

# ESKE SOURCING KENYA

[www.esupplierske.co.ke](http://www.esupplierske.co.ke)

## SUPPLIER REGISTRATION FOR SUPPLY

## AND DELIVERY OF GOODS, WORKS AND SERVICES (Hospitality Sectors) FOR

**YEAR 2025**

Ongoing Registration

MANAGING DIRECTOR  
ESKE SOURCING KENYA  
P.O BOX 15163- 00509  
NAIROBI

Email: [tenders@esupplierske.co.ke](mailto:tenders@esupplierske.co.ke)

TEL: (+254)777179018

TEL: (+254) 723179018

Invitation Programme	
Advert (Invitation to Prequalification)	<i>1/1/2025 to 31/12/2025</i>
Questions from Supplier due date	<i>Ongoing</i>
Evaluation of Responses	<i>Ongoing</i>
Electronic review & Negotiations	<i>Ongoing</i>
Supplier update on ESKE Sourcing Portal	<i>Continuous updates</i>
RFQ / RFP / TENDERS	<i>On need basis from our partners</i>

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# SECTION A

## 1. INTRODUCTION

### 1.1

**ESKE Sourcing Kenya** wishes to conduct an urgent **PREQUALIFICATION** of all suppliers in the **Hospitality** sectors in Kenya, our aim is to gain knowledge of specific groups of suppliers in different categories, in order to mitigate against costs and risks for our partners in food and beverage industries.

### 1.2

To foster competition in acquisition, contracting and disposal of goods, works and services, we aim to effect an online supplier registration.

### 1.3

Prequalification is part of our risk management strategies to reduce suppliers' related risks such failure to deliver supplies on time and to ensure compliance with all safety needs, litigation costs due to failure to supply as per the contract terms, suppliers' insolvency, technical competence as well as resource capabilities.

### 1.4

At the end of this process, we will be able to determine supplier performance capabilities by establishing its contribution in terms of **source, costs, cycle time and quality**.

### 1.5

Ultimately we will have a list of **ONLINE REGISTERED SUPPLIERS** who have experience, technical, financial capacity as well as legal suitability to provide goods, works and services needed to be procured by our partners.

### 1.6

Hence after this evaluation, we will then invite the prequalified suppliers to participate in competitive tendering **ON NEED BASIS**, at different schedules as instructed by our partners i.e. request for quotations (**RFQ**), request for proposals (**RFP**) and tenders, to enforce the culture of **equity, transparency, accountability and competition**.

## 2. REGISTRATION NOTICE

### 2.1

**ESKE SOURCING KENYA** invites applications for registration of suppliers, service providers and contractors (works) for the **financial year 2025**, in the **Hospitality Industries**.

### 2.2

Interested eligible suppliers are invited to apply for prequalification, indicating the category of the goods, works and services they wish to supply/provide, at a **SUBSCRIPTION FEE** of **KES1000 p.a**

### 2.3

The completed pre-qualification documents to be addressed to the;

**Managing Director**

**ESKE SOURCING KENYA**

P.O BOX 15163 - 00509

Nairobi, Kenya.

2.4 For any queries please send to:

Email: [support@esupplierske.co.ke](mailto:support@esupplierske.co.ke)

2.5

Non -Refundable Fee of **KES 1000** is Applicable.

Please visit our online portal [www.esupplierske.co.ke](http://www.esupplierske.co.ke) for Terms and Conditions.

## 2.6 Amendments/Clarification

### 2.6.1

At any time prior to the submission of tenders, via [tenders@esupplierske.co.ke](mailto:tenders@esupplierske.co.ke) , for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier, ESKE Sourcing may modify this documents by issuing an addendum.

### 2.6.2

A prospective candidate making enquiries of this prequalification may notify the us in writing by email via [tenders@esupplierske.co.ke](mailto:tenders@esupplierske.co.ke) , subject "**Request For Clarification**".

### 2.6.3

We shall reply to any clarifications sought by the supplier within 3 days of receiving the **request via email**, to enable the prospective supplier to make timely submission.

