



VISIONFUND KENYA SUPPLIERS PREQUALIFICATION QUESTIONNAIRE

It is within VisionFund Kenya policy to pre-qualify suppliers for every three years. The information requested in this Questionnaire seeks to inform VisionFund Kenya of your capacity and capability to join the list of our suppliers and service providers. All information submitted is confidential. To ensure equitable consideration, Suppliers must strictly adhere to the following instructions.

- 1. Suppliers must provide detailed responses to all questions. Attachments in the form of brochures, procedures, etc., which may enhance your responses, are highly recommended.**
- 2. Responses giving monetary amounts should be reported in Kenya Shillings.**
- 3. If your firm is the Parent Company, please list all other subsidiaries under your umbrella. If your firm is a subsidiary, list the Parent Company.**
- 4. Ensure all dates, names, telephone & fax numbers, etc., are accurate, as well as references verified.**
- 5. Failure to provide all the requested information could render your Questionnaire invalid.**



Completion of this Questionnaire may not guarantee that VisionFund Kenya will enter into business with your company. However, you are encouraged to complete this Questionnaire for chances of being considered in providing supplies services to VisionFund Kenya

VISIONFUND KENYA LIMITED

SUPPLIER'S PRE-QUALIFICATION QUESTIONNAIRE

1. FULL COMPANY NAME

HEAD OFFICE ADDRESS

Post Box Number

City & Postal Code

Country

Telephone & Fax Number

E-mail Address

2. CONTACT SALES PERSON

3. BANK DETAILS

Bank Account Number

Account Holder Name

Bank Details

4. ACCOUNTING CONTACT PERSON

Telephone & Fax Number

E-mail address

5. COMMERCIAL/ COMPANY REGISTRATION NUMBER

6. DATE FOUNDED

7. TYPE OF BUSINESS

8. TYPE OF COMPANY

(eg: Sole Proprietor, Joint Venture, Limited Liability, etc.)

9. NAME OF OWNER(S)

10. MANPOWER AVAILABILITY

Attach Manpower listing by discipline (Organization Chart)

**11. EQUIPMENT AVAILABILITY
WHAT IS YOUR SUPPLIER'S**

Attach listing of equipment owned.

12. BASE

**13. HOW DO YOU QUALIFY
SUPPLIERS?**

14. How often do you update the list of qualified suppliers?

15. Does your company have the facility to stock material?

Yes

No

If "Yes" What range of products you corrently stock?

16. Does your company hold any Blanket Agreement ? Please list down.

17. Do you have any E-mail or EDI (Electronic data interface) connection with any of your customers/suppliers?

18. Where are your offices located?

19. How many buyers/expeditors do you have in each office? What is the qualification required?

20. What is the turnover of your staff?

21. Can your company provide training/orientation to Visionfund personnel?

22. Do you hold any Contracts with Freight forwarders?

23. Do you have the experience to handle export documents?

24. What is your average processing time of Request for Quotations & Purchase orders?

25. What is your Buyer's Performance parameters?

26. Quality Policy

	<u>Yes</u>	<u>No</u>
(a) Does your organization has a documented quality policy or a quality statement?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is this quality statement/policy adequately published and displayed.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are the employees motivated to achieve the defined quality Objectives?	<input type="checkbox"/>	<input type="checkbox"/>

27. Quality Organization

	<u>Yes</u>	<u>No</u>
(a) Does your organization has specific positions/ Personnel for the:		
• Quality control & quality assurance?	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation & records?	<input type="checkbox"/>	<input type="checkbox"/>
• Packing warehousing	<input type="checkbox"/>	<input type="checkbox"/>
• Inventory & audit?	<input type="checkbox"/>	<input type="checkbox"/>
(attach an Organizational Chart)		
(b) Do you have a management representative in your Organization who heads the QA/QC function and is held Responsible for the quality or supplied products to the Customers?	<input type="checkbox"/>	<input type="checkbox"/>

28. Quality System

	<u>Yes</u>	<u>No</u>
(a) Does your organization have a Quality Manual?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does this Quality Manual covers the following procedures?		
◆ Material Sourcing Procedures	<input type="checkbox"/>	<input type="checkbox"/>
◆ Receiving Material Inspection Procedures	<input type="checkbox"/>	<input type="checkbox"/>

- ◆ **Non-Conformance Handling Procedures**
- ◆ **Warehousing/Stocking Procedures**
- ◆ **Packing, Storage and Handling Procedures**
- ◆ **Delivery Procedures**
- ◆ **Customer Feedback Handling Procedures**
- ◆ **Internal Audit Procedures**
- ◆ **Records and Documentation Procedures**
- ◆ **Safety Procedures**

29. Contract Review

(a) Is your organization an appointed agent for any manufacturer? Please specify if Mfr. Is also approved

Yes
<input type="checkbox"/>

No
<input type="checkbox"/>

(b) Are you certified/registered as an approved Purchasing Agent for other East Africa countries?

