



**INTERNATIONAL INSTITUTE OF RURAL
RECONSTRUCTION**

**PRE-QUALIFICATION / REGISTRATION
OF SUPPLIERS**

For the Financial Years 2026 / 2027

**Closing Date: Friday 9th January 2026, at
12:00 noon**

**AFRICA REGIONAL CENTER Mashiara Park,
Kaptagat Road, Loresho
P.O. Box 66873-00800, Nairobi, Kenya**

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1.0 INVITATION FOR PRE-QUALIFICATION

1.1 Introduction

The **International Institute of Rural Reconstruction (IIRR)** is an international non-governmental organization dedicated to empowering rural communities to overcome poverty. Founded in 1960, IIRR's work is guided by the philosophy of participatory and sustainable development. The Institute focuses on capacity building for community empowerment through its key pillars: **food systems, economic empowerment, education, environment, and health.**

IIRR operates in Africa, and Asia, partnering with communities to develop innovative, practical, and community-led solutions that alleviate poverty and improve quality of life.

IIRR now invites applications for pre-qualification from interested vendors, including current suppliers, for the **supply of goods, works, and services** to the organization for the period **January 1, 2026 to December 31, 2027.**

The purpose of this exercise is to promote supplier partnership, accountability, and high-quality standards while achieving the most competitive prices. IIRR upholds the highest procurement standards consistent with its values and humanitarian mandate.

1.2 Categories

Applications are invited from eligible bidders for pre-qualification under the following categories for the period 2026–2027:

Reference No.	Description
Category A: Supply of Goods	
IIRR/A1/2026-2027	Supply, delivery, and installation of office equipment, including computers, laptops, software and licenses, printers, photocopiers, scanners, and related ICT hardware and accessories.
IIRR/A2/2026-2027	Supply and delivery of office furniture, furnishings, and fittings.
IIRR/A3/2026-2027	Supply and delivery of purified drinking water for office use.
IIRR/A4/2026-2027	Supply and delivery of general office supplies such as printing paper, files, ink, toners, shredders, notebooks, pens, markers, and writing pads.
IIRR/A5/2026-2027	Supply of non-food items, including cooking utensils (sufurias, spoons), tents, beds, and related materials.
Category B: Provision of Services and Works	
IIRR/B1/2026-2027	Maintenance and servicing of computers, printers, and other ICT equipment.

IIRR/B2/2026-2027	Creative design and printing of communication and branding materials such as umbrellas, caps, T-shirts, letterheads, books, posters, certificates, business cards, banners, teardrops, and brochures.
IIRR/B3/2026-2027	Provision of voice recording, videography, photography, and related data communication services.
IIRR/B4/2026-2027	Repair and maintenance of office fixtures, fittings, and facilities.
IIRR/B5/2026-2027	Provision of conference and seminar facilities (half-day/full-day), including accommodation and catering services.
IIRR/B6/2026-2027	Provision of internet services for head office and including mobile Wi-Fi solutions.
IIRR/B7/2026-2027	Provision of transport and cab hire services within and across counties.
IIRR/B8/2026-2027	Provision of travel management services, including domestic and international flight bookings.
IIRR/B9/2026-2027	Provision of cleaning services, Fumigation, Pest Control Services and Sanitary Services
IIRR/B10/2026-2027	Provision of asset disposal services for obsolete ICT equipment and office furniture.
Category C: Provision of Consultancy Services	
IIRR/C1/2026-2027	Consultancy services for manual development, documentation, and knowledge management products.
IIRR/C2/2026-2027	Provision of audit services (project-based and institutional).
IIRR/C3/2026-2027	Provision of tax compliance, advisory, and related financial consultancy services.
IIRR/C4/2026-2027	Provision of legal consultancy and advisory services.
IIRR/C5/2026-2027	Provision of insurance and risk management services.

1.3 Pre-qualification Documents

Interested candidates may download the pre-qualification forms. Applicants must pay a **non-refundable fee of KES 1,000** and attach receipt along with submission of the filled application forms.

