



Haki House, Ndemi Road
Off Maringa Rd, Kilimani
P.O. Box 25340-00603
Nairobi

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS**

CLOSING DATE: Wednesday 29th OCTOBER, 2025

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1. INVITATION FOR PREQUALIFICATION

1.1 INTRODUCTION

RCK is a national NGO whose mission is to promote the wellbeing, voice and dignity of the displaced and host populations. It has its main office in Nairobi, Ndemi Road, off Muringa Road, Kilimani area and has physical presence in Dadaab refugee camp, Kakuma refugee camp, Garissa Township, & Mombasa. The organization invites applications for prequalification from interested vendors and service providers, including current suppliers, for the supply of goods, works and services to the organization for the period **January 1, 2026 to December 31, 2027**. The purpose of this exercise is to promote supplier partnership, accountability, competitiveness and to improve on the quality of products and services as per the organization procurement policies and procedure.

1.2 CATEGORIES

RCK invites applications for prequalification from eligible bidders from **Nairobi, Dadaab, Kakuma, Garissa and Mombasa** for the supply of goods and services in the under listed categories for the year 2026 - 2027:

REFERENCE NO.	DESCRIPTION
CATEGORY A	SUPPLY OF GOODS
RCK/A1/2026-2027	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.
RCK/A2/2026-2027	Supply and Delivery of Office Furniture, Furnishings & Fittings
RCK/A3/2026-2027	Supply of Stationery
RCK/A4/2026-2027	Supply of General Office Supplies
RCK/A5/2026-2027	Supply and installation of solar systems
RCK/A6/2026-2027	Supply of Motor vehicle fuel & lubricants
RCK/A7/2026-2027	Supply, Installation, Repair and Maintenance of Air Conditioners
CATEGORY B	PROVISION OF SERVICES AND WORKS
RCK/B1/2026-2027	Provision of Maintenance and servicing of computers, printers and IPBX
RCK/B2/2026-2027	Provision of creative design, printing of promotional materials (umbrellas, caps, t-shirts, letterheads books, posters, certificates, business cards, banners, teardrops and brochures)
RCK/B3/2026-2027	Provision of generator repairs and maintenance services in Nairobi, Kakuma, Garissa and Dadaab.
RCK/B4/2026-2027	Provision of air ticketing services (KCAA Registered firms)
RCK/B5/2026-2027	Provision of video and photography, documentary production, donor reporting clips, conference screens (plasma and LED panels), network video conferencing, film purchase or hire, public address (PA) systems, and livestreaming services
RCK/B6/2026-2027	Provision of Conference and Accommodation facilities (Across the Country with focus in Nairobi metropolitan, Mombasa, Nakuru, Kitale, Eldoret, Dadaab, Lodwar, Kakuma and Garissa)

RCK/B7/2026-2027	Provision of Catering services
RCK/B8/2026-2027	Provision of fumigation & pest control services
RCK/B9/2026-2027	Provision of cleaning services
RCK/B10/2026-2027	Provision of Transport e.g. Car Hire and taxi services
RCK/B11/2026-2027	Repair, servicing and Maintenance of motor vehicles
RCK/B12/2026-2027	Provision of software solutions, website development, mobile apps development, hosting and licensing
RCK/B13/2026-2027	Provision of Electrical repairs and installations services
RCK/B14/2026-2027	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Plumbing, Painting Etc.
RCK/B15/2026-2027	Provision of security and guarding services
RCK/B16/2026-2027	Provision of Warehousing and Storage Services
RCK/B17/2026-2027	Provision of vehicle and assets insurance services (Registered with IRA)
RCK/B18/2026-2027	Provision staff Health Insurance cover/WIBA insurance (Registered with IRA)
CATEGORY C	PROVISION OF CONSULTANCY SERVICES
RCK/C1/2026-2027	Provision of Occupational Health, Safety and Security Training, Firefighting training and Emergency Evacuation and Response Drills
RCK/C2/2026-2027	Provision of workplace counselling services
RCK/C3/2026-2027	Provision of Audit Services-project & institutional audit
RCK/C4/2026-2027	Provision of architectural, engineering designs and certification services.
RCK/C5/2026-2027	Provision of Human resources consultancy services
RCK/C6/2026-2027	Provision of Team Building Consultancy Services & Facilitators
RCK/C7/2026-2027	Consultancy- Provision of legal services including litigation, pro bono services to refugees and asylum seekers
	Provision of Research consultancy (Research in governance, refugee law, human rights, access to justice.
RCK/C8/2026-2027	Provision of maintenance and upgrade of ERP
RCK/C9/2026-2027	Provision of tax and consultancy services
RCK/C10/2026-2027	Provision of property management services
RCK/C11/2026-2027	Provision of asset marking and tagging services

