

## ANNEX 1. Supplier Pending Bill Submission Form<sup>1</sup>

County Requirement			Supplier/Pending Bill Holder Response/submission and support documentation	
No.		Attachment Required?	Response (Vendor to fill)	Attachment provided Yes/No
1	Contractor/Company Name (Provide Certificate of Incorporation and CR 12)	Y		
2	Registered Physical Address of the business	N		
3	Contractor representative Name, ID Copy and Telephone No.	Y		
4	Primary Contract Number and Copy	Y		
5	Contract/LSO Number and Copy of the same, including	Y		
6	Notice of Award letter-date and copy	Y		
7	Date and Copy of advert/solicitation /correspondence seeking the service/goods/works to be delivered if any	Y		
8	Date proposal/Quotation/Submitted	N		
9	Copy of Quotation/Proposal Submitted ( Finance and Technical)	Y		
10	Description or nature of goods/services/works supplied	N		
11	County Department that ordered the good/Service rendered	N		
12	Sub County, Ward, Sub location and Village, Office/Facility and site where good/Service/works was delivered or performed	N		
13	Total Contract Value as at 30 September 2022	N		

<sup>1</sup> This form must be filled for each pending bill, and support documentation for each bill separately put in its own envelope clearly marked with the department the pending bill relate. A pending bill must be submitted only once.

County Requirement			Supplier/Pending Bill Holder Response/submission and support documentation	
No.		Attachment Required?	Response (Vendor to fill)	Attachment provided Yes/No
14	Contract sum Paid to date and date of last payment	N		
15	Copy of Pending Bill (Unpaid invoice/certificate/ fee note etc.) Amount and copy outstanding as at 30 September 2022	Y		
16	Pending Bill invoice submission date (On or before 30 September 2022)	N		
17	% Of <b>total</b> goods/service/works completed or delivered as per contract or LSO ( <b>both Paid and Unpaid</b> ) as at 30 September 2022)	Y		
18	% Of goods/service/works completed or delivered as per contract/LSO but <b>Not Paid</b> as of 30 September 2022)	Y		
19	Proof of delivery as at 30 September 2022 (Delivery notes, Certificate, Acceptance ) against which pending bill is claimed	Y		
20	Total contract amount paid to date and date of last payment	N		
21	Picture of evidence of delivery if any is available	Y		
22	County Contact person (Staff)/Contract supervisor (Name and contact details)	N		
23	Known reason for non-payment if any	N		

Submission Date: \_\_\_\_\_

Submitted by \_\_\_\_\_ Signature \_\_\_\_\_ Tel \_\_\_\_\_