



**PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF GOODS,
SERVICES, AND WORKS YEAR, 2026 - 2027**

CLOSING DATE: TUESDAY, MAY 25, 2026

NOTICE TO SUPPLIERS AND PREQUALIFICATION FORMS.

Turkana Pastoralist Development Organisation (TUPADO) is a national NGO registered with NGO Board, its mission being working with pastoralists to reduce vulnerability and increase production through participatory development approaches, livestock improvement methods and capacity building. TUPADO intends to establish a database of qualified suppliers for provision of goods, services and works for a period of One Year; 2026 - 2027.

Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, services and works they wish to supply. Existing suppliers who wish to be retained **MUST** also reapply and resubmit up to date information requested in the pre-qualification document.

S/N	Categories	Item of Description
1	Supply of Goods	<ul style="list-style-type: none">- Office stationery and supplies- Office furniture and fittings- Building and hardware materials- Electrical and electronic materials & spares- Motor vehicle parts, tyres, tubes, batteries, lubricants- Cleaning materials, detergents, and toiletries- Foodstuffs and beverages- Medical supplies and equipment- Fishing gears- Fuel- Refillable clean drinking water – 20-liter bottle

2	Provision of Services	<ul style="list-style-type: none"> - Provision of hotel services; accommodation, conference services and catering-Turkana County - all sub-counties - Team building services -Consultancy services (legal, financial, HR, ICT, engineering, monitoring & evaluation) - Transport and logistics (vehicle hire, courier services) - Security services (guarding, alarms, CCTV installation) - Cleaning and fumigation services - Training and capacity building providers - Event management and catering services - Repair and maintenance (Vehicles, office equipment) - Printing, design, and branding services - Flight bookings
3	Works	<ul style="list-style-type: none"> - Building and construction works - Renovations and repairs - Electrical installation works - Plumbing and drainage works - Mechanical works (generators, air conditioning, solar systems)
4	Specialized Categories	<ul style="list-style-type: none"> - Supply of agricultural inputs - Supply of relief items - Supply of educational materials - Supply of livelihood equipment

1. Pre-qualification Objective and Invitation to Prequalification.

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations to TUPADO as and when required during the stated period. Suppliers registered legally by all approved means under the Laws of Kenya for respective merchandise or services are invited to submit their Pre-Qualification documents to the Procurement Committee –TUPADO so

that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification. Prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

2. Experience

Prospective bidders shall have at least (MINIMUM) 1 year of active experience in the supply of goods, services, and allied items. For those less than 1 year, they should show competence, willingness, and capacity to service the contract.

3. Other Conditions

TUPADO is not exempted from any tax, this only applies to funded projects. Payment, packaging, supply, and other technical and required discussions shall be supplied to the approved suppliers in their contracts.

4. Submission of Pre-Qualification Documents

The completed set of pre-qualification documents should be sent to tenders@tupado.org

"No hard copies will be accepted"

5. Information on Suppliers

The firm or individuals must have a Business Premise and/or remote and must be registered in Kenya, with a certificate of Registration, Incorporation/Memorandum, and Articles of Association, copies of which must be attached. Consultants shall give professional certificates, academic certificates, and resumes. You must show proof of compliance with payment of all your statutory obligations and have a current Tax Compliance Certificate/tax exemption certificate or any other relevant certificate. You must declare any conflict of interest in relation to any member of staff. TUPADO will not procure goods or services from suppliers where the employees have not declared a conflict of interest.

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

6. Attachments and Registration Documentation

All firms must provide: -

Mandatory requirements:

1. Copy of Certificate of Registration of Business Name/CVs and professional certificates for individual suppliers'/consultants/ Copy of Memorandum of Understanding or Articles of Association

2. Copy of Tax Compliance Certificate from Revenue Authority/Tax Exemptions.
3. Copy of PIN Certificate of firm/company/individual.
4. Copy of current Trade License/ Current business licenses from relevant authorities e.g., County Government
5. If any, Copies of NCA, WIBA, bookshop associations, surveyors – Additional testimonials and professional subscriptions.
6. If any, copy of Letters of recommendation from at least 1 previous organization that you served with similar works. If none, please get a letter of recommendation from the county department of trade, chief, and other people with a good relationship with you whom we have worked with before as an organization. This is very particular with women, youth, and PWDs businesses, in our endeavors to support inclusivity.
7. Copy of Practicing Certificate for all professionals e.g., certificate of affiliated bodies/associations (surveyors license, media certification, IATA, Municipal / City Council Certificates of health for food stuffs handling,).
8. Transport Hire firms must attach evidence of having taken all the Insurance covers, driver's licenses, and car logbooks.

Pre-Qualification Questionnaire (PQQ)

SUPPLIER PRE-QUALIFICATION DOCUMENT FOR THE PERIOD 2026-2027

Introduction:

The purpose of this document is to provide TUPADO with information to help identify the suppliers to invite to tender for the provision of goods, services and works for the Financial Year 2026/2027

Please send the completed Pre-Qualification Questionnaire (PQQ) document to tenders@tupado.org

Please do not alter any part of the PQQ and answer all the questions clearly and directly.

