



Kenya National Highways Authority

Quality Highways, Better Connections

**Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
P.O Box 49712 - 00100 Nairobi, Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke**

**REGISTRATION OF SUPPLIERS FOR THE PROVISION
OF GOODS AND SERVICES FOR THE PERIOD
ENDING 30TH SEPTEMBER, 2028**

**ELIGIBILITY-ALL, WOMEN, YOUTH AND PERSONS
LIVING WITH DISABILITIES (PWD)**

KeNHA/3007/2026

INVITATION FOR REGISTRATION

Date.....

TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS AND SERVICES PROVIDERS FOR THE PERIOD ENDING 30th SEPTEMBER, 2028

The Kenya National Highways Authority (KeNHA) is a State Corporation established under the Kenya Roads Act, 2007, with the responsibility for Management, Development, Rehabilitation and Maintenance of National Roads.

The Authority hereby invites applications for registration of suppliers for the provision of Goods and Services for the period ending 30th September 2028. *Interested eligible suppliers/ service providers are invited to apply indicating the category of goods or services they wish to supply.*

A). SUPPLY OF GOODS FOR THE PERIOD ENDING 30TH SEPTEMBER, 2028

CODE. NO.	SUB-CATEGORY	Indicate category of choice
KeNHA/G/1	Supply of General Office Stationery and Computer / Printer Consumables	
KeNHA/G/2	Office Furniture, Fittings and Equipment	
KeNHA/G/3	Supply of Computers, Laptops, Servers, UPS, Printers, Scanners and allied Accessories	
KeNHA/G/4	Uniforms & clothing e.g. dustcoats, protective clothing	
KeNHA/G/5	Supply of Promotional and Branded Items	
KeNHA/G/6	Supply of Newspapers and Periodicals	
KeNHA/G/7	Computer Software and Licenses	
KeNHA/G/8	Tyres and Tubes (Supply and Tyres Management Services)	
KeNHA/G/9	Automobile Batteries and Accessories	
KeNHA/G/10	Printing and Supply of Security Documents	
KeNHA/G/11	Supply of Fresh milk	
KeNHA/G/12	Supply of Drinking Water including in water bowers	
KeNHA/G/13	Supply and delivery of ICT office equipment, Photocopiers and projectors	
KeNHA/G/14	Supply and delivery of ICT Networking and Telecommunication Equipment	
KeNHA/G/15	Supply & Installation of CCTV and Access Control Equipment	
KeNHA/G/16	Supply & Installation of Air- conditioners and Related Accessories	
KeNHA/G/17	Supply & Delivery of Hardware Electrical Appliances, Fittings & Other Related Items	
KeNHA/G/18	Supply & Delivery of Medical Laboratory & Test Equipment & Supplies & Pharmaceuticals	

B). PROVISION OF SERVICES FOR THE PERIOD ENDING 30TH SEPTEMBER 2028

CODE. NO.	SUB – CATEGORY	Indicate category of choice
KeNHA/S/1	Repair and Maintenance of Buildings and small civil works	
KeNHA/S/2	Supply and Maintenance of Firefighting Equipment.	
KeNHA/S/3	Air Travel Agency Services	
KeNHA/S/4	Provision of full board accommodation and conference facilities in all county headquarters and major towns	
KeNHA/S/5	Transport Services - (Hire of Vans, Mini-Buses, Buses and Taxi Services)	
KeNHA/S/6	Provision of helicopter and fixed wing aircraft services	
KeNHA/S/7	Repairs, Service and Maintenance of Motor Vehicles	
KeNHA/S/8	Design and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets and Annual Reports, Promotional and branded Materials.	
KeNHA/S/9	Repair and Maintenance of Computers, Servers, Printers, UPS and Related ICT Equipment	
KeNHA/S/10	Photocopying, printing, scanning, digitization services and binding of documents	
KeNHA/S/11	Public Relations and Other Related Consultancy Services	
KeNHA/S/12	Provision of Auctioneering Services	
KeNHA/S/13	Provision of Promotional and Advertising Materials, Corporate Branding and Signage Services.	
KeNHA/S/14	Provision of Photography/Videography services and Related Services	
KeNHA/S/15	Provision of Physical model construction services	
KeNHA/S/16	Provision of Air Conditioning Services	
KeNHA/S/17	Repairs, Service and Maintenance of Generators	
KeNHA/S/18	Provision of Internet, Networking and Web Design Services	
KeNHA/S/19	Repair and maintenance of Office equipment, Photocopying machines & PABX telecommunication equipment	
KeNHA/S/20	Provision of Server, LAN and WAN Maintenance Services	
KeNHA/S/21	Repair and Maintenance of CCTV and Access Control Equipment	
KeNHA S/22	Provision of Insurance Brokerage Services	
KeNHA/S/23	Work Environment/Market Research/Customer/Employee Satisfaction Survey	
KeNHA/S/24	Human Resource & Management Consultancy Services, HR Training/Development, Recruitment Etc	

