



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

KRA/HQS/RGS-001/2026-2027

Virtual Pre-Bid Conference

ON 22ND JULY 2026 AT 11:00 AM

Pre – Bid Meeting [LINK](#)

CLOSING DATE: 4TH AUGUST 2026 AT 11:00 AM

**Commissioner General,
Kenya Revenue Authority,
Times Tower Building
P.O. Box 48240-00100
Tel: +254 02 281 7022 Nairobi, Kenya.
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1.0 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
1.	KRA/HQS/ RGS-001/2026- 2027	Provision of Small/Minor Works • Renovations, Repairs and Maintenance Services • Fit- Out Works • Tiling • Painting • Structural/ Civil Works
2.	KRA/HQS/ RGS-002/2026- 2027	Supply, Delivery, Installation And Maintenance of Solar Related Equipment
3.	KRA/HQS/ RGS-003/2026- 2027	Provision of Electrical Works, Repairs And Maintenance Services
4.	KRA/HQS/ RGS-004/2026- 2027	Supply, Delivery, Repair And Maintenance of Air Conditioners, Cold Room and Cooling Equipment And Related Systems
5.	KRA/HQS/ RGS-005/2026- 2027	Provision of Mechanical Works, Repairs and Maintenance Services • Generators • Plumbing Works • Sewerage Services
6.	KRA/HQS/ RGS-006/2026- 2027	Provision of Architectural and Quantity Surveying Services
7.	KRA/HQS/ RGS-007/2026- 2027	Provision of Landscaping, Gardening, Engineering, Environmental Services
8.	KRA/HQS/ RGS-008/2026- 2027	Maintenance of Water Pumping, Water Tanks And Borehole Systems
9.	KRA/HQS/ RGS-009/2026- 2027	Provision of ICT Materials and Related Services • Structured Cabling • LAN Infrastructure • UPS Upgrade, Routers and Switches • Fibre Services
10.	KRA/HQS/ RGS-010/2026- 2027	Supply and Delivery of Desktop Computers, Laptops, Printers, UPS and Related Accessories
11.	KRA/HQS/ RGS-011/2026- 2027	Repair and Maintenance of Desktop Computers, Laptops, Printers, UPS and Related Equipment
12.	KRA/HQS/ RGS-012/2026- 2027	Supply, Delivery and Printing of Branded Promotional Materials, Gifts, Trophies and Related Items.
13.	KRA/HQS/ RGS-013/2026- 2027	Provision of Event Management and Related Services. • Tents, Chairs and Drapery and Related Items • Décor Services • Event Organizers • Photography & Videography Services

NO	CATEGORY REFERENCE NO.	CATEGORY NAME
		• Audio – visual services • PA System, DJ and MC Services • Brand Ambassadors
14.	KRA/HQS/ RGS-014/2026- 2027	Provision of Billboard and Signage Services
15.	KRA/HQS/ RGS-015/2026- 2027	Provision of Various Training and Capacity Building Services
16.	KRA/HQS/ RGS-016/2026- 2027	Provision of Customer Satisfaction, Corruption Perception and Employee Satisfaction Survey
17.	KRA/HQS/ RGS-017/2026- 2027	Supply and Delivery of Library Books and Materials
18.	KRA/HQS/ RGS-018/2026- 2027	Supply and Delivery of Laboratory Chemicals & Equipment
19.	KRA/HQS/ RGS-019/2026- 2027	Supply and Delivery General Office Equipment (TVs, Fridges, Microwaves, Water Dispensers, Paper Shredders and Related Items)
20.	KRA/HQS/ RGS-020/2026- 2027	Supply and Delivery of Kitchen Consumable items (Sugar, Tea Leaves, Soaps and related items)
21.	KRA/HQS/ RGS-021/2026- 2027	Supply and Delivery of Dog Feeds
22.	KRA/HQS/ RGS-022/2026- 2027	Provision of Destruction Services
23.	KRA/HQS/ RGS-023/2026- 2027	Provision of Auctioneering and Valuation Services
24.	KRA/HQS/ RGS-024/2026- 2027	Supply, Delivery and Maintenance of Gym & Sports Equipment
25.	KRA/HQS/ RGS-025/2026- 2027	Supply and Delivery of Personal Protective Equipment
26.	KRA/HQS/ RGS-026/2026- 2027	Provision of Legal Services

SUPPLY AND DELIVERY FOR KESRA- MOMBASA CAMPUS FOOD ITEMS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME
27.	KRA/HQS/ RGS-027/2026- 2027	Supply and Delivery of Milk and other items related to the category
28.	KRA/HQS/ RGS-028/2026- 2027	Supply and Delivery of Office Mineral Drinking Water and other items related to the category
29.	KRA/HQS/ RGS-029/2026- 2027	Supply and Delivery of Eggs, Poultry, Fish, Meat, Meat Products and other items related to the category.
30.	KRA/HQS/ RGS-030/2026- 2027	Supply and Delivery of Dry Foods, Cereals, Cooking oil, Other Kitchen Consumables and other items related to the category
31.	KRA/HQS/ RGS-031/2026- 2027	Supply and Delivery of Vegetables, Fruits and other items related to the category
32.	KRA/HQS/ RGS-032/2026- 2027	Supply and Delivery of miscellaneous hotel items like sodas, sweets baked and bakery products and other items related to the category
33.	KRA/HQS/ RGS-033/2026- 2027	Supply and Delivery of tea consumables and beverages and other items related to the category
34.	KRA/HQS/ RGS-034/2026- 2027	Supply and Delivery of Landscaping tools, materials and other items related to the category
35.	KRA/HQS/ RGS-035/2026- 2027	Supply and Delivery of Laundry materials, Toiletries, detergents, cleaning materials and other items related to the category
36.	KRA/HQS/ RGS-036/2026- 2027	Supply and Delivery of Kitchen Utensils and other items related to the category
37.	KRA/HQS/ RGS-037/2026- 2027	Supply and Delivery of pool maintenance items and chemicals and other items related to the category
38.	KRA/HQS/ RGS-038/2026- 2027	Supply and delivery of linen, kitchen uniform and other items related to the category
39.	KRA/HQS/ RGS-039/2026- 2027	Supply and Delivery of Ornamental trees, birds and animals and other items related to the category
40.	KRA/HQS/ RGS-040/2026- 2027	Supply and Delivery of Alcoholic Drinks and other items related to the category

