



KENYA NATIONAL QUALIFICATIONS AUTHORITY

TENDER NO: KNQA/REG/001/2025-2027

**REGISTRATION OF SUPPLIERS/ CONTRACTORS/ CONSULTANTS FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY
FOR THE FINANCIAL YEARS 2025/2026-2026/2027**

NAME OF THE FIRM

.....

CATEGORY NO.

.....

ITEM DESCRIPTION

.....

TARGET GROUP

.....

If AGPO registered firm, please specify the category:-

- Youth**
- Women**
- PWD**

CLOSING DATE: 3rd December, 2025 AT 11.00 A.M.

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES

The KNQA invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Year **2025- 2026** and **2026- 2027** in the following listed categories:-

1. SUPPLY OF GOODS	
CATEGORY NO.	ITEM DESCRIPTION
KNQA/001/2025- 2027	Supply of general office stationery. (AGPO)
KNQA/002/2025- 2027	Supply and delivery of electronic and telecommunication equipment; camera, TVs, Telephone Heads, Mobile Phones, Air conditioners, computes, laptops, tablets, servers, UPS, printers, tonners, Scanners, CCTV equipment , ICT accessories and other related ICT Items (OPEN TO ALL)
KNQA/003/2025- 2027	Supply of cleaning materials, detergents, disinfectants and tissue papers (AGPO)
KNQA /004/2025- 2027	Supply of office furniture, TV stands, carpets, office blinds, coat hangers, water dispensers, bulk filling units, filling cabinets and related fittings (OPEN TO ALL)
KNQA/005/2025- 2027	Supply and provision of motor vehicle tyres, tubes ,batteries, fuel, lubricants and tracking service for motor vehicles. (OPEN TO ALL)
KNQA/006/2025- 2027	Supply of Staff uniforms, branded shirts and t-shirts, branded caps, Foot Wear, Protective Clothing (AGPO)
KNQA/007/2025- 2027	Supply of newspapers, magazines and periodicals (AGPO)
KNQA/008/2025- 2027	Supply of mobile phone airtime/prepaid telephone Cards (AGPO)
2. PROVISION OF SERVICES	
CATEGORY NO.	ITEM DESCRIPTION
KNQA/009/2025- 2027	Provision of air travel and ticketing services – both local and international travel (IATA Registered Firms Only)
KNQA/010/2025- 2027	Provision of mail services, local and international courier services (OPEN TO ALL)
KNQA/011/2025- 2027	Provision of hotel conference services and catering services (Nairobi, Nakuru, Mombasa, Kisumu, Naivasha, Meru, Nyeri, Kitale and other regions) (OPEN TO ALL)
KNQA /012/2025- 2027	Provision of general printing services,design, artwork,color separation and p rinting of p romotional, c ommunication and advertising materials, policy documents, banners, brochures and posters (AGPO)
KNQA/013/2025- 2027	Provision of engraving and marking of authority's assets (OPEN TO ALL)
KNQA/014/2025- 2027	Repair and maintenance of ICT equipment, Office furniture, servers, desktops computers, laptops, local area network, printers, UPS, air conditioning and related ICT equipment (AGPO)
KNQA/015/2025- 2027	Provision of Cleaning Services for floor, windows, curtains, carpets, sofa sets and other related upholstery (OPEN TO ALL)
KNQA/016/2025- 2027	Repair, maintenance and servicing of motor vehicles (CM & TE Registered Firms Only)
KNQA/017/2025- 2027	Website development and maintenance, bulk SMS, database development and maintenance, Internet service connectivity (ISP), cloud services. E-mail connectivity (OPEN TO ALL)
KNQA/018/2025- 2027	Provision of pest control and fumigation services (AGPO)

KNQA/ 019/2025- 2027	Provision of transport services i.e. taxies and hire of motor vehicles(OPEN TO ALL)
3. PROVISION OF CONSULTANCY	
KNQA/020/2025- 2027	Provision of event management, documentary preparation, corporate photography consultancy services (AGPO)
KNQA/021/2025- 2027	Provision of consultancy services on work environment, employees and customer satisfaction, ISO certification, baseline survey, strategic plan review, risk management, ICT consultancy, financial audit, Legal audits, human resource consultancy(recruitment and other) and management consultancy. (OPEN TO ALL)
KNQA/023/2025- 2027	Provision of legal services (OPEN TO ALL)
KNQA/024/2025- 2027	Provision of insurance services (Medical insurance, Motor Vehicle and other Equipment insurance, Work Injury Based Insurance, Group Life Insurance and other general insurance services) (OPEN TO ALL licensed Insurance Companies)
4. PROVISION OF MINOR WORKS	
CATEGORY NO	ITEM DESCRIPTION
KNQA/025/2025- 2027	Construction works, partitioning, repairs, construction and painting of building and offices, plumbing services and minor structural adjustments. (OPEN TO ALL)

Interested eligible candidates may download the registration document from the authority's website; www.knqa.go.ke free of charge.

Additional special requirements are to be furnished to the authority as listed in 2.4

Complete registration document are to be enclosed in plain sealed envelopes, marked with the **category number** and Item description be deposited in the Tender Box, 4th Floor, National Commission for Science and Technology Building, Loresho, Off Waiyaki Way Nairobi or be addressed to:

**The Director General,
Kenya National Qualifications Authority
P. O. Box 72635-00100,
Nairobi.**

so as to be received on or before **3rd December, 2025 AT 11.00 A.M** Kenyan time.

