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 : kerra@kerra.go.ke / dg@kerra.go.ke/ procurementhq@kerra.go.ke
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REGISTRATION DOCUMENT

REGISTRATION OF SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS FOR PROVISION OF GOODS, SERVICES AND CONSULTANCY SERVICES

FOR THE PERIOD STARTING NOVEMBER 2026 & ENDING JUNE 2028.

INVITATION NO.: KeRRA/08/37/01/ 2026 - 2028

TICK ACCORDINGLY:

1. **KeRRA HEAD QUARTERS (HQ)** ☐
2. **KeRRA REGION (KR)** ☐

NAME OF THE REGION:.....

APPLICATION TO BE SUBMITTED/DELIVERED TO THE REFERRED REGION INDICATED ABOVE OR HEAD QUARTERS AS SEPARATE SUBMISSIONS IN THE PORTAL

REGISTRATION PERIOD 2026 - 2027

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

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SECTION A; CATEGORY TO BE REGISTERD

1. DESCRIPTION AND SCOPE OF WORKS/ SERVICE.

Kenya Rural Roads Authority (KeRRA) hereinafter referred to as the "Procuring Entity" intends to register Suppliers/ Consultants/ Service Providers for Provision of Goods & Services, Works and Consultancy Services for the period starting November, 2026 and ending 30th June, 2028 in the 47 Counties herein referred to as "Region" and KeRRA Head Quarters**.**

2. CATEGORY OF WORKS, GOODS AND SERVICES

Suppliers will be registered for the following categories per region

CATEGORY A - SUPPLY OF GOODS		
CODE	**SUB-CATEGORY**	**LOCATION**
KeRRA/G/1	Supply of General Office Stationeries	HQ and Regions
KeRRA/G/2	Supply of Electrical Items	HQ and Regions
KeRRA/G/3	Supply of ICT Hardware, Software, Accessories & Consumables	HQ and Regions
KeRRA/G/4	Supply and printing of Staff Uniforms	HQ
KeRRA/G/5	Supply of Assorted Office Furniture, Equipment's and Fittings	HQ and Regions
KeRRA/G/6	Supply of Drinking Mineral Water	HQ and Regions
KeRRA/G/7	Supply of Motor Vehicle Tyres and Tubes	HQ and Regions
KeRRA/G/8	Supply of Motor Vehicle Batteries and Accessories	HQ and Regions
KeRRA/G/9	Supply, Installation of computers, laptops, Notepads, Tablets, Phones, Modems and related Consumables	HQ and Regions
KeRRA/G/11	Supply of Application Software (Office Suit, Operating Systems)	HQ and Regions
KeRRA/G/12	Supply of Hardware items	HQ and Regions
KeRRA/G/13	Supply of supply of Fuel, Oils, Grease and related products	Regions
CATEGOY B - PROVISION OF CONSULTANCY & NON CONSULTANCY SERVICES		
KeRRA/W/S/1	Provision of Air Travel Services (Ticketing)	HQ and Regions
KeRRA/W/S/2	Provision of Towing Services	HQ and Regions
KeRRA/W/S/3	Provision of Legal Services	HQ
KeRRA/W/S/4	Provision of Vehicle Insurance Cover Services	HQ
KeRRA/W/S/5	Provision of Motor Vehicles Repairs and Maintenance services	HQ and Regions
KeRRA/W/S/6	Provision of Office Movers services	HQ
KeRRA/W/S/7	Provision of Outside Catering Services	HQ and Regions
KeRRA/W/S/8	Provision of Conference Facilities and Related Services	HQ and Regions
KeRRA/W/S/9	General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services	HQ
KeRRA/W/S/10	Provision of Production of Radio, TV Commercials and documentaries Services	HQ