CODE. NO.	SUB – CATEGORY	Indicate category of choice
KeNHA/S/25	Team Building Activities & Capacity Building	
KeNHA/S/26	Advertising Agency and Public Relations Services	
KeNHA/S/27	Radio and TV Programs, Documentaries and Films	
KeNHA/S/28	ICT Consulting Services	
KeNHA/S/29	Road Safety Audits	
KeNHA/S/30	Audit and Tax Consultancy Services	
KeNHA/S/31	Provision of Valuation Services	
KeNHA/S/32	Provision of Competency Needs Assessment Services	
KeNHA/S/33	Provision of Enterprise Risk Management Consultancy Services	
KeNHA/S/34	Provision of Corruption Perception Survey	
KeNHA/S/35	Provision of Consultancy for Senior Management Performance Evaluation	
KeNHA/S/36	Provision of Consultancy Services on Organizational Re-Engineering and Development, Job Evaluation & Performance Management Systems	
KeNHA/S/37	Provision of Consultancy Services on Change Management and Leadership Development Programs	
KeNHA/S/38	Provision of Baseline Survey For ADSA, Gender/Disability and Gender Based Violence	
KeNHA/S/39	Provision of Events Management Services	
KeNHA/S/40	Maintenance, Servicing and Repair of Air Conditioners	
KeNHA/S/41	Maintenance, Servicing and Repair of ICT Telephony (PABX, IP Phones, Etc) Conditioners	
KeNHA/S/42	Maintenance, Servicing and Repair of Projectors	
KeNHA/S/43	Maintenance, Servicing and Repair of Network Equipment	
KeNHA/S/44	Provision of public address system, Audio Visual equipment and related accessories	
KeNHA/S/45	Provision of mobile toilets	
KeNHA/S/46	Provision of production of Broadcast Quality Documentaries and news Features Services	
KeNHA/S/47	Provision of Customer service Consultancy services	
KeNHA/S/48	Provision of Billboards, large signages and related services	
KeNHA/S/49	Provision of Tents, seats tables and draping services for corporate events	
KeNHA/S/50	Provision of corporate display stands and granite works for corporate events	
KeNHA/S/51	Provision of Information systems consultancy & maintenance services	