Instructions to Suppliers:

- 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 Bidders MUST indicate the category(ies) for their application
- 1.1.3 Prospective suppliers are allowed to register up to **FOUR (4) categories** only.
- 1.1.4 Prospective suppliers **must** provide their eGP System registration number, where applicable. Bidders who have not yet registered on the eGP System are encouraged to register on the eGP System before submission of their registration documents.
- 1.1.5 Prospective suppliers to be considered for registration for the preferred category MUST meet the evaluation criteria provided below.
- 1.1.6 Prospective suppliers are advised to indicate where they fall as under “AGPO” or “OPEN” as per the table on page 10.
- 1.1.6 Suppliers/contractors under the AGPO category are advised that registration is open on a continuous basis through the KRA portal. Applications will be reviewed twice a year, and the list of registered suppliers and contractors will be updated following each review.
- 1.1.6 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 -001/2026-2027**” submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **4th August 2026 at 11.00 a.m.**
- 1.1.7 Submission should strictly be done via the **KRA E-Procurement Portal**.
- 1.1.8 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, services and works 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 (PIIP). 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 **4th August 2026 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.

EVALUATION CRITERIA

No	ITEM DESCRIPTION	REQUIREMENT
1.	Copy of Certificate of Registration/Incorporation	Mandatory for all categories
2.	Copy of a Valid Tax Compliance Certificate	Mandatory for all categories
3.	Copy of a valid current business permit from the County Government where the business is domiciled.	Mandatory for Open Categories ONLY Exempt for: • KRA/HQS/RGS-023/2026-2027 • KRA/HQS/RGS-026/2026-2027
4.	A copy of the CR12 or CR13 certificate issued within the last 12 months prior to the submission date, together with photocopies of the Kenyan National Identity Card or valid Kenyan passport for all company directors, partners, or proprietors of the firm or enterprise.	Mandatory for all categories
5.	Duly Filled Confidential Business Questionnaire	Mandatory for all categories
6.	A Valid National Construction Authority registration certificate and Annual Practicing License.	Required for Category • KRA/HQS/RGS-001/2026-2027 • KRA/HQS/RGS-003/2026-2027 • KRA/HQS/RGS-004/2026-2027 • KRA/HQS/RGS-005/2026-2027
7.	Valid EPRA license	Required for Category • KRA/HQS/RGS-003/2026-2027
8.	Valid EPRA License (Company's Valid EPRA Solar license – Solar contractor)	Required for Category • KRA/HQS/ RGS-002/2026-2027
9.	A valid membership/practising certificate issued by the relevant professional body or association, where applicable to the nature of the goods, works, or services being procured: AAK/ BORAQS	Required for Category KRA/HQS/RGS-006/2026-2027
10.	A valid membership/practising certificate issued by the relevant professional body or association, where applicable to the nature of the goods, works, or services being procured: NITA	Required for Category KRA/HQS/RGS-015/2026-2027
11.	Valid Practising Certificates for all Partners	Required for Category KRA/HQS/RGS-026/2026-2027
12.	Company profile	Required for Category KRA/HQS/RGS-026/2026-2027
13.	A valid Certificate of Good Standing or valid membership/practising certificate issued by the relevant professional body or association, where applicable to the nature of the goods, works, or services being procured: LSK	Required for Category KRA/HQS/RGS-026/2026-2027

No	ITEM DESCRIPTION	REQUIREMENT
14.	Past Experience in the supply and delivery of similar goods/services/ works is mandatory for all OPEN categories. Submit documentary evidence in the form of ONE LPO/LSO/ contract with a corresponding Recommendation Letter/Certificate of Completion to be submitted).	Mandatory for Open Categories ONLY
15.	Valid AGPO Certificate	Where Applicable

2.0 Category applied

Bidders are advised to indicate the category/ (ies) they are applying for in the table below.;

Note to Suppliers:

- **Prospective suppliers are allowed to register up to FOUR (4) categories only.**
- **Provide documentary evidence as required in the evaluation criteria as per the category(ies) applied.**

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	EGP REGISTRATION NUMBER	Please indicate if OPEN/ AGPO contractor
1.				
2.				
3.				
4.				

3.0 Area of Specialization

Firms applying for the categories listed below are required to indicate their field of specialization/practice. Applicants under the Provision of Various Training and Capacity Building Services category should specify the areas in which they provide training, whereas applicants under the Provision of Legal Services category should indicate their area(s) of legal practice.

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	Field of specialization/ practice
1.	KRA/HQS/ RGS-015/2026- 2027	Provision of Various Training and Capacity Building Services	
2.	KRA/HQS/ RGS-026/2026- 2027	Provision of Legal Services	

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.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
3.	Tenderer has the same legal representative as another tenderer		
4.	Tenderer 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 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)