



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

Tender's Name:.....

Category No:.....

Category Description:.....

NB: For each category description a separate application should be submitted if interested in more than one.

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PREQUALIFICATION NOTICE
TENDER NO: WKP/01/2026-28

Waldorf Kakuma Project referred to as the “Organization” invites sealed applications from eligible and interested candidates for purposes of prequalification of suppliers for supply/ provision of goods, Services and works for 2026-2028.

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	Eligibility
A1	Supply, Delivery and Fitting of Office Furniture	Open
A2	Supply and Delivery of Computers, Laptops and Printers and computer accessories.	Open
A3	Supply, Delivery of learning and Play, Art & Therapy Equipment & materials	Open
A4	Supply and delivery of dispensary and medical supplies	Open
A5	Supply and Delivery of stationery and office supplies	Open
A6	Supply and Delivery of accessibility and special needs items (Wheelchairs, mobility aids, braille materials, adaptive equipment)	Open
A7	Supply and delivery of branded visibility items (tshirts, notebooks, banners)	Open
A8	Supply and Delivery of Foodstuffs (Including but not limited to cereals, pulses, and cooking oils)	Open
A9	Supply and delivery of any other items not listed above	Open

CATEGORY B: PROVISION OF SERVICES/WORKS

CATEGORY NO.	ITEM DESCRIPTION	Eligibility
B1	Repair & Maintenance of Buildings, furniture & fittings	Open
B2	Repair & Maintenance of Computers, Printers, Ups, Networking Equipment, Laptops, Scanners and Photocopiers	Open
B3	Provision of Events Management & Entertainment Services (Tents and Chairs, Exhibitions, Road shows, etc.)	Open
B4	Repair and maintenance of air conditioners	Open
B5	Provision of building and construction services, Building works - Minor repair/ alterations	Open
B6	Supply, Installation & Maintenance of Plumbing Works	Open

CATEGORY NO.	ITEM DESCRIPTION	Eligibility
B7	Provision of Consultancy Services on Strategy Development, Management Planning & Motivational Speaking and team building consultancy	Open
B8	Provision of Photography, Audiovisual Production & Editing Services (Film, Documentary, Radio Production, Voice Overs, etc.)	Open
B9	Provision of Taxi and General Transport Hire Services	Open
B10	Provision of Repair and Servicing of Vehicles	Open
B11	Provision of security services	Open
B12	Provision of comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	Open
B13	Provision of mover services	Open
B14	Provision of Air Travel, Reservations and Ticketing	Open
B15	Provision of meals and catering services	Open
B16	Provision of conference services	Open
B17	Any other works /services	Open

Interested candidates may view / obtain the prequalification document by either downloading it from Waldorf Kakuma Project website: <https://waldorfkakumaproject.org> / or from **Waldorf Kakuma Project Office, 2nd floor, Karen Professional Centre, Karen Road, Nairobi** and **Waldorf Kakuma Project Office, Compound 3, Kakuma** during normal working hours.

Duly completed registration documents in plain sealed envelopes clearly marked **“CATEGORY NO. FOR THE SUPPLY/ PROVISION OF”** should be addressed to:

THE DIRECTOR
ATT: PROCUREMENT COMMITTEE
WALDORF KAKUMA PROJECT
P. O. BOX 1997-00502
NAIROBI

Not later than FRIDAY 20TH FEBRUARY 2026 AT 5.00 P.M

Completed tenders shall be deposited in the **Tender Box** provided at Waldorf Kakuma Project Reception.

Bellah Wairimu
Director, Waldorf Kakuma Project

SECTION 1

INFORMATION TO TENDERERS

1. INTRODUCTION

1.1 Pre-qualification Objective

Waldorf Kakuma Project will register and enlist prospective bidders for the supply / provision of goods and services from among those who will have submitted applications, in accordance with the registration requirements to undertake the assignments described herein for the years **2026-2028** as and when required during the stated period.

1.2 Invitation of Pre-qualification

Applicants are invited to submit a registration tender for supply / Provision of goods and service as listed in the schedule of goods and services Section 3.

1.3 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.4 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.5 Mandatory requirements

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any vendor who does not meet all the relevant **mandatory requirements** will be disqualified

1.6 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

THE DIRECTOR
ATTN: PROCUREMENT COMMITTEE
WALDORF KAKUMA PROJECT
P. O. BOX 1997-00502
NAIROBI

Not later than FRIDAY 20TH FEBRUARY 2026 AT 5.00 P.M

1.7 Additional Information

Waldorf Kakuma reserves the right to request submission of additional information from prospective vendors.

1.8 Request for quotations will be made available only to those vendors whose qualifications are accepted by Waldorf Kakuma at the disclosure of the tender committee after the completion of the pre - qualification process.

1.9 Tenderers shall furnish information as described in the registration tender document.

1.10 Tenderers will meet all costs associated with preparation and submission of their applications.

1.11 The original Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initiated by the person or persons who sign(s) the Tender Document.