## 3. SUBMISSION

### 3.1

All completed registration documents should be submitted online in PDF format clearly indicating the **REG NO.** and **DESCRIPTION** being applied for via [tenders@esupplierske.co.ke](mailto:tenders@esupplierske.co.ke)

**NOTE:** Despite this mass annual supplier registration. Being an electronic Supply Chain Management firm, we accept **Continuous Supplier Registration**, ONLY under the same set criteria as illustrated in this document.

We kindly request interested suppliers to submit their registration by visiting our website [www.esupplierske.co.ke](http://www.esupplierske.co.ke) and or send the application via [tenders@esupplierske.co.ke](mailto:tenders@esupplierske.co.ke)

For further enquiries please contact us [info@esupplierske.co.ke](mailto:info@esupplierske.co.ke)

### 3.2

This document includes questionnaire forms and all documents required from the prospective suppliers, hence to be considered bidders must submit all the information herein requested.

### 3.3

The registration documents prepared by the suppliers, as well as all correspondence and documents relating to the bids shall be written in English. And will be strictly confidential, and safeguarded as stipulated by our data privacy policy, under the Data Protection Acts.

### 3.4

The registration document shall be prepared in indelible ink and it shall contain no interlineations or underwriting except when correcting errors. Any such corrections must be initialized by the person(s), who sign the registration documents.

### 3.5

We at **ESKE SOURCING** uphold our policy of electronic registration, all suppliers in hospitality sectors are eligible for registration by accessing our online website [www.esupplierske.co.ke](http://www.esupplierske.co.ke) for T & Cs

**NB: We DO NOT accept HAND DELIVERED DOCUMENTS.**

## 4. ELIGIBILITY

### 4.1

Registration is open to all eligible firms, for the upcoming financial year **2025**.

### 4.2

Due diligence will be undertaken during registration process and suppliers found to be in breach or has provided incomplete, false information will NOT be considered for electronic registration.

### 4.3

ESKE Sourcing will examine the bids to determine completeness, general orderliness, and sufficiency in responsiveness.

### 4.4

Black listed/debarred suppliers due to legality or non- compliance with statutory regulations or non – performance **SHALL NOT** registered.

### 4.1 SECTIO CATEGORY REF

CATEGORY A	SUPPLY OF GOODS	
PREQ NO.	ITEM DESCRIPTION	ELIGIBILITY
ESKE/PREQ/001/2025	SUPPLY & DELIVERY OF BULK STATIONERY – PRINTING/PHOTOCOPYING.	OPEN
ESKE/PREQ/002/2025	SUPPLY & DELIVERY OF MEDICINAL DRUGS, FIRST AID KIT AND HEALTHCARE PRODUCTS	OPEN
ESKE/PREQ/003/2025	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENTS, STATIONERY & CARTRIDGE TONERS	OPEN
ESKE/PREQ/004/2025	SUPPLY & DELIVERY OF COMPUTER SOFTWARE, LICENSE CONSUMABLES, WEBSITE DESIGN& ICT MATERIALS.	OPEN
ESKE/PREQ/005/2025	SUPPLY & DELIVERY OF FRESH CUT OFFICE FLOWERS, BOUQUETS & DECORATIONS.	OPEN
ESKE/PREQ/006/2025	SUPPLY & DELIVERY OF FRESH FRUITS AND VEGETABLES/GROCERIES.	OPEN
ESKE/PREQ/007/2025	SUPPLY & DELIVERY OF DRY FOOD STUFFS.	OPEN
ESKE/PREQ/008/2025	SUPPLY & DELIVERY OF STAFF UNIFORMS & PROTECTIVE CLOTHING.	OPEN
ESKE/PREQ/009/2025	SUPPLY & FITTING OF CURTAINS, DRAPERIES AND BLINDS.	OPEN
ESKE/PREQ/010/2025	SUPPLY & PRINTING OF PROMOTIONAL & BRANDED MATERIALS.	OPEN
ESKE/PREQ/011/2025	SUPPLY & DELIVERY OF FRESH MILK .	OPEN

