



Prequalification of Suppliers and Consultants for the Provision
of Services and Goods until March 31, 2026

The Kenya Human Rights Commission (The KHRC)

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1.0 INTRODUCTION

The Kenya Human Rights Commission (The KHRC) is a premier and flagship Non-Governmental Organization (NGO) in Africa with a mandate of enhancing human rights-centered governance at all levels, a vision of a society of free people, and a mission to root human dignity, freedoms, and social justice in Kenya and beyond. KHRC was established and incorporated in 1992. Its founders are among the foremost leaders and activists in struggles for human rights and democratic reforms in Kenya and beyond.

1.1 Prequalification categories

The following goods and services are eligible for pre-qualification application:

SUPPLY OF GOODS	
CATEGORY REF. NO	ITEM DESCRIPTION
KHRC/01/2024-2026	Supply of general office stationery and other consumables
KHRC/02/2024-2026	Supply and delivery of office furniture and related office fittings
KHRC/03/2024-2026	Supply and servicing of firefighting equipment
KHRC/04/2024-2026	Supply of computers and accessories
KHRC/05/2024-2026	Supply and delivery of bottled water and lease of water dispensers
KHRC/06/2024-2026	Printing of promotional materials
KHRC/07/2024-2026	Design, printing, and supply of printed paper materials
PROVISION OF SERVICES	
CATEGORY REF. NO	ITEM DESCRIPTION
KHRC/08/2024-2026	Provision of taxi services
KHRC/09/2024-2026	Provision of air ticketing and tour services (IATA/ KATA registered firms only)
KHRC/10/2024-2026	Provision of car hire services
KHRC/11/2024-2026	Provision of insurance brokerage services - General
KHRC/12/2024-2026	Provision of insurance brokerage services - Medical, GL, GPA
KHRC/13/2024-2026	Maintenance of motor vehicles, including the provision of spares, servicing, and repairs
KHRC/14/2024-2026	Provision of catering services

KHRC/15/2024-2026	Provision of photography, videography, live streaming, and documentary services
KHRC/16/2024-2026	Provision of security and related services
KHRC/17/2024-2026	Provision of IT support, maintenance, and servicing of computers and printers
KHRC/18/2024-2026	Provision of office cleaning services, sanitary services, fumigation, and pest control
KHRC/19/2024-2026	Provision of editorial and report writing services
KHRC/20/2024-2026	Provision of workshop facilitation, Master of Ceremony (MC) services, and rapporteur services
KHRC/21/2024-2026	Provision of events organization or management, exhibition, and experiential or road show services
KHRC/22/2024-2026	Provision of media monitoring services (mainstream and digital media)
KHRC/23/2024-2026	Provision of research consultancy services (Research on governance, justice, rule of law and human rights)
KHRC/24/2024-2026	Provision of legal services: Litigation, legal, and legal opinion
KHRC/25/2024-2026	Provision of interpretation and translation services
KHRC/26/2024-2026	Provision of audit services: project and institutional audit

1.2 Summary of instructions to tenderers

1. Pre-qualification instructions.
2. Brief contract regulations.
3. Pre-qualification data instructions.
4. Form PQ - 1 Pre-qualification document.
5. Form PQ - 2 Prequalification data.
6. Form PQ - 3 Key staff personnel.
7. Form PQ - 4 Financial position.
8. Form PQ - 5 Confidential business questionnaires.
9. Form PQ - 6 Past experiences.
10. Form PQ - 7 Sworn statements.

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

The KHRC invites interested suppliers and consultants to qualify in the supplier database by meeting the criteria below. This pre-qualification is for consideration in the supply of goods and services to the organization for two years. It's important to note that the pre-qualification process does not guarantee business; instead, it establishes eligibility for prequalified companies and individuals to be called upon for quotations when the organization needs their services or goods.

2.2 Invitation of pre-qualification

Suppliers and consultants registered with the Registrar of Companies under the Laws of Kenya for specific merchandise or services are invited to submit their pre-qualification documents to the KHRC procurement committee. This pre-qualification is necessary for the subsequent submission of quotations and proposals. Prospective suppliers and consultants must provide mandatory information for the pre-qualification process.

