



MICRO AND SMALL ENTERPRISES AUTHORITY

Registration of Supplier requirements

The evaluation of tender applications for the **Registration of Suppliers** will be conducted based on the following mandatory criteria. Suppliers are required to submit the necessary documentation for their submissions to be considered. Any incomplete submissions may result in disqualification from the tender process.

Mandatory Documents and Criteria for Evaluation:

1. **Certificate of Authority/Registration**
Suppliers must provide proof of their business registration or certificate of authority issued by the relevant authorities.
2. **Valid Tax Compliance Certificate**
A valid tax compliance certificate must be provided as evidence that the supplier is up to date with tax obligations.
3. **PIN Certificate/VAT Certificate**
A valid **PIN Certificate** (Taxpayer Identification Number) or **VAT Registration Certificate** must be submitted.
4. **Valid Business Permit**
Suppliers must submit a copy of their valid business permit from the relevant county or local government authority.
5. **Registration with Relevant Body** (Where Applicable)
Suppliers must be registered with the relevant regulatory or professional bodies related to the goods, services, or works they offer.
6. **CR12 for Companies/ID Copy for Sole Proprietors**
 - For companies: A **CR12** form (Certificate of Incorporation) must be submitted.
 - For sole proprietors: A **copy of the National ID** of the sole proprietor must be provided.
7. **AGPO Certificate**
For suppliers who are registered under the **Access to Government Procurement Opportunities (AGPO)** program, a valid **AGPO Certificate** must be provided.
8. **Tape-Bound and Serialized Tender Document**
The tender document must be **tape-bound** and **serialized** to ensure that all pages are intact and in order.
9. **Duly Filled Declaration Not to Engage in Corruption Form**
Suppliers must complete and submit the **Declaration Not to Engage in Corruption** form, indicating their commitment to ethical business practices.
10. **Duly Filled Non-Debarment Declaration Form**
Suppliers must complete and submit the **Non-Debarment Declaration** form, confirming they have not been debarred from government contracts.

11. Registration Data Duly Filled

Suppliers must ensure that the **Registration Data** section of the application is fully completed and accurate.

12. Supervisory Personnel

Suppliers are required to provide details of their **supervisory personnel**, including their qualifications and experience relevant to the tendered goods, services, or works.

13. Financial Position Based on Three Financial Year Statements

Suppliers must submit their **financial statements** for the past three (3) financial years as proof of their financial stability and capacity.

14. Confidential Questionnaire

Suppliers are required to submit a completed **Confidential Questionnaire** to provide insights into their operational processes and financial stability.

15. Past Experience

Suppliers must provide evidence of **past experience** in similar contracts or projects. This should include references, project details, and the scope of work undertaken.

16. Sworn Statement

A **sworn statement** must be provided by the supplier, confirming the accuracy of all submitted documents and their compliance with the tender requirements.

17. Supplier Number in e-GP System

Suppliers must provide their **Supplier Number** in the **e-GP (electronic government procurement) system** as part of the application process.

Additional Information for Prospective Suppliers:

- **Maximum Categories to Apply For:**

Prospective suppliers are advised to apply for a **maximum of two categories** only.

Suppliers who wish to be considered for multiple categories must ensure they meet the eligibility and compliance requirements for each category.

Evaluation Process:

The evaluation process will involve a thorough review of all documents listed above. The evaluation team will verify that all required documentation is submitted and meets the prescribed standards. Non-compliance with any of the mandatory requirements will result in automatic disqualification from the tender process.

Categories of Goods, Works, and Services 2025-2027

1) Tender No. MSEA/001/2025-2027: Category: Supply and Delivery of Office Stationery, Computers, Computer Consumables, and Accessories

Details: Suppliers are required to provide various office stationery items, including writing materials, papers, as well as computers, computer accessories, and consumables for office use.

2) Tender No. MSEA/002/2025-2027: Category: Supply and Delivery of Office Furniture, Equipment, Furnishings, and Fittings

Details: Suppliers will provide office furniture (e.g., desks, chairs, and filing cabinets), office equipment, and other essential furnishings and fittings necessary for office setup and maintenance.

3) Tender No. MSEA/003/2025-2027: Category: Supply and Delivery of Computers, Laptops, UPS, Printers, Scanners, Servers, Software and Licenses, and Other Related ICT Equipment

Details: This tender covers the supply and delivery of a wide range of ICT equipment, including computers, laptops, UPS (Uninterruptible Power Supply), printers, scanners, servers, software, licenses, and other related tech equipment.

