



THE SENATE

TENDER NO: SEN/SCM/REG/001/2025 - 2026

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS FOR
SUPPLY/ PROVISION OF GOODS, WORKS, SERVICES
AND CONSULTANCY FOR THE FINANCIAL YEARS
2025/2026 - 2026/2027**

NAME OF THE FIRM:

CATEGORY NO:

ITEM DESCRIPTION:

TARGET GROUP:

If AGPO registered firm, please specify the category:-

Youth -----
Women -----
PWD -----

CLOSING DATE: 3rd SEPTEMBER, 2025 AT 11.00 A.M.

REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY FOR THE FINANCIAL YEARS 2025/2026 - 2026/2027

The Senate invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Years **2025- 2026** and **2026-2027** in the following listed categories:-

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1	A1	Supply and Delivery of General Office Stationery and Supplies	Youth, Women & PWDs
2	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, related Accessories and Supplies.	Open to all
3	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets related ICT Equipment and Accessories	Open to all
4	A4	Design, Supply and Delivery of Branded Promotional Materials, T- shirts, Caps, Carrier Bags, Umbrella, Banners, Gifts, Branded services etc.	Youth, Women & PWDs
5	A5	Supply and Delivery of General Office Furniture and Fittings	Youth, Women & PWDs
6	A6	Supply and Delivery of General Office Equipment	Youth, Women & PWDs
7	A7	Supply, Delivery and Installation of Computer Software including Software Development, Customization and Support Services	Open to all
8	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.	Open to all
9	A9	Supply and Fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
10	A10	Supply and Delivery of Ceremonial/Corporate Uniforms, Outfits, Footwear, etc.	Open to all
11	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
12	A12	Supply and Delivery of General Broadcast Materials	Open to all
13	A13	Supply and Delivery of Electrical Items and its related Accessories including provision of fittings	Open to all
14	A14	Supply and Delivery of hardware/building materials and related equipment including fittings	Open to all
15	A15	Supply and Delivery of Sanitary, Cleaning Materials and Detergents	Youth, Women & PWDs
16	A16	Supply, Delivery, Installation and Commission of Security Equipment	Open to all
17	A17	Supply, Delivery and Installation of firefighting equipment	Open to all
18	A18	Supply, Delivery and Installation of Air Conditioning and Refrigeration Equipment	Open to all
19	A19	Supply and delivery of calling cards	Open to all

CATEGORY B: PROVISION OF SERVICES AND CONSULTANCY			
20	B1	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open to all
21	B2	Provision of Motor Vehicle Transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.	Open to all
22	B3	Provision of Charter Plane and Chopper Services	Open to all
23	B4	Provision of Photography and Video Coverage Services	Open to all
24	B5	Provision of Creative Design and Printing Services i.e., Brochures, Flyers, Banners, Flexes etc.	Youth, Women & PWDs
25	B6	Provision of Asset Marking/Tracking of Asset System	Open to all
26	B7	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open to all
27	B8	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all
28	B9	Provision of Legal Services -Constitutional Experts, Sectoral Laws, Conveyancing, Policy Experts and Other Legal Related Matters.	Open to all
29	B10	Events Management (Hire of Tents and Chairs, Draping and Decorations)	Open to all
30	B11	Hire of Audio Equipment, Public Address System and Related Equipment	Open to all
31	B12	Provision of Consultancy Services in the following key Areas (Please clearly specify the area of expertise): Management with more emphasis on Change and Risk Management. Organizational Development Training (to work closely with the Centre for Parliamentary Studies & Training (CPST) Systems Automation, Procurement Consultancy etc	Open to all
32	B13	Provision of Mover's Relocation Services	Open to all
33	B14	Provision of Editorial Services	Open to all
34	B15	Provision of Management Consultancy Services: Human Resources, ICT, Audit, Legal, Tax Accountancy, Occupational Health and Safety Services e.t.c	Open to all
35	B16	Provision of Software Licences, Operating systems, Utility Software and Database.	Open to all
36	B17	Provision of Technical Professional Services in Graphic Designs and illustrations covering key Publications, Books, Magazines, Programmes including online and digital items/output that is critical and useful to effective performance of key technical arms and the Legislature	Open to all
37	B18	Provision of Website Design and Comprehensive Content Management that includes Digital Content, and ensure effective usability and application across various media	Open to all
38	B19	Provision of Repair and Maintenance and Servicing of Lifts and Tower Clock (Must Provide Dealership/Manufacturer's Authorization Letters)	Open to all

39	B20	Provision of Hotel Accommodation and Conference Facility Services (Please State your Geographical Locations preferably Three (3) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. <i>Hotels in other towns to apply and be considered based on provision of quality standards.</i>	Open to all
40	B21	Provision of Interpretation Services	Open to all
CATEGORY C: PROVISION OF WORKS			
41	C1	Provision of Small Works and Office Repairs; including Office Partioning, Paint Works, Installation of Minor Equipment, Plant and Machinery, etc. (Must be registered with the National Construction Authority)	Open to all
42	C2	Provision of Repair and Maintenace of Plumbing and Sewerage System Services. (Must be registered with the National Construction Authority)	Open to all
43	C3	Provision of Office Refurbishment and Furnishing e.g Curtains and carpets, Vertical blinds, sheers and window films etc	Open to all
44	C4	Repair and Maintenance of Office Furniture and Fittings	Youth, Women & PWDs

Interested eligible candidates may download the tender document free of charge from the Commission website; www.parliament.go.ke or from the Public Procurement Information portal, www.tenders.go.ke, free of charge.

