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PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2026 TO JUNE 2028

CATEGORY.....

NUMBER

RECEIPT NO.....

**CLOSING DATE AND TIME: Wednesday 24th
September 2025 AT 5:00PM**

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1. PRE-QUALIFICATION NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2026-2028

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. The KCIC provides incubation, capacity-building services, and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC invites interested and eligible suppliers, contractors and consultants for registration and prequalification to its database for provision of goods, works and services for the calendar years 2026 and 2028 under the following categories:

CATEGORY A: PREQUALIFICATION FOR PROVISION OF GOODS AND WORKS	
KCIC/PREQ/001/2026	Supply of general office stationery
KCIC/PREQ/002/2026	Supply of computer equipment (e.g., desktop computers, laptops accessories, servers, printers, UPS, CCTV, shredders,) and software – Apple and Lenovo Brands- Certified Apple and Lenovo Resellers
KCIC/PREQ/003/2026	Supply of network devices (e.g., switches, routers, wireless access point, firewall, networking services, biometric systems ,VOIP Systems and video/audio conferencing)
KCIC/PREQ/004/2026	Supply of toners
KCIC/PREQ/005/2026	Supply of general office furniture
KCIC/PREQ/006/2026	Printing and supply of branded promotional materials, T-shirts, caps, banners, business cards among others
KCIC/PREQ/007/2026	Supply of car tyres, spare parts and accessories

CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES	
KCIC/PREQ/008/2026	Provision of Air Travel Agency Services (IATA Registered)
KCIC/PREQ/009/2026	Provision of carpentry, masonry, partitioning, electrical work, general office repairs and maintenance services
KCIC/PREQ/010/2026	Provision of repair and maintenance services for ICT equipment e.g., desktop computers, laptops accessories, servers, printers, UPS, CCTV, shredders
KCIC/PREQ/011/2026	Provision of repair and maintenance of network devices e.g., switches, routers, wireless access point, firewall, networking services, biometric systems and VOIP systems)
KCIC/PREQ/012/2026	Provision of legal advisory for KCIC
KCIC/PREQ/013/2026	Provision of accounting, financial, audit and tax advisory for KCIC SMEs within Kenya
KCIC/PREQ/014/2026	Provision of accounting, financial, audit and tax advisory for KCIC
KCIC/PREQ/015/2026	Provision of taxi and car hire services in Central, Eastern, Northern, Coastal, Rift Valley, Western regions
KCIC/PREQ/016/2026	Provision of medical insurance and group life covers services
KCIC/PREQ/017/2026	Provision of general insurance covers services i.e., GPA, WIBA, General Liability, All Risk Insurance, Asset insurance
KCIC/PREQ/018/2026	Provision of company secretarial services
KCIC/PREQ/019/2026	Provision of photography and videography services
KCIC/PREQ/020/2026	Provision of customer satisfaction survey services
KCIC/PREQ/021/2026	Provision of website development services
KCIC/PREQ/022/2026	Provision of motor vehicle servicing and maintenance
KCIC/PREQ/023/2026	Provision of Associate Consultants
KCIC/PREQ/024/2026	Provision of Business Development Services for KCIC SMEs
KCIC/PREQ/025/2026	Provision of Accommodation and Conference Services (Hotels) in Kisumu, Nakuru, Meru, Mombasa, Kilifi, Nairobi, Kisii and Eldoret

Note: All individuals/firms are eligible for all categories.

Detailed pre-qualification documents can be obtained through a request made through the procurement email address procurement@kenyacic.org

Payment of a non-refundable fee of Kshs. 2,000.00 per document will apply. Payment can be made via Mpesa Paybill 880100 Account number 2594680245.

Kindly fill your details below for payment made using MPESA;

Name of Company	Payment	MPESA Reference Number

Completed pre-qualification documents accompanied by proof of payment and documents should be sent through email address procurement@kenyacic.org subject email “**KCIC-Prequalification of goods, works and services 2025**”. Bidders should indicate category number, item and proof of payment in the email. The documents should be submitted by **Wednesday 24th September 2025 at 5:00pm**.

Other conditions are as outlined in the prequalification documents. Interested eligible firms are advised to carefully inspect pre-qualification documents prior to purchase. KCIC reserves the right to accept or reject any application either in part or wholly and is not bound to give reasons for its decision. **Youth, Women and Persons with Disabilities are encouraged to apply.**

The list of the successful bidders will be posted in our website by **Monday 30th October 2025**.

