**ANNEX A – BUSINESS SERVICE PROVIDERS (BSPs) - PREQUALIFICATION APPLICATION FORM**

1. **Applicants Profile**

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| Applicants’ business/Individual Name  |  |
| Postal address |  |
| Business Office Location |  |
| Telephone Contact |  |
| Email Address |  |

1. **Applicants Business Details**

|  |  |
| --- | --- |
| Nature of Business registration  | *(Indicate if Limited company, individual, partnership etc.)* |
| List of Directors/Partners |  |
| Date of registration  |  |
| List of Licenses obtained |  |
| Tax registration Number  |  |

1. **Prequalification Business Service Provision Categories**

Select the category(s) of Business Service Provision you are making prequalification application for by checking the appropriate box(es). Please note that you can apply for one or two or three or all the categories depending on your qualifications and experience as described in the SOW.

[ ]  Development of Hybrid Business Documents

[ ]  Human Resource Organizational Support

[ ]  Cooperative Development

[ ]  Taxation

1. **Applicants Technical Understanding**

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| Applicant’s understanding of the selected Business Service Provision Category(s) on technical assistance targeting the Cooperative Business Enterprises (Provide potential gaps and a summarized overview of proposed interventions to address these gaps). Please respond on the selected category or categories only as per 2 above.  |
| * 1. **Development of Hybrid Business Documents**
	2. **Human Resource Organizational Support**
	3. **Cooperative Development**
	4. **Taxation**
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1. **Team Composition and Qualifications**

The applicant should include the names and anticipated positions of the individuals proposed to provide the advisory services.

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| Name of Resource Person | Academic Qualification | Relevant Experience | Specific responsibilities.  |
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NB: For each resource person listed above submit as an attachment, a complete and current resume for each proposed professional employee (not exceeding 3 pages each). The resumes should clearly describe the individuals’ education, experience, contacts, and professional credentials and be duly signed by the respective person.

1. **Organizational/Individual Specialized Competence.**

[ ]  Development of Hybrid Business Documents

[ ]  Human Resource Organizational Support

[ ]  Cooperative Development

[ ]  Taxation

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| *Applicants to indicate specialized competence the organization/individual possesses regarding technical work targeting cooperative business enterprises (CBEs) in Kenya (the response should touch on competencies on adult training/facilitation, advisory services in the selected category(s) applied for)*. *Only respond on the categories you have applied for.* |
| * 1. **Development of Hybrid Business Documents**
	2. **Human Resource Organizational Support**
	3. **Cooperative Development**
	4. **Taxation**
 |

1. **Applicants Past Experience/Performance**

Applicant to list at least three service recipients directly supported in the last 5 years on related works to the SOW specifically on the categories he/she is applying for prequalification in the following format.

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| **Name of Client** | **Area(s) of Technical Assistance** | **Clients contacts (email and phone number)** | **Brief description of the task** | **Period of engagement (indicate the specific dates of engagement)**  | **Name of Clients contact person**  |
|  | **Development of hybrid business documents** |  |  |  |  |
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|  | **Human resource organizational support,** |  |  |  |  |
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|  | **Cooperative development** |  |  |  |  |
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|  | **Taxation**  |  |  |  |  |
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1. **Applicants experience working with** **SMEs/Cooperative business enterprises.**

Applicants to list any working experience with SMEs/Cooperative business enterprises in the last 5 years (this response is limited to works done with the SMEs/Cooperative business enterprises on the selected area(s) above related to Statement of Work-part 3 of the RFA document)

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| --- | --- | --- | --- | --- |
| **Area(s) of Technical Assistance (**e.g.*Development of hybrid business documents, human resource organizational support, cooperative development, taxation)* | **Name of SMEs/ Cooperative** | **Clients contacts (email and phone number)** | **Brief description of the assignment delivered** | **Period of engagement (indicate the specific dates of engagement)**  |
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1. **Fees Structure**

Indicate the fees structure for the area(s) applied.

[ ]  Development of Hybrid Business Documents

[ ]  Human Resource Organizational Support

[ ]  Cooperative Development

[ ]  Taxation

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Service Category** | **Daily rate per resource person (KES) (8 Hour Day)**  | **Explanatory notes (Cost Justification)**  |
| 1. | Development of Hybrid Business Documents |  |  |
| 2. | Human Resource Organizational Support |  |  |
| 3. | Cooperative Development |  |  |
| 4 | Taxation |  |  |

*\*Fees amounts should be in Kenya Shillings and not include transport and accommodation costs as this will be case specific and will be agreed upon at the point of engagement. The fees should be specific and not a range. Bidders are encouraged to provide their best rate.*

1. **Proposed Value Addition**

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| *Applicants to indicate proposed value addition if prequalified as a Business Service Provider (BSP) consultant* |
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1. **Mandatory Attachments**

The following documents must be attached to the prequalification application.

1. Certificate of registration/incorporation for firms.
2. Copies of identity documents for individual applicants.
3. Copies of CVs for the technical staff duly signed.
4. A copy of tax certificate.
5. Copy of valid Kenya Revenue Authority (KRA) Tax Compliance Certificate.

Signed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_