



KENYA TRADE NETWORK AGENCY (KENTRADE)
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**REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS, AND SERVICES FOR THE FINANCIAL
YEARS 2025-2026 AND 2026-2027.**

Registration Reference No. KTNA/SR/01/2025-2026

October 2025

INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

Name: **Registration of Suppliers for Goods, Works and Services for the Financial Years 2025-2026 and 2026-2027.**

Registration Reference No.: **KTNA/SR/01/2025-2026**

1. The Kenya Trade Network Agency (KenTrade) invites applications for the continuous registration of prospective suppliers for the period 2025 - 2027.
2. Interested suppliers may view, inspect and download the Registration Documents free of charge from the KenTrade website- www.kentrade.go.ke using the link <https://esupplier.kentrade.go.ke/>
3. Completed applications, scanned as a continuous PDF document, must be submitted through the email address procurement@kentrade.go.ke
4. **Suppliers MUST indicate their Electronic Government Procurement (e-GP) registration number as a prerequisite for registration by the Agency.**
5. Suppliers may apply for registration in as many categories as they qualify for as long as they are registered on the e-GP system.
6. Suppliers shall be required to fill only ONE document even if registering for various categories.
7. The registration exercise is continuous, and applications will be received, evaluated and the list updated periodically up to June 30th 2027.
8. The Agency shall continuously upload and update the list of registered suppliers on the website at www.kentrade.go.ke

CHIEF EXECUTIVE OFFICER

APPLICATION DOCUMENT

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2025 - 2027

COMPANY NAME.....

ADDRESS.....

EMAIL ADDRESS

CONTACT PERSON

TELEPHONE NUMBER.....

EGP REGISTRATION NUMBER.....

(Please indicate below the preferred category (√).
Suppliers may pick more than one category.

A) SUPPLY OF GOODS

| NO. | CATEGORY REFERENCE NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|-----|------------------------------|--|-----------------|--|
| 1. | KTNA/ A1/2025- 2027 | Supply of office furniture & fittings. | AGPO | |
| 2. | KTNA/ A2/2025- 2027 | Supply of computers, printers and other office equipment. | AGPO | |
| 3. | KTNA/ A3/2025- 2027 | Supply of computer software and Licenses. | Open | |
| 4. | KTNA/ A4/2025- 2027 | Supply of motor vehicle tyres, tubes and batteries. | Open | |
| 5. | KTNA/ A5/2025- 2027 | Supply of hardware and electrical items. | AGPO | |
| 6. | KTNA/ A6/2025- 2027 | Supply of fuel and lubricants. | Open | |
| 7. | KTNA/ A7/2025- 2027 | Supply of electronic and telecommunication equipment. | Open | |
| 8. | KTNA/ A8/2025- 2027 | Supply and Delivery of office stationery and Toner Cartridges. | AGPO | |

| | | | | |
|----|-------------------|---|------|--|
| 9. | KTNA/A9/2025-2027 | Supply and Delivery of water and beverages. | AGPO | |
|----|-------------------|---|------|--|

B) PROVISION OF SERVICES

| NO. | CATEGORY NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|-----|--------------------|--|--------------|---|
| 1. | KTNA/B1/2025-2027 | Development/Production of Radio, TV programmes, Commercials and Documentaries. | AGPO | |
| 2. | KTNA/B2/2025-2027 | Provision of Advertising Agency services and professional public relations services. | Open | |
| 3. | KTNA/B3/2025-2027 | Provision of event organizing services. | AGPO | |
| 4. | KTNA/B4/2025-2027 | Provision of outside catering services. | AGPO | |
| 5. | KTNA/B5/2025-2027 | Provision of comprehensive office cleaning, fumigation & Pest control services. | AGPO | |
| 6. | KTNA/B6/2025-2027 | Provision of valuation, tagging & labeling of Assets Services. | Open | |
| 7. | KTNA/B7/2025-2027 | Designing and printing of educative, promotional, communication and advertising material | AGPO | |
| 8. | KTNA/B8/2025-2027 | Servicing, Repair and maintenance of office equipment e.g. photocopiers, printers | AGPO | |
| 9. | KTNA/B9/2025-2027 | Repair, service and maintenance of motor vehicles | Open | |
| 10. | KTNA/B10/2025-2027 | Provision of car hire and outsourced transport services | Open | |
| 11. | KTNA/B11/2025-2027 | Provision of courier services | Open | |

