



INVITATION TO APPLY FOR PREQUALIFICATION OF SUPPLIERS FOR THE PROVISION OF GOODS, WORKS AND SERVICES FOR THE PERIOD 2026–2028

Human Rights Agenda (HURIA) invites applications from eligible, qualified, and competent firms, companies, organizations, and individual consultants for **prequalification** as suppliers for the provision of goods, works, and services under the categories listed below for the period **2026–2028**.

The objective of this prequalification exercise is to establish a register of suppliers who may be invited to submit quotations, proposals, or tenders for the provision of goods, works, and services as and when procurement opportunities arise during the prequalification period.

Prequalification does not constitute a contract award or guarantee future business with HURIA.

Category A: PROVISION OF GOODS AND SERVICES

ITEM NO.	REFERENCE NO	ITEM DESCRIPTION	Location(s)
1	HURIA/PQ/01/2026-2028	Provision of Courier Services Country wide	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Nairobi
2	HURIA/PQ/02/2026-2028	Provision of Transport Services (Taxi and Car Hire)	Mombasa, Kwale, Kilifi, Lamu, Taita-Taveta, Tana River, Nairobi
3	HURIA/PQ/04/2026-2028	Production and Printing of Branding, Visibility and IEC Materials (banners, roll-up banners, T-shirts, backdrops, calendars, folders, brochures, flyers, posters, branded stationery, stickers, and related materials)	Mombasa, Kwale, Kilifi, Lamu, Taita-Taveta, Tana River, Nairobi
4	HURIA/PQ/05/2026-2028	Provision of Internet Services and Maintenance	Mombasa
5	HURIA/PQ/06/2026-2028	Provision of Conference Facilities and Hotel Accommodation	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Nairobi
6	HURIA/PQ/07/2026-2028	Provision of Outside Catering Services	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta
7	HURIA/PQ/08/2026-2028	Provision of Repair and Maintenance services of PABX Switch board, Extension lines and CCTV	Mombasa
8	HURIA/PQ/09/2026-2028	Provision of Photography and Videography services	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Nairobi
9	HURIA/PQ/10/2026-2028	Provision of General Printing Services (Bulk Photocopying, Lamination, Binding services etc.)	Mombasa
10	HURIA/PQ/11/2026-2028	Provision of Events Organizing/Management Services (tent, chair & equipment hire)	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Nairobi
11	HURIA/PQ/12/2026-2028	Provision of Building Repairs, Renovation, Plumbing and Electrical works.	Mombasa
12	HURIA/PQ/13/2026-2028	Provision of Report Editing, Design and Layout Services	Mombasa
13	HURIA/PQ/14/2026-2028	Provision of Team Building Services	Mombasa
14	HURIA/PQ/15/2026-2028	Provision of Maintenance of Printers, scanners and Photocopiers	Mombasa
15	HURIA/PQ/16/2026-2028	Provision of Garbage Collection Services	Mombasa
16	HURIA/PQ/17/2026-2028	Provision of Fumigation and Pest Control Services	Mombasa
17	HURIA/PQ/18/2026-2028	Provision of Air Ticketing Services	Mombasa, Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Nairobi
18	HURIA/PQ/19/2026-2028	Provision of Website Development and Maintenance Services	Mombasa
19	HURIA/PQ/20/2026-2028	Provision of Strategic Planning Consultancy Services	Mombasa
CATEGORY B: <u>SUPPLY OF GENERAL GOODS</u>			
20	HURIA/PQ/21/2026-2028	Supply, Installation, Servicing and Maintenance of Computer Equipment, Printers, and Networking Equipment	Mombasa
21	HURIA/PQ/22/2026-2028	Supply and Delivery of General Office Stationery	Mombasa,
22	HURIA/PQ/23/2026-2028	Supply and Delivery of Office Furniture, Fixtures and Furnishings	Mombasa,
23	HURIA/PQ/24/2026-2028	Supply and Delivery of Bottled Drinking water	Mombasa
24	HURIA/PQ/25/2026-2028	Supply and Disposal of Sanitary Bin services	Mombasa
25	HURIA/PQ/26/2026-2028	Supply and Delivery of Newspapers	Mombasa

1.1 PREQUALIFICATION DOCUMENTS

Interested applicants are invited to submit completed prequalification documents in a plain sealed envelope clearly marked with the **Prequalification Category, Reference Number, and Category Description**.

Applicants wishing to apply for more than one category **must submit a separate application for each category**.