<input type="checkbox"/>

<input type="checkbox"/>

If yes, specify (Customer's names and Contract duration)

(c) When you receive a Purchase Order form a customer, will this order be reviewed by your QA/QC group for the adequacy Correctness of material specifications, prior to further processing?

<input type="checkbox"/>

<input type="checkbox"/>

30. Document and Data Control

- (a) **Do you maintain a computerized documentation system for your stocks, orders and deliveries?**
- (b) **Is this documentation system is capable of tracking back any item supplied to a customer by you?
(Traceability shall be up to the souce of origin and the Material Test Certificate, MTC)**
- (c) **How often do you revise your procedures, quality manuals and other written controlled documents?**

Never
Annually

Every Two Years
As and When Required

31. Purchasing

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| (a) Do you have a docuemented procedure for purchasing of materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Do you specify purchasing requirements clearly when making purchase orders ? (Does the purchase order contain the type, class, grade, color code, inspection docuements, MTC's material specs, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Do you ask for a guarantee from suppliers/manufactures on the quality of goods supplied to you? | | |
| (d) Do you request MTC's or conformity certificates when | | |

purchasing material to a given specifications?

(e) Do you confirm the material specifications with test certificate copies, prior to material are shipped from your sub-supplier's point of origin?

(f) Do you verify material at sub-supplier's premises

(g) Do you evaluate sub-suppliers on the basis of their ability to meet the specified requirements including the quality system?

(h) Do you maintain a list of approval suppliers?

33 Inspection and Testing

	Yes	No
Do you inspect material before dispatch?	<input type="checkbox"/>	<input type="checkbox"/>

(a) Incoming materials are normally QA/QC checked.

<input type="checkbox"/>	<u>100%</u>	<input type="checkbox"/>	<u>50%</u>	<input type="checkbox"/>	<u>Random</u>
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(b) Does the receiving documentation requires the signature of The QA/QC Inspector to clear the acceptance of material?

(c) Do you accept material which are not supported by Material documentation. Test Certificates (MTC)?

(d) Are the MTC's signed off by the QA/QC Inspectors once Matched against the Heat Number?

(e) Does the procedure requires specific authorization to verify

QA/QC acceptance / rejection of material before further action such as stocking, disposal or segregating?

- (f) **Is there any provision in the procedure that allows material to be accepted without the above signature?**

- (h) **The material inspections are performed at:**
 - ◆ **Receiving point**
 - ◆ **During packing**
 - ◆ **At the delivery point**

34. Control of Non-Conforming product

- (a) **Who will perform the QA/AC inspection of reworked or repaired?**

	In House
	Third Party

35. Handling, Storage, Packing, Preservation and Delivery

- (a) **Do you have documented procedures for:**

	Yes	No
Handling of Materials	<input type="checkbox"/>	<input type="checkbox"/>
Storage Conditions	<input type="checkbox"/>	<input type="checkbox"/>
Packing Mehtods and Quality	<input type="checkbox"/>	<input type="checkbox"/>
Preservation Requirements	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of Materials	<input type="checkbox"/>	<input type="checkbox"/>

(b) Packing of materials is performed by:

In House

Sub-Contracted

(c) Delivery of material is performed by:

**Your
Organization**

Sub-Contracted

Both

(d) Your Storage facility includes

Warehouse

Cool Rooms

Open yard

**(e) Identify material handling equipment
available in your warehouse
facility:**

Overhead Crane

Mobile Crane

Fork Lift

Manual Only

36. Control of Quality Records

(a) Do you have a written procedure for the administration and handling of quality records?

Yes

No

37. Internal Quality Auditors

(a) Do you regularly inspect your stock materials to ensure no damage has taken place during storage?

Yes

No

This is to certify that all information submitted is a true and correct statement of fact.

Print Name

Signature

Title

Date

Company Stamp