4) Tender No. MSEA/004/2025-2027: Category: Supply and Delivery of Newspapers, Magazines, and Periodicals

Details: This tender involves the supply and delivery of a variety of newspapers, magazines, and periodicals required for the organization.

5) Tender No. MSEA/005/2025-2027: Category: Supply and Delivery of Cleaning Materials, Detergents, Soaps, Disinfectants, Toiletries, and Related Services

Details Suppliers will provide cleaning materials, detergents, soaps, disinfectants, toiletries, and any related services required for maintaining cleanliness within the organization.

6) Tender No. MSEA/006/2025-2027: Category: Supply and Delivery of Petroleum Products

Details: Supply and delivery of petroleum products for the organization's operational needs.

7) Tender No. MSEA/007/2025-2027: Category: Supply and Delivery of Motor Vehicles and Motorcycles Spare Parts, Tyres, and Tubes

Details: Supply of spare parts, tyres, and tubes for motor vehicles and motorcycles.

8) Tender No. MSEA/008/2025-2027: Category: Supply and Delivery of Motor Vehicles

Details: Suppliers are required to provide motor vehicles for the organization's transportation needs.

9) Tender No. MSEA/009/2025-2027: Category: Supply and Delivery of Drinking Water

Details: Provision of clean and safe drinking water for the organization's use.

10) Tender No. MSEA/010/2025-2027: Category: Supply, Servicing, and Maintenance of Telephone and Other Telecommunication Equipment

Details: Providing services related to the supply, installation, servicing, and maintenance of telephone and other telecommunications equipment.

11)Tender No. MSEA/011/2025-2027: Category: Supply and Installation of CCTV, ICT, Networking Systems (LAN), Configuration, and Firewalls

Details: Supply, installation, and configuration of CCTV systems, networking infrastructure, and firewalls for secure communication and surveillance.

12)Tender No. MSEA/012/2025-2027: Category: Supply, Delivery, and Maintenance of Building and Equipment

Details: Supply and maintenance of various building materials and equipment for the organization.

13)Tender No. MSEA/013/2025-2027: Category: Supply, Delivery, Repair, and Maintenance of Firefighting and Safety Equipment

Details: Provision of firefighting and safety equipment, including repairs and maintenance services.

14)Tender No. MSEA/014/2025-2027: Category: Servicing of Servers, Computers, Printers, and Office Equipment

Details: Repair and servicing of various office equipment, including servers, computers, and printers.

15)Tender No. MSEA/015/2025-2027: Category: Provision of Guarding / Security Services

Details: Provision of security services to protect the organization's premises and assets.

16)Tender No. MSEA/016/2025-2027: Category: Repair and Maintenance of Office Equipment and Furniture

Details: Servicing and repair of office furniture and equipment as needed.

17)Tender No. MSEA/017/2025-2027: Category: Repair and Servicing of Motor Vehicles (GOK Approved)

Details: Servicing and repair of motor vehicles approved by the Government of Kenya (GOK).

18)Tender No. MSEA/018/2025-2027: Category: Provision of Catering Services

Details: Catering services for organizational events and daily operations.

19)Tender No. MSEA/020/2025-2027: Category: Provision of Accommodation and Conference Facilities

Details: Provision of lodging and conference facilities for official events and meetings.

20)Tender No. MSEA/020/2025-2027: Category: Provision of Internet, Bulk SMS, and Support Services

Details: Supply of internet services, bulk SMS services, and associated support.

21)Tender No. MSEA/021/2025-2027: Category: Provision of Air Travel, Reservations, Ticketing, and Visa Services

Details: Services related to air travel bookings, reservations, ticketing, and visa facilitation.

22)Tender No. MSEA/022/2025-2027: Category: Provision of Transport and Towing Services

Details: Provision of transport services and towing services for the organization's fleet.

23)Tender No. MSEA/023/2025-2027: Category: Provision of Vehicle Tracking / Fleet Management Services

Details: Tracking and management services for the organization's vehicle fleet.

24)Tender No. MSEA/024/2025-2027: Category: Provision of Event Management Services

Details: Event planning, coordination, and execution services for organizational events.

25)Tender No. MSEA/025/2025-2027: Category: Provision of Media Publicity Services

Details: Services related to media advertising and publicity for organizational branding and awareness.

26)Tender No. MSEA/026/2025-2027: Category: Provision of Debt Collection Services

Details: Debt recovery and collection services for overdue payments.

27)Tender No. MSEA/027/2025-2027: Category: Provision of Development, Housing, and Maintenance of Website

Details: Website development, housing, and maintenance services for the organization's online presence.

