



**KENYA REVENUE
AUTHORITY**

REGISTRATION OF SUPPLIERS

REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES AND WORKS FOR A PERIOD OF TWO (2) YEARS

KRA/HQS/RGS-034/2024-2025

Virtual Pre-Bid Conference

ON 10TH APRIL 2025 AT 11:00 AM

[Pre – Bid Link](#)

**CLOSING DATE: WEDNESDAY, 23RD APRIL 2025
AT 11:00 AM**

**Commissioner General,
Kenya Revenue Authority,
Times Tower Building
P.O. Box 48240-00100
Tel: +254 02 281 7022
Nairobi, Kenya.
EMAIL: eprocurement@kra.go.ke**

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1.1 INTRODUCTION

REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES AND WORKS FOR A PERIOD OF TWO YEARS

The Kenya Revenue Authority in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for Registration of suppliers from **Current /Existing** Suppliers and **Interested Candidates** for supply of the Goods, Works and Services as listed below;

LIST OF KENYA REVENUE AUTHORITY PROCUREMENT CATEGORIES

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY
1.	KRA/HQS/ RGS-034A/2024-2025	SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND OFFICE SUPPLIES	AGPO
2.	KRA/HQS/ RGS-034B/2024-2025	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN
3.	KRA/HQS/ RGS-034C/2024-2025	SUPPLY AND DELIVERY VARIOUS CATRIDGES AND VARIOUS TONERS.	OPEN
4.	KRA/HQS/ RGS-034D/2024-2025	SUPPLY AND DELIVERY GENERAL OFFICE EQUIPMENT	AGPO
5.	KRA/HQS/ RGS-034E/2024-2025	DESIGN, SUPPLY AND DELIVERY OF GIFTS AND VARIOUS TROPHIES	OPEN/AGPO
6.	KRA/HQS/ RGS-034F/2024-2025	SUPPLY OF LABORATORY CHEMICALS & EQUIPMENTS	OPEN
7.	KRA/HQS/ RGS-034G/2024-2025	SUPPLY AND DELIVERY OF BUILDING, ELECTRICAL AND PLUMBING MATERIALS	OPEN/AGPO
8.	KRA/HQS/ RGS-034H/2024-2025	PROVISION OF SMALL WORKS, REPAIRS AND MAINTENANCE SERVICES	OPEN/AGPO
9.	KRA/HQS/ RGS-034J/2024-2025	PROVISION OF NETWORK SERVICES-STRUCTURED CABLING	OPEN/AGPO
10.	KRA/HQS/ RGS-034K/2024-2025	SUPPLY AND MAINTENANCE OF GYM & SPORTS EQUIPMENT	OPEN

EVALUATION CRITERIA

No	ITEM DESCRIPTION	REQUIREMENT
1.	Copy of Certificate of Registration/Incorporation	All
2.	Copy of a Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA)	All
3.	Copy of a valid current business permit from the County Government where the business is domiciled.	All
4.	Valid AGPO Certificate for the reserved categories	AGPO
5.	Duly Filled Confidential Business Questionnaire	All
6.	Manufacturer/Distributor Authorization letter/Certificate for category for supply of cartridges and various toners.	Required for Category KRA/HQS/RGS-034B/2024-2025
7.	Copy of CR12/ CR13 certificate, which must be dated at least twelve months to the tender closing date.	All
8.	Power of Attorney (exempt for sole proprietors)	All
9.	A Valid National Construction Authority registration certificate and Annual practicing License.	Required for Category KRA/HQS/RGS-034h/2024-2025
10.	Valid ICTA Certificate for Networking	Required for Category KRA/HQS/ RGS-034J/2024-2025

- 1.1.1 A complete set of bidding documents in English may be obtained from KRA E-Procurement portal available on the KRA website **www.kra.go.ke**, **PIIP** and **SAP Portal** free of charge. Prospective bidders should register on E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the e-procurement Tab.
- 1.1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked “**KRA/HQS/RGS -034/2024-2025**” submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **23RD APRIL, 2025 AT 11.00 A.M.**
- 1.1.3 Submission should strictly be done via the **KRA E-Procurement Portal**.
- 1.1.4 Submissions will be opened electronically promptly after closing time.