1.12 An authorized representative of the Tenderer should initial all pages of the tender document.

1.13 The Tenderer should submit **an original and one (1) copy (OPTIONAL)** of the tender in a plain sealed envelope clearly marking each **“ORIGINAL”** and **“COPY” (OPTIONAL)** as appropriate. The envelopes shall then be sealed in an outer envelope which should be clearly marked **“CATEGORY NO. FOR THE SUPPLY/PROVISION OF**

1.14 Questions Arising from Documents

Tenderers may request a clarification on the Prequalification document up to four (4) days before the Tender submission date. Any request for clarification must be sent in writing by mail, or electronic mail to the WKP's address. WKP will respond in writing by normal postal mail, or electronic mail. Request for clarification to be directed through the following address:

THE PROCUREMENT COMMITTEE

WALDORF KAKUMA PROJECT

P.O. Box 1997-00502

NAIROBI

Email: procurement@waldorfkakumaproject.org

SECTION 2

PREPARATION OF TENDER DOCUMENTS

- 2.1** Tenderers are requested to submit a Tender written in English language. 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.
- 2.2** Tenderers are expected to examine the documents comprising this request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

Tenderers are required to meet the **qualification criteria stipulated in paragraph 5 below and where applicable the specific requirements in Section 3**. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfil these requirements, will be considered for registration. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 2.3** The registration documents shall not include any financial proposal information other than audited accounts for the last 2 years.

2.4 Deadline for Submission

The closing time for the Tender shall be 20th February, 2026 at 05.00pm and shall be sent to the above address. Tenders shall also be marked on top "**DO NOT OPEN BEFORE 20th February, 2026 at 05.00pm**".

2.5 Late Tender

Any Tender received after the deadline pursuant to clause 2.4 shall be rejected as a late tender and shall not be considered.

2.6 Tender Opening

A committee of officials shall open the Tender immediately after the closing time for submission of the Tender. WKP will prepare a record of the Tender opening

2.7 Brief Contract Regulations/Guidelines

2.7.1 Taxes on Imported Materials

Waldorf Kakuma is not exempted from any tax.

2.7.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.7.3 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 Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.7.4 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

2.8 Qualification

2.8.1 It is understood and agreed that the pre-qualification data on prospective vendors is to be used by **Waldorf Kakuma Project** 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.

WKP does not bind itself to assign supply / provision of the goods and services but shall endeavour to ensure tenders for specific goods and services will be treated equitably.

2.8.2 Prospective vendors will not be considered qualified unless in the judgment of the Organization 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.

2.8.3 Essential Criteria for Pre-qualification

- a) **Experience:** Prospective vendors shall have at least 2 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 experience and capability to organize supply and delivery of items, or services at short notice.

2.8.4 Financial Condition

Potential bidders should provide evidence of financial capability to execute the contract.

2.8.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference should be included in Form PQ-4

2.8.6 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 the organization reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

2.8.7 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

2.8.8 The firm must declare any conflict of interest in relation to any member of staff. Waldorf Kakuma Project will not procure goods or services from suppliers where the employees have not declared conflict of interest

2.8.9 Any effort by the tenderer to influence the Organization in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.8.10 Period of Validity

The request for registration must remain valid for not less than 90 days from the date of submission.

WKP will make the best effort to complete the evaluation and communicate within this period.

SECTION 3
PREQUALIFICATION SCORING CRITERIA

No.	Required Information	Required Information	Points /Score
1.	Tender Submission Form	PQ-1	N/A
2.	Registration Documentation	PQ-2	30
3.	Suppliers Information	PQ-3	10
4.	Financial Information	PQ-4	20
5.	Evidence of past experience	PQ-5	20
6.	Litigation History	PQ-6	20
		Total	100

3.1 FORM PQ-1 - TENDER SUBMISSION FORM

TO:

THE DIRETOR, WALDORF KAKUMA PROJECT P.O. BOX 30041-00100 NAIROBI, KENYA

Dear Madam/Sir,

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Registration and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of Registered firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorized Signature (Rubber Stamp).....

Name and Title of Signatory

Name of Tenderer

Address:

3.2 FORM PQ-2 - REGISTRATION DOCUMENTATION

3.2.1 Mandatory requirements for pre-qualification of categories:

1. A copy of Certificate of Registration/Incorporation.
2. A copy of Valid Tax compliance certificate
3. Valid Business Permit / Trading License
4. VAT Registration Certificate (where applicable)
5. Sector-specific licenses (KEBS, Food Handling, Medical, Fuel, etc.) where applicable.
6. Declaration of Conflict of Interest
7. Duly filled and completed Supplier Application Form
8. Duly filled and completed Supplier Registration Questionnaire and Declaration Form (PQ-3)
9. Audited accounts for the last 2 years (2015, 2016) and or Bank statements showing transactions above 1 million. - PQ-4
10. Duly filled, signed and stamped Ethic and integrity form

