



PERMANENT MISSION OF KENYA TO UNON & UNEP

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES,
AND MONOR WORKS FOR FINANCIAL YEARS 2025/2026 –
2026/2027**

CLOSING DATE: 13TH JUNE, 2025 AT 2:00PM

Contents

1. INTRODUCTION	3
2. REGISTRATION INSTRUCTIONS	6
3. REGISTRATION DATA INSTRUCTIONS	8
4. BRIEF CONTRACT REGULATIONS/GUIDELINES	16
5. FORM RQ-1 MANDATORY REGISTRATION DOCUMENTATION	18
6. FORM RQ -2 REGISTRATION DATA.....	20
7. FORM RQ-3 SUPERVISORY PERSONNEL.....	21
8. FORM RQ - 4: PAST EXPERIENCE	22
9. FORM RQ-5: SWORN STATEMENT	24
10. FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE	25
11. FORM RQ - 7 LITIGATION HISTORY	27

1. INTRODUCTION

The Kenya Mission to UNON & UNEP in Compliance with sections 71 and Reg. 44 of the Public Procurement and Asset Disposal Act, 2015, and the Public Procurement and Asset Disposal Regulations 2020 respectively intends to develop a list of registered Suppliers/Service Providers for supply and Provision of Goods, Services and Works for Financial Years 2025/2026 & 2026/2027

Instructions to Bidders:

- a) Bidders MUST provide a substantive response in the format provided, irrespective of any attached technical documents.
- b) Bidders are allowed to register for up to a **MAXIMUM OF THREE CATEGORIES** (A, B & C).
- c) Bidders who select more than **THREE** categories will be evaluated on the first three (3) and the rest will not be considered.
- d) Bidders will be required to submit a **SINGLE** document containing all the three categories selected.
- e) Bidders interested MUST indicate the preferred category either with previous experience or without previous experience

S/NO	TENDER NO.	TENDER DESCRIPTION
	A. REGISTRATION FOR SUPPLY OF GOODS	
1.	KMUNON&UNEP/NBO/01/2025-2026,2026-2027	Supply and delivery of general office stationery
2.	KMUNON&UNEP/NBO/02/2025-2026,2026-2027	Supply and delivery of office equipment and associated accessories
3.	KMUNON&UNEP/NBO/03/2025-2026,2026-2027	Supply of office furniture and fittings
4.	KMUNON&UNEP/NBO/04/2025-2026,2026-2027	Supply and delivery of printable stationary and promotional materials.
5.	KMUNON&UNEP/NBO/05/2025-2026,2026-2027	Supply and delivery of electrical appliances and accessories.
6.	KMUNON&UNEP/NBO/06/2025-2026,2026-2027	Supply and deliver of security surveillance installations
7.	KMUNON&UNEP/NBO/07/2025-2026,2026-2027	Supply of promotional material and corporate gifts
8.	KMUNON&UNEP/NBO/08/2025-2026,2026-2027	Supply of staff uniform and other branded clothing
9.	KMUNON&UNEP/NBO/09/2025-2026,2026-2027	Supply and delivery of multipurpose detergents, tissue paper, serviettes and other toiletries
10.	KMUNON&UNEP/NBO/10/2025-2026,2026-2027	Supply and delivery of calling cards/airtime

