



## **KENYA RURAL ROADS AUTHORITY**

Barabara plaza, Block B, Mazao Road, Off Airport South Road  
Opposite KCAA Building, JKIA,  
P. O. Box 48151 - 00100  
Nairobi. Kenya

Email : [dg@kerra.go.ke/](mailto:dg@kerra.go.ke) [procurementhq@kerra.go.ke](mailto:procurementhq@kerra.go.ke)  
Tel : +254 (20)780600/01-05, Mobile : +254711851103

### **REGISTRATION DOCUMENT**

### **REGISTRATION OF CONTRACTORS/ SUPPLIERS FOR ROAD MAINTENANCE WORKS FOR THE PERIOD STARTING JULY, 2025 & ENDING JUNE 2027.**

**INVITATION NO.: KeRRA/08/37/04/2024 - 2025**

**NAME OF THE REGION:** \_\_\_\_\_  
(Indicate the Region you are applying for Registration)

### **REGISTRATION PERIOD FY2025/2026 & 2026/2027**

DIRECTOR GENERAL  
KENYA RURAL ROADS AUTHORITY  
P.O.BOX 48151 – 00100  
NAIROBI

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## INVITATION TO APPLY FOR REGISTRATION

Name of Contract: ***Registration of Contractors/ Suppliers for Road Maintenance Works***

Prequalification Reference No.: **KeRRA/08/37/04/2024 – 2025.**

1. ***The Kenya Rural Roads Authority*** intends to register contractors/Suppliers/Service Providers ***in various categories under Road Maintenance Works for the Period Starting July, 2025 and Ending June 2027, as Listed Below.***
2. It is expected that the Invitation for registration will be made in ***the Financial Period Starting July, 2025 and Ending June, 2027.*** Tendering will be conducted through ***National*** procedures using a standardized tender document and will be open to all applicants who register.
3. Qualified and interested applicants may obtain further information and inspect a complete set of the Registration Documents in English from the Authority's website [www.kerra.go.ke](http://www.kerra.go.ke), and clicking on e-services drop-down menu and selecting -e-procurement portal or use the <https://eprocurement.kerra.go.ke/> URL, with effect from **20<sup>th</sup> May 2025.**
4. Bidders should download a complete set of the Registration Document from the portal, fill as appropriate, sign, stamp, scan the document into PDF format and upload to the Authorities e-procurement portal. All other required supporting documents should be uploaded as well on the portal.
5. Applications for Registration should be submitted electronically by following the link at Authority's website [www.kerra.go.ke](http://www.kerra.go.ke), click e-services drop-down menu and select-e-procurement portal or use the <https://eprocurement.kerra.go.ke/> URL, on or before **4<sup>th</sup> June 2025** at **11.00am.**
6. Registration Documents will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The Registration Documents will be publicly opened through the portal in the presence of the Tenderers' designated representatives who choose to attend physically at the various regional offices or virtually through the links provided in the KeRRA website Tender Page.
7. **Address for obtaining further information**  
The Director General,  
Kenya Rural Roads Authority,  
Block 'B', Third Floor, South Wing, Barabara Plaza, off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.

**Deputy Director (Supply Chain Management)**  
**For DIRECTOR GENERAL**  
**KENYA RURAL ROADS AUTHORITY**

## **SECTION A. REGION TO REGISTER**

Please indicate the Region you wish to be registered as Contractor

**For Example**

	<b>SN</b>	<b>REGION</b>
	1	<i>Mombasa</i>
	2	<i>Kilifi</i>
	3	<i>Kwale</i>
		“ ” ” ” ” ” ” ”
		“ ” ” ” ” ”
	47	<i>Nairobi</i>

List the Regions in the table below: *(please obtain list of the regions (Counties) with the correct names of constituency before filling the following section*

## **SECTION B: CATEGORY TO BE REGISTERED**

### **1. DESCRIPTION OF THE WORKS.**

Kenya Rural Roads Authority (KeRRA) hereinafter referred to as the “Procuring Entity” intends to register Contractors for Maintenance of the National Roads network for the period starting July, 2025 and ending 30<sup>th</sup> June, 2027 in the 47 Counties herein referred to as “Region”.

### **2. CATEGORY OF WORKS,**

Contractors will be registered for the following categories:

<b>CATEGORY A - REGISTRATION OF CONTRACTORS FOR ROAD MAINTENANCE</b>		
<b>CODE</b>	<b>SUB-CATEGORY</b>	<b>LOCATION</b>
KeRRA/W/1	Paved Road Works	Regions Only
KeRRA/W/2	Bridge Works	Regions Only
KeRRA/W/3	Grading and Gravelling Works (Equipment Based)	Regions Only
KeRRA/W/4	Labour Based Construction	Regions Only
KeRRA/W/5	Labour Based Routine Maintenance	Regions Only
KeRRA/W/6	Supply and Delivery of Road Construction and Other Material	Regions Only
KeRRA/W/7	Hire of Road Construction Equipment and Services	Regions Only
KeRRA/W/8	Road Marking	Regions Only
KeRRA/W/9	Performance Based Road Maintenance	Regions Only

Please select the Category to which you wish to be registered under in your preferred Region.

## **SECTION C: APPLICANTS ELIGIBILITY**

### **3. 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 1: General:**

Business Name .....

Location of Business .....

Plot No.....Street/Road.....

Postal Address: .....

Email Address: .....

Tel. No..... Nature of Business.....

Current Trade License No.....Expiring Date.....