2. IMPORTANT NOTES TO BIDDERS

A. INTRODUCTION

- KCIC will pre-qualify and enlist prospective bidders for the supply of goods, works and services from among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein. All suppliers currently pre-qualified with KCIC should note that they too have to re-apply afresh as all other previous pre-qualification shall stand cancelled. Only bidders pre-qualified under this pre-qualification process shall be invited to bid.
- Bidders are invited to submit pre-qualification documents for the supply of goods, works and services in the categories as listed in page 3&4.
- The pre-qualification document and the bidders' response thereof shall be the basis for pre-qualification. Bidders must familiarize themselves with the requirements described in this document.
- KCIC does not bind itself to assign supply of goods, works and services but shall endeavor to ensure bidders for specific goods, works and services will be treated equitably.
- Applicants will be informed in writing of the results of the application, without assigning any reason for the KCIC decision thereof.
- Bidders will meet all costs associated with preparation and submission of their applications.

3. GENERAL TERMS AND CONDITIONS

A. Restrictions

- Any bidder who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, or transfers gifts, payments or other benefits to evaluation panel, will be automatically disqualified from consideration.
- If information provided by the bidder to support an application, especially regarding past performance and references is falsified, such application will be disqualified from consideration.
- KCIC or any of their employees involved have ownership, directorship or vested interests, shall not be allowed to propose, submit pre-qualification documents or participate in any way.

Organizations or individuals may be excluded from the evaluation if they:

- a) Are bankrupt, or are being wound up, or whose affairs are being administered by court, or who have entered into an arrangement with creditors, or who have suspended business activities or who are subject to an injunction against running business by a court of law;
- b) Are the subject of proceedings for a declaration of bankruptcy, of an order for compulsory winding up or administration by court, of an arrangement with creditors, or of any other similar proceedings;
- c) Have been convicted of an offence concerning their professional conduct by a court of law, or found guilty of grave professional misconduct; and
- d) Have not fulfilled obligations relating to payments of taxes or statutory contributions.

- I. **All bidders are required to sign the bidders Declaration contained in (Appendix 1).**
- II. **All bidders are required to stamp and number all the pages of the pre-qualification document.**

B. Conflict of interest

Conflicts of interest are described as:

- a) Any event(s) or relationships influencing the capacity of a bidder or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interests of KCIC; and
- b) Receipt or granting of any consideration relating to possible contracts in the future or conflict with other commitments, (either past or present) of a bidder,

contractor, or any conflict with their own interests.

C. Amendment of the pre-qualification document

At any time prior to the deadline for submission of pre-qualification documents, KCIC, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the pre-qualification documents by amendment. All prospective bidders will be notified of the amendment in writing and it will be binding on them. KCIC may, at its discretion, extend the deadline, if deemed necessary, to allow bidders reasonable time to take the amendment(s) into account.

D. Ethics

- It is a requirement that both KCIC and prospective suppliers of goods and services observe the highest standards of ethics during the procurement and execution of contracts.
- In pursuance of this policy, KCIC requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to KCIC officials and/or procurement/ management staff with decision making responsibility or influence, occur. In this regard, KCIC will require all bidders to sign, as part of the pre-qualification documents, an integrity pact (attached as appendix 2).
- Non-delivery of the bidder's declaration and integrity pact duly undersigned by the chief executive or legal representative of the bidding party will result in exclusion of their pre-qualification documents from the evaluation process.
- KCIC reserves the right to suspend or cancel a bi/quotation if corrupt practices of any kind are discovered at any stage of the award process.
- Any attempt by bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the committee of KCIC during the process of examining, clarifying, evaluating and comparing qualification documents will lead to the rejection of his candidacy and may result in administrative penalties (e.g., suspension).
- When putting forward the pre-qualification documents, the bidder shall declare that he is not affected by any potential conflict of interest and has no particular link with other bidders or parties involved in the project. Should such a situation arise after pre-qualification or during performance of the contract, the bidder must immediately inform KCIC.

4. COMMUNICATION

Communication between bidders and their agents and any member of KCIC is strictly forbidden except as provided for in the relevant section of the pre-qualification documents. Infringement of this clause may lead to automatic disqualification from the process.

5. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

Bidders may request a clarification on the pre-qualification document up to 7 (seven) days before the submission date. Any request for clarification must be sent in writing by using KCIC procurement email address procurement@kenyacic.org. KCIC will respond in writing by email to the provided official email address to such requests.

6. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- a) Bidders are expected to examine the documents comprising this request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a bid.
- b) Bidders are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit bids. Only bids, which fulfill these requirements, will be considered for detailed evaluation.
- c) The pre-qualification documents shall not include any financial proposal information.