| NO. | CATEGORY NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|------------|---------------------|---|---------------------|--|
| 12. | KTNA/B12/2025-2027 | Provision of Hotel (meals & Accommodation) and conference facilities | Open | |
| 13. | KTNA/B13/2025-2027 | Provision of Security services | Open | |
| 14. | KTNA/B14/2025-2027 | Provision of Insurance services (Brokers and Underwriters) | Open | |
| 15. | KTNA/B15/2025-2027 | Provision of Legal Services | Open | |
| 16. | KTNA/B16/2025-2027 | Repair of office furniture and fittings | AGPO | |
| 17. | KTNA/B17/2025-2027 | Provision of Internet and Website Hosting services | Open | |
| 18. | KTNA/B18/2025-2027 | Provision, Repair & maintenance of Air Conditioners, firefighting equipment and related accessories | AGPO | |
| 19. | KTNA/B19/2025-2027 | Provision and repair of networking equipment e.g. Servers, Routers etc. | AGPO | |
| 20. | KTNA/B20/2025-2027 | Provision of Data Security Services, Backup and Data Recovery services | Open | |
| 21. | KTNA/B21/2025-2027 | Provision, Repair & maintenance of Surveillance and Access Control Systems. | Open | |
| 22. | KTNA/B22/2025-2027 | Provision of Network and System Security Solutions | Open | |
| 23. | KTNA/B23/2025-2027 | Lease of ICT Equipment Including Photocopiers, Printers and Scanners. | Open | |
| 24. | KTNA/B24/2025-2027 | Repair and Maintenance of power Systems Including UPS'S and Inverters. | Open | |
| 25. | KTNA/B25/2025-2027 | Provision of Travel Agency and Air ticketing Services | AGPO | |

| NO. | CATEGORY NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|-----|--------------------|--|--------------|---|
| | | (IATA REGISTERED FIRMS) | | |
| 26. | KTNA/B26/2025-2027 | Provision of Auctioneering Services | Open | |
| 27. | KTNA/B27/2025-2027 | Cleaning, servicing and Maintenance of Water Dispensers. | AGPO | |
| 28. | KTNA/B28/2025-2027 | Provision of archival services, label management & filing services | Open | |
| 29. | KTNA/B29/2025-2027 | Provision of private investigation services. | Open | |
| 30. | KTNA/B30/2025-2027 | Provision of website design, hosting and maintenance services | AGPO | |
| 31. | KTNA/B31/2025-2027 | Provision of Marketing Services (CORPORATE REGISTRATION WITH MSK) | Open | |
| | | | | |

C) PROVISION OF CONSULTANCY SERVICES

| NO. | CATEGORY NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|-----|-------------------|--|--------------|---|
| 1. | KTNA/C1/2025-2027 | Provision of Research & Survey Based Consultancy Services (customer satisfaction surveys, employee satisfaction, work environment and baseline surveys) | Open | |
| 2. | KTNA/C2/2025-2027 | Provision of Management Consultancy Services | Open | |

| | | | | |
|-----|--------------------|---|------|--|
| 3. | KTNA/C3/2025-2027 | Provision of Human Resource Consultancy services, training and capacity building | Open | |
| 4. | KTNA/C4/2025-2027 | Provision of Risk Management Services | Open | |
| 5. | KTNA/C5/2025-2027 | Consultancy in Strategic Plan and Business Plan preparation | Open | |
| 6. | KTNA/C6/2025-2027 | Provision of Team Building services | AGPO | |
| 7. | KTNA/C7/2025-2027 | Development and Administration of Aptitude Testing Services | Open | |
| 8. | KTNA/C8/2025-2027 | Provision of consultancy services for ICT, ICT Risk and ICT security audit services | Open | |
| 9. | KTNA/C9/2025-2027 | Provision of training services on drug abuse and HIV/AIDS | Open | |
| 10. | KTNA/C10/2025-2027 | Provision of consultancy services for Legal and Corporate Governance audit services | Open | |