1.3 PREQUALIFICATION DOCUMENTS

Interested candidates should download Pre-qualification of supplier's forms from RCK's website. Thereafter present the unfilled form(s) to RCK's offices during workings hours from **9.00AM - 4.00PM**) and Friday (**9.00AM - 1.00PM**), to have it or them serialized with tender number and stamped and pay a non-refundable fee of **KES 3,000. The fee is to be paid at RCK offices during working hours: Monday to Thursday (9.00AM - 4.00PM) and Friday (9.00AM - 1.00PM), obtain official receipt(s) and tender Number.**

The completed pre-qualification documents clearly indicating tender number and category **MUST** be submitted physically to RCK offices. The hard copy should be placed in plain, sealed and separate envelopes (**each category MUST be submitted in a separate envelope**) and the envelope clearly labelled with SUBJECT BEING THE CATEGORY NAME.

PRE-QUALIFICATION OF SUPPLIERS 2026-2027:
CATEGORY DESCRIPTION... (e.g., Category A and NO..... (e.g.,
RCK/SG/01/2026/2027) and
addressed to:

TENDER COMMITTEE
REFUGEE CONSORTIUM OF KENYA
P. O. BOX 25340-00603
NAIROBI

to be deposited in the **TENDER BOX** in Nairobi Main Office, Kilimani Ndemi Road. All documents through RCK Offices (Mombasa, Garissa, Dadaab, Kakuma) must be sealed and labelled and sent to the Nairobi Office. All physical copies should be received on or before **October 29th, 2025 at 9.00am.**

NOTE: A COPY OF THE REFUGEE CONSORTIUM OF KENYA PAYMENT RECEIPT MUST BE ATTACHED

Refugee Consortium of Kenya reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Refugee Consortium of Kenya referred to as the “RCK” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Refugee Consortium of Kenya to perform the contract of supply and delivery or provision of goods and services to the Company. Current prequalified suppliers must also apply if interest in continuing working with RCK. The applicant is encouraged to read the whole document with keenness and ensure that bid or bids are responsive as advertised.

2.2 Pre-qualification Objective

The main objective is to have a list of qualified suppliers who will be invited to supply and deliver assorted items, provide services or enter into framework agreement under relevant tenders/quotations to Refugee Consortium of Kenya as and when required during the stated period. **NB:** the pre qualification process does not guarantee business; instead, it establishes eligibility for prequalified companies and individuals to be called upon for quotations when the organization needs their services or goods".

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity.

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria. Suppliers that have previously worked with RCK or have been prequalified before should provide **certificate of service from the organization (RCK)**.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **requirements** will be disqualified.

N/B: All the documents should be bound and paginated.

2.6 Distribution of Pre-Qualification Documents

Copies of the completed pre-qualification data and other requested information shall be submitted to reach RCK's offices as indicated above **Not later than Wednesday 29th, October 2025, at 9.00am and soft copies after the selection process.**

2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address not later than **20th October 2025:**

TENDER COMMITTEE
REFUGEE CONSORTIUM OF KENYA
P.O. Box 25340-00603
NAIROBI
Or Email: procurement@rckkenya.org

2.8 Additional Information

Refugee Consortium of Kenya reserves the right to request submission of additional information from prospective bidders. The applicant is encouraged to get more information about the organization from its website, www.rckkenya.org.

2.9 Request for quotations or Framework Agreement

Request for quotations or to enter into framework agreement will be made available only to those bidders whose qualifications are accepted by Refugee Consortium of Kenya after the completion of the pre – qualification process and **on need basis as per RCK work plans and project implementation**. The final selection of suppliers is made on merit and as when and form goods and services are required after competitive bidding as per RCK policies.

2.10 None-refundable fee

Interested suppliers are required to pay the stipulated none-refundable fee in order to be provided with tender number. The fee is to support RCK in paying for logistics associated with procurement and its mandate. It is not a commitment for any engagement for supplies of services and/or goods.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 *Contract Price*

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Admin and Finance Officer or Procurement Committee. Prices quoted should be inclusive and taxes and all delivery charges and valid for 90 days.

3.2 *Payments*

All local purchase shall be on credit of a minimum of thirty (30) working days or as may be stipulated in the Contract Agreement.

3.1 *Confidentiality*

Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

3.5 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by the organization.

3.6 Right to accept or Reject application

RCK has the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for the action taken

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-A, PQ-B, PQ-C, PQ-D, PQ-E, PQ-F, PQ-G and H are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 4.1.1** The pre-qualified 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 and in ink.

4.2 Qualification

- 4.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Refugee Consortium of Kenya 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.

- 4.2.2** Prospective bidders will not be considered qualified unless in the judgment of Refugee Consortium of Kenya they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

- 4.3.1** (a) **Experience:** Prospective bidders shall have at least 5 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(c) Consultancy services, the lead person should have a degree and 5 years of experience

4.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-C.

4.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 4.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-D. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-F (at least from three organizations- attach copy of LPO/LSO/Contract)

4.4 Statement

Application must include a sworn statement Form PQ-D by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Refugee Consortium of Kenya reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

- 4.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate
- 4.6.2** The firm must declare any conflict of interest in relation to any member of staff. Refugee Consortium of Kenya will not procure goods or services from suppliers where the employees have not declared conflict of interest
- 4.6.4** Any effort by the tenderer to influence Refugee Consortium of Kenya in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

4.7 *Prequalification Criteria*

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-A	35
2. Pre-qualification Data	PQ-B	15
3. Supervisory Personnel	PQ-C	10
4. Financial Position	PQ-D	10
5. Business Probity	PQ-E	15
6. Past Experience	PQ-F	15
<u>TOTAL</u>		100

4.8 *The qualification is 70 marks and above*

5. FORM PQ-A REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name. – **4Marks**
2. Submit Company Profile – **4Marks**
3. Copy of valid Trade License/ Current business licenses from relevant authorities – **3 Marks**
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority – **4Marks**
5. For Repair & Maintenance works Firms MUST submit NCA Certificate – **5Marks**
6. Must submit certified bank statements (certified by the bank) for the most recent 12 months - **5marks**
7. Copy of Letter of recommendation from 3 previous organizations served with similar works **5marks**
8. For provision of Insurance Services Firms MUST submit valid Certificate from Insurance Regulatory Authority and for provision of Ticketing Services prospective service providers MUST be registered with KCAA – **5marks**

NOTE: A COPY OF THE REFUGEE CONSORTIUM OF KENYA PAYMENT RECEIPT MUST BE ATTACHED

(Max 35 marks)

6. FORM PQ-B: PRE-QUALIFICATION DATA

1/We hereby apply for registration as
supplier(s)

(*Name of Company/Firm*)

of

(Item Description)

.....

(Category No.)

3 Marks

2.Post Office Address

.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

3Marks

3.Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

3Marks

3. Business founded or incorporated

1Mark

4. Enclose copy of organization chart of the firm indicating the main fields of activities

3Marks

5. State any technological innovations or specific attributes which distinguish you from your competitors

2Marks

7. PQ-C SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 marks)

8. FORM PQ-D: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts including management letter
(From 2023 and above) - **3 marks**
- (2) State Credit period (minimum proposed is 30 working days) – **4 marks**

(10 Marks)

9. FORM PQ-E: BUSINESS PROBITY

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.

You are advised that it is a serious offence to give false information on this form

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

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 banker we shall be dealing with A/C Name
.....

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

Name

Nationality

Citizenship Details

Shares

.....

.....

.....

.....

	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>DateSignature of Candidate.....</p> <p>(15 Marks)</p>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																		
1.																		
2.																		
3.																		
4.																		

10. FORM PQ-F: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Certificate of service from RCK.....**5Marks**

5. Others

(15 Points)

Three (3) marks each and an additional point for one other

11. FOM PQ-G ADHERENCE TO RCK'S CODE OF CONDUCT INCLUDING CONFLICT OF INTEREST

The Applicant and the undersigned in his/her/their capacity as duly authorized representative(s) of the Applicant confirm to adhere to RCK's code of conduct, national and international procurement regulations.

The undersigned declares that neither (i) the Applicant nor (ii) he/she/they personally as authorized representative(s) of the Applicant have a direct or indirect interest of such a nature and scale that may affect provision of goods/services to RCK. The undersigned commits to immediately declare any potential conflict of interest that may arise during call and engagement for services under the call.

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Applicant will inform RCK, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

The applicant declare not to have made nor to make any offer of any type whatsoever from which an advantage can be derived from the procurement process and not to have granted nor to grant, not to have sought nor to seek, not to have attempted nor to attempt to obtain, and not to have accepted nor to accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to RCK procurement processes.

Yours sincerely,

Signature:

Name and position in capital letters (provide a copy of ID and PIN)

Applicant's Signature:

Date;

13 FORM PQ-H: SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

.....

Applicant's Name:

.....

Represented by:

.....

Signature:

.....

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