CODE. NO.	SUB – CATEGORY	Indicate category of choice
KeNHA/S/52	Provision of capacity building and training of MS office applications	
KeNHA/S/53	Provision of financial management consultancy services	
KeNHA/S/54	Provision of barcoded fixed assets management solutions	
KeNHA/S/55	Provision of Auditing and financial software solutions	
KeNHA/S/56	Provision of fixed asset valuation services	
KeNHA/S/57	Provision of outsourced services for photocopying, printing, scanning and digitization services	
KeNHA/S/58	Provision of annual support service for Microsoft based software applications	
KeNHA/S/59	Provision of ICT security and consulting services	
KeNHA/S/60	Provision of ICT training services	
KeNHA/S/61	Provision of consultancy services for management of facilities	
KeNHA/S/62	Motor vehicle towing services	
KeNHA/S/63	Provision of Courier services	
KeNHA/S/64	Provision of motivational speaker services	
KeNHA/S/65	HR consultancy services in Recruitment, training, performance management, change management, talent metrics and analytics	
KeNHA/S/66	Provision of knowledge management services	
KeNHA/S/67	Provision of Actuarial study services	
KeNHA/S/68	Provision of Psychometric test services	
KeNHA/S/69	Provision of market research/customer/employee satisfaction survey/employee engagement	
KeNHA/S/70	Provision of Insurance and pension management services	
KeNHA/S/71	Provision of ISO 9001:2015 quality management system services	
KeNHA/S/72	Provision of Business Process-Re- engineering services	
KeNHA/S/73	Provision of master of ceremony services	
KeNHA/S/74	Maintenance and servicing of Surveying Equipment (Large Format Plotters and Scanners)	
KeNHA/S/75	Provision of Legal Audit Services	
KeNHA/S/76	Repair and maintenance of solar systems	
KeNHA/S/77	Provision of Radio and Television Airing services	

Interested applicants may obtain further information from Supply Chain Management Office, Kenya National Highways Authority **Headquarters**, Barabara Plaza, Block C Second Floor, Off Mazao Road, JKIA, Opposite KCAA Headquarters during normal working hours or from any KeNHA **Regional Office** as shown in the table below.

Interested applicants are requested to download full registration details document from our website www.kenha.co.ke free of charge or from KeNHA Headquarters, Barabara Plaza, Off Mazao Road, JKIA, Opposite KCAA Headquarters, Block C Second Floor or any of the following regional offices.

KeNHA shall maintain One registration list to be used by all KeNHA offices and therefore the Applicants shall submit only one (1) Original Registration document. The registration process shall be continuous and submission of registration document may be received any time during official working hours from the following offices

KeNHA Headquarters & KeNHA Regional Offices

Office	Addresses
1. KeNHA Head Office	The Director General Kenya National Highways Authority Barabara Plaza, Off Mazao Road, Block C Second Floor, Supply Chain Management Office P. O. Box 49712-00100, Nairobi
2. Nairobi Region	The Regional Director Kenya National Highways Authority Machakos Road, Industrial Area P. O. Box 42267-00100, Nairobi
3. Central Region	The Regional Director Kenya National Highways Authority Chania River, MOR Building P. O. Box 372-10100, Nyeri
4. Upper Eastern Region	The Regional Director Kenya National Highways Authority Off Isiolo –Moyale Road P. O. Box 325-60300, Isiolo
5. Lower Eastern Region	The Regional Director Kenya National Highways Authority Opposite Machakos Boys High School P. O. Box 2603-90100, Machakos
6. North Eastern Region	The Regional Director Kenya National Highways Authority Garissa Public Works Office P. O. Box 41-70100, Garissa
7. Coast Region	The Regional Director Kenya National Highways Authority Public Works Building, Shimanzi Road P. O. Box 90663-80100, Mombasa

Office	Addresses
8. South Rift Region	The Regional Director Kenya National Highways Authority MOR Building, Prison Road P. O. Box 17752-20100, Nakuru
9. North Rift Region	The Regional Director Kenya National Highways Authority Sugunanga, off Nairobi-Eldoret Highway (A8) Road P. O. Box 2000-30100, Eldoret
10. Western Region	The Regional Director Kenya National Highways Authority MOR Building, Kisumu-Kakamega Road P. O. Box 14-50100, Kakamega
11. Nyanza Region	The Regional Director Kenya National Highways Authority MOR Building, Kisumu-Busia Road P. O. Box 317-40100, Kisumu

Deputy Director– Supply chain Management
For: DIRECTOR GENERAL

INSTRUCTIONS TO CANDIDATES

KeNHA shall maintain **One** registration list to be used by all KeNHA offices and therefore the Applicants shall submit only one (1) **Original** Registration document

The evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

S/No	Requirements	Score	Confirmation of Requisite Documents (For official use only to be filled by KeNHA Staff)
1	Copy of certificate of Registration /Incorporation	Mandatory	
2	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker	Mandatory	
3	Original Bank Statement/Bank Reference of not more than three months from date of applying <i>(not applicable to the Special Group)</i>	Mandatory	
4	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Person with Disability)	Mandatory	
5	Business/Company Profile	Mandatory	
6	Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; CR12; Partnership Deed;	Mandatory	
7	Certificate of Registration in a target group issued by the National Treasury (AGPO Certificate)	Mandatory	
8	National IDs/ Passports for all directors, partners and sole proprietor.	Mandatory	
9	Firms for repair and maintenance of buildings and small civil works shall be required to submit Valid NCA Registration certificate in relevant category.	Mandatory	
10	Air travel firms must be registered with IATA and any other relevant bodies (Attach evidence)	Mandatory	
11	Requirements for hotels: Quality certificate (Star rating accredited by relevant bodies) and/or other similar certificates.	Mandatory	
12	Duly Filled registration forms	Mandatory	
13	The registration document must be sequentially serialized.	Mandatory	

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage

B: TECHNICAL EVALUATION (MANDATORY) OTHER REQUIREMENTS

S/No	Requirements	Score	Remarks
1	Duly filled Registration Data (Form PQ-2)	Mandatory	
2	Firm's audited accounts or Bank Statements for previous one year. (attach proof)	Mandatory	
	For Youth, Women and Persons with Disability to provide a Letter of Reference from the bank.		
3	State Credit period (minimum proposed is 30 days).	Mandatory	
4	State Price Validity of Bids (minimum proposed is 90 days).	Mandatory	
5	State Duly filled and signed Confidential Business Questionnaire	Mandatory	
6	State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for Standard goods and 14 days for non-standard Goods/Services)	Mandatory	
7	Experience of the firm or the No of years the firm has been in existence. <i>(Provide Documentary Evidence) not applicable to the Special Group</i>	Mandatory	
8	Provide names of at least three clients that the firm has done business with in the last two years (organizations) – Recommendation Letters Must be Provided (not applicable to the Special Group)	Mandatory	

Applicants must meet all the above requirements to qualify for registration.

FORM PQ-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS

APPLICATION FORM

I/ We..... hereby apply for registration as
Supplier (s)
(*Name of Company/Firm*)
of

.....
(Item

Description)

.....
(Sub-Category)

No.) Post Office Address

.....
Town

.....
Street

.....
Name of building

Room/Office No.

Floor No.

Direct Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent

Kshs.....

6. Bank reference and address

.....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

10. Indicate terms of trade/sale

.....

FORM PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

Certificate

High School.....

Professional Qualification

FORM PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts or Bank Statements for previous one year.

For Youth,

Women and Persons living with disability to provide a Letter of Reference from the bank

- (2) State Credit period (minimum proposed is 30 days)
- (3) State Price Validity of Bids (minimum proposed is 90 days)
- (4) State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for and 14 days for non-standard Goods/Services)

REGISTRATION FORM

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant

2. Physical Address

3. Postal Address: 4. Postal Code:

5. E-mail: 6. Mobile Phone No.

6. County of Location

7. Are you applying for youth, women or persons with disabilities?

8. Contact Person

9. Overview of the Enterprise

Type of ownership [Sole Proprietor] [Partnership] (please tick one) [Limited Company] [Others Specify]	Sole Proprietor]
	[Partnership]
	[Limited Company]
	[Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales for the previous year (Turnover KES)	
Experience in the sector in years	

Type Of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable
Name in Full:
Age:
Identity/Passport No:

Part 9 (b) - Partnership Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs Issued KShs.....

Directors' Details			
NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:

14. eGP Registration Number:

15. IFMIS Number, where applicable:

16. Type of business: SECTOR (TICK ONE)

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

Title:

Signature: Date: