

**SUPPLIER / VENDOR APPLICATION FORM**

Document Ref: USM/PROC/SAF/001

Version: 1.0

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Please complete all sections of this form in full. Incomplete applications will not be processed. Submit the completed form together with all required documents to the Buying Department at Uchumi head office. All information provided is treated as confidential and used solely for supplier evaluation purposes.

**SECTION 1 — COMPANY / BUSINESS DETAILS**

<b>Company / Business Name</b>		<b>Trading Name (if different)</b>
<b>Company Registration Number</b>	<b>Date of Incorporation</b>	<b>Country of Incorporation</b>
<b>KRA PIN Number</b>	<b>VAT / Tax Registration Number</b>	<b>KEBS Registration Number (if applicable)</b>
<b>Business Type</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company (Ltd) <input type="checkbox"/> Public Limited Company (PLC) <input type="checkbox"/> NGO / Not-for-Profit <input type="checkbox"/> Other (specify)		
<b>If Other, specify business type</b> <hr/>		

**SECTION 2 — CONTACT INFORMATION**

<b>Physical Address (Street / Building)</b>		<b>Town / City</b>	
<b>County / Region</b>	<b>Country</b>	<b>Postal / ZIP Code</b>	<b>P.O. Box</b>
<b>Primary Telephone</b>	<b>Secondary Telephone</b>	<b>WhatsApp Number</b>	
<b>Primary Email Address</b>		<b>Website (if any)</b>	

**SECTION 3 — PRIMARY CONTACT PERSON**

<b>Full Name</b>	<b>Title / Designation</b>
<b>Direct Phone / Mobile</b>	<b>Direct Email Address</b>

**SECTION 4 — PRODUCTS / SERVICES OFFERED**

**Primary Product / Service Category (tick all that apply):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fresh Produce (Fruits & Vegetables) | <input type="checkbox"/> Bakery & Confectionery    | <input type="checkbox"/> Dairy & Chilled              |
| <input type="checkbox"/> Dry Groceries & Cereals             | <input type="checkbox"/> Beverages (Non-Alcoholic) | <input type="checkbox"/> Beverages (Alcoholic)        |
| <input type="checkbox"/> Household & Cleaning Products       | <input type="checkbox"/> Personal Care & Beauty    | <input type="checkbox"/> Frozen Foods                 |
| <input type="checkbox"/> Meat, Poultry & Fish                | <input type="checkbox"/> Electronics & Appliances  | <input type="checkbox"/> Stationery & Office Supplies |
| <input type="checkbox"/> Packaging Materials                 | <input type="checkbox"/> Clothing & Textiles       | <input type="checkbox"/> Other (specify below)        |

**If Other, describe products/services**  


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Please list your top 5 products with their approximate retail price (KES):

#	Product / Item Description	Unit of Measure	Approx. Retail Price (KES)	Shelf Life
1				
2				
3				
4				
5				

Other Products / Brands Represented

**SECTION 5 — SUPPLY CAPACITY & LOGISTICS**

Minimum Order Quantity (MOQ)

Lead Time (days from order)

Available Delivery Days

Delivery Coverage Area / Regions

**Delivery Method:**

- Own delivery fleet
- Direct-to-branch delivery
- Third-party logistics
- Cold chain available
- Supplier collects from warehouse
- Other

**Storage Facilities Available:**

- Ambient / dry storage
- Bonded warehouse
- Chilled storage (0–5°C)
- None
- Frozen storage (below –18°C)

**SECTION 6 — COMPLIANCE, CERTIFICATION & QUALITY**

**Certifications held (tick all that apply):**

- KEBS Standardisation Mark
- HACCP Certification
- Ministry of Health Registration
- ISO 9001 Quality Management
- Organic / Fair Trade Certification
- Export Certificate
- ISO 22000 Food Safety
- Kenya Bureau of Standards
- Other

Primary Certification Body

Certificate Number

Expiry Date of Certification

Any Pending Regulatory Issues?

*Note: All products must comply with KEBS standards. Uchumi reserves the right to conduct periodic quality audits of supplier premises and products.*

**SECTION 7 — BANKING & PAYMENT DETAILS**

*Payment for goods supplied to Uchumi will be made to the bank account details provided below. Please ensure accuracy — Uchumi will not be liable for misdirected payments due to incorrect information.*

Bank Name

Branch Name

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**Account Name** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Bank Branch Code / Sort Code** \_\_\_\_\_ **SWIFT / BIC Code (if applicable)** \_\_\_\_\_

**Preferred Payment Terms:**

- Net 14 days
- Net 30 days
- Net 45 days
- Net 60 days
- Cash on Delivery
- Other (specify)

**If Other, specify payment terms**

**SECTION 8 — TRADE REFERENCES**

*Please provide the names of two current trading partners who can attest to your business conduct and supply reliability:*

	Reference 1	Reference 2
<b>Company Name</b>		
<b>Contact Person</b>		
<b>Phone Number</b>		
<b>Email Address</b>		
<b>Nature of Business</b>		
<b>Duration of Relationship</b>		

**SECTION 9 — DECLARATION BY APPLICANT**

**I/We, the undersigned, hereby declare that:**

- All information provided in this application is true, accurate, and complete to the best of my/our knowledge.
- The business is registered and in good standing with the relevant Kenyan regulatory authorities.
- I/We have not been blacklisted, debarred, or suspended from supplying to any public or private entity in Kenya or elsewhere.
- I/We understand that the submission of this form does not guarantee listing as an Uchumi supplier.
- I/We authorise Uchumi Supermarkets PLC to conduct background and reference checks as part of the evaluation process.
- I/We agree to abide by Uchumi's Supplier Code of Conduct and all applicable Kenyan laws and regulations.
- I/We acknowledge that providing false information will result in immediate disqualification and may lead to legal action.

**Full Name of Authorised Signatory** \_\_\_\_\_ **Designation / Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date (DD/MM/YYYY)** \_\_\_\_\_

**Company Stamp / Seal (optional)** \_\_\_\_\_

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**SECTION 10 — REQUIRED DOCUMENTS CHECKLIST**

Please tick to confirm that each of the following documents is attached with this application:

<input type="checkbox"/>	Document	Status
<input type="checkbox"/>	Certificate of Incorporation / Business Registration	Mandatory
<input type="checkbox"/>	KRA PIN Certificate	Mandatory
<input type="checkbox"/>	VAT Registration Certificate (or exemption letter)	Mandatory
<input type="checkbox"/>	Company Profile / Brochure	Mandatory
<input type="checkbox"/>	Product Samples or Catalogue / Price List	Mandatory
<input type="checkbox"/>	KEBS or Relevant Quality Certification(s)	If applicable
<input type="checkbox"/>	CR12 — Certificate of Directors / Partners	Mandatory (Companies)
<input type="checkbox"/>	Latest Audited Financial Statements (2 years)	Optional
<input type="checkbox"/>	Reference Letters from Current Trading Partners	Optional
<input type="checkbox"/>	Trade References (completed Section 8 above)	Mandatory
<input type="checkbox"/>	Copy of Valid Business Permit	If applicable
<input type="checkbox"/>	Product Labels / Packaging Samples	If applicable

**SECTION 11 — FOR OFFICIAL USE ONLY (UCHUMI SUPERMARKETS PLC)**

Do not complete this section — for Uchumi staff use only.

<b>Application Reference No.</b>		<b>Date Received</b>	
<b>Received By</b>		<b>Department</b>	Procurement / Buying

**INITIAL SCREENING**

Screening Item	Result	Comments
All mandatory documents received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
KRA PIN verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Registration status confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Products within Uchumi category range	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pricing competitive / acceptable	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proceed to full evaluation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EVALUATION RECOMMENDATION**

- Approve as New Supplier
- Approve — Probationary Period (3 months)
- Refer for Further Information
- Decline Application

**Reason / Notes**

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**APPROVALS — AUTHORISED SIGNATORIES**

APPROVALS — AUTHORISED SIGNATORIES			
Head of Procurement			Head of Procurement
Finance & Admin Manager			Finance & Admin Manager
Managing Director / CEO			Managing Director & CEO

*This form and all supporting documents must be filed in the Procurement Department records. Approved suppliers will be notified by email and provided with Terms of Trade for signature.*

Uchumi Supermarkets PLC — Procurement Department | Langata Hyper Complex, Opposite Uhuru Gardens, Langata Road, Nairobi | sales@uchumi.com | 0745 554555