



**KENYA NETWORK FOR TRADE AND EXPORT SERVICES (KENTES)**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
THE SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2026-  
2027**

**CLOSING DATE: 25<sup>th</sup> MARCH 2026**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2026/2027**

KENTES invites applications for the pre-qualification/registration of suppliers for the provision of goods and services from interested eligible bidders for the period ending 2027. Current providers of various goods and services are also requested to apply afresh. All applicants must be registered with Kenya Revenue Authority and Registrar of Companies.

**The Categories**

<b>CATEGORY NO.</b>	<b>SUPPLY OF GOODS AND SERVICES</b>
A1	Supply Of Video Conferencing and Audio-Visual Solution
A2	Supply Of Computer Hardware and Software
A3	Supply Of Office Furniture, Fittings and Furnishings
A4	Supply Of Office Electronic Appliances
A5	Supply And Maintenance of Firefighting Equipment
A6	Supply Of Office Stationery
A7	Supply Of Drinking Water and Water Dispensers
A8	Supply Of Printed Stationery
A9	Supply Of Branded Marketing Collateral
<b>CATEGORY NO.</b>	<b>PROVISION OF SERVICES</b>
B1	Provision Of Internet Services - Fiber, Wireless and Data Links
B2	Provision Of Data/Mobile Line Services
B3	Provision Of Cloud Services
B4	Provision Of IT Networks and Structured Cabling
B5	Provision Bulk SMS Services
B6	Provision Of Disposal of Electronic Waste Services (Computer Hardware, Software & Telephone Equipment)
B7	Provision Of Vehicle Accessories Repairs and Maintenance
B8	Provision Of Car Tracking Services
B9	Provision Of Office Cleaning, Office Relievers and Sanitary Services
B10	Provision Of Courier and Delivery Services
B11	Provision Of Insurance Services
B12	Provision Of Air Travel Agency Services (IATA Registered)
B13	Provision Of Car Hire Services Including Taxis, Buses and Minibuses
B14	Provision Of Legal Services
B15	Provision Of Medical Insurance Services
B16	Provision Of Rapporteur Services

B17	Provision Of Trade Advisory Services
B18	Provision Of Photography, Videography, And Livestreaming Services
B19	Provision Of Events Management Services
B20	Provision Of Digital and Social Media Management Services
B21	Provision Of Entertainment Services - DJ Services, Band
B22	Provision Of PR Services
<b>CATEGORY NO.</b>	<b>PROVISION OF TRAINING, AND AUDIT CONSULTANTS</b>
C1	Provision Of Media Training Services
C2	Provision Of Audit Services
C3	Provision Of Pension Services
C4	Provision Of HR Consultancy Services
C5	Provision Of IT Consultancy Services
C6	Provision Of Business Plan Training Consultancy
C7	Provision Of Data Protection Services
C8	Provision Of Management Training Consultant
C9	Provision Of Consultancy in Marketing and Communications
C10	Provision Of Corporate Governance Training Consultancy
C11	Provision Of Customer Relations Management Training Consultancy
C12	Provision Of Export Market Preparedness Training Consultancy
C13	Provision Of Finance Management Training Consultancy
C14	Provision Of Investor Readiness Training Consultancy
C15	Provision Of Knowledge Management and Peer Learning Training Consultancy

Interested bidders will be required to pay a **non-refundable fee of Kshs. 2,000 per category**, to KENTES through the bank details provided below. Proof of payment shall be required, as a separate document, whilst submitting pre-qualification documents.

Account No. 0550286788928- (KENTES Pre-qualification Fees Account) at Equity Bank Branches Countrywide.

