



Growing Prosperity Through Trade

Application Form to be considered for:

Contract Title – [Insert Contract Position being applied for here]

Please enter the information requested in the spaces provided. Please note that the only additional information should be attached to this application form that is requested in paragraphs 5 - 9. [This must be an attachment of your online submission on the TradeMark East Africa's procurement portal]

1. Your Details

Your Name (Company or Individual)

Parent Company (If Applicable)

Your Address

Contact Name

Contact Telephone Number

E-Mail Address

2. Information Required for Statistical Purposes Only

Country of Registration (Companies)

Nationality (Application from Individuals)

Number of Employees (as appropriate)

3. Years in Business

How many years have you been in business?

4. Turnover

What was your company's total annual turnover in US Dollars for the last three years?

One year ago?

Two years ago?

Three years ago?

What was your turnover, in US Dollars, for services similar to those required here, for the last three years?

One year ago?

Two years ago?

Three years ago?

5. Contract specific questions

(Please provide further details in the capability statement requested under Paragraph 7 below.)

Please list assignments in the last three years in which you have delivered a similar service:-

Name of Assignment	Year	Country	Value (in \$)	Recipient	Short description (Please provide references with contact details)

6. Capability Statement

Please attach a Capability Statement, of no more than 4 A4 pages in font size 12, which illustrates your skill, experience and qualification for providing the service under this Contract Notice.

7. CV(s) of Key Personnel

Please provide, as an annex to the Capability Statement abridged CV(s) of no more than two pages (for each individual in the case of a company) in respect of key personnel who would be expected to provide the services.

8. Conflict of Interest

You must disclose in your response, details of any known circumstance that will, or might give rise to a conflict of interest. Where a potential conflict is identified, you should state how you intend to avoid such a conflict.

It is difficult to precisely define a "Conflict of Interest" and there are numerous situations in which it can arise between TMEA or the partner Governments or organisation, their employees, former employees and suppliers. Some examples are:

- Suppliers who are working with or whose personnel are working with TMEA staff or partner governments or organisation;
- Suppliers who have friends or relatives working for TMEA or the partner governments or organisation.

We understand suppliers may not know at this time whether "Conflict of Interest" is an issue that they need to address. Consequently it will be raised again when the Invitation to tender documents are sent out to those short-listed.

9. Closing Date for Applications.

This application together with the requested supporting documents must be submitted online ONLY on the TMEA procurement portal at the website: <http://procurement.trademarkea.com> to be received by the deadline date in the advert.