KeRRA/W/S/11	Provision of Transport Services and Taxi services	HQ and Regions
KeRRA/W/S/12	Office Repairs and Maintenance including furniture, Plumbing, Electricals, Office equipment	HQ and Regions
KeRRA/W/S/13	Provision of Human Resource Consultancy Services/ Staff Training Services /Enterprise Risk Management Training Providers.	HQ and Regions
KeRRA/W/S/14	Provision of Consultancy Services on Governance Audit/ Training of Board of Directors.	HQ
KeRRA/W/S/15	Provision of Mobile Axle Load Weighting Machines Calibration Services	HQ
KeRRA/W/S/16	Provision and Installation of Road Furniture i.e., Road Signs, Guardrails and Road Marking	HQ
KeRRA/W/S/17	Repair Services for ICT Equipment's, ACS, CCTV, Air Con)	HQ and Regions
KeRRA/W/S/18	Provision of ICT Training Services	HQ
KeRRA/W/S/19	Provision of Environmental and Social Impact Assessment Consultancy Services	HQ
KeRRA/W/S/22	Provision of Environmental Audits Consultancy Services	HQ
KeRRA/W/S/23	Provision of Cadastral, Engineering and Mapping Surveys Consultancy Services	HQ
KeRRA/W/S/24	Provision of Valuation Services	HQ
KeRRA/W/S/25	Provision of Traffic Census and Mobile axle load control Services	HQ
KeRRA/W/S/26	Provision of Engineering Consultancy Services	HQ
KeRRA/W/S/27	Provision of Consultancy Services for Social Economic Baseline Surveys	HQ
KeRRA/W/S/28	Provision of Consultancy Services for Road Safety Awareness Sensitization	HQ and Regions
KeRRA/W/S/29	Provision of Engineering and Technical Consultancy Services	HQ
KeRRA/W/S/30	Provision of Consultancy Services for Technical and Performance Audit	HQ
KeRRA/W/S/31	Provision of Consultancy Services on Audit Management	HQ
KeRRA/W/S/32	Provision of Consultancy Services on Technical Audit (Road Works)	HQ
KeRRA/W/S/33	Provision of Consultancy Services for Monitoring and Evaluation of Ongoing Road Development Projects	HQ
KeRRA/W/S/34	Provision of Consultancy Services for Quality Management System (ISO 9001.2015)	HQ
KeRRA/W/S/35	Provision of Consultancy Services for Labour Based under Africa Community Access Partnership (AFCAP)	HQ
KeRRA/W/S/36	Provision of Consultancy Services for Development of Risk Management Framework	HQ
KeRRA/W/S/37	Provision of Consultancy Services for development of Collaborative Framework Agreements	HQ
KeRRA/W/S/38	Provision of health education and HIV awareness	HQ and Regions
KeRRA/W/S/39	Provision of Auctioneering Services	HQ

SECTION B: 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 C: SUPPLIERS APPLICATION FORM:

4. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/WE……

(Name of the Company/Firm)

Do apply for registration as supplier(s)/ Contractor (s)/ Consultant (s)/ Service Providers of the following categories and item description in the region and KeRRA Headquarters (HQ) respectively. *(Please tick appropriately)*

CATEGORY A - SUPPLY OF GOODS			
CODE	**SUB-CATEGORY**	**LOCATION**	**Tick Where Appropriate (√) or (X)**
KeRRA/G/1	Supply of General Office Stationeries	HQ and Regions	
KeRRA/G/2	Supply of Electrical Items	HQ and Regions	
KeRRA/G/3	Supply of ICT Hardware, Software, Accessories & Consumables	HQ and Regions	
KeRRA/G/4	Supply and printing of Staff Uniforms	HQ	
KeRRA/G/5	Supply of Assorted Office Furniture, Equipment's and Fittings	HQ and Regions	
KeRRA/G/6	Supply of Drinking Mineral Water	HQ and Regions	
KeRRA/G/7	Supply of Motor Vehicle Tyres and Tubes	HQ and Regions	
KeRRA/G/8	Supply of Motor Vehicle Batteries and Accessories	HQ and Regions	
KeRRA/G/9	Supply, Installation of computers, laptops, Notepads, Tablets, Phones, Modems and related Consumables	HQ and Regions	
KeRRA/G/11	Supply of Application Software (Office Suit, Operating Systems)	HQ and Regions	
KeRRA/G/12	Supply of Hardware items	HQ and Regions	
KeRRA/G/13	Supply of supply of Fuel, Oils, Grease and related products	Regions	
CATEGOY B - PROVISION OF CONSULTANCY & NON CONSULTANCY SERVICES			
KeRRA/W/S/1	Provision of Air Travel Services (Ticketing)	HQ and Regions	
KeRRA/W/S/2	Provision of Towing Services	HQ and Regions	
KeRRA/W/S/3	Provision of Legal Services	HQ	
KeRRA/W/S/4	Provision of Vehicle Insurance Cover Services	HQ	
KeRRA/W/S/5	Provision of Motor Vehicles Repairs and Maintenance services	HQ and Regions	
KeRRA/W/S/6	Provision of Office Movers services	HQ	
KeRRA/W/S/7	Provision of Outside Catering Services	HQ and Regions	
KeRRA/W/S/8	Provision of Conference Facilities and Related Services	HQ and Regions	

