



PREQUALIFICATION OF SUPPLIERS

Habitat for Humanity – Kenya invites interested and eligible suppliers/contractors for registration/pre-qualification to its data base for the provision of goods, works and services in the following categories for the 2025 – 2026 Financial year; **(In the following Nairobi, Machakos, Kajiado, Masinga, Kisumu, Kakamega, Homabay, Laikipia & Tana River)**

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
HFHK/PQ/001/2025-26	SUPPLY OF OFFICE STATIONERY
HFHK/PQ/002/2025-26	SUPPLY OF ASSORTED ELECTRONICS AND ELECTRICAL MATERIALS & SPARES
HFHK/PQ/003/2025-26	SUPPLY OF BUILDING/ HARDWARE MATERIALS
HFHK/PQ/004/2025-26	SUPPLY OF OFFICE FURNITURE AND FITTINGS
HFHK/PQ/005/2025-26	SUPPLY OF DETERGENTS, TOILETRIES AND CLEANING MATERIALS
HFHK/PQ/006/2025-26	SUPPLY OF MOTOR VEHICLE PARTS
HFHK/PQ/007/2025-26	SUPPLY OF TYRES AND TUBES (TYRE FITTINGS, WHEEL ALIGNMENT SERVICES, WHEEL BALANCING SERVICES, PUNCTURE REPAIR SERVICES)
HFHK/PQ/008/2025-26	SUPPLY, DELIVERY & MAINTENANCE OF FIRE FIGHTING EQUIPMENT
HFHK/PQ/009/2025-26	PROVISION OF COMPUTERS, SERVERS, LAPTOPS, IPADS, PRINTERS, SCANNERS, PROJECTORS, UPSSES, CAMERAS, PHONES, AND RELATED ACCESSORIES:
HFHK/PQ/010/2025-26	SUPPLY OF BOTTLED DRINKING WATER/SOFT DRINKS/SNACKS
HFHK/PQ/011/2025-26	SUPPLY OF PROMOTIONAL MATERIALS: CAPS, T-SHIRTS, UMBRELLAS, FLYERS, POSTERS AND BANNERS AMONG OTHERS
HFHK/PQ/012/2025-26	PROVISION & SUPPLY OF MEDICINES, SURGICAL & PHARMACEUTICAL PRODUCTS
HFHK/PQ/013/2025-26	SUPPLY OF AGRO-VET PRODUCTS
HFHK/PQ/014/2025-26	SUPPLY AND MAINTENANCE OF REFRIGERATION EQUIPMENT (AIR CONDITIONERS, COOLERS, FRIDGES)
HFHK/PQ/015/2025-26	SUPPLY OF TOOLS & EQUIPMENT
HFHK/PQ/016/2025-26	SUPPLY OF PROTECTIVE GEARS AND EQUIPMENT
HFHK/PQ/017/2025-26	SUPPLY OF HYGINE KITS
HFHK/PQ/018/2025-26	SUPPLY AND DELIVERY OF FOOD PROVISIONS FOR SCHOOL FEEDING PROGRAM
HFHK/PQ/019/2025-26	PRODUCTION AND SUPPLY OF INTERLOCKING SOIL BLOCKS
HFHK/PQ/020/2025-26	SUPPLY OF EVENT ACCESSORIES (TENTS, CHAIRS, MOBILE TOILETS)

B) PROVISION OF SERVICES & WORKS

CATEGORY NO.	ITEM DESCRIPTION
HFHK/PQ/021/2025-26	PROVISION OF INTERNET & TELECOMMUNICATION SERVICES
HFHK/PQ/022/2025-26	SUPPLY OF PRINTING AND PUBLISHING SERVICES
HFHK/PQ/023/2025-26	REPAIR , MAINTENANCE AND CONSTRUCTION OF BUILDINGS
HFHK/PQ/024/2025-26	PROVISION OF FUMIGATION & PEST CONTROL SERVICES
HFHK/PQ/025/2025-26	PROVISION OF HOTEL BOOKINGS & TRAINING FACILITIES
HFHK/PQ/026/2025-26	PROVISION OF TRAVEL & AIR TICKETING SERVICES - IATA REGISTERED FIRMS
HFHK/PQ/027/2025-26	PROVISION OF HEAVY TRANSPORT/ LONG DISTANCE HAULAGE TRANSPORT SERVICES
HFHK/PQ/028/2025-26	REPAIR AND MAINTENANCE OF COMPUTERS, SERVERS, PRINTERS, UPS, FAX MACHINES, PHOTOCOPIERS, TELEPHONES AND NETWORKS
HFHK/PQ/029/2025-26	PROVISION OF RADIO/AUDIO VISUAL PRODUCTION SERVICES
HFHK/PQ/030/2025-26	PROVISION OF PROPERTY/ASSET VALUATION SERVICES
HFHK/PQ/031/2025-26	PROVISION OF GENERAL CONSTRUCTION WORKS (GENERAL CONTRACTORS)
HFHK/PQ/032/2025-26	PROVISION OF SECURITY SERVICES
HFHK/PQ/033/2025-26	PROVISION OF CAR HIRE AND TAXI SERVICES
HFHK/PQ/034/2025-26	CONSULTANCY SERVICES (All categories)
HFHK/PQ/035/2025-26	PROVISION OF PLUMBING SERVICES
HFHK/PQ/036/2025-26	PROVISION OF COURIER SERVICES WITHIN KENYA
HFHK/PQ/037/2025-26	PROVISION OF CONFERENCE FACILITIES/HOTEL/ACCOMODATION
HFHK/PQ/038/2025-26	PROVISION OF GENERAL INSURANCE SERVICES
HFHK/PQ/039/2025-26	PROVISION OF GENRAL SOFTWARE SOLUTIONS
HFHK/PQ/040/2025-26	PROVISION OF COMMUNICATIONS AND PUBLIC RELATIONS
HFHK/PQ/041/2025-26	PROVISION OF MEDICAL INSURANCE
HFHK/PQ/042/2025-26	PROVISION OF OUTSIDE CATERING AND EVENT MANAGEMENT
HFHK/PQ/043/2025-26	PROVISION OF WASH RELATED WORKS
HFHK/PQ/044/2025-26	PROVISION OF VIDEO/PHOTOGRAPHY SERVICES
HFHK/PQ/045/2025-26	PROVISION OF AUDIT SERVICES
HFHK/PQ/046/2025-26	PROVISION OF LEGAL SERVICES
HFHK/PQ/047/2025-26	PROVISION OF GRANT WRITING SERVICES
HFHK/PQ/048/2025-26	PROVISION OF AUCTIONEER SERVICES
HFHK/PQ/049/2025-26	PROVISION OF RECRUITMENT SERVICES

