



KENYA NATIONAL CHAMBER OF COMMERCE & INDUSTRY (KNCCI)

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 30TH OCTOBER, 2025 at 17h30 EAT

www.kenyachamber.or.ke

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Kenya National Chamber of Commerce and Industry (KNCCI) was established in 1965. The Chamber has an international network of 177 chambers, regional networks and a countywide reach of 47 county chapters.

The Chamber of commerce is a long-established business membership organization of the business community with extensive and country wide network in Kenya operating with its core mandate of promoting, protecting and developing the interests of its members and the entire business community by fostering a business-friendly environment.

KNCCI plays a central role in facilitating growth of the Kenyan economy through entrepreneurial development in an enabling and conducive environment for business, geared to result in creation of wealth and employment while influencing developing policies, strategies and support measures so as to achieve the best economic climate for these varied interests.

KNCCI is in the process of updating its supplier database and is therefore inviting interested and eligible suppliers to submit their applications for the prequalification of suppliers for various goods, services and consultancy services for the 2026-2027 Financial Year under the categories listed on www.kenyachamber.or.ke

Interested bidders will access and register on www.kenyachamber.or.ke. KNCCI reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Chief Executive Officer,

Kenya National Chamber of Commerce & Industry,

2nd and 3rd Floor, Telkom Plaza,

P.o Box 47024-00100

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SECTION II – INSTRUCTIONS TO APPLICANTS

1. Kenya National Chamber of Commerce & Industry (KNCCI) herein referred to as “the organization’ OR ‘KNCCI”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
4. Interested bidders will access and register on www.kenyachamber.or.ke
5. A vendor guide, supplier manual and necessary documents shall be available for guide. You are advised to download and review these documents before beginning the application process.
6. Bidders may request clarification in relation to the prequalification by submitting a written request to tender@kenyachamber.or.ke until 13th October, 2025. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
7. Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
8. The successful applicants will be registered in the organization’s suppliers list for a One (1)-year period and the organization will only deal with the firms that are registered.
9. Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements.
10. The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
11. The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization.
12. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
13. Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
14. The application of this call closes on **15th October, 2025 at 1730hours**.
15. KNCCI will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

Payment Details:

AGPO Category: Kes.3000

Others: Kes.3500

Account Name: Kenya National Chamber of Commerce and Industry,

Bank: Equity Bank (Kenya) Limited,

Branch: Mayfair Supreme Centre Branch,

Account No: 1510265711268,

Swift Code: EQBLKENA

Paybill: 247247

Submission Instructions

All submissions must be physically delivered to the

Kenya National Chamber of Commerce and Industry (**KNCCI**)

Headquarters at the following address:

Telkom Plaza – 2nd Floor, Ralph Bunche Road, Nairobi, Kenya.

SECTION III. EVALUATION CRITERIA

1. KNCCI will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact KNCCI on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the KNCCI in the evaluation may result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and KNCCI reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. KNCCI reserves the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
 - a. Preliminary Evaluation; and
 - b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

- a) All the applications shall be sorted out according to the various categories contained in the application for registration form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
 - i. Self-declaration form
 - ii. Confidential Business Questionnaire (Electronic)
 - iii. Incorporation/Registration certificate
 - iv. Business permit
 - v. PIN certificate
 - vi. Tax clearance certificate
- c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
7	Copy of memorandum of association or CR 12 or CR 13	5
Experience		
8	a) Age of Company	
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	5
	Over 5 years – 5 marks	
9	b) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – Total 15 Marks	15
10	c) At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each – Total 15 Marks	15
11	Relevant experience for supplying goods or services of similar nature to similar organizations. 2 Marks for each	10
12	Manufacturers or distributors license (If required for your category)	5
13	Special Licenses (if required in your category)	5
14	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
Financial Capacity		
15	Audited financial statements for the last 1 year signed by auditors– 10 marks OR	
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	20
16	Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing		
17	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
18	CVs of Key Management and supervisory the team – 3 CVs 1marks each	
19	Valid Practicing certificates (if required in your category)	5
TOTAL (Weighted to 100%)		100