The deposit slip **MUST** be attached to the pre-qualification document. Completed documents in plain sealed envelopes clearly marked "Pre-qualification for goods & services: Category Ref....," with summary description and the Supplier's Company name should be submitted to KENTES Park Place Business Building, 2<sup>nd</sup> floor, 55 Second Avenue Road

Pre-qualification documents duly completed, **for each category**, should be submitted in a plain sealed envelope bearing category number and the name of the tender (For instance, B1 – Prequalification of suppliers; C4 – Prequalification of suppliers). This should be addressed to:

**Procurement Manager**

**KENYA NETWORK FOR TRADE AND EXPORT SERVICES (KENTES)**

P.O. BOX 00400 – 14583 Nairobi, Kenya

To reach KENTES by **Tuesday 25<sup>th</sup> MARCH 2026 at 4:00pm EAT** through postal address or below physical address.  
**Late submissions will not be accepted.**

Park Place Business Building, 2<sup>nd</sup> floor, 55 Second Avenue Road

P.O. Box 45456-00100 NAIROBI

Tel +**254704444459 +2540118697998**

Email [info@kentes.co.ke](mailto:info@kentes.co.ke)

Website: [www.kentes.co.ke](http://www.kentes.co.ke)

**1. PRE-QUALIFICATION INSTRUCTIONS**

**1.1 Introduction**

KENTES would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the Association.

**1.2 Pre-qualification Objective**

The main objective is to have a database of approved suppliers to supply and deliver assorted items and provide services under relevant tenders/quotations to KENTES as and when required, during the period from **JANUARY 2026 to MARCH 2026**.

**1.3 Pre-qualification Invitation**

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to KENTES Office (address provided) so that they may be pre- qualified/registered for submission of tenders. Prospective suppliers are required to supply mandatory information for pre-qualification/registration.

**1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to corporate organizations of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

**1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for pre-qualification/registration, prospective suppliers must submit all the information requested herein.

**1.6 Distribution of Pre-qualification Documents**

The ORIGINAL document (only) of the completed pre-qualification/registration data and other requested information shall be submitted to KENTES on or before **25<sup>th</sup> MARCH, 2026 by 4:00pm**, at the address below.

**Park Place Business Building, 2<sup>nd</sup> floor, 55 Second Avenue Road**

**P.O. Box 45456-00100 NAIROBI**

**Tel +254704444459 +2540118697998**

**Email [info@kentes.co.ke](mailto:info@kentes.co.ke)**

**Website: [www.kentes.co.ke](http://www.kentes.co.ke)**

### 1.7 Additional Information

KENTES reserves the right to request submission of additional information from prospective bidders.

## 2. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

### 2.1 Pre-qualification data forms

2.1.1 The attached questionnaire forms (PQ-1, PQ-2, PQ-3 PQ-4) are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

2.1.2 The pre-qualified/registered application forms, which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal should be in English.

### 2.2 Qualification

2.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by KENTES in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

2.2.2 Prospective bidders will be considered qualified, in the judgment of KENTES, if they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

### 2.3 Essential Criteria for Pre-Qualification/Registered

2.3.1 **Experience:** Prospective bidders shall have experience in the supply of goods, services, and allied items. The potential supplier/contractor should show competence, willingness, and capacity to service the contract on short notice.

2.3.2 **Personnel:** The names and pertinent information and CV(s) of the key personnel for individual or group to execute the contract must be indicated.

2.3.3 **Past Performance:** Past performance will be given due consideration in pre-qualifying bidders. Letter(s) of reference and or copies of order/contracts from past customers should be included in Form PQ-4.

### 2.4 Statement

Application must include a sworn statement, provided herein, by the Tenderer ensuring the accuracy of the information given.

### 2.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/KENTES could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KENTES reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

### 2.6 Fixed Business Premises

The firm must have a fixed business premise and must be registered in Kenya, with Certificate of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached.

- 2.6.1 The firm must show proof that it has paid all its statutory obligations and have a current Tax Compliance Certificate, which is mandatory.
- 2.6.2 Successful firms will be required to sign a Supplier Code of Conduct before being engaged by KENTES.
- 2.6.3 The firm should have complied with the provisions of the Bribery Act by putting in place procedures for the prevention of bribery and corruption.