REGISTRATION INSTRUCTIONS

1.2 Registration Objectives

The main objective of this part is to short-list firms for supply and delivery of assorted goods and services under relevant Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya are invited to submit their registration documents to **The Deputy Commissioner – Supply Chain Management** so that they may be registered for submission of Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Past Experience in the supply and delivery of similar goods/services is mandatory for all OPEN categories. (Documentary evidence in the form of ONE LPO/LSO with a corresponding Recommendation Letter/Certificate of Completion to be submitted). This requirement is exempt for AGPO groups.

1.5 Registration Document

This document includes a confidential business questionnaire form and documents required from prospective suppliers. In order to be considered for registration, prospective suppliers/providers **MUST** submit all the information herein requested.

1.6 Distribution of Registration Documents

Registration documents shall be downloaded from the Authority's website www.kra.go.ke and the Public Procurement Information Portal (PPIP). The documents are available for inspection from the Supply Chain Department, Kenya Revenue Authority – KRA Times Tower Building, 21st Floor, Nairobi, during normal working hours, and submitted on or before **23RD APRIL 2025 AT 11.00 A.M.**

1.7 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to **The Deputy Commissioner – Supply Chain Management** during official working hours, or email eprocurement@kra.go.ke

1.8 Additional Information

The Authority reserves the right to request submission of additional information from prospective bidders.

1.9 Invitation to Quotations

Quotations will be floated to those bidders whose qualifications are accepted by the Authority after evaluating of the documents presented and after the completion of the registration process.

2.0 Category applied

Bidders are advised to tick the category/ies applied for as per the table below;

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	TICK CATEGORY APPLIED
1.	KRA/HQS/ RGS-034A /2024-2025	SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY AND OFFICE SUPPLIES	AGPO	
2.	KRA/HQS/ RGS-034B /2024-2025	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN	
3.	KRA/HQS/ RGS-034C /2024-2025	SUPPLY AND DELIVERY OF VARIOUS CATRIDGES AND VARIOUS TONERS.	OPEN	
4.	KRA/HQS/ RGS-034D /2024-2025	SUPPLY AND DELIVERY OF GENERAL OFFICE EQUIPMENT	AGPO	
5.	KRA/HQS/ RGS-034E /2024-2025	DESIGN, SUPPLY AND DELIVERY OF GIFTS AND VARIOUS TROPHIES	OPEN/AGPO	
6.	KRA/HQS/ RGS-034F /2024-2025	SUPPLY OF LABORATORY CHEMICALS & EQUIPMENTS	OPEN	
7.	KRA/HQS/ RGS-034G /2024-2025	SUPPLY AND DELIVERY OF BUILDING, ELECTRICAL AND PLUMBING MATERIALS	OPEN/AGPO	
8.	KRA/HQS/ RGS-034H /2024-2025	PROVISION OF SMALL WORKS, REPAIRS AND MAINTENANCE SERVICES	OPEN/AGPO	
9.	KRA/HQS/ RGS-034J /2024-2025	PROVISION OF NETWORK SERVICES- STRUCTURED CABLING	OPEN/AGPO	
10.	KRA/HQS/ RGS-034K/ 2024-2025	SUPPLY AND MAINTENANCE OF GYM & SPORTS EQUIPMENT	OPEN	

CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderers

Tenderer is instructed to complete the particulars required in this Form. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full_____

Age_____

Nationality_____

Country of Origin_____

Citizenship _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

- i) Private or public Company _____
- ii) State the nominal and issued capital of the Company-
Nominal Kenya Shillings (Equivalent)
.....
Issued Kenya Shillings (Equivalent)
.....
- iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

- i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name

Title or Designation

(Signature)

(Date)