Payment & Submission Details:

- Payment is to be made through the MPESA **Paybill no:880100** Account Number: **6434950014** (Wednesday 17th Dec2025- Friday 9th January 2026 - 9:00 a.m.– 11:00 a.m).
- Upon payment, the official payment receipt should be attached to the completed documents and shared via email to **africaregion@iirr.org**. A tender number will be issued via email. For any further queries you can contact us via telephone no: **+254 736307210**.
- Completed documents must be shared on email as one document to **africaregion@iirr.org**. **Each category submitted should be** clearly labeled:

PRE-QUALIFICATION OF SUPPLIERS 2026–2027

Category: (e.g., A1 – Supply of Office Equipment)

Tender No.: (e.g., IIRR/A1/2026–2027)

Addressed to:

The Procurement Committee
International Institute of Rural Reconstruction (IIRR)
P.O. Box 66873-00800, Nairobi, Kenya
Mashiara Park, Kaptagat Road, Loresho

Deadline: *Friday 9th January 2026, at 12:00 noon.*

Late submissions will not be accepted.

IIRR reserves the right to accept or reject any application without obligation to provide reasons.

2.0 PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

IIRR invites interested and eligible candidates who meet the set criteria to apply for prequalification. Current suppliers must also reapply if they wish to continue working with IIRR.

2.2 Objective

To establish a list of qualified and reliable suppliers who may be invited to provide goods, works, or services under framework agreements or request-for-quotation processes during the specified period.

2.3 Experience

Prospective suppliers must demonstrate successful delivery of similar goods or services to reputable organizations (Government, NGOs, or Corporations). Evidence of experience and commitment to meet IIRR standards is required.

2.4 Submission Requirements

Applicants must complete and submit all required forms and documentation. Incomplete submissions or failure to meet mandatory requirements will lead to disqualification.

2.5 Submission Deadline

Pre-qualification documents must reach IIRR offices **no later than Friday 9th January 2026, at 12:00 noon.**

2.6 Additional Information

IIRR reserves the right to request additional information or clarification from applicants.

2.7 Request for Quotations or Framework Agreements

Only successfully prequalified suppliers will be invited to participate in subsequent competitive procurement processes.

2.8 Non-refundable Fee

A fee of **KES 1,000** is payable to facilitate logistics related to procurement processing. Payment does not guarantee award of contract. Fee is to be made through the MPESA **Paybill no:880100** Account Number: **6434950014**.

3.0 CONTRACT REGULATIONS

3.1 Contract Price

Contracts shall be based on unit pricing. Quantities may vary depending on demand. Prices quoted must remain valid for **90 days**.

3.2 Payments

Payments will be made within **30 days** of delivery or completion, subject to satisfactory performance and receipt of valid invoices.

3.3 Confidentiality

Information related to evaluation and qualification processes shall remain confidential. Any attempt to influence the process may result in automatic disqualification.

3.4 Notification

Only successful applicants will be notified in writing.

3.5 Right to Accept or Reject

IIRR reserves the right to accept or reject any application and to annul the process without incurring any liability or obligation to inform affected applicants.

4.0 PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-A, PQ-B, PQ-C, PQ-D, PQ-E, PQ-F, PQ-G and PQ-H are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

4.2 Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by IIRR in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of IIRR they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

4.3.1 Experience

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective suppliers require special experience and capability to organize supply and delivery of items, or services on a short notice.

4.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-C.

4.3.3 Financial Condition

The Supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Data to be filled/ provided on Form PQ-D. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-F (at least from three organizations- attach copy of LPO/LSO/Contract)

4.3.5 Statement

Application must include a sworn statement Form PQ-H by the Tenderer ensuring the accuracy of the information given.

4.4 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then IIRR reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.5 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

4.5.1

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

4.5.2

The firm must declare any conflict of interest in relation to any member of staff. IIRR will not procure goods or services from suppliers where the employees have not declared conflict of interest if discovered to exist

4.5.3

Any effort by the tenderer to influence IIRR in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

5.0 PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS IN ALL CATEGORIES

All mandatory documents must be provided for further evaluation. Non-compliance leads to automatic disqualification.

No.	Requirement	Attached (Yes/No)	Remarks
1	Certificate of Incorporation / Business Registration		
2	Valid Business Permit		
3	KRA PIN and Tax Compliance Certificate		
4	Company Profile		
5	Valid NCA/KEBS/NEMA or other relevant certification (if applicable)		
6	Past Performance / Reference Letters		
7	Audited Accounts or Bank Statements (last 2 years)		
8	Signed Declaration Forms (Conflict of Interest, Corruption, Litigation)		

5.1 TECHNICAL EVALUATION

Suppliers who pass the mandatory stage are evaluated on technical capacity. A minimum score (e.g., 70%) may be set for qualification.

No.	Evaluation Criteria	Maximum Score	Awarded Score
1	Relevant Experience in Similar Assignments (attach evidence)	20	
2	Personnel Qualifications and Technical Expertise	15	
3	Availability of Equipment/Facilities (if applicable)	10	
4	Financial Capacity (bank statements, audited accounts)	15	
5	Client References / Past Performance	20	
6	Overall Responsiveness and Completeness of Submission	20	

Total Score: _____ / 100

Minimum Pass Mark: _____ %

5.2 Evaluation Summary and Recommendation

Summary of Findings:

Evaluation Committee Recommendation (tick one):

☐ Prequalified ☐ Not Prequalified

Remarks:

Evaluation Committee Members:

1. _____	Signature: _____	Date: ____/____/____
2. _____	Signature: _____	Date: ____/____/____
3. _____	Signature: _____	Date: ____/____/____

6.0 FORM PQ-A: REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name
2. Submit Company Profile
3. Copy of valid Trade License/ Current business licenses from relevant authorities
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority,
5. Copy of eTIMS Registration Certificate or official proof of compliance with the KRA Electronic Tax Invoice Management System (eTIMS).
6. Must submit certified bank statements (certified by the bank) for the most recent 12 months
7. Copy of Letter of recommendation from 3 previous organizations served with similar works
8. For provision of Insurance Services Firms MUST submit valid Certificate from Insurance Regulatory Authority

7.0 FORM PQ-B: PRE-QUALIFICATION DATA

1 Email Address.....

2 Full Name of applicant

Other branch's location

3 Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

Business founded or incorporated

4 Enclose copy of organization chart of the firm indicating the main fields of activities

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

8.0 FORM PQ-C: SUPERVISORY PERSONNEL

Name

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)-

9.0 FORM PQ-D: FINANCIAL POSITION

- I. Attach a copy of the most recent two years audited accounts including management letter
- II. State Credit period (minimum proposed is 30 days)

10.0 FORM PQ-E: CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

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 1 General

Location of business premises.....

Plot No. Street/Road.....

Postal Address..... Tel. 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 banker we shall be dealing with

A/C Name.....

Account No..... Branch.....

Swift code..... Branch code.....

Bank Currency.....

Part 2 (a) – Sole Proprietor

Your name in full

Age.....

Nationality

Country of origin

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....			
.....			
.....			
.....			
.....			
.....			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows: -

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

Date Signature of Candidate.....

11.0 FORM PQ-F: PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

1. Name of 1st 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)

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)
- Others

12.0 FORM PQ-G SUPPLIERS DECLARATION FORM

These declaration forms are to be completed and signed by all suppliers applying for prequalification.

12.1 Declaration of Conflict of Interest

I/We, the undersigned, declare that:

1. I/We have no conflict of interest in relation to this procurement process.
2. I/We have not participated, and will not participate, in any activity that would place us in a conflict of interest with the procuring entity.
3. I/We have not offered any inducement to any member of staff or agent of the procuring entity to influence the outcome of this prequalification process.
4. I/We understand that failure to disclose any conflict of interest may lead to rejection of our application or termination of any future contract.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature: Date: / /

Official Stamp:

12.2 Declaration on Corrupt or Fraudulent Practices

I/We, the undersigned, declare that:

1. I/We have not been convicted of any corruption or fraudulent practices by any court of law in Kenya or elsewhere.
2. I/We have not been debarred from participating in any procurement proceedings by the Public Procurement Regulatory Authority (PPRA) or any other regulatory body.
3. I/We shall not engage in any corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or executing any contract.
4. I/We understand that the procuring entity may reject our application or terminate any existing contract if this declaration is found to be false.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature: Date: / /

Official Stamp:

12.3 Declaration on Litigation History

I/We, the undersigned, declare that:

1. Our firm (select one):

- ☐ Has not been involved in any litigation or arbitration proceedings related to contracts in the last five (5) years.
- ☐ Has been involved in the following litigation(s) or arbitration(s):

Year	Party Involved	Nature of Dispute	Outcome/Status
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2. I/We understand that inaccurate or incomplete disclosure may lead to disqualification or termination of any subsequent contract.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature: Date: / /

Official Stamp:

13.0 FORM PQ-H: SWORN STATEMENT

Having studied the pre-qualification 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 we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Name of Applicant/Supplier:

Name of Authorized Representative:

Designation:

Signature: Date: / /

Official Stamp: