

Supplier Vetting Checklist

FREE RESOURCE

Twelve practical checks — legal standing, capacity, pricing, and continuity risk — before you commit to a new supplier. Drawn from real engagements, not a generic template.

LEGAL & FINANCIAL STANDING

- Valid business registration / certificate of incorporation, matching the name on their quotation.
- Current tax compliance certificate (KRA PIN, tax compliance certificate where applicable).
- Bank account in the registered business name — not a personal M-Pesa number.
- No pending litigation or adverse history you can find with a basic search.

CAPACITY & QUALITY

- At least 2–3 comparable jobs or orders they've actually delivered, not just a client list.
- A physical premises or verifiable operating address you could visit if needed.
- Samples or written specifications match what was actually quoted, not a generic catalogue.

PRICING & COMMERCIAL TERMS

- Quotation itemizes cost — you can't negotiate or compare what you can't see broken down.
- Payment terms in writing, including what happens on late delivery or defective goods.
- At least one alternative quotation for anything above your normal reorder threshold.

RISK & CONTINUITY

- You know what happens if they can't deliver — do they subcontract, and to whom?
- A simple written agreement or LPO exists before goods or services are delivered — never just a verbal understanding.

Want this checked against your actual suppliers?

Reach out for a conversation — no obligation.