(3 marks each for every requirement - Total 30 points)

3.2.2 General Requirements

- 3.2.2.1 WKP will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 3.2.2.2 Tenderers shall not contact WKP on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence WKP in the Tender evaluation shall result in the rejection of their tender.
- 3.2.2.3 Registration will be based on meeting the set minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 3.2.2.4 The applicants should have registered offices and WKP 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.
- 3.2.2.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

3.2.2.6 WKP reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) for its decision thereof.

3.2.2.7 Additional Requirements

- a) Agents shall provide copies of Letters of appointment by the manufacturers to be dealers.
- b) Attach catalogues and brochures for the items you wish to supply.
- c) Kenya Bureau of Standards certificate and or other relevant professional certificates where applicable. (Attach Copies)

3.2.2.8 Confidentiality

Information relating to evaluation of Tenders and recommendations concerning registration shall not be disclosed to the Tenderers until the registered firms have been advised accordingly.

3.3 FORM PQ - 3 - SUPPLIERS INFORMATION

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for
registration of supplier(s) of.....
(Item Description)

.....
(Category No.)

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

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partner3. Business founded or incorporated

4. Under present management since

5. Net worth equivalents **Kshs**.....

6. Bank reference and address

7. Bonding company reference address.....

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

.....

3.4 PQ - 4 - FINANCIAL INFORMATION

- (1) Attach a copy of the most recent financial statement
- (2) Attach letters of recommendation from the firm's bankers

3.5 FORM PQ - 5 - EVIDENCE OF PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of 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. Others

(20 Points)

5 Marks each and an additional three points for others

3.6 FORM PQ - 5 - LITIGATION HISTORY Name of Contract Supplier

Contractors/Suppliers 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 OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

DECLARATION

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.

I, the undersigned, declare that: - The information provided is accurate and complete. - I have no conflict of interest with Waldorf Kakuma Project. - I will comply with ethical standards, child protection policies, PSEA Policy, safe guarding policy and anti-bribery rules.

Name	Signature	Date

SECTION 4
SCHEDULE OF GOODS, SERVICES AND WORKS

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	Eligibility
A1	Supply, Delivery and Fitting of Office Furniture	Open
A2	Supply and Delivery of Computers, Laptops and Printers and computer accessories.	Open
A3	Supply, Delivery of learning and Play, Art & Therapy Equipment & materials	Open
A4	Supply and delivery of dispensary and medical supplies	Open
A5	Supply and Delivery of stationery and office supplies	Open
A6	Supply and Delivery of accessibility and special needs items (Wheelchairs, mobility aids, braille materials, adaptive equipment)	Open
A7	Supply and delivery of branded visibility items (tshirts, notebooks, banners)	Open
A8	Supply and Delivery of Foodstuffs (Including but not limited to cereals, pulses, and cooking oils)	Open
A9	Supply and delivery of any other items not listed above	Open

CATEGORY B: PROVISION OF SERVICES/WORKS

CATEGORY NO.	ITEM DESCRIPTION	Eligibility
B1	Repair & Maintenance of Buildings, furniture & fittings	Open
B2	Repair & Maintenance of Computers, Printers, Ups, Networking Equipment, Laptops, Scanners and Photocopiers	Open
B3	Provision of Events Management & Entertainment Services (Tents and Chairs, Exhibitions, Road shows, etc.)	Open
B4	Repair and maintenance of air conditioners	Open
B5	Provision of building and construction services, Building works - Minor repair/ alterations	Open
B6	Supply, Installation & Maintenance of Plumbing Works	Open
B7	Provision of Consultancy Services on Strategy Development, Management Planning & Motivational Speaking and team building consultancy	Open

B8	Provision of Photography, Audiovisual Production & Editing Services (Film, Documentary, Radio Production, Voice Overs, etc.)	Open
B9	Provision of Taxi and General Transport Hire Services	Open
B10	Provision of Repair and Servicing of Vehicles	Open
B11	Provision of security services	Open
B12	Provision of comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	Open
B13	Provision of mover services	Open
B14	Provision of Air Travel, Reservations and Ticketing	Open
B15	Provision of meals and catering services	Open
B16	Provision of conference services	Open
B17	Any other works / services	

CONFLICT OF INTEREST

We/I the undersigned state that We/I have no conflict of interesting relation to this procurement

Signed
For and on behalf of M/s

In the capacity of

Dated this day of 2026

Suppliers/Company's rubber Stamp

CRIMINAL OFFENCE

I/WE NAME OF DIRECTOR(S)/PARTNER(S): -

(A).....
(B).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a

procurement contract within a period of three years preceding the commencement of procurement proceedings.

Signed:

For and on behalf of M/s

In the capacity of

Dated this day of 2026

Suppliers/Company's rubber Stamp