIRE

Strictly confidential – Please read carefully and complete all sections and provide all details

It is intended that the information recorded in this questionnaire will be held in our database to be used for management purposes only. To comply with data protection, please sign the following waiver:

**“We have no objection to the information contained in this questionnaire being incorporated and stored in Toyota Kenya Limited (hereinafter referred as “TKEN”) computer database for supplier management purposes only. We also have no objection to TKEN staff visiting our premises at any time for verification of the information provided herein.”**

For and on behalf of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director/Secretary

Date \_\_\_\_\_

Section	Response
<b>1.Full name of company or Organization</b>	
Business address:	
Physical address :	
Contact person/name and position:	
Telephone number:	Landline: _____ Mobile: _____
Fax number:	
E-mail address:	
Website address:	
<b>2. Type of company: private, public, partnership, Sole trader or other</b>	
Name of parent company (details of guarantees by the parent company)	
<b>Bank details</b>	Name of Bank: Branch: Sort Code: Address: Account No:
<b>Number of employees</b>	Administrative/Management: Functional:

<b>Current company returns</b> as filed with Registrar of Companies	
<b>Branches/Subsidiaries</b> (provide contact details if relevant)	Name Address  Contact details Telephone Fax E-mail address
	Name Address  Contact details Telephone Fax E-mail address
<b>3. Contract value</b>	
(a) Minimum value of work you are prepared to undertake	
(b) Maximum value of work you are prepared to undertake	
<b>4. Insurance details</b> – please confirm existence of covers and limits	<ul style="list-style-type: none"> <li>➤ Professional Indemnity -</li> <li>➤ Employer's Liability -</li> <li>➤ Public Liability -</li> <li>➤ Property damage -</li> </ul>
<b>5. Certification and audits</b>	<ul style="list-style-type: none"> <li>➤ ISO 9000</li> <li>➤ ISO 14001</li> <li>➤ Others (please state)</li> </ul>
<b>6. Material Safety Data Sheet</b> (Safety information of materials)	
<b>7. Policies</b> (indicate existence of written policies covering)	<ul style="list-style-type: none"> <li>➤ Environmental, Health &amp; Safety – last updated</li> <li>➤ Quality assurance – last updated</li> <li>➤ Customer management – last updated</li> </ul>
<b>8. Company Auditors</b>	Name: Address: Telephone number: Fax number: Date appointed:
<b>9. Financial information</b>	<ul style="list-style-type: none"> <li>➤ Annual report and financial statements for the last 3 years</li> <li>➤ Change in ownership – Details of any changes since publication of the annual report and financial statements</li> <li>➤ Acquisitions/disposals since publication of the annual report and financial statement</li> <li>➤ Contact person on financial queries: Name: Telephone number: E-mail:</li> </ul>

	Fax:								
<b>10. Current turnover:</b> Give current turnover	Approx turnover								
<b>11. Trade references:</b> (5 minimum)	<table border="1"> <thead> <tr> <th>Client</th> <th>Goods/Services</th> <th>Contact</th> <th>Phone number</th> </tr> </thead> <tbody> <tr> <td>Client number</td> <td>Goods/Services</td> <td>Contact</td> <td>Phone</td> </tr> </tbody> </table>	Client	Goods/Services	Contact	Phone number	Client number	Goods/Services	Contact	Phone
Client	Goods/Services	Contact	Phone number						
Client number	Goods/Services	Contact	Phone						
<b>12. Current contracts:</b> List the current supply/service contracts in operation between your organization and <b>TKEN</b>	<ul style="list-style-type: none"> <li>➤ Type of goods &amp; services</li> <li>➤ Duration of trading relationship</li> <li>➤ Formal contract – Yes/No</li> <li>➤ Occasional LPOs</li> <li>➤ Source of goods</li> <li>➤ Warranty</li> <li>➤ Availability of goods and services</li> <li>➤ Technical suitability – compatibility with <b>TKEN</b> products</li> <li>➤ Pricing</li> <li>➤ Validity</li> <li>➤ Payment terms</li> </ul>								
<b>13. Trade discounts:</b> Advise if <b>TKEN</b> will be awarded discounts on:	<ul style="list-style-type: none"> <li>➤ On volumes Yes/No</li> <li>➤ Early payments Yes/No</li> </ul>								
<b>14. Current contacts:</b> List the contact details of <b>TKEN</b> personnel your company deals with during the course of business:	<ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ Job title</li> <li>➤ Location (Nairobi/Mombasa/Lodwar/Kisumu)</li> <li>➤ Department</li> </ul>								

**A director authorized to sign on behalf of the company should complete the box below:**

Signed_____
Date_____
Name_____
Position_____



**OFFICIAL USE**

**To be completed by user Department Team Leader:**

Recommended /Not recommended for approval (Tick One)	
Name and Signature	
<b>Rationale for approval:</b>	

**To be completed by Corporate Team:**

Approved by	Admin Team Leader	
Approved by	Finance Team Leader	
Vendor Account created by	Payables Accountant	