ESKE/PREQ/012/2025	SUPPLY & DELIVERY OF HARDWARE, ELECTRICAL APPLIANCES, FITTINGS & OTHER RELATED ITEMS.	OPEN
ESKE/PREQ/013/2025	SUPPLY & DELIVERY OF WINES, SPIRITS AND OTHER LIQUORS.	OPEN
ESKE/PREQ/014/2025	SUPPLY & DELIVERY OF CLEANING MATERIALS, DETERGENTS, DISINFECTANTS AND BRANDED TOILETRIES.	OPEN
ESKE/PREQ/015/2025	SUPPLY & DELIVERY OF CEREALS AND GRAINS.	OPEN
ESKE/PREQ/016/2025	SUPPLY & DELIVERY OF CCTV AND ACCESS CONTROL EQUIPMENT.	OPEN
ESKE/PREQ/017/2025	SUPPLY & DELIVERY OF OFFICE FURNITURE AND FITTING.	OPEN
ESKE/PREQ/018/2025	SUPPLY & DELIVERY OF WATER PUMPS.	OPEN
ESKE/PREQ/019/2025	SUPPLY & DELIVERY OF HOT WATER / STEAM BOILER EQUIPMENT.	OPEN
ESKE/PREQ/020/2025	SUPPLY & DELIVERY OF SOLAR PANELS.	OPEN
ESKE/PREQ/021/2025	SUPPLY & DELIVERY OF SEA FOOD /CALAMARI/PRAWNS.	OPEN
ESKE/PREQ/022/2025	SUPPLY & DELIVERY OF PORK CUTS AND RELATED PRODUCTS.	OPEN
ESKE/PREQ/023/2025	SUPPLY & DELIVERY OF CONFECTIONERY, GROUND NUTS, CHOCOLATES AND CRISPS.	OPEN