HFHK/PQ/050/2025-26	PROVISION OF OSH (Occupational Safety and Health Services)
HFHK/PQ/051/2025-26	PROVISION OF POLICY/STRATEGY SERVICES
HFHK/PQ/051/2025-26	PROVISION OF EVENT MANAGEMENT
HFHK/PQ/053/2025-26	PROVISION OF CCTV,ALARM,ACCESS CONTROL SERVICES
HFHK/PQ/054/2025-26	PROVISION OF BOREHOLE DRILLING, REPAIR & MAINTENANCE
HFHK/PQ/055/2025-26	SUPPLY AND INSTALLATION OF SOLAR POWER PANELS
HFHK/PQ/056/2025-26	PROVISION OF DATA PROTECTION CONSULTANCY
HFHK/PQ/057/2025-26	BUILDING CONTRACTORS
HFHK/PQ/058/2025-26	SUPPLY AND INSTALATION OF PRE PAID WATER DISPENSERS

C) ADDITIONAL CATEGORIES

CATEGORY NO.	ITEM DESCRIPTION
HFHK/PQ/058/2025-26	SUPPLY OF RE-USABLE SANITARY TOWELS.
HFHK/PQ/059/2025-26	SUPPLY OF TREE SEEDLINGS
HFHK/PQ/060/2025-26	TRAINING FACILITATORS - FIELD BASED ON NEED BASIS
HFHK/PQ/061/2025-26	AGROFORESTRY EXTENSION SERVICES
HFHK/PQ/062/2025-26	AGROFORESTRY EXPERTS/CONSULTANTS
HFHK/PQ/063/2025-26	REPAIR AND MAINTENANCE OF MOTOR VEHICLES

Registration/prequalification documents detailing the requirements may be obtained from our website <https://hfhkenya.org/>

Completed pre-qualification documents in plain sealed envelopes bearing prequalification Number shall be addressed to:

**The National Director
Habitat for Humanity Kenya**

So as to be deposited in the tender box at **Habitat for Humanity Kenya Office** at CVS Plaza, 3rd Floor, Kasuku Lane-off Lenana Road **NAIROBI** on or before 20th April 2025. **Late submissions will be rejected.**

Habitat for Humanity Kenya reserves the right to accept or reject any tender application and is not bound to give reasons for this decision thereof.



HABITAT FOR HUMANIT - KENYA PROGRAM

**PREQUALIFICATION/REGISTRATION FOR
SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2025-2026**

CATEGORY

CATEGORY NUMBER

Pre-Qualification of Suppliers 2025-2026

Categories of Goods, works and Services

A) SUPPLY OF GOODS

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26 Kenya	
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HFHK/PQ/063/2025-26	REPAIR AND MAINTENANCE OF MOTOR VEHICLES

CONFIDENTIAL QUESTIONNAIRE

a) Business/Company

Name.....

(Must attach company profile indicating organizational structure, key personnel and total number of employees)

b) Location of business premises:

Head-

Office:

.....



**Habitat
for Humanity®**

Country/Town:

Plot-

No:

Street/Road:

Name of Building

Floor:.....

Branches (if any)

1.

2.

3.

c) Postal Address

Code:

Town:

Tel-

No:

Fax-

No:

Email-

Address:

d) Nature of Main Business

Company Name:

Consulting-
Firm.....

Other (Please
Specify:



**Habitat
for Humanity®**

(Attach dealership appointment letter)

Number-of-Years-in-Business>:

e) Registration Details

Certificate-of-Registration/Incorporation-
No:

Trade-License-
No: VAT-Registration-

No:

ETR-
Registration:

PIN-No:

Valid-City/County-Council-License-
No:

VAT-Compliance-
Certificate:

Pharmacy-And-Poison-Boards-
License:

Registered-Pharmacy-
License:

Transporters should have Goods in Transit Insurance
Cover:

(Must attach copies of all the above relevant documents)



Branch:

Attach certified copies of the last six months Bank statement (Mandatory)

g) Annual-Turnover-in-
(Kshs).

h) Provide at least three referees from your current clients and their detailed contacts (i.e. Organization, contact person, position, telephone etc.)

No.	Organisation	Contact Person	Position	Telephone
1				
2.				
3.				

Part 2 (a) – Sole Proprietor

Your-Name-in-
Full:

Age:

Nationality:

Part 2 (b) – Partnership

Give details of partners as follows:



	Nationality	Citizenship Details	Shares
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1.
2.
3.
4.
5.

Part 2 © - Registered Company

- a) Private-or-public-(state-whichever-is applicable).....
- b) Give details of all directors as follows:

Name in Full	Nationality	Citizenship Details	Shares
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1.
2.
3.
4.
5.

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.



Habitat for Humanity Kenya Auditors to audit the financial documentation of this project in our company's premises if required.

Place:

Date:

Company:

Signature and company seal

IMPORTANT PRE-REQUISITES/EVALUATION CRITERIA

1. Must be a registered firm in Kenya with a certificate, incorporation/or Memorandum and Article of Association. Copy which must be attached.
2. Must attach copy of VAT Certificate or VAT exemption certificate
3. PIN Certificate
4. Valid Tax Compliance Certificate
5. ETR Certificate
6. Must provide copies of current business licenses from the relevant Local Authority
7. Must have fixed business premises. (Attach copy of a valid and of lease or, rental agreement or ownership title)
8. Must indicate Current Physical address, landline telephone number, fax and email address
9. Must have a minimum of three years' experience preferably with similar organisations (NGO)
10. Must provide list of 3 references/clients (attach evidence i.e. copies of contract document from client or orders for the last three years that best illustrates your best performance).
11. Must fill all sections of the business questionnaire.
12. Every category should have a complete set of documents (every category should be applied for individually/separately)



13. Must submit bank statements in the name of the firm for the last 6 months.
14. Credit Terms must be 30 days form delivery Date.
15. For the Pharmaceutical/Medical/Laboratory applicants, **Relevant Licenses/Practice Certificates** Must be attached.
16. Premises visits will be carried out by Habitat for Humanity Kenya after short listing the applicants. Only short-listed tenders will be contacted.
17. Must submit prequalification documents by the specified time.
18. Vendors are encouraged to submit catalogues if available.

General Information

Introduction

1. Eligible Tenders

This invitation for Tenders is open to all tenders eligible as described in the tender documents. Successful tenders shall be registered with Habitat for Humanity Kenya to Complete in the supply of goods and services.

Tenderers shall provide the prequalification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any its affiliates which have been engaged by the Tender Committee, to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods under this invitation for tenders.

Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. Eligible Goods

All goods to be supplied to Habitat for Humanity Kenya should include county of origin. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercial-recognized product results that is substantially different in basic characteristics on in purpose or utility from its components.

The origin of goods is distinct from the nationality of the tendered.

The Tenderer shall bear all cost associated with the preparation and submission of its tender, and the Tender Committee, will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the tendering process.

The Prequalification Document

4. Contents

- 4.1. The prequalification document comprises the documents listed below
 - 4.1.1. Invitation to Prequalification
 - 4.1.2. Confidential Business Questionnaire
 - 4.1.3. Evaluation Criteria
 - 4.1.4. General Information
 - 4.1.5. Suppliers Statement

- 4.2. The Tenderer is expected to examine all instruction in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of the tender.

The Preparation of Tenders

5. Language of Prequalification Documents

- 5.1. The documents prepared by the tendered, as well as all correspondence and documents relating to the tender exchanged by the tendered and the Tender Committee shall be written in English language.

6. Validity of prequalification Documents

- 6.1. Prequalification documents will be evaluated within 90 days from the date of opening.

7. Format and Signing of Prequalification Documents

- 7.1. The original and all copies of the Prequalification Documents shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer
- 7.2. The tender shall have no Erasures or Overwriting except as necessary to correct errors made by the tendered, in which case such corrections shall be initiated by the persons signing the tender.

8. Sealing and Marking Documents

- 8.1. All documents should be well **bound together into one document per category**
- 8.2. Properly completed prequalification documents enclosed in plain sealed envelopes clearly marked “**category Number.....**” and addressed to: -

**The National Director
Habitat for Humanity Kenya**

- 8.3. If the envelope is not sealed and marked as required, the Tender Committee will assume no responsibility for the tender’s misplacement or premature opening.

9. Deadline for Submission of Prequalification Documents

- 9.1. Document must be received by the Tender Committee at the address specified hereunder no later than **10th April 2025 12:00 p.m**
- 9.2. The Tender Committee may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligation of the Tender Committee and candidates previously subjected to the deadline will thereafter be subject to the deadline as extended.