11.	KMUNON&UNEP/NBO/11/2025-2026,2026-2027	Supply of drinking water and milk
12.	KMUNON&UNEP/NBO/12/2025-2026,2026-2027	Supply of fuel, oils and lubricants
	B. REGISTRATION FOR PROVISION OF SERVICES	
13.	KMUNON&UNEP/NBO/13/2025-2026,2026-2027	Provision of website developing web domain hosting
14.	KMUNON&UNEP/NBO/14/2025-2026,2026-2027	Provision of CCTV maintenance and repairs
15.	KMUNON&UNEP/NBO/15/2025-2026,2026-2027	Provision of cleaning services
16.	KMUNON&UNEP/NBO/16/2025-2026,2026-2027	Repair/maintenance of motor vehicles
17.	KMUNON&UNEP/NBO/17/2025-2026,2026-2027	Provision of air travel agency, accommodation, conferencing and car hire services
18.	KMUNON&UNEP/NBO/18/2025-2026,2026-2027	Supply and maintenance of sanitary bins and related services
19.	KMUNON&UNEP/NBO/19/2025-2026,2026-2027	Provision of garbage collection services
20.	KMUNON&UNEP/NBO/20/2025-2026,2026-2027	Provision of fumigation and pest control services
21.	KMUNON&UNEP/NBO/21/2025-2026,2026-2027	Supply and maintenance of firefighting equipment and accessories
22.	KMUNON&UNEP/NBO/22/2025-2026,2026-2027	Provision of publishing and printing services
23.	KMUNON&UNEP/NBO/23/2025-2026,2026-2027	Provision of insurance underwriting services
24.	KMUNON&UNEP/NBO/24/2025-2026,2026-2027	Provision of asset tagging services and maintenance services
25.	KMUNON&UNEP/NBO/25/2025-2026,2026-2027	Provision of internet connectivity, email hosting, maintenance and repairs
26.	KMUNON&UNEP/NBO/26/2025-2026,2026-2027	Provision, installation and maintenance of telephone system
27.	KMUNON&UNEP/NBO/27/2025-2026,2026-2027	Provision of exhauster services
	C. REGISTRATION FOR SUPPLY OF WORKS	
28.	KMUNON&UNEP/NBO/28/2025-2026,2026-2027	Repair & maintenance of electrical works
29.	KMUNON&UNEP/NBO/29/2025-2026,2026-2027	Painting, interior decor & landscaping services
30.	KMUNON&UNEP/NBO/30/2025-2026,2026-2027	Supply of branded signage works
31.	KMUNON&UNEP/NBO/31/2025-2026,2026-2027	Provision of Building maintenance and repairs (plumbing and electrical works)

- 1.2 A complete set of bidding documents in English may be obtained from the Public Procurement Information Portal: www.tenders.go.ke and www.mfa.go.ke
- 1.3 Tenderers who download the tender document must forward their particulars immediately to procurement@mfa.go.ke to facilitate any further clarification or addendum free of charge.
- 1.4 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00 am-5:00 pm (except on Public Holidays). Completed bids **MUST** be submitted in plain sealed envelopes marked:

"TENDER NO. KMUNON&UNEP/NBO/2025-2026,2026-2027- Registration of Suppliers for Goods, Services and Minor Works for the Financial Years 2025-2026,2026-2027 for the following categories:

- i.
- ii.
- iii.

- 1.5 Registration documents will be opened immediately thereafter at the Permanent Mission of Kenya Office in the presence of candidates or their duly authorized representatives who choose to attend.
- 1.6 Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements. Failure to attach any of the mandatory requirements will lead to **disqualification.**

2. REGISTRATION INSTRUCTIONS

2.1 Registration Objectives

The main objective of this part is to short-list firms for the supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with Sections 71 and Reg. 44 of the PPAD ACT 2015 and PPAD Regulations 2020 respectively.

2.2 Invitation for Registration

Firms registered with the Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to the **Kenya Mission to UNON & UNEP Office in Gigiri** so that they may be registered for submission of Tenders/Quotations. The prospective suppliers must provide the mandatory information for registration.

2.3 Experience

Experience in the provision of services and Works is Mandatory for firms interested in provision of services categories. However, firms owned by the **Youth, Women and Persons with Disabilities** are exempted from this requirement. This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, the prospective supplier/provider **MUST** submit all the information herein requested.

2.4 Distribution of Registration Documents

Registration documents shall be downloaded from the Public Procurement Information Portal at www.tenders.go.ke and the Ministry of Foreign Affairs and Diaspora Affairs website at www.mfa.go.ke

2.5 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Head, Supply Chain Management Services, State Department for Foreign Affairs** during official working hours, or email procurement@mfa.go.ke

2.6 Additional Information

The Kenya Mission to UNON & UNEP reserves the right to request the submission of additional information from prospective bidders.

2.7 Invitation to Tenders /Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by The Kenya Mission to UNON & UNEP after evaluation of the documents presented and after the completion of the registration process.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration Data Forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, and RQ-7 are to be completed by prospective suppliers who wish to be registered to participate in Quotations for Supply of Goods, Services, and Works.

The Registration application forms that are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English and ink

3.2 Qualification

It is understood and agreed that the Registration Data on prospective bidders is to be used by the State Department in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform concerning the Category as described by the client.

Prospective bidders may not be considered qualified unless, in the judgment of the State Department, they possess the capability, experience, qualified personnel available, and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

Experience: Prospective bidder shall **NOT BE** required to have experience in the supply of goods categories. However, experience of at least 2 years shall be required for Provision of Services and Minor Works categories where the eligibility is. In that case, the potential supplier/bidder/service provider should show competence, willingness, and capacity to service the contract.

Bidders can only participate up to a **maximum of three (3) categories** and where bidders surpass the limitation, the first three categories selected will be considered.

Personnel: The name, telephone number, and email of the directors, key personnel, and contact person must be indicated in Form RQ.3

Past Performance: Past performance will be given due consideration by registration of bidders. Letters of reference from past customers **MUST** be submitted along with Form RQ-4

3.4 Statement

The application must include a sworn statement Form RQ-5 by the Tenderer, ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time t h e firm is pre-qualified to bid and the bid opening date which in the opinion of the client 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 State Department reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

The listed forms will form the criteria for evaluation. Bidders are to duly fill, sign, and stamp forms. Where a certain form is not applicable, the bidders should indicate "**NOT APPLICABLE**"

Required Information

No.	Required Information	Form
1.	Registration Documentation	Form RQ-1
2.	Registration Data	Form RQ-2
3.	Supervisory Personnel	Form RQ-3
4.	Experience for category (For Open Categories)	Form RQ-4
5.	Sworn Statement	Form RQ-5
6.	Confidential Questionnaire	Form RQ-6
7.	Litigation History	Form RQ-7

3.7 Category-Specific Information

3.7.1 Tender No. KMUNON&UNEP/NBO/17/2025-2026,2026-2027: Hotel Accommodation and Conference Services

In addition to the mandatory requirements, bidders are required to meet the following requirements,

Mandatory Requirements

- a) Valid Single Business permit from a County Government. (Attach License/payment receipt).
- b) Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing the services. Attach the names, addresses, and contact details. Contact details to include e-mail and cellphone number.
- c) Provide Public Health Certificates for staff and employees issued by a County Government.
- d) Proof of compliance with the catering levy (Evidence from Tourism Fund).

3.7.2 Tender No. KMUNON&UNEP/NBO/17/2025-2026,2026-2027: Provision of Air Ticketing Services/Air Travel Agency

In addition to the mandatory requirements, bidders are required to provide a **Valid IATA Registration Certificate**

4 BRIEF CONTRACT REGULATIONS/GUIDELINES

4.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the Electronic Government Procurement system (e-GP) or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the e-GP platform. Failure to quote or respond without adequate reasons will lead to de-registration and initiation of the process of debarment.

4.2 Contract Price

The successful suppliers identified through the procurement process shall be issued with a system-generated 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.

4.3 Delivery Period

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

4.4 Inspection of the goods, services, or works

The supplier must ensure the goods, services, and works delivered meet the quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Kenya Mission to UNON & UNEP shall not accept substandard goods, works, or services regardless of their low cost. The supplier shall bear the cost of delivery and return of rejected goods, services, and works.

4.5 Payments to suppliers awarded contracts/orders

The Kenya Mission to UNON & UNEP shall only pay for the goods, works, or services after their delivery. No advance payment is allowed. All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

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 upon delivery/provision of goods/services/works.

4.6 Rights of the State Department about registration of suppliers

The Kenya Mission to UNON & UNEP 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, enhanced safety/security to the Government employees, 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 Kenya Mission to UNON & UNEP . However, firms registered and identified through this open invitation for registration shall always be accorded first consideration to submit competitive bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on several 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 a conflict of interest or has been debarred by any Government regulatory body.

4.7 Taxes

The supplier will have to pay VAT and Capacity Building Levy as applicable for all goods, works and Services to be supplied or rendered.

5. FORM RQ-1 MANDATORY REGISTRATION DOCUMENTATION

No.	REQUIREMENT
1.	Copy of Certificate of Registration/Incorporation - All categories
2.	Valid Tax Compliance Certificate from Kenya Revenue Authority - All Categories
3.	Valid AGPO Certificate- If registered /Available.
4.	Current CR12 showing the shareholding of the firm (Not older than six months) - All categories for registered companies
5.	Duly filled, signed, and stamped Confidential Business Questionnaire in the format provided. - All categories
6.	At least two years of Experience in the Provision of Services and Supply of Works Categories (Attach Orders or Contracts or reference letters from least two (2) referees)
7.	Valid IATA Registration Certificate- <i>Provision of Air Ticketing Services/Air Travel Agency Category</i>
8.	Attach Private Garage inspection certificate from Ministry of Roads and Transport Mechanical Division - <i>Repair/maintenance of motor vehicles</i>
9.	Valid National Construction Authority Certificate and Annual Practicing Certificate: <i>Repair/maintenance of Electrical Works and Provision of Building Maintenance and repairs (Plumbing and Electrical works)</i>
10.	Tape-bound, fully serialized, and paginated tender document including attachments. All categories
11.	Valid Single Business permit from a County Government. (Attach License/payment receipt) <i>For Provision of Office Catering Services and Conference Facilities</i>
12.	Provide names of similar organizations that you have rendered similar services to demonstrate your experience in providing the services. Attach the names, addresses, and contact details. Contact details to include e-mail and cellphone number. <i>For Provision of Office Catering Services and Conference Facilities</i>
13.	Provide Public Health Certificates for staff and employees issued by a County Government. <i>For Provision of Office Catering Services and Conference Facilities</i>
14.	Proof of compliance with the catering levy (letter from catering levy regulator). <i>For Provision of Office Catering Services and Conference Facilities</i>

Vendor Evaluation Criteria

No.	Criteria	Requirement	Required (Pass or Fail)
1.	Firms Experience	Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/ services/ Works to other institutions. Attach at least two (2) Delivery Notes/LPO/LSO/Contract/Letter of Recommendation of the past undertaking.	
2.	Post Qualification-(Due Diligence)	Bidders' documents may be subjected to verification for confirmation of the authenticity on the following: (Valid tax compliance, AGPO Certificates etc)	

6. FORM RQ - 2 REGISTRATION DATA

a) Category to be Registered (**3 Maximum**)

- i.
- ii.
- iii.

b) Legal name of the firm

Post Office Address.....

Street and Address City.....

Country.....

Telephone No.....

Email address

Person to contact

c) Full name(s) of Directors(s)/Partners or Proprietor

- i.
- ii.
- iii.

d) Disadvantaged Group (e.g. Youth, PWD, Women, etc.)

e) AGPO Certificate No.....

f) Incorporation or Registration Certificate No.....

7. FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel, and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				

8. FORM RQ - 4: PAST EXPERIENCE

Name of Applicants Other Clients and Values Two Years Names of Applicants Other Clients and Values of Contract/Orders

Name of client 1 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract).....

Duration of contract (date).....

Name of client 2 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract).....

Duration of contract (date).....

Name of client 3 (Organization).....

Address of Client (Organization).....

Name of the contact person at the client (Organization).....

Telephone No. of Client.....

Value of contract).....

Duration of contract (date).....

Note The information provided above should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

9. FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered, I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and based on which the office of the Prime Cabinet Secretary relies on the registration of our Firm/Company.

I/We are aware that the Ambassador/Permanent Representative, Kenya Mission to UNON & UNEP is at liberty to institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006, and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Full name and designation of the person signing and stamp or seal)

.....

10. FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b), or 2 (c) whichever applies to your type of business; and Part 3.

Part 1 – General:

Business Name.....

Location of business premises.

Plot No..... Street/Road

Postal Address

Tel No.

Fax

E mail

Nature of Business

Registration Certificate No.

The maximum value of the business that you can handle at any one time – Kshs.....

Name of your bankers

Branch

A/C No.....

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of Origin

Citizenship details

Part 2 (b) Partnership

Given details of the partners are as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

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

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.			
3.			
4.			
5			

For and on behalf of M/s

In the capacity of

Dated thisday of..... 2020.

Suppliers' / Company's Official Rubber Stamp

.....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization, or Registration.

11. RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier.....

The contractor/Supplier should provide information on any history of litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

Note: Where there is no litigation history, bidders are to **indicate N/ A.**