1. POINT OF CONTACT

Suppliers are asked to provide a single point of contact; this contact will be considered the sole spokesperson for the supplier during the PQQ process.

2. EVALUATION CRITERIA OF PQQ RESPONSES

The objective of the PQQ evaluation is to assess the responses and select potential suppliers for the next stages of the procurement process. *TUPADO wishes to ascertain:*

- a) **Supplier capability**-the supplier must have appropriate expertise and guaranteed capacity to meet the TUPADO specification.
- b) **Supplier track record**-the supplier must be able to demonstrate a successful track record of providing services similar to those required by TUPADO.
- c) **Financial standing** –the supplier must be considered financially sound.

The specification criteria to be considered at the selection stage include:

- Physical location
- Specialist skills and competencies
- Compliance with Regulatory Authorities
- Membership of professional bodies where applicable
- Quality accreditation
- Comparable work assignments completed with details of output and result (references)
- Contract performance and result (reference)

If the question is insufficiently or incorrectly answered or are completely unanswered then the likelihood of being included in the qualification phase is reduced.

GENERAL AND COMPANY / BUSINESS INFORMATION

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents.

- Copy of Certificate of business incorporation/registration
- Copy of Valid Tax compliance certificate
- Copy of valid Trading license

- Recent CR 12

(Attach copies of all certificates required)

B) COMPANY / BUSINESS PROFILE

1. Company Name -----

2. Trade Name (if different from the above) -----

3. Legal status (partnership/sole proprietor/Ltd company)
 - Company registration certificate No.-----
(Attach copy)
 - Certificate by regulatory bodies (e.g., KPLC, Ministry of public works, municipal council, ministry of health etc.) -----
(Attach copy)
5. Nature of business licensed to operate -----

6. Contact person name-----
Title-----
7. Postal address-----
8. Physical location-----

9. E-mail address-----

10. website-----

11. Name(S) of director and their nationality

Name of Director	nationality	citizenship

8. Name of the bank (Business) -----branch-----

C) COMPLIANCE WITH KENYA PROCUREMENT LEGISLATION

TUPADO will disqualify any supplier who:

- a) Is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business antilogous situation arising from similar procedures under national law and regulation.
- b) Has been convicted by a judgement which has the force of res judicator in accordance with the legal provision of the country or any offence concerning his professional conduct
- c) Has committed any act of grave professional misconduct
- d) Has not fulfilled obligation relating to the payment of taxes in accordance with the legal provision of the host country - Kenya.
- e) Is guilty of serious misrepresentation in supplying the information required under this section
- f) Has been subject of conviction of corruption
- g) Has been subject of conviction of fraud.

Please confirm whether any of the above applies to your organization or its **directors** or any other person who has powers of representation, decision or control of the organization?

Yes/no-----

Where the answer is affirmative, please provide details-----

TUPADO may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority.

D) CATEGORY OF ITEMS

S/N	CATEGORY	ITEM DESCRIPTION

E) CAPABILITY AND COMPETENCY TO DELIVER GOODS OR SERVICES

1) What products/services do you want to be considered to supply-----

(indicate relevant category and product)

2) Number of staff employed.

Full time employees-----others-----

3) Which quality standard certificate have you attained in the past 2years? (Attach copies and give details)

4) Are you a manufacturer/wholesaler/retailers/agent /other (please specify)-----

5) If manufacturer or service organization, are your product certified by Kenya Bureau of standard? (KEBS) or affiliated with a recognized accrediting body? Yes/No (attach documentary evidence of certification)

6) If you are not a manufacturer, are you an authorized dealer Yes/No-----
----- (attach manufacturer authorization)

7) Provide details of your key personnel and attach their CV'S if you are applying for provision of professional services (*use separate sheets of paper*)

8) What is country of origin for goods or services-----

9) If you intend to use sub-contractor to perform part of the obligation under your area of business, please provide details-----

10) Who has been your major corporate clients for the past 2 years? State clients name, product service provided value of goods, works or services and contact person

S/NO.	Value of business in Kshs.	Organization	Contact Telephone No/Email
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1			
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i. what is average response time to a request for quotation-----

ii. What is the average response to delivery of goods/services after issuance of LPO/LSO? -----

iii. What is the maximum value of business which you can handle at any one time? Kshs/USD--

11) If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specification of TUPADO-----

F) PROFESSIONAL ORGANISATION

Please indicate to which professional or trade bodies your organization belongs-----

H) COMMENTS

Please insert any general comments you wish to make. This should not exceed 2 paragraphs-----

I) DECLARATION

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any TUPADO employee and /or Board. Do you have a relationship with any TUPADO employee and /or Board that would cause any real or perceived conflict of interest?

Yes/No-----

(specify)-----

I-----declare, for and on behalf of-----

(company/firm) that all the information furnished to TUPADO in connection with this pre-qualification is true and accurate in all materials respect. TUPADO is here by authorized to make such inquiries relating to information including the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Form completed by:

Name -----

Tel No-----

Signature-----

Email-----

Date-----

Position & Organizations Rubber Stamp-----

Thank you for completing this questionnaire.

The information it contains will be held in confidence by TUPADO and only used for the purpose of determining your suitability to meet the general requirement for the provision of Goods and/or services.