2.3 Experience

Prospective suppliers and consultants should have a successful track record of supplying and delivering similar items or services to NGOs, UN agencies, or government corporations of comparable size and complexity. Potential suppliers must demonstrate their willingness and commitment to meeting the pre-qualification criteria.

2.4 Pre-qualification document

This document includes questionnaire forms and necessary documents from prospective suppliers and consultants. Prospective suppliers must submit all the requested information to be considered for pre-qualification. Failure to provide any required mandatory documents will result in automatic disqualification. All information shared will be handled confidentially by The KHRC. We have implemented appropriate security measures to prevent accidental loss, unauthorized access, use, alteration, or disclosure of any data or information shared. Access to the data or information transmitted will be limited by KHRC to employees, agents, contractors, and other third parties with a legitimate business need to know. The KHRC will retain any data or information shared as long as necessary to fulfill its collected purpose, including meeting legal, regulatory, tax, accounting, or reporting obligations.

2.5 Expression of interest

Interested eligible candidates may download the pre-qualification document from the KHRC [website](#) and pay a non-refundable fee of **Kshs. 2,000 per category**.

Payments should be made through the designated bank account as follows:

Account Name: Kenya Human Rights Commission – General Account

Account Number: 1605030579

Bank Name: NCBA

Currency: KES

Suppliers previously prequalified must resubmit their documents for evaluation during this period. Completed pre-qualification papers and the corresponding banking or deposit slips referencing the subject and category reference number should be submitted via prequalification@khrc.or.ke. Submissions must be received before **March 3, 2024, at 17:00 EAT.**

The email subject line should be: **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES CATEGORY REF NO: _____**

The responses to PQ1-7 should be presented in separate files for ease of reference.

2.6 Additional information

The KHRC retains the right to request additional information from prospective suppliers and service providers without providing a specific explanation for such requests. Requests for quotations will be extended solely to those suppliers and service providers who have successfully passed the pre-qualification stage and have been formally notified in writing as successful pre-qualified entities for The KHRC during the period specified in this pre-qualification document. Success in pre-qualification is determined by scoring more than 70 points upon completion of the pre-qualification process.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.0 Pre-qualification data forms

The attached questionnaire forms PQ-1 through PQ-7 are to be diligently completed by prospective suppliers and service providers aspiring to be pre-qualified for tender submission within their specific category.

3.0.1 Incomplete filling or submission of the pre-qualified application forms in the specified manner will result in non-consideration. All documents comprising the proposal must be written in **English and blue pen**; failure to comply with this requirement will lead to disqualification.

3.1 Qualification

3.1.1 It is acknowledged and agreed that the pre-qualification data on prospective suppliers and service providers will be utilized by The KHRC to assess, at its sole judgment and discretion, the qualifications of potential suppliers and service providers concerning the prequalification category as outlined by the client.

3.1.2 Prospective suppliers and service providers will only be deemed qualified if, in the judgment of The KHRC and based on the established criteria, they demonstrate the requisite capability, experience, availability of qualified personnel, and suitability of equipment, along with adequate net current assets or working capital, to execute the contract for goods and services satisfactorily.

3.2 Essential criteria for pre-qualification

- (a) **Experience:** Prospective suppliers and service providers shall have at least three years of experience.
- (b) **For consultancy services:** The bidder must have at least four years of experience in consultancy work. The lead and alternate consultants should hold at least a master's degree in relevant expertise, possess active professional certifications where necessary, and demonstrate a minimum of national or regional consultancy work experience. Additionally, the consultant must exhibit proficient writing and presentation skills and, when applicable, submit samples of their previous assignments. The KHRC reserves the right to seek references from some provided references during the bid assessment.

- (c) **Suppliers** must attach written references from the companies they have supplied goods and services in their bid documents. Suppliers with references from recognized companies or organizations will be given additional consideration. The reference letter will only be deemed acceptable if it is presented on the referencing company's letterhead, bears the company stamp, and is signed by the director or authorized signatory of the referee company.
- (d) **Key staff personnel:** The names, relevant information, and CVs of the key personnel responsible for executing the contract must be clearly stated in form PQ-3. Additionally, an organogram should be provided, encompassing the contact details of the individual managing The KHRC contracts for the supply of goods and services.
- (e) **Financial Condition:** The KHRC will assess the supplier's financial condition based on the most recent financial statement submitted with the prequalification documents and evidence of financial capability concerning the supplier's credit position. Prequalification of potential suppliers will be contingent on the provision of satisfactory information. The KHRC will only admit financial statements from the past three years.
- (f) **Special consideration** will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and those currently in progress. Details should be completed on Form PQ-4. Nevertheless, potential bidders are required to furnish evidence of their financial capability to fulfill the contract.
- (g) **Past performance:** Pre-qualifying bidders will be evaluated based on their past performance. A letter of reference from previous customers must be included in Form PQ-6, providing references from at least five organizations. Please attach copies of LPO/LSO/contracts relevant to the applied category issued within the past three years. In the case of auditing services, consultants or firms should submit referees or references demonstrating experience in donor-funded project audits.
- (h) **Statement:** The application must include a sworn statement (Form PQ-7) from the tenderer confirming the accuracy of the information provided. The statement must bear the signature and stamp of the company director for it to be deemed admissible.

3.3 Withdrawal of prequalification

Suppose a condition arises between the time the firm applies for pre-qualification and the bid opening date or between the time a supplier is pre-qualified and the time the supplier is required to supply the goods or services, which could significantly impact the performance and qualification of the bidder or their ability to perform, such as but not limited to bankruptcy, change in ownership, or new commitments. In that case, The KHRC reserves the right to disqualify such a supplier from further pre-qualification or even reject the tender from such a supplier, even if they have been initially pre-qualified.

3.4 Valid registration

The firm needs a fixed business premise and must be registered in Kenya with a Certificate of Registration, Incorporation/Memorandum, and Articles of Association. Attach copies of these or any other valid business registration from the Kenyan government. Additionally, include a valid business and trade license with the bid document.

3.5 Proof of tax compliance

The firm must provide evidence of settling all statutory obligations, including a current tax compliance certificate and, if applicable, a VAT certificate. The pre-qualification committee will independently verify the validity of tax compliance.

3.6 Prequalification criteria required information form and scoring systems

The KHRC will include the following sections in the evaluation criteria and individual rates to achieve a total score of 100 percent.

- a. Company profile – 20 %
This comprises data as shared on forms PQ-1, PQ-2 and PQ5.
- b. Technical proposal - 60 %
The KHRC will only assess bidders who have submitted all necessary documents for technical evaluation. The technical proposal forms consist of PQ-3 and PQ-6.
- c. Financial proposal -20 %
This consists of data submitted in form PQ-4.

Each criterion will result in the assessment of a company as either:

- a. Acceptable standard - 70 percent and above.
- b. Not meeting requirements - Below 70 percent of the total marks.

The KHRC holds absolute discretion in determining a company's score, with minimum marks required in each category. Companies should anticipate at least four weeks of assessment from the submission deadline, and KHRC will notify them of the outcome in writing.

ANNEXES

Form PQ: 1 Registration documentation.

All firms must provide copies of the following:

- i. Purchased the prequalification documents from The KHRC (receipt attached).
- ii. Certified certificate of registration or incorporation.
- iii. VAT registration certificate, if applicable.
- iv. Valid Tax compliance certificate from Kenya Revenue Authority (KRA).
- v. Copy of valid trade licenses or current business licenses from relevant authorities like the city council.
- vi. Copy of PIN certificate of firm, company, or individual from KRA.
- vii. Copy of practicing certificate for all professionals.
- viii. Transport hire firms must attach evidence of taking all the insurance covers.
- ix. Each firm must provide evidence of registration with professional bodies or authorities, such as IATA and the city council, if mandatory for service provision.
- x. Certified copies of audited accounts, if applicable.
- xi. Letter of recommendation from previous entities served or supplied.
- xii. Furnish details regarding your insurance coverage, including type and extent.
- xiii. Evidence of physical address of the registered office.