Maximum value of Business which you can handle at any one time.....

Name of your Banker.....

Branch.....

#### **Part 2: (a) Sole Proprietor:**

Your Name in full .....Age.....

Nationality .....Country of Origin.....

#### **Part 2: (b) Give details of partners as follows:**

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

**Part 2: (C) Registered Company:**

Private or Public .....

State the nominal and issued capital of the company

Nominal K.....

Issued K.....

Give details of all directors as follows:

1. ....

2. ....

3. ....

4. ....

**Part 2 (d) - Interest in the Firm:**

Is there any person / persons in the Kenya Rural Roads Authority who has interest in this firm?

Yes/No\*\*

Date ..... Signature of Tenderer.....

Stamp .....

Key

\* Attach proof of citizenship (Compulsory)

\*\* Delete as necessary

**N.B: Indicate under “Citizen Details” whether by Birth, Naturalization or Registration:**

## **SECTION D: CONTRACTORS APPLICATION FORM:**

### **4. REGISTRATION OF CONTRACTORS APPLICATION FORM**

I/WE.....

(Name of the Company/Firm)

Do apply for registration as supplier(s)/ Contractor (s) of the following categories and item description in the Region.

S/N	Category	Description of Category	Tick Where Appropriate (√) or (X)
1	KeRRA/W/1	Paved Road Works	
2	KeRRA/W/2	Bridge Works	
3	KeRRA/W/3	Grading and Gravelling Works (Equipment Based)	
4	KeRRA/W/4	Labour Based Construction	
5	KeRRA/W/5	Labour Based Routine Maintenance	
6	KeRRA/W/6	Supply and Delivery of Road Construction and Other Material	
7	KeRRA/W/7	Hire of Road Construction Equipment and Services	
8	KeRRA/W/8	Road Marking (for headquarters only)	
9	KeRRA/W/9	Performance Based Road Maintenance	
	<b>REGION</b>	(Indicate Region (s) here)	

Postal Address ..... Email Address.....

Tel.....Street.....

Name of Building.....Room/Office No..... Floor No.....

Other Branches location .....

Full Name of Applicant.....

Name of Firm.....

Date ..... Signature of Tenderer.....

Stamp .....



## **SECTION E: QUALIFICATION CRITERIA**

### **5. STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS:**

**Applicants Must provide the following: -**

1. Copy of Certificate of Incorporation/Registration
2. Current Certified CR12 Certificate (dated within 6 Months before date of opening) from the Registrar of Companies. This should be provided with Identification Documents of Directors, Shareholders and all individuals listed on the CR12. (ID or Passport).
3. Copy of **Valid** Certificate of Registration with the National Construction Authority. For Category A – Paved Road Works, Category B – Bridge Works and Category H – Road Marking, bidders must provide an NCA registration certificate of Class **NCA 7 and above**.

For Category C - Grading and Gravelling Works (Equipment Based), Category D - Labour Based Construction, Category E - Labour Based Routine Maintenance, Category F - Supply and Delivery of Road Construction and Other Material and Category J - Performance Based Road Maintenance, bidders must provide an NCA registration certificate of Class **NCA 8 and above**.

4. Copy of **Valid** Practicing License from NCA
5. **Valid** Tax Compliance Certificate.
6. Duly filled and Signed Confidential Business Questionnaire
7. Duly filled and Signed Declaration Form
8. Proof of having a Bank Account (Bank Statement or Confirmation Letter from Bank)
9. A copy of Valid Current Trade License/ Single Business Permit from local authorities
10. Upload Scanned copy of a properly and dully filled signed and stamped registration document with the attached Mandatory requirements.

### **Other Requirements**

- 1) Physical Registered office address, Mobile Number and Email address.
- 2) Certificate from relevant professional body (Where applicable)
- 3) Serialization of all the pages (this should be sequential in the format of 1,2,3,4,5.....) from the first page to the last page. This includes the Registration Document plus accompanying Attachments.

## 6. SUPPLEMENTARY/ADDITIONAL QUALIFICATION REQUIREMENTS

- (i) State any technological innovations or specific attributes in Civil works you possess.

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- (ii) State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership or any other form of liquidation as defined by the Applicable law: .....

- (iii) Referees: -

1. Name of Company: .....

Address: .....

Name of Contact Person: .....

Designation: .....

Signature: ..... Date: .....

Company Stamp: .....

2. Name of Company: .....

Address: .....

Name of Contact Person: .....

Designation: .....

Signature: ..... Date: .....

Company Stamp: .....

## **SECTION F: OTHER IMPORTANT PRE-REQUISITES:**

- 1) Must confirm that the firm, it's servants or agents have not offered and shall not offer any inducements to the procuring entity.
- 2) Bidders should download a complete set of Registration Document in English, fill as appropriate, sign, scan the document into PDF format together with required attachments and upload to the Authorities website: [www.kerra.go.ke](http://www.kerra.go.ke), via click e-services drop-down menu and select-e-procurement portal or use the <https://eprocurement.kerra.go.ke/> URL

## **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.

Having studied the registration information for the above tender, I/We state:

1. the information furnished, in our application is accurate to the best of our knowledge,
2. 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 on the basis of the provision in the tender or quotation documents to follow,
3. when the call for tenders/quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall come ourselves to inform you and acknowledge your right to review the pre-qualification made,
4. we enclose all the required documents and information required for the registration evaluation

Signed on behalf of the Firm: .....

Name:.....

Designation: .....

Signature:.....

Date:.....

Stamp: .....