## 2.7 Prequalification Criteria

Required information	Form type	Point scores
Registration Documentation	PQ-1	40
Pre-qualification Data	PQ-2	15
Confidential Report	PQ-3	10
Past Experience	PQ-4	15
<b>TOTAL MARKS</b>		<b>80</b>

## 2.8 The qualification is 55 points and over.

### 3. THE PREQUALIFICATION FORMS

#### FORM PQ-1: REGISTRATION DOCUMENTS

All firms must provide:

1. Copy of Certificate of Registration
2. Copy of VAT Registration Certificate
3. Copy of PIN Certificate of firm/company/individual
4. Copy of CR12
5. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
6. A minimum of 3 letters of reference from previous clients.
7. All consultants must provide copies of relevant licenses and certifications related to the category of prequalification.
8. For energy audits, assessments and energy related trainings, after prequalification based on the statutory requirements, a technical assessment will be done to qualify the consultants.

(40 points)

#### FORM PQ-2: PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION

##### FORM

I/We..... hereby apply for registration as supplier(s) under Category No .....that focuses on .....

My/Our business details are as follows:

Description	Supplier details
Post Office Address	
Town	
Street	
Name of building	
Floor No.	
Room/Office No.	
Telephone No	
Other branch locations	

**Organization & Business Information**

Name of Chief Executive Office .....

Name of Contact person .....

Contact person email address .....

Company telephone .....

Company email address .....

Partnership (if applicable) Names

of Partners

1. ....

2. ....

3. ....

Year of incorporation .....

**(15 Points)**

**FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

**Part I - General:**

Business Name .....

Location of business premises .....

Plot No. ....

Street / Road .....

Postal Address .....

Tel. No .....

Nature of business .....

Current Trade License No.....

Expiring date.....

Maximum value of business which you can handle at any one time: Kshs. ....

Name of your bank.....

Branch .....

**Part 2 (a) – Sole Proprietor**

Your name in full .....

Nationality..... Country of Origin.....

**Part 2 (b) Partnership**

Given details of partners as follows:

<b>No.</b>	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1				
2				
3				
4				
5				
6				

**Part 2 (c) – Registered Company:**

Private or Public .....

State the nominal and issued capital of company-

Nominal Kshs. ....

Issued Kshs. ....

Given details of all directors as follows:

<b>No.</b>	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1				
2				
3				
4				
5				
6				

**Director / Partner / Sole Proprietor signature**

Signature ..... Date .....

**(10 Points)**

**FORM PQ-4: PAST EXPERIENCE NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS, NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT / ORDERS**

**I. 1<sup>st</sup> Client (organization)**

- a. Name of Client (organization) .....
- b. Address of Client (organization) .....
- c. Name of Contact Person at the client (organization) .....
- d. Client's/Contact Person's telephone No. ....
- e. Company email .....
- f. Duration (date) and value (Kshs) of Contract .....

**II. 2<sup>nd</sup> Client (organization)**

- a. Name of Client (organization) .....
- b. Address of Client (organization) .....
- c. Name of Contact Person at the client (organization) .....
- d. Client's/Contact Person's telephone No. ....
- e. Company email .....
- f. Duration (date) and value (Kshs) of Contract .....

**III. 3<sup>rd</sup> Client (organization)**

- a. Name of Client (organization) .....
- b. Address of Client (organization) .....

- IV. Name of Contact Person at the client (organization) .....
- V. Client's/Contact Person's telephone No. ....
- VI. Company email .....
- VII. Duration (date) and value (Kshs) of Contract .....
- VIII. Others .....

**(15 Points)**

**SWORN STATEMENT**

Having studied the pre-qualification/registered information for the above project I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by KENTES.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify KENTES and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Private/ public Procurement and have no pending litigation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

(Full name and designation of the person signing and stamp)