28)Tender No. MSEA/028/2025-2027: Category: Provision of Works (National Construction Authority Approved Firms)

Details: Construction-related services, including civil works, provided by NCA-approved firms.

29)Tender No. MSEA/029/2025-2027: Category: Provision of Legal Services

Details: Legal advisory and representation services.

30)Tender No. MSEA/030/2025-2027: Category: Provision of Training Services in Business, Credit, Performance Contracting, Monitoring and Evaluation, and Corporate Governance

Details: Provision of specialized training services in various business management and governance areas.

31)Tender No. MSEA/031/2025-2027: Category: Supply and Delivery of Calling Cards/Airtime

Details: Provision of calling cards or airtime for communication needs.

32)Tender No. MSEA/032/2025-2027: Category: Provision of Car Hire

Details: Provision of vehicles for hire for organizational use.

33)Tender No. MSEA/032/2025-2027: Category: Provision of Insurance Services

Details: Providing insurance coverage for the organization's assets, personnel, and other relevant areas.

34)Tender No. MSEA/033/2025-2027: Category: Provision of Fumigation, Cleaning, and Garbage Collection Services

Details: Fumigation, cleaning, and waste collection services for maintaining a healthy and clean working environment.

35)Tender No. MSEA/035/2025-2027: Category: Provision of Auctioneers / Valuers Services (Registered Under GOK)

Details: Provision of professional auctioneering and valuation services by firms or individuals registered and recognized under the Government of Kenya (GOK). This includes the appraisal of assets for sale or liquidation purposes and conducting auctions in accordance with legal and regulatory requirements.

FORM PQ-1 REGISTRATION DOCUMENTS

2.11 Registration Criteria

All firms must meet mandatory requirement for them to be registered as follows;

1. Mandatory requirements

PQ-1

i.	A copy of certificate of registration	
ii.	A copy of valid tax compliance certificate	
iii.	A copy of PIN certificate/ VAT certificate	
iv.	Valid Business Permit	
v.	Registration with a relevant body where applicable	
vi.	CR12 for companies/ ID copy for sole proprietor	
vii.	AGPO certificate for special groups (Women, Youth and PWDS)	
viii.	Tape bound and serialized tender document	
ix.	Duly filled Declaration not to engage in corruption form	
x.	Duly filled Non- debarment declaration form	

Y-YES

N-NO

2. Registration data duly filled

PQ-2

3. Supervisory Personnel

PQ-3

4. Financial Position

PQ-4

5. Confidential Questionnaire

PQ-5

6. Past Experience

PQ-6

7. Sworn Statement

PQ-7

FORM PQ-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We hereby apply for registration as
supplier(s) **(Name of Company/Firm)**

Of.....

(Item Description)

.....

(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No.

Floor No.....

Mobile Nos.

Email address.....

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

2. Business founded or incorporated
3. Under present management since
4. Net worth equivalent Kshs.....
5. Bank reference and address
.....
6. Bonding company reference and address
7. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
8. State any technological innovations or specific attributes which distinguish you from
your
competitors
.....
.....
.....
9. Indicate terms of trade/sale.

PQ-3 SUPERVISORY PERSONNEL

Name
.....

Age
.....

Academic Qualification
.....
.....

Professional Qualification
.....
.....

Length of service with Contractor or Supplier position held
...
.....

(Attach copies of certificates of key personnel in the organization)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach three years audited financial statements (2022, 2023, 2024)

FORM PQ-5: 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.....

Mobile No.....

Email
address.....

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.....

Nationality.....

Country of origin.....

*Citizenship details.....

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:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 30%; text-align: center;">Nationality</th> <th style="width: 30%; text-align: center;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="3">Shares</td> </tr> <tr> <td>1.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details		Shares			1.				2.				3.				4.				5.			
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5.																													
Name Signature Date																													

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

FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)..... ii)
- Address of Client (organization) iii)
- Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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 No. of Client.....
- v. Value of Contract.....
- vi. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

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 No. of Client.....

v) Value of contract.....

vi) Duration of Contract (date)
.....

(Attach documental evidence of existence of contract)

4. Others

FORM PQ -7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

[illegible]

FORM PQ-8 - SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Authority.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Authority and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I..... of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

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

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of the MSEA which is the procuring entity.

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

THAT what is deponed to hereinabove is true to the best of my knowledge information and belief. (Title) (Signature) (Date)

Bidder's Official Stamp

NON-DEBARMENT DECLARATION FORM

We (insert the name of the company/ supplier).....
.....declares and guarantees that no director or any person
who has any controlling interest in our organization has been debarred from participating in a
procurement proceeding.

Name.....Signature.....Date.....