Completed tender documents enclosed in **sealed plain envelopes**, marked with the **Category Number** and **Category Name** should be deposited in the Tender Box at **1st Floor, Red Cross Building, Nairobi** and be addressed to:-

**The Clerk of the Senate/Secretary,
Parliamentary Service Commission,
The Senate
P. O. Box 41842-00100
NAIROBI**

Registration document that will have been received by **3rd September, 2025 at 11:00 a.m.** will be sorted as per the categories and a summary of the number of tender documents received in the presence of the tenderers or their representatives who choose to attend at **1st Floor, Red Cross Building, Nairobi.** **Unsealing of the documents will be done at a later date to be communicated.** However, the registration document shall be retained and remain accessible in the website up to 2027, for any other Supplier interested in applying. The Senate shall be evaluating such bids and update the Suppliers register after every six (6) months as required by law.

NB

All Suppliers/Contractors/Consultants to provide their E-GP registration number.

**The Clerk of the Senate/Secretary,
Parliamentary Service Commission**

1.0 REGISTRATION INFORMATION

1.1 Introduction

The Senate invites all interested firms that meet the set criteria as provided in this Tender Document and are eligible to perform the contract of Supply and Delivery of Goods or Provision of Works and Services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the Senate.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the Senate on 'as and when required' during the Financial Year 2025-2026 and 2026-2027. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Senate.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Clerk of the Senate/Secretary,
Parliamentary Service Commission
P.O. Box 41842-00100,
Nairobi.**

Not later than **3rd September, 2025 at 11.00 am (Local time)**

(NB: SHOULD BE ONE (1) SEPARATE DOCUMENT FOR EACH CATEGORY).

1.5 Questions Arising from Documents

Bidders who download the registration document must register with the Senate their contact details via **senateprocurement@parliament.go.ke** at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The Senate reserves the right to request for submission of additional information from prospective bidders. The Senate may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2 and PQ-3 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The 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 Qualification

2.2.1 The registration data on prospective bidders is to be used by the Senate in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Senate they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should meet all the mandatory requirements.

2.4 Category specific information

Category B1 - Provision of Travel and air ticketing agency services

- ❖ IATA Registration Certificate for Air Travel Agents.
- ❖ The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category B20 - Provision of Hotel Accommodation and Conference Facility

- ❖ The Hotels should state their geographical locations and should be (4) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc. (Hotels in other towns to apply and be considered based on provision of quality standards)

- ❖ The Senate may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the Senate. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

Category B3 - Provision of vehicle transport, car hire and taxi services

- ❖ The firm should clearly state their geographical areas of operation e.g Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- ❖ The vehicles should be well maintained/serviced and available at short notice.

Note:

For any engagement The Senate shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

Category B4 - Provision of Charter plane and Chopper services

- ❖ The certificate of Incorporation/registration should be of air ticket/air flight services.
- ❖ Should also provide three referrals where they offer similar services.
- ❖ Air Operating Certificate

Category B9 - Provision of Legal Services-Constitutional Experts, Sectorial Laws and Policy Experts

- ❖ Legal Services to attach membership with LSK.

2.5 Withdrawal of registration

Should a condition arise that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Senate reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6** After evaluation of the received applications, The Senate will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the E-GP or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the E-GP and IFMIS platforms. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

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

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the Senate quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Senate shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The Senate shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6 Rights of the Senate

The Senate reserves the right to: -

- Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, CAP. 412C taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Senate. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respective eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	A Valid Tax Compliance Certificate. This will be verified online in KRA i-Tax portal	
3.	Attach a copy of CR12 for Limited Company or a copy of ID for Sole Proprietor and Partnership	
4.	A valid Certificate of Registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise	
5.	Duly filed Registration data form PQ-1	
6.	Duly filed Confidential Business Questionnaire Form PQ-2	
7.	Duly filed Sworn Statement Form PQ-3	
8.	Any other specific requirement for specific category provided in this document.	
	RESPONSIVENESS (R/NR)	

Note:-

- a) Firms that pass all the above requirements will be included to the list of registered suppliers under the specific category for a period of two years.
- b) The list will be used for procurement process through the use of alternative procurement methods on competitive basis as and when needs arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm's Name) hereby
apply for registration in the categoryas supplier of
.....(Item
Description /per category)

Post Office Address.....Town.....

Name of building.....Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners.....

3. ADDITIONAL INFORMATION

a) Business founded or incorporated

b) Networth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

e) State any technological innovations or specific attributes which distinguish
you from your competitors:-.....

f) Indicate terms of trade / sale

FORM PQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....
Certificate of Incorporation/Registration No
Location of business premises:..... Country
Physical address Town
Building..... Floor.....
Plot No. Street / Road Postal Address
..... Postal / Country Code.....
Telephone No's..... Fax No's.
E-mail address.....
Website
Contact Person (Full Names) Direct / Mobile No's.....
Title Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only).

Local Authority Trading License No Expiry Date
Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (**US\$/Kshs**)

Was this successfully undertaken? **Yes / No** (If **yes**, attach reference)

Name (s) of your banker (s)

Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

Nationality..... Country of Origin.....

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or public

Company Profile..... (Attach)

State the nominal and issued capital of the

Company Nominal Kshs.....

Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in

the company Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Senate and any other public or private institutions.

Full Names

Signature

Dated thisday of 2025.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

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 (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of 2025

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

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

For and on behalf of M/s

In the capacity of

Dated thisday of2025

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in the Senate or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....
(Title)

.....
(Signature)

.....
(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
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1.....
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2
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3.....
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Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give the Senate authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature

For and on behalf of M/s

In the capacity of

Dated thisday of.....2025

Suppliers' / Company's Official Rubber Stamp

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FORM PQ-3 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the Senate.
- c. We shall notify the Senate when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) REQUIREMENT

Provide your E-GP registration details as follows;

FIRM NAME	PHYSICAL ADDRESS	CONTACT NO.	CONTACT PERSON	E-GP NUMBER

.....**End**.....