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ESKE/PREQ/024/2025	SUPPLY & DELIVERY OF BOTTLED WATER (MINERAL WATER) AND LEASING OF DISPENSERS.	OPEN
ESKE/PREQ/025/2025	SUPPLY & DELIVERY OF SWIMMING POOL CHEMICALS AND RELATED PRODUCTS.	OPEN
ESKE/PREQ/026/2025	SUPPLY & DELIVERY OF CHICKEN CAPONS.	OPEN
ESKE/PREQ/027/2025	SUPPLY AND DELIVERY OF SOFT DRINKS AND OTHER PACKAGED BEVERAGES.	OPEN
ESKE/PREQ/028/2025	SUPPLY AND DELIVERY OF FRESH BEEF CUTS /RED MEAT.	OPEN
ESKE/PREQ/029/2025	SUPPLY AND DELIVERY OF CHARCOAL AND WOOD FUEL.	OPEN
ESKE/PREQ/030/2025	SUPPLY & DELIVERY OF BULK LPG GAS.	OPEN
ESKE/PREQ/031/2025	SUPPLY & DELIVERY OF 50 KGS & 13KGS REFILLING.	OPEN
ESKE/PREQ/032/2025	SUPPLY & DELIVERY OF KITCHEN, CATERING EQUIPMENT & APPLIANCES; COLD ROOM & GAS SYSTEMS AND OTHER RELATED PRODUCTS.	OPEN
ESKE/PREQ/032/2025	SUPPLY & DELIVERY OF AUDIO /VISUAL EQUIPMENT.	OPEN
ESKE/PREQ/033/2025	SUPPLY & DELIVERY OF HONEY	OPEN
ESKE/PREQ/034/2025	SUPPLY OF	OPEN
ESKE/PREQ/035/2025	SUPPLY OF TROPHIES, CUPS, MEDALS, SHIELDS, PLAQUES AND ALLIED GOODS	OPEN
ESKE/PREQ/036/2025	SUPPLY OF PLUMBING HARDWARES/TRACTORS/WATER PUMPS/MOTOR VEHICLE TYRES AND SPARES.	OPEN
ESKE/PREQ/037/2025	SUPPLY OF GYM AND FITNESS EQUIPMENTS.	OPEN
ESKE/PREQ/038/2025	SUPPLY AND DELIVERY OF WHOLEFISH TILAPIA AND FISH FILLET.	OPEN
ESKE/PREQ/039/2025	SUPPLY AND DELIVERY OF EGGS.	OPEN
ESKE/PREQ/040/2025	SUPPLY AND DELIVERY OF WHOLE GOAT/LAMB.	OPEN
ESKE/PREQ/041/2025	SUPPLY AND DELIVERY OF CHICKEN KIENYEJI.	OPEN
ESKE/PREQ/042/2025	SUPPLY AND DELIVERY OF CHICKEN WINGS.	OPEN
ESKE/PREQ/043/2025	SUPPLY AND DELIVERY OF DISPOSABLE CUPS AND PLATES.	OPEN
ESKE/PREQ/044/2025	SUPPLY AND DELIVERY OF THERMOL ROLLS.	OPEN
ESKE/PREQ/045/2025	SUPPLY AND DELIVERY OF KITCHEN TOWELS, CLING FILM, ALUMINIUM FOIL AND SERVIETTES.	OPEN
ESKE/PREQ/046/2025	SUPPLY AND DELIVERY OF PRINTERS, PHOTOCOPIERS, PDQ MACHINES, LAPTOPS, SCANNERS, LAPTOPS AND DESKTOPS MACHINES.	OPEN
ESKE/PREQ/047/2025	SUPPLY AND DELIVER OF BEERS (EABL DISTRIBUTORS).	OPEN
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>	
<b>PREQ NO.</b>	<b>ITEM DESCRIPTION</b>	
ESKE/PREQ/048/2025	PROVISION OF PHOTOGRAPHY AND VIDEO GRAPIC.	OPEN
ESKE/PREQ/049/2025	PROVISION OF GARDENING & LANDSCAPING SERVICES.	OPEN
ESKE/PREQ/050/2025	PROVISION OF PUBLIC ADDRESS SYSTE/DJ/MCS.	OPEN
ESKE/PREQ/051/2025	PROVISION OF DESIGN WORK, DECORATION AND TENTS.	OPEN
ESKE/PREQ/052/2025	PROVISION OF BRANDING AND EVENTS MERCHANDISE.	OPEN
ESKE/PREQ/053/2025	PROVISION OF FUMIGATION & PEST CONTROL SERVICES.	OPEN
ESKE/PREQ/054/2025	PROVISION OF GABBAGE COLLECTION SERVICES.	OPEN
ESKE/PREQ/055/2025	PROVISION OF EVENT ORGANIZATION SERVICES.	OPEN
ESKE/PREQ/056/2025	PROVISION OF TRAINING AND HUMAN DEVELOPMENT SERVICES.	OPEN
ESKE/PREQ/057/2025	PROVISION OF OCCUPATIONAL HEALTH AND SAFETY CONSULTANCY SERVICES.	OPEN
ESKE/PREQ/058/2025	PROVISION OF ENVIRONMENTAL MANAGEMENT AUDIT CONSULTANCY SERVICES.	OPEN
ESKE/PREQ/059/2025	PROVISION OF END-TO-END ASSET MANAGEMENT SERVICES (FROM VALUATION, TAGGING, MOVEMENT).	OPEN
ESKE/PREQ/060/2025	PROVISION OF SANITARY BIN SERVICES.	OPEN
ESKE/PREQ/061/2025	PROVISION OF INSURANCE AGENCY SERVICES.	OPEN
ESKE/PREQ/062/2025	PROVISION OF MOTOR VEHICLE FUEL.	OPEN



