

Request for Vendor Information (RFI)

1. PLEASE COMPLETE THE FOLLOWING COMPANY INFORMATION:

**Denotes Mandatory field*

Full Legal Company Name:*	
Industry type / Sector	
PIN Number:*	
Physical Address:*	
Postal Address:*	
Postal Code:*	
Telephone Number:*	
Town of Operation:*	
Country*	
Mobile Phone Number:*	
E-mail Address:*	
Fax Number:	
Company Registration Number:*	
VAT Number:*	
Name of Bank:*	
Name of Branch:*	
Bank Account Number:*	
Bank/Branch Code:*	
Swift Code:*	
IBAN No.:	
Bank Postal Address:*	
Nature of business / Services offered / Product supplied:*	

2. PLEASE INDICATE TWO APPROPRIATE EXECUTIVES AND DAY-TO-DAY CONTACT PERSONNEL FOR INQUIRIES RELATED TO THE RFI OR ANY SUBSEQUENT RFP PROCESS OR DISCUSSIONS.*

	CONTACT PERSON 1	CONTACT PERSON 2
Contact Person (Name):		
Title/Designation:		
E-mail:		
Telephone Number:		
Mobile Number:		

3. NAME OF CHIEF EXECUTIVE / MANAGING DIRECTOR / PARTNER OR PRINCIPAL OFFICER*

Principal Officer:

4. NAMES AS PER CR12 OF DIRECTORS*

DIRECTORS	
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	
(vii)	
(viii)	

5. How long has your company been in operation? (Select where appropriate) *

- Less than 1 year 1 to 5 years Over 5 years

6. How many employees does your company have? (Select where appropriate) *

Less than 10 employees 100 plus employees

10 to 50 employees 500 plus employees

50 to 100 employees

7. Does your company have general liability insurance and workers compensation coverage? *

Yes No

8. Is there any pending or threatened material litigation against your company? *

Yes No

9. Please attach the following documents where applicable. Contact us if you need any clarification.

- Signed Company profile (Internet Profiles not accepted) *
- List of registered owners and directors CR 12* (Not more than three months old)
- Bank account details – On official letter head or letter form the bank *
- Copy of Certificate of Incorporation*
- Copy of PIN*
- Copy of VAT certificate where applicable*
- Signed authorization for no objection to Heritage / Liberty Insurance conducting credit checks*
- Tax Compliance Certificate valid /current*
- Current business license/practicing certificate*
- Audited accounts (last 3 years)

10. Source of Funds

- Shareholder Funds Government Grant
- Savings Donations / Donor funds
- Business Proceeds Borrowed funds

11. Declaration

Declaration by the director(s) of the company that the firm has not been fined or investigated in relation to money laundering activities, and in the event of becoming aware of any instances of money laundering related to the firm, the directors shall notify Heritage Insurance and Liberty Life immediately.

We certify that the information provided above is true and accurate:

Authorized by:

Name:	<input type="text"/>	Signature and Stamp	<input type="text"/>
Date:	<input type="text"/>	Title/Designation	<input type="text"/>

FOR INTERNAL USE

Requestor:

Name:	<input type="text"/>	Signature:	<input type="text"/>
	<input type="text"/>	Date: Dept:	

Endorsed by:

Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
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COMMENTS:

Procurement check list for submission of documents required as listed in 9 above. (Tick or X)

- Signed Company profile (Internet Profiles not accepted) *
- List of registered owners and directors CR 12* (Not more than three months old)
- Account details – on official letter head or letter form the bank *
- Copy of Certificate of Incorporation*
- Copy of PIN*
- Copy of VAT certificate where applicable*
- Signed authorization for no objection to Heritage / Liberty Insurance conducting credit checks*
- Tax Compliance Certificate valid / current*
- Current business license/practicing certificate*
- Audited accounts (last 3 years)

Remarks:

Checked by: _____ **Date:** _____ **Signature:** _____

CONSENT & DECLARATION

I/We consent to The Heritage Insurance Company Kenya Ltd/Liberty Life Assurance Kenya Ltd:

- (i) Collecting, using, disclosing and/or processing and/or storing personal data for purposes that are relevant to our contract and as permitted by law;
- (ii) Collecting and sharing personal data in accordance with the privacy statement on its website (<https://www.heritageinsurance.co.ke/>);
- (iii) Transferring personal data to their reinsurers, third parties and affiliated companies as permitted by law;

I/We hereby declare the truth and correctness of the above statements and agree that this Declaration shall be held to be promissory and form the basis of the contract with The Heritage Insurance Company Limited.

I/We hereby declare the truth and correctness of all the statements and particulars entered in this RFI and that I have not withheld any material information.

Authorized Signatory- Name:

Signature: