

**This Request to be submitted comprises the following documents:**

1. A company profile showing;
  - I. Number of years in business.
  - II. Major client supplied with goods or services (quote for the last two years and provide copies of orders and/or client letters, recommendation letters)
2. Certificate of incorporation/ Business registration certificate.
3. VAT certificate, PIN certificate and current Tax Compliance Certificate.
4. For consultancy, translation (French & Kiswahili), Rapporteur services, the documents should be accompanied with a detailed CV of the applicant (s).
5. Current business rate card.

**SUBMISSION PROCESS**

Pre-qualification documents should be sent through electronic means with the subject “PRE-QUALIFICATION DOCUMENTS FOR SUPPLY /PROVISION OF GOODS AND SERVICES” stating pre-qualification for goods and services reference number i.e. EAFF/GSRN and address to the email: [procurement@eaffu.org](mailto:procurement@eaffu.org) so as to reach the addressee on or before 31<sup>th</sup> December, 2021.

**Disclaimer**

EAFF reserves the right to accept or reject any submission in part or entirely without assigning reason thereof.