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ESKE/PREQ/063/2025	PROVISION OF LEGAL SERVICES.	OPEN
ESKE/PREQ/064/2025	PROVISION OF ARCHITECTURAL AND INTERIOR DESIGNS SERVICES.	OPEN
ESKE/PREQ/065/2025	PROVISION OF CIVIL AND STRUCTURAL ENGINEERING SERVICES.	OPEN
ESKE/PREQ/066/2025	PROVISION OF ELECTRICAL AND MECHANICAL ENGINEERING SERVICES.	OPEN
ESKE/PREQ/067/2025	PROVISION OF LAN; WAN; INTERNET NETWORKING; WEB, MOBILE, & DESKTOP APPLICATION.	OPEN
ESKE/PREQ/068/2025	PROVISION OF DESIGN & PRINTING OF PROMOTIONAL BRANDED MATERIALS.	OPEN
ESKE/PREQ/069/2025	PROVISION OF QUANTITY SURVEY SERVICES.	OPEN
ESKE/PREQ/070/2025	PROVISION OF STRUCTURAL ENGINEERING SERVICES.	OPEN
ESKE/PREQ/071/2025	PROVISION OF CIVIL ENGINEERING SERVICES.	OPEN
ESKE/PREQ/072/2025	PROVISION OF MOTOR VEHICLE INSPECTION.	OPEN
ESKE/PREQ/073/2025	PROVISION OF LAUNDRY SERVICES.	OPEN
ESKE/PREQ/074/2025	PROVISION OF EMERGENCY EVACUATION AMBULANCE SERVICES	OPEN
<b>CATEGORY C</b>	<b>REPAIR AND MAINTENANCE OF SMALL WORKS</b>	
<b>PREQ NO.</b>	<b>ITEM DESCRIPTION</b>	
ESKE/PREQ/075/2025	REPAIR & SERVING OF FIRE FIGHTING EQUIPMENT & OTHER RELATED SERVICES	OPEN
ESKE/PREQ/076/2025	REPAIR & GENERAL MAINTENANCE TO BUILDING - PLUMBING AND ELECTRICALS.	OPEN
ESKE/PREQ/077/2025	REPAIR & GENERAL MAINTENANCE TO CCTV AND ACCESS CONTROL EQUIPMENTS.	OPEN
ESKE/PREQ/078/2025	REPAIR AND SERVICING OF WATER PUMP/ STEAM BOILER	OPEN
ESKE/PREQ/079/2025	REPAIR & MAINTENANCE OF SOLAR PANEL EQUIPMENTS.	OPEN
ESKE/PREQ/080/2025	REPAIR & MAINTENANCE OF COMPUTERS, PRINTERS, LAPTOPS, SCANNERS, PABX MACHINES, TELEPHONE, OFFICE EQUIPMENT, MACHINES & PDQ MACHINES.	OPEN
ESKE/PREQ/080/2025	REPAIR & MAINTENANCE OF KITCHEN, CATERING EQUIPMENT & GAS SYSTEMS.	OPEN
ESKE/PREQ/081/2025	REPAIR & SERVICING OF MOTOR VEHICLES AND OTHER AUTOMOTIVES MACHINES.	OPEN
ESKE/PREQ/082/2025	REPAIR AND SERVICING OF GENERATORS.	OPEN
<b>CATEGORY D</b>	<b>DISPOSAL</b>	
<b>PREQ NO.</b>	<b>ITEM DESCRIPTION</b>	
ESKE/PREQ/083/2025	DISPOSAL OF OBSOLETE KITCHEN ITEMS	OPEN
ESKE/PREQ/087/2025	DISPOSAL OF OBSOLETE MACHINERY	OPEN
ESKE/PREQ/088/2025	DISPOSAL OF USED COOKING OIL	OPEN



**N B**

**SECTION C**

**6 REGISTRATION CRITERIA**

**6.1 Preliminary Minimum Prerequisites/ Mandatory Requirements**

- i} Updated Certificate of incorporation or registration
- ii} PIN Certificate
- iii} Updated VAT compliance Certificate
- iv} Current trade license or business permit
- v} CR12 detailing company shareholders
- vi} Company profile
- vii} Certificate from affiliated regulatory or associations where applicable
- Viii} Must fill the PREQUALIFICATION DOCUMENTS in the format provided

**6.2 Letter of Application**

**6.2.1**

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and email address.

**6.2.2**

The letter of application will be signed by duly authorized representatives of the applicant.

**6.2.3**

**TO ESKE SOURCING KENYA**

**P.O BOX 15163 -00509**

**NAIROBI**

Date.....

Dear sir/madam,



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A. Being duly authorized to represent and act on behalf of

.....  
(name of the firm, herein referred to as the supplier), and having reviewed and fully understand all of the registration information provided, the undersigned hereby apply to be registered by yourselves as bidders for the following goods, services and works under category number and description.

Category Ref No	Description

B. Attached to this letter are copies of original documents defining

- i) Statutory documentations
- ii) The principle place of business/location

C.