1.0 REGISTRATION INFORMATION

1.1 Introduction

The KNQA invites all interested firms that fulfil the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the KNQA.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the KNQA on 'as and when required' during the Financial Year 2025-2026 and 2026-2027. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the KNQA.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Director General,
Kenya National Qualifications Authority
P. O. Box 72635-00100,
NAIROBI.**

Not later than **3rd December, 2025 11.00 A.M (Local time)**

(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Clarification be sought at least three (5) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The KNQA reserves the right to request for submission of additional information from prospective bidders. The KNQA may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

- 2.1.1** The 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 must be written in English.

2.2 Qualification

- 2.2.1** The registration data on prospective bidders is to be used by the KNQA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

- 2.2.2** Prospective bidders will not be considered qualified unless in the judgment of KNQA they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements.

For supplier to be considered for registration, they must have submitted their application for registration on E-GP. For a supplier to be engaged they must be **dually registered** on E-GP.

2.4 Category specific information

Category 009-Provision of Travel and air ticketing agency services

- ❖ IATA Registration Certificate for Air Travel Agents.
- ❖ The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category 011 -Provision of Hotel Accommodation and Conference Facility

- ❖ The Hotels should state their geographical locations in Nairobi, Naivasha, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi, Embu, Meru etc. (Hotels in other towns to apply and be considered based on provision of quality standards)

- ❖ The KNQA may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the KNQA. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

Category 019-Provision of vehicle transport, car hire and taxi services

- ❖ The firm should clearly state their geographical areas of operation e.g Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- ❖ The vehicles should be well maintained/serviced and available at short notice.

Note:

For any engagement The KNQA shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

Category 023- Provision of legal services

- ❖ Be an advocate of the high court of Kenya having signed the roll of advocates.
- ❖ Hold a Valid practicing certificate.

2.5 Withdrawal of registration

Should a condition arise that 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, the KNQA reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6** After evaluation of the received applications, The KNQA will notify applicants of the results of registration exercise and a list of successful applicants posted on the institutions website (www.knqa.go.ke).

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- The successful suppliers identified through the procurement process shall be issued with a Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the KNQA stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the KNQA.
- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the KNQA, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the KNQA quality standards/specification requirements as outlined in the Request for Quotation/tender document. The KNQA shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The KNQA shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract and delivery done thereafter.

3.5 Rights of the KNQA

The KNQA reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the KNQA. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the examination criteria below will be considered non-responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO	If yes award
1.	Certificate of Registration or Incorporation		10
2.	A Valid Tax Compliance Certificate		10
3.	Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership		10
4.	Fully fill the attached Confidential Business Questionnaire		10
5.	A valid Certificate of registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise for AGPO or evidence of experience and compliance with part 2.4 (category specific information) of the document for open to all category.		10
6.	Duly filed registration data form PQ-1		10
7.	Duly filed supervisory personnel form PQ-2		10
8.	Duly filed confidential business questionnaire form PQ-3		10
9.	Duly filed past experience form PQ-4 (If AGPO consideration as note e) applies)		10
10.	Duly filed sworn statement form PQ-5		10
	RESPONSIVENESS		100%

Note:-

- Firms that pass all the above requirements at 100% will be added to the list of registered suppliers under the mentioned category for a period of two years.
- The list will be used to source quotations on competitive basis as and when needs arises.
- Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- Should submit a separate document for each category for those firms that intend to apply in different categories.
- For AGPO category, firms will have consideration if they submit a valid AGPO certificate.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....(Firm's Name) hereby apply
for registration in the categoryas supplier of(Item
Description /per category)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

<u>Other key personnel staff/directors:</u>	<u>Position/Designation</u>
---	-----------------------------

- | | |
|----------|--|
| a) | |
| b) | |
| c) | |

Partnership (if applicable) Name of partners

3. ADDITIONAL INFORMATION

- a) Business founded or incorporated
- b) Networth equivalent Kshs.....
- c) Bank reference and Address
- d) Sister/Bonding Company reference and address (if applicable)
- e) State any technological innovations or specific attributes which distinguish you from your competitors:-.....
- f) Indicate terms of trade / sale

FORM PQ-2 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)

You are requested to fill the particulars in Part 1, and **either** Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....
Certificate of Incorporation/Registration No
Location of business premises:
Country Physical address
Town Building.....
Floor..... Plot No.
Street / Road Postal Address
Postal / Country Code..... Telephone No's.....
Fax No's. E-mail address
Website
Contact Person (Full Names) Direct / Mobile No's.....
Title Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only)

Local Authority Trading License No Expiry Date
Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**Kshs**)

Was this successfully undertaken? **Yes / No** (If **yes**, attach reference)

Name (s) of your banker (s)
Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

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

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the KNQA and any other public or private institutions.

Full Names

Signature

Dated this day of 2025.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2025

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
- b)
- c)
- d)

For and on behalf of M/s

In the capacity of

Dated thisday of2025

Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Interest in the Firm:

Are there any person/persons in the KNQA or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give the KNQA authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of 2025

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1 Name of 1st Client (Organization)
 - i. Name of Client (organization)
 - ii. Address of Client (organization)
 - iii. Name of Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date)
 2. Name of 2nd Client (organization)
 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date)
 3. Name of 3rd Client (organization)
 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date)
- Others

Note; This form will be considered duly filled for one or more clients

FORM PQ-5 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the KNQA.
- c. We shall notify the KNQA when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) REQUIREMENT

Provide your E-GP registration details as follows;

Firm Name	Category Type	Contact No.	Contact Person	E-GP Number

.....**End**.....