SECTION IV. REGISTRATION CATEGORIES

TENDER NO.	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
CATEGORY A	WORKS AND CONSULTANCY	All Bidders
KNCCI/PREQ/001/2025	Provision of Consultancy Services on advocacy training and Policy issues	All Bidders
KNCCI/PREQ/002/2025	Provision of Consultancy Services for Legal, Compliance & Governance Audit	All Bidders
KNCCI/PREQ/003/2025	Provision of Public Relations and Related Consultancy Services.	All Bidders
KNCCI/PREQ/004/2025	Provision of Board Training and Team building Consultancy Services	All Bidders
KNCCI/PREQ/005/2025	Provision of Consultancy on Human Resource , Finance matters	All Bidders
KNCCI/PREQ/007/2025	Provision of consultancy on Corporate Governance	All Bidders
KNCCI/PREQ/008/2025	Provision of consultancy services on proposal writing and project management	All Bidders
KNCCI/PREQ/009/2025	Provision of Tax Training Consultancy Services	All Bidders
KNCCI/PREQ/010/2025	Provision of ICT Systems Audit Consultancy Services	All Bidders
KNCCI/PREQ/011/2025	Provision of Fixed Assets Valuation Consultancy Services	All Bidders
KNCCI/PREQ/012/2025	Provision of Organizational Policy review and Development	All Bidders
KNCCI/PREQ/013/2025	Provision of tagging services for asset	AGPO Group
CATEGORY B	GOODS	STATUS
KNCCI/PREQ/014/2025	Supply of General office stationery and printing services	AGPO Group
KNCCI/PREQ/015/2025	Supply and delivery of computer equipment and their accessories [servers, routers, printers and scanners, headsets, mouse, laptop chargers, cables Etc	All Bidders
KNCCI/PREQ/016/2025		
KNCCI/PREQ/017/2025	Supply of mobile phones, tablets, and related accessories	All Bidders
KNCCI/PREQ/018/2025	Supply of office Furniture, Furnishings, Fittings and equipment	All Bidders
KNCCI/PREQ/019/2025	Supply of Motor vehicles Fuel, Tyres, Batteries and Accessories	All Bidders
KNCCI/PREQ/020/2025	Supply and Design of forms, Promotional, Communication, and Marketing items and Materials, printing of T-shirts, Calendars, Brochures, Staff uniform and general branding	All Bidders
KNCCI/PREQ/021/2025	Supply of Office Utilities (Dispensed water, mineral water, milk, cleaning items and other items	AGPO Group
KNCCI/PREQ/022/2025	Supply of Newspapers and Periodicals	AGPO Group
KNCCI/PREQ/023/2025	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV.	All Bidders
KNCCI/PREQ/024/2025	SERVICES	
KNCCI/PREQ/025/2025	Services and Maintenance of Computers, Printers and UPS related accessories and networks	All Bidders

KNCCI/PREQ/026/2025	Services and Maintenance of Photocopier, and Telephones	All Bidders
KNCCI/PREQ/027/2025	Provision of Bulk emails and SMS Services	All Bidders
KNCCI/PREQ/028/2025	Provision of Air Travel Agency Services (IATA Registered)	All Bidders
KNCCI/PREQ/029/2025	Provision and Supply, installation and maintenance of Computer software and systems. (Domain & Firewall Management)	All Bidders
KNCCI/PREQ/030/2025	Provision of Website Upgrade, Design and Maintenance	All Bidders
KNCCI/PREQ/031/2025	Provision of General Insurance services	All Bidders
KNCCI/PREQ/032/2025	Provision of Chattels Insurance cover Services	All Bidders
KNCCI/PREQ/033/2025	Provision of Cyber Security and Cyber Crime Insurance Services	All Bidders
KNCCI/PREQ/034/2025	Provision of Network infrastructure, Cloud services and Internet Services and Cloud services	All Bidders
KNCCI/PREQ/035/2025	Provision of Outside catering services .(catering Food Handlers Certificate from City Council)	AGPO Group
KNCCI/PREQ/036/2025	Provision of Courier & freight services	All Bidders
KNCCI/PREQ/037/2025	Provision of Airtime (credit) Services.	All Bidders
KNCCI/PREQ/038/2025	Provision, installation Services and Maintenance of PABX, and Telecommunications Equipment.	All Bidders
KNCCI/PREQ/039/2025	Provision of Hotels, Conference and Accommodation Services Internationally and Locally in the 47 counties	All Bidders
KNCCI/PREQ/040/2025	Provision of Taxi Services (Vans, Mini-Buses and Buses).	All Bidders
KNCCI/PREQ/041/2025	Provision of Creative Design and printing Services.	All Bidders
KNCCI/PREQ/042/2025	Provision of internet and website consultancy services.	All bidders
KNCCI/PREQ/043/2025	Provision of Advertising Agency Services (Concept Design, artwork execution and Media strategy).	All Bidders
KNCCI/PREQ/044/2025	Provision of Translation Services.	All Bidders
KNCCI/PREQ/045/2025	Provision of Public Relation services.	All Bidders
KNCCI/PREQ/046/2025	Provision of cleaning and fumigation services.	AGPO Group
KNCCI/PREQ/047/2025	Repair and Maintenance of Office Furniture & Fittings.	AGPO Group
KNCCI/PREQ/048/2025	Provision of Bottled water(mineral water)	All Bidders
KNCCI/PREQ/049/2025	Provision of Beverages, Sugar, fresh milk and related products	AGPO Group
KNCCI/PREQ/050/2025	Provision for entertainment services(DJ'S Bands, Musicians, Models, Hostesses, MC's, Dancers etc.)	All Bidders
KNCCI/PREQ/051/2025	Provision of Audit and Tax Services	All Bidders
KNCCI/PREQ/052/2025	Provision for photography and videography services	All bidders
KNCCI/PREQ/053/2025	Supply and fitting of motor vehicle spare types, tubes, batteries, tyres repairs, wheel alignment	All Bidders
KNCCI/PREQ/054/2025	Provision of small works office repairs including office portioning, paint works, installation of minor equipment's	AGPO Group