D) PROVISION OF WORKS

| NO. | CATEGORY NO. | ITEM DESCRIPTION | TARGET GROUP | PREFERRED CATEGORY (INDICATE YES OR NO) |
|------------|---------------------|---|---------------------|--|
| 1. | KTNA/D1/2025-2027 | Provision of small works to include Repair and Renovation works, maintenance of buildings, painting, partitioning and joinery, carpentry, masonry, Electrical and Plumbing works and Interior design. | Open | |

A: EVALUATION (MANDATORY REQUIREMENTS)

| | Requirements | Score |
|------------|--|--------------|
| 1. | e-GP Registration Number | Mandatory |
| 2. | Certificate of Registration/Incorporation | Mandatory |
| 3. | Certified copy of Valid Tax Compliance Certificate/ Exemption certificate | Mandatory |
| 4. | Copy of valid AGPO Registration Certificate for AGPO registered firms | Mandatory |
| 5. | For works –Firms MUST be registered by NCA | Mandatory |
| 6. | Copies of registration with relevant regulatory bodies where applicable e.g. IATA, IRA, LSK, CMTE etc. | Mandatory |
| 7. | Transport Hire firms must attach evidence of having taken all the Insurance Covers. | Mandatory |
| 8. | Outside Catering Services – bidders to avail a certificate of health for food handling from County/Municipal council | Mandatory |
| 9. | Current practicing certificates for professionals where applicable | Mandatory |
| 10. | Duly filled Forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5 | Mandatory |

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** be considered for registration.

The attached forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5 are to be completed by prospective suppliers who wish to be registered for submission of tenders.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS' APPLICATION FORM

I/We hereby apply for registration
(*Name of Company/Firm*)

as suppliers of
(*Item Description*)

Category No.....

Other branches and location

.....

.....

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General:

Business Name
 Location of business
 premises.....
 Plot No.
 Street/Road.....
 Postal Address Tel
 No.....
 Nature of business..... Current Trade License
 No.....
 Expiring date.....
 Maximum value of business which you can handle at any one time:
 Kshs.....
 Name of your
 bankers.....Branch.....

Part 2 (a) – Sole Proprietor

Your name in
 full.....Age.....

Part 2 (b) Partnership

Given details of partners as follows:

| <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> |
|---------------|--------------------|----------------------------|
| <i>Shares</i> | | |
| | | |
| | | |

| | | | |
|--|--------------------|----------------------------|---------------|
| <i>Part 2 (c) – Registered Company:</i> | | | |
| Private or Public..... | | | |
| State the nominal and issued capital of company- | | | |
| Nominal | Kshs. | | |
| Issued | Kshs. | | |
| Given details of all directors as follows:- | | | |
| <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> |
| 1. | | | |
| | | | |
| | | | |
| Date |Signature | | of |
| Candidate..... | | | |

*if Kenya Citizen, indicate under “Citizenship Details”, whether by Birth, Naturalization or Registration

FORM RQ-3: SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for..... (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp:

FORM RQ-4 DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Agency employee.

Do you have a relationship with any Agency employee that would cause conflict of interest?.....

I..... declare, for and on behalf of..... (company/firm) that all the information furnished to KenTrade in connection with this registration is true and accurate in all material respect.

KenTrade is hereby authorized to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm /company.

Information submitted by.....

Title..... Signature.....

Stamp.....

FORM RQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature& Stamp

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

Declaration (For the Tenderer only) (The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below)

No ☐

Yes ☐

Official Stamp

Sign.....