KeRRA/W/S/9	General printing, Design of Calendars, Diaries, Brochures, Corporate Promotional Materials and Other Publications, Annual Report Editing, Designing and Layout Services	HQ	
KeRRA/W/S/10	Provision of Production of Radio, TV Commercials and documentaries Services	HQ	
KeRRA/W/S/11	Provision of Transport Services and Taxi services	HQ and Regions	
KeRRA/W/S/12	Office Repairs and Maintenance including furniture, Plumbing, Electricals, Office equipment	HQ and Regions	
KeRRA/W/S/13	Provision of Human Resource Consultancy Services/ Staff Training Services /Enterprise Risk Management Training Providers.	HQ and Regions	
KeRRA/W/S/14	Provision of Consultancy Services on Governance Audit/ Training of Board of Directors	HQ	
KeRRA/W/S/15	Provision of Mobile Axle Load Weighting Machines Calibration Services	HQ	
KeRRA/W/S/16	Provision and Installation of Road Furniture i.e., Road Signs, Guardrails and Road Marking	HQ	
KeRRA/W/S/17	Repair Services for ICT Equipment's, ACS, CCTV, Air Con)	HQ and Regions	
KeRRA/W/S/18	Provision of ICT Training Services	HQ	
KeRRA/W/S/19	Provision of Environmental and Social Impact Assessment Consultancy Services	HQ	
KeRRA/W/S/22	Provision of Environmental Audits Consultancy Services	HQ	
KeRRA/W/S/23	Provision of Cadastral, Engineering and Mapping Surveys Consultancy Services	HQ	
KeRRA/W/S/24	Provision of Valuation Services	HQ	
KeRRA/W/S/25	Provision of Traffic Census and Mobile axle load control Services	HQ	
KeRRA/W/S/26	Provision of Engineering Consultancy Services	HQ	
KeRRA/W/S/27	Provision of Consultancy Services for Social Economic Baseline Surveys	HQ	
KeRRA/W/S/28	Provision of Consultancy Services for Road Safety Awareness Sensitization	HQ and Regions	
KeRRA/W/S/29	Provision of Engineering and Technical Consultancy Services	HQ	
KeRRA/W/S/30	Provision of Consultancy Services for Technical and Performance Audit	HQ	
KeRRA/W/S/31	Provision of Consultancy Services on Audit Management	HQ	
KeRRA/W/S/32	Provision of Consultancy Services on Technical Audit (Road Works)	HQ	
KeRRA/W/S/33	Provision of Consultancy Services for Monitoring and Evaluation of Ongoing Road Development Projects	HQ	
KeRRA/W/S/34	Provision of Consultancy Services for Quality Management System (ISO 9001.2015)	HQ	
KeRRA/W/S/35	Provision of Consultancy Services for Labour Based under Africa Community Access Partnership (AFCAP)	HQ	

KeRRA/W/S/36	Provision of Consultancy Services for Development of Risk Management Framework	HQ	
KeRRA/W/S/37	Provision of Consultancy Services for development of Collaborative Framework Agreements	HQ	
KeRRA/W/S/38	Provision of health education and HIV awareness	HQ and Regions	
KeRRA/W/S/39	Provision of Auctioneering Services	HQ	

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 D: 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** Practicing License from NCA
4. **Valid** Tax Compliance Certificate (Will be verified in the KRA TCC Checker).
5. Registration Certificate and Practicing License from Professional Regulator/body e.g., IATA, EBK, LSK, EPRA, IRA, NEMA, ICPAK, KISM, ISO, IHRM, IIA etc. where applicable.
6. Duly filled and Signed Confidential Business Questionnaire
7. Proof of having a Bank Account
8. A copy of Valid Current Trade License/ Single Business Permit from local authorities

Other Requirements

i. Physical Registered office address, Mobile Number and Email address.
ii. Company Profile.
iii. Certificate from relevant professional body (Where applicable)
iv. Copy of **Valid** Certificate of Registration with the National Construction Authority (NCA) and **Valid** Practicing License for firms dealing with Electrical and