7. SUBMISSIONS, RECEIPT, AND OPENING OF PRE-QUALIFICATION DOCUMENTS

- a) All pages of the pre-qualification document must be stamped using the official stamp of the organization and submitted together with other requested documents.
- b) The pre-qualification documents should be prepared and submitted through KCIC email as follows;
 - i. Category Number and Item
 - ii. The bidders can send their documents through email address procurement@kenyacic.org subject email **"KCIC-Prequalification of goods, works and services 2025"**. Bidders should indicate category number ,item and proof of payment in the email.

c) Deadline for Submission

- i. The closing time for the pre-qualification shall be on **Wednesday 24th September 2025 at 5:00pm.**
- ii. Any bid received after the deadline shall be rejected as a late bid and shall not be considered.

d) Bid Opening

A committee of officials shall open the documents after the closing time for submission of the pre-qualification documents.

8. BID EVALUATIONS

- a) KCIC will examine the pre-qualification documents to determine completeness, general orderliness and sufficiency in responsiveness.
- b) Bidders shall not contact KCIC on the matters relating to their pre-qualification documents from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the bidder to influence KCIC in the evaluation shall result in the cancellation of their Bid.
- c) Pre-qualification will be based on meeting the evaluation criteria.
- d) The applicants should have registered offices and KCIC 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/services.
- e) Bidders who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.
- f) KCIC reserves the right to accept or reject any or all bids without the obligation to assign any reason (s) thereof.

9. EVALUATION CRITERIA

There shall be two phases of carrying out the evaluation of pre-qualification applications;

A. Preliminary Evaluation Phase

- a) All pre-qualification documents **MUST** be prepared and submitted through email indicating the **CATEGORY NUMBER AND ITEM**. All the applications shall be sorted out according to the various categories.
- b) Pre-qualification documents must be submitted within the specified time frame through email. Late submission shall not be opened.
- c) Duly completed confidential pre-qualification business questionnaire.

- d) Bidders MUST indicate the KCIC official receipt number on the top page of the pre-qualification document. A copy of receipt proving purchase of pre-qualification document must be attached as the last page of the documents.
- e) All Bidders are required to sign and submit bidder's declaration.
- f) All bidders are required to sign and submit the integrity pact.
- g) A list shall be compiled for those bidders who pass the preliminary phase to be evaluated in detail.

B. Detailed Evaluation Phase

The evaluation team shall undertake a thorough and objective analysis of the information given by the bidder on the pre-qualification questionnaire (12). The bidder is required to attach copies of requested documents where necessary. KCIC will evaluate the bidders as per the evaluation criteria (9).

10. NOTIFICATION OF PRE –QUALIFICATION

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the authorized officers of the company, the procurement officer shall notify in writing of the names of those applicants who have been pre-qualified. In addition, the final list will be posted on our website by **Monday 30th October 2025**.

11. CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

- 1) Business/Company Name.....
Must attach
 - Company profile
 - Certificate of registration or incorporation/or memorandum and article of Association
- 2) Location of the business premises
 - a) Town.....
 - b) Physical Address.....
 - c) Street/Road.....
 - d) Name of the building.....
 - e) Floor.....Room No.....
 - f) Postal address.....Town.....Post code.....
 - g) Telephone number(s).....
 - h) Email Address.....
 - i) Nature of Main Business.....
 - j) Number of years in business.....

- k) Registration details (Attach certified copies)
- Certificate of registration/incorporation No.....
 - Trade license no.....
 - VAT registration no. (Where applicable)
 - PIN certificate no.....
 - Valid tax compliance certificate.....
 - Women and/ or Youth Enterprises registration number (where applicable)
- l) Maximum value of business handled by your business in a year.....
(Attach Audited accounts for year 2021)
- m) Bankers' details
- Bank name.....
 - Account name.....
 - Account number.....
 - Branch.....
- n) Provide at least three referees from your current clients and their detailed contacts

No.	Organization	Contact Person	Position	Telephone
1.				
2.				
3.				

- o) Tick the appropriate credit period you can offer
- 90 days
 - 60 days
 - 30 days
- p) Proof of having undertaken similar assignments in at least three organizations for the last one year (attach LPO, LSO or Contract that best illustrates your performance also attach recommendation letter from the respective client)

No.	Organization	Amount
1.		
2.		
3.		

- q) State the volume of business you can handle at any one time.....

Nature of business (fill in where necessary)

Sole proprietor

Your name in full

Age.....

Nationality.....

Partnership

Give details of partners as follow;

Names in full	Nationality	Citizenship Details	Shares

Registered company

Private or public (state which is applicable)

Give details of the directors as follow;

Names in full	Nationality	Citizenship Details	Shares

12. CRITERIA OF EVALUATION

- Must be a registered firm with a certificate of registration, incorporation/or memorandum and article of Association. Copy of the document must be attached.
- Must attach a copy of VAT certificate (where applicable).
- Must attach a copy of valid tax compliance certificate.
- Must attach copy of current business licenses from the relevant authority.

- e) Must attach a copy of AGPO certificate (for women, youth and persons with disabilities) where applicable.
- f) Must have a fixed business premises (Attach certified copy of a valid lease or rental agreement or ownership title).
- g) Must attach an updated company profile.
- h) Must have experience of more than two years in the category that one wish to be pre-qualified.
- i) Must provide orders in form of contract/LPO/LSO from 3 clients that best illustrate your performance in terms of value. The order must be for 2023/2024 financial years.
- j) Attach recommendation letters from your current corporate clients preferably the ones who have given you orders as per the (i) above.
- k) Must fill all the sections of the business questionnaire.
- l) Every category should have a complete set of documents (every category should be applied for individually/separately)
- m) The category number and item description should be clearly indicated on the email subject.
- n) Must submit audited accounts for year 2024 (where applicable).
- o) Must declare any history of litigation.
- p) Must provide NCA certification when bidding for building works
- q) Must provide certificate for Ministry of Public Works when bidding for car service and maintenance.
- r) Must attach a copy of the receipt of purchase of the pre-qualification document.
The receipt number should be indicated on the top page of the pre-qualification document and a copy of the receipt attached as a last page of the submitted documents.
- s) Must submit pre-qualification documents within the specified time frame.
- t) All bidders are required to sign and submit the bidders' declaration.
- u) All bidders are required to sign and submit the Integrity pact.
- v) All pages of the pre-qualification document must be stamped.

The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification.

Requirement	Maximum Score
Evidence of company registration and physical registered office (Attach tenancy/ lease agreement/ ownership title and certificate of registration/ incorporation/ or memorandum and article of Association) For minority group (Attach valid certificate of registration as a minority group from the Treasury)	30
Staffing, Attach CVs of key technical staff and directors	15
Evidence of financial capability. Attach copies of your most recent audited financial statements (Where Applicable) or (For companies or firms that do not have audit records they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements (the certification should be original)	10
Past Performance, experience and Reference; provide recommendation letter contract/LPO/LSO from 3 clients that best illustrate your performance in terms of value. The order must be for 2023/2024 financial years.	20
Properly filled prequalification questionnaire and well- arranged Company Profile	20
Litigation History	5
Total Marks	100
Pass Mark	70
Pass Mark for Minority Group	65

APPENDIX 1 - BIDDER'S DECLARATION

We/I the undersigned, in the capacity of for [name of the company/firm/individual] certify that the bidder is not in any of the following situations:

- a) Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- b) Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose of our property;
- c) Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- d) Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- e) Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- f) Are guilty of serious misrepresentation with regard to information required for participation in an invitation to Bid or execution of a Bid already awarded;
- g) Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government;
- h) Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct; and
- i) Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full:

Duly authorized to sign this bid on behalf of (bidder's name):

.....

Place and date:

Stamp of the firm/company:

APPENDIX 2 - INTEGRITY PACT

Bidder's Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are keys to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this integrity pact, concerning the present pre-qualification for: _____, all personnel of _____ and its sub-contractors and agents hereby agree that:

- a. We shall not conduct any unethical business practices, such as bid rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by KCIC for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by KCIC for a period of two (2) years. If any unethical behavior is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
- b. In the process of supplier pre-qualification, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this integrity pact in relation with the pre-qualification documents, or concluding, or offered bribes for favors to be pre-qualified, we shall accept the prohibition from submitting a bid placed by KCIC for a period of two (2) years. If proven as a fact that we have offered bribes to KCIC or related officials for favors regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by KCIC for a period of one (1) year. If proven that we have offered bribes to KCIC or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by KCIC for a period of one (1) year.
- c. In case it is proven that we have offered bribes to a related official or a KCIC official regarding a pre-qualification process, Bidding, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
- d. We shall make our best effort to institute a company code of conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and KCIC and a company regulation that prohibits any retaliatory acts toward

anyone reporting inside corruption.

- e. In addition, I confirm on behalf of the bidder that the details included in the pre-qualification document are correct to the best of my knowledge and belief. In addition, we authorize, KCIC to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.
- f. The bidder authorizes KCIC, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this integrity pact.

We shall fulfill this integrity pact as a solemn oath made on the basis of mutual trust, and, if and when we are pre-qualified and invited to bid, we shall sign and fulfill the above as a "Special Condition of Contract," and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Chief Executive/Managing Director)

Full Name printed: _____