General and Technical Enquiries	
Contact person	
Organization	
Telephone	
Signature and official stamp	

D. This application is made with full understanding that:

Documents by prospective applicants will be subject to verification of all information submitted for registration at the time of prequalifying. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For and behalf of applicant	For and behalf of applicant

### 6.3. Past Experience

Name of applicants' clients in the last one (1) year, and include/attach contracts or LPOs or LSOs as evidence.

Applicant Client 1 Details	
Name of organization	
Address	
Contact person	
Telephone	
Value of contract	
Duration of contract	



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<b>Applicant Client 2 Details</b>	
Name of organization	
Address	
Contact person	
Telephone	
Value of contract	
Duration of contract	

## 6.4 Confidential Business Questionnaire

You are requested to give the particulars in Part 1 and either in part 2a, 2b or 2c, whichever applies to your type of business, hence it is a serious offence to give a false information on this form.

### 6.4.1 PART 1 – General

Business name.....

Location of business premises.....

Plot Number.....

Street/Road.....Postal address.....Tel No.....

Email.....Nature of Business.....

### 6.4.2 PART 2 a – Sole Proprietors

Your name in full.....Age.....

Nationality.....Country of origin.....

Youth, Women and Person with Disability (Indicate).....

### 6.4.3 PART 2 b – Partnership

Given details of partners as follows;

Name	Nationality	% Shareholding
------	-------------	----------------

1.....

2.....

3.....

### 6.4.4 State details of all directors as follows;

Name	Nationality	Shares
------	-------------	--------

1.....



2.....

3.....

Youth, Women and Persons with disability

**6.5 Declaration**

Having studied this document and the information herein, for ESKE SOURCING KENYA supplier registration.

We/I hereby state that:

- a) The information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being prequalified we/I acknowledges that this grants us the right to participate in due time in the submission of a quotation/proposal/tender on the basis of provisions in the quotations/proposals/tenders to follow on NEED BASIS, from ESKE SOURCING buying partners.
- c) That the prequalified candidates will be invited randomly to participate in the quotations/proposals/tenders as and when there is requirement.
- d) We/I enclose all the required documents and information required for the pre-qualification and evaluation. Our bid is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- e) We understand you are not bound to accept either in part or whole any bid you receive.

Date.....

Applicants Name.....

Represented by.....

Signature (S).....

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

**6.6 Evaluation criteria scorecard**

**6.6.1**

All candidates found capable of meeting the contractual requirements, satisfactorily in accordance with the set evaluation criteria shall be registered.

**ANNEX 1**



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### 6.6.2 FOR OFFICIAL USE ONLY

NO.	CATEGORY	MARKS ALLOTTED %
1	Statutory requirements (2 marks for each, plus 1 bonus mark if you meet all) <ul style="list-style-type: none"><li>✓ Updated Certificate of incorporation or registration</li><li>✓ PIN Certificate</li><li>✓ Updated VAT compliance Certificate</li><li>✓ Current trade license or business permit</li><li>✓ CR12 detailing company shareholders</li><li>✓ Company profile</li><li>✓ Certificate from affiliated regulatory or associations where applicable</li></ul>	15
2.	Past experience/major clients (10 marks each) <ul style="list-style-type: none"><li>✓ Experience of more than 3 years</li><li>✓ 2 clients and above</li><li>✓ References and contacts</li></ul>	30
3.	Regulatory compliance/certification (5 marks) <ul style="list-style-type: none"><li>• Proof of registration with various regulatory bodies for categories that require professional approval eg NCA for works, NITA for training.</li><li>• Youth , Women and Persons with disability eg Preference and reservation from Treasury</li></ul>	5
5.	Submission/Application forms (5 marks)	5
7.	Declaration form (5 marks)	5
8.	Financial capacity (20 marks) <ul style="list-style-type: none"><li>➤ Provide audited accounts for the last 2 years or 6 months bank statements. (10 marks)</li><li>➤ Credit Facility 30 days(2marks), 60 days (4marks), 90days (5marks)</li><li>➤ State regions where you have presence outside Nairobi (5 marks).</li></ul>	20

PASS MARK is **80%**

**NOTE : Evaluation will be based on meeting the above minimum requirements to pass.**





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