Form PQ 2: Pre-qualification data

REGISTRATION OF SUPPLIERS' APPLICATION FORM

1. Name of firm or individual _____

Category applied for _____

Category code _____

Post office address _____

Town _____ Street _____

Name of the building _____

Room or office number _____ Floor number _____

Telephone numbers _____

Email address _____

Applicant's full name _____

Other branches' location _____

Organization and business information

Management personnel _____

Chief Executive / Proprietor/ Director(s) _____

Other _____

Partnership (if applicable)

2. Partners' names _____

3. Business founded or incorporated _____

4. Under present management since _____

5. Net worth equivalent Kshs _____

6. Bank reference and address _____

7. Enclose a copy of the firm's organizational chart indicating the main activities fields.

8. State any technological innovations or attributes distinguishing you from your competitors.

9. Indicate terms of trade or sale

Form PQ3: Key staff personnel

Where relevant, detail the experience and expertise of key staff, including managers, supervisors, and employees.

Name _____

Academic qualification _____

Professional qualification _____

(Attach certificates, if any)

Length of service with contractor or supplier position held.

Form PQ 4: Financial position and terms of trade

- i) Attach a copy of the firm's audited accounts for the previous three years. The audited accounts are to be signed and stamped by recognized audit firms.
- ii) Provide proof of cash position, such as an original certified copy of a bank statement reflecting the supplier's credit position.
- iii) What will be your preferred payment terms?
- iv) For the taxi services, please indicate the mileage costs.

Form PQ 5: Confidential business questionnaire

Please provide the details specified in Part I and select either Part II (a), 2 (b), or 2 (c), depending on the nature of your business. Complete Part III below, too. Giving false information on this form is a severe offense.

Part I: General.

Business name _____

Location of business premises _____

business _____

Current trade license number _____

Expiry date _____

The maximum value of the business that you can handle at any time:

Kshs_

Name of your banker _____ Branch _____

1. _____

2. _____

3. _____

Part 2 (a): Sole proprietors.

Your name in full _____ Age _____

Nationality _____

Country of origin _____

*Citizenship details _____

Part 2 (b): Partnership.

Give details of partners as follows:

	Name	Nationality	Citizenship details	Shares
1				
2				
3				
4				

Part 2 (c): Registered company.

Private or public _____

State the nominal and issued capital of the company:

Nominal Kshs _____

Issued Kshs _____

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				

Date: _____ Signature: _____

Form PQ6: Past experience

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS

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 number of client_____
- v. Value of contract_____
- vi. Duration of contract (date)_____
- vii. What goods/services did you supply/offer_____

(Attach documental evidence of the existence of the contract relevant to the category applied)

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 number of client_____
- v. Value of contract_____
- vi. Duration of contract (date)_____
- vii. What goods/services did you supply/offer_____

(Attach documental evidence of the existence of the contract relevant to the category applied)

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 number of client_____
- v. Value of contract_____
- vi. Duration of contract (date)_____
- vii. What goods/services did you supply/offer_____

(Attach documental evidence of the existence of the contract relevant to the category applied)

4. Name of 4th client (organization)

- i. Name of client (organization)_____
 - ii. Address of Client (organization)_____
 - iii. Name of contact person at the client (organization)_____
 - iv. Telephone number of client_____
 - v. Value of contract_____
 - vi. Duration of contract (date)_____
 - vii. What goods/services did you supply/offer_____
- _____

(Attach documental evidence of the existence of the contract relevant to the category applied)

5. Name of 5th client (organization)

- i. Name of client (organization)_____
 - ii. Address of Client (organization)_____
 - iii. Name of contact person at the client (organization)_____
 - iv. Telephone number of client_____
 - v. Value of contract_____
 - vi. Duration of contract (date)_____
 - vii. What goods/services did you supply/offer_____
- _____

(Attach documental evidence of the existence of the contract relevant to the category applied)

6. Others_____

Form PQ 7: Sworn statement for the prequalification of suppliers for the supply of goods and services.

Having studied the pre-qualification information, we/I at this moment state:

- a. To our knowledge, the information furnished in our application is accurate.
- b. In case of being pre-qualified, we acknowledge that this grants us the right to participate in submitting a tender or quotation based on the tender's provisions or the documents to follow.
- c. When the call for tenders or quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes, we shall inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the documents and information for the prequalification evaluation.

Date _____

Applicant's name _____

Represented by _____

Signature _____

(Full name and designation of the person signing and stamp or seal)