Completed applications shall be deposited in the Tender Box located at the Human Rights Agenda (HURIA) Offices, Mombasa, **on or before 31st August 2026 at 4:00 p.m.**

Applications received after the stated deadline shall not be considered.

Prequalification documents (The terms of reference (TOR) schedule of requirements/specifications) may be obtained from the Procurement Office upon payment of a **non-refundable fee of Kenya Shillings Two Thousand (Kshs. 2,000)** or downloaded free of charge from the HURIA website: www.huria.ngo.

Requests for clarification shall be submitted in writing through the email address procurement@huria.ngo

Completed applications should be addressed to:

**The Procurement Committee,
Human Rights Agenda (HURIA)
P.O. Box 41169 – 80100
Mombasa**

SECTION 2: MANDATORY REQUIREMENTS

2.1 MANDATORY ELIGIBILITY REQUIREMENTS

To be eligible for prequalification, applicants **must** submit certified copies of the following documents as applicable:

1. Certificate of Incorporation / Registration;
2. Current Trade License / Business Permit;
3. Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); e.g. (Air ticketing, among others);
4. Current Tax Compliance Certificate;
5. Evidence of Electronic Tax Register (ETR) or Electronic Tax Invoice Management System (ETIMS)
6. Three (3) letters of commendation or references from your corporate or institutional major clients for similar goods, works, or services
7. KRA PIN Certificate;
8. Evidence of physical registered business Location
9. Current curriculum vitae (for individual consultants);

In addition:

- Youth-owned enterprises shall submit copies of the National Identity Cards of the proprietors or directors, who must be **35 years of age or below**.
- Persons with Disabilities (PWDs) **MUST** attach a valid registration certificate issued by the National Council for Persons with Disabilities (NCPWD).
- Youth, Women and Persons With Disabilities are encouraged to apply and must submit a valid copy of the respective Access to Government Procurement Opportunity AGPO (Youth, Women and Persons with Disabilities) certificate.

Only applicants who submit all applicable mandatory requirements shall proceed to the detailed technical evaluation.

NB: Submission of false, misleading, or fraudulent information shall result in automatic disqualification from the prequalification process and may lead to removal from HURIA's supplier database where applicable

APPLICANT INFORMATION

Applicants should complete the section applicable to their business structure.

(I) SOLE PROPRIETOR

Name of Applicant: _____

National Identification / Citizenship Details: _____

Business Name: _____

Nature of Business: _____

Physical Business Address: _____

Town/City: _____

Postal Address: _____

Telephone Number: _____

Email Address: _____

Website (where applicable): _____

(II) COMPANY / PARTNERSHIP / LIMITED LIABILITY COMPANY

Registered Company Name: _____

Trading Name (if different): _____

Legal Status

- ☐ Partnership
- ☐ Limited Company
- ☐ Other (Specify): _____

Nature of Business: _____

Contact Person: _____

Position/Designation: _____

Postal Address: _____

Physical Address: _____

Telephone Number: _____

Email Address: _____

Website (where applicable): _____

Directors/Partners

No	Name	Nationality

Banking Details

Bank Name: _____

Branch: _____

Account Name: _____

Account Number: _____

2.2: CAPABILITY AND COMPETENCE TO PROVIDE GOODS, WORKS AND SERVICES

Applicants are required to provide sufficient information to demonstrate their technical capacity, experience, financial capability, and ability to deliver the goods, works, or services for the category applied for.

1. Category Applied For

Please indicate the prequalification category for which you are applying.

Reference Number: _____

Category Description: _____

2. Integrity and Ethical Conduct

Has your firm, or any of its directors, partners, employees, or agents, ever been investigated, convicted, or subjected to legal or administrative proceedings relating to fraud, corruption, unethical business practices, bribery, or procurement malpractice?

☐ Yes

☐ No

If **Yes**, provide details.

3. Debarment from Public Procurement

Has your firm, or any of its directors, ever been debarred, suspended, or declared ineligible to participate in procurement proceedings by any public or private institution?

☐ Yes

☐ No

If **Yes**, provide details.

4. Nature of Business

Please indicate the category that best describes your business.

☐ Manufacturer

☐ Distributor

☐ Wholesaler

☐ Retailer

☐ Service Provider

☐ Consultant

☐ Other (Specify)

5. Professional Certification

Where applicable, are your products, services, or professional practice certified, licensed, or accredited by the relevant regulatory authority or professional body? (e.g Kenya Bureau of Standards)

☐ Yes

☐ No

If **Yes**, attach documentary evidence.