KNCCI/PREQ/057/2025	Provision of Event Organization and management, Exhibitions and Experiential/ Road -show services, dome tents, chairs and related services	All Bidders
KNCCI/PREQ/058/2025	Provision of Legal Services.	All Bidders
CATEGORY C	REPAIR & MAINTENANCE	
KNCCI/PREQ/059/2025	Repair and maintenance of Electrical and Masonry works	AGPO Group
KNCCI/PREQ/060/2025	Repair, maintenance and servicing of motor vehicles	All Bidders
KNCCI/PREQ/061/2025	Repair and maintenance of furniture's & fittings	AGPO Group
KNCCI/PREQ/062/2025	Repair and maintenance of Printers, Computers UPS and other ICT related accessories, LAN, WAN and Networking and Telephone and Telecommunication Equipment	All Bidders
KNCCI/PREQ/063/2025	Repair and General Maintenance and servicing of property	AGPO Group
KNCCI/PREQ/064/2025	Repair and Maintenance of C.C.T.V and Air Conditioning, Systems	All bidders
KNCCI/PREQ/065/2025	Provision of leased printers and copiers	All Bidders

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(To be completed electronically or in typewritten form by all applicants)

A. General Information

- 1 Full Name of Business / Firm
- 2 Certificate of Incorporation / Registration No.
- 3 Nature of Business (e.g., Supplies, Consultancy, Works)
- 4 VAT / PIN Number
- 5 Tax Compliance Certificate Number and Validity
- 6 Business Postal Address
- 7 Physical Location / Premises
- 8 Telephone Number(s)
- 9 Email Address
- 10 Proof of Payment-Prequalification Fee
- 11 Website (if any)

B. Ownership Information

No. Name of Owner(s) / Partner(s) / Director(s) Nationality ID / Passport No. Shares (%)

- 1
- 2
- 3

C. Business Profile

- 1 Year Business Established
- 2 Number of Employees
- 3 Annual Turnover (KES)
- 4 Bank Name and Branch
- 5 Bank Account Number
- 6 Key Products / Services Offered
- 7 Current Major Clients (Attach evidence if possible)

D. Compliance & Legal Status

No.	Yes / No / N/A
1	Valid Business Registration Certificate attached
2	Valid Tax Compliance Certificate attached
3	Valid CR12 / List of Directors attached
4	Valid Trade License / Permit attached
5	Certificate of Registration with relevant regulatory bodies (if applicable)

E. Declaration

I/We certify that the information given in this form is correct to the best of our knowledge and belief.

Any misrepresentation or falsification may lead to disqualification from this or future procurement opportunities.

Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp: _____

SELF-DECLARATION FORM

(To be completed by all applicants)

To: Kenya National Chamber of Commerce and Industry

From:

Date:

We, the undersigned, do hereby declare that:

1. We are not debarred or suspended by the **Public Procurement Regulatory Authority (PPRA)** of Kenya or any other public institution.
2. We have not been involved in and shall not engage in any fraudulent, corrupt, coercive, or obstructive practices in any procurement process.
3. None of our directors, shareholders, or employees has a conflict of interest in relation to this prequalification.
4. We have disclosed all information required in this prequalification document and certify that all the information provided is true and accurate to the best of our knowledge.
5. We understand that falsification of information will lead to automatic disqualification and possible legal action.

Name of Applicant (Company): _____

Physical Address: _____

Postal Address: _____

Telephone: _____ **Email:** _____

Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Company Stamp: _____