Specify the regulatory or professional body.

6. Delivery Capacity

What is your average lead time for delivery of goods or commencement of services after receipt of a Local Purchase Order (LPO), Local Service Order (LSO), or signed contract?

7. Financial Capacity

What is the maximum value (Kshs.) of goods, works, or services your organization can successfully undertake at any one time?

Kshs. _____

8. Corporate Experience

Provide details of your four (4) major corporate or institutional clients served during the last two years.

Client	Goods/Services Provided	Approximate Contract Value	Contact Person	Telephone No.

9. Responsiveness

What is your average response time to a Request for Quotation (RFQ), Request for Proposal (RFP), or request for technical clarification?

10. Payment Terms

HURIA's standard payment period is **thirty (30) working days** from the date of receipt, inspection, acceptance of the goods, works, or services, and submission of a valid invoice.

Do you accept these payment terms?

☐ Yes

☐ No

If **No**, please indicate your preferred payment terms.

11. Conflict of Interest Declaration

Do you have any actual, potential, or perceived conflict of interest involving Human Rights Agenda (HURIA), its Board of Directors, Management, employees, or any individual involved in the procurement process?

☐ Yes

☐ No

If **Yes**, please provide details.

2.3: PAST AND CURRENT CONTRACTS

Applicants are required to demonstrate their experience in the category applied for by providing details of at least **three (3)** contracts successfully undertaken within the last two (2) years.

Applicants should attach supporting evidence for each contract, such as a contract, Local Purchase Order (LPO), completion certificate, reference letter, or any other documentary evidence demonstrating satisfactory performance.

No	Name of Client/Organization	Goods, Works or Services Provided	Approximate Contract Value (Ksh)	Contact Person	Telephone No./Email

SECTION 3: DECLARATION

Having carefully read and understood the requirements for the prequalification category applied for, I/We hereby declare that:

- a) The information and documents submitted in support of this application are true, complete, and accurate to the best of my/our knowledge.
- b) I/We understand that prequalification does not constitute a contract award but only qualifies an applicant to be considered for future procurement opportunities that may arise during the prequalification period.
- c) I/We acknowledge that Human Rights Agenda (HURIA) reserves the right to verify any information submitted in support of this application.
- d) I/We understand that submission of false, misleading, or fraudulent information may result in disqualification from the prequalification process or removal from HURIA's supplier register.
- e) I/We understand that HURIA is not bound to prequalify any applicant or award any contract arising from this prequalification exercise.
- f) I/We certify that there is no undisclosed conflict of interest that may compromise this application.
- g) I/We undertake to comply with all applicable laws, regulations, and ethical standards in the event that our firm is prequalified and subsequently invited to participate in procurement opportunities.

Applicant Details

Company / Business Name: _____

Authorized Representative: _____

Designation: _____

Signature: _____

Official Company Stamp:

Date:

GENERAL CONDITIONS OF PREQUALIFICATION

The following conditions shall apply to this prequalification exercise:

1. Purpose of Prequalification

The purpose of this exercise is to establish a register of qualified suppliers who may be invited to participate in future procurement opportunities during the prequalification period.

Prequalification does not constitute a guarantee of contract award.

2. Right to Accept or Reject Applications

Human Rights Agenda (HURIA) reserves the right to:

- Accept or reject any application;
- Reject all applications;
- Request additional information or clarification;
- Verify information submitted by applicants;
- Conduct due diligence where necessary.

HURIA shall not be obliged to provide reasons for any decision made during the prequalification process.

3. Verification of Information

HURIA reserves the right to verify all information submitted by applicants, including contacting referees, clients, financial institutions, regulatory authorities, or any other relevant institution.

Submission of false or misleading information shall result in automatic disqualification

4. Invitation to Quote

Prequalified suppliers may be invited to submit quotations, proposals, or tenders depending on the nature and value of the procurement requirement.

Being prequalified does not create any contractual obligation between HURIA and the supplier.

5. Validity of Prequalification

The prequalification register shall remain valid for the period specified in this document unless otherwise reviewed, suspended, or terminated by HURIA.

6. Confidentiality

Applicants shall treat all information obtained during this prequalification exercise as confidential and shall not disclose such information without the prior written consent of Human Rights Agenda (HURIA).

7. Cost of Application

Applicants shall bear all costs associated with the preparation and submission of their applications. HURIA shall not be responsible for any costs incurred by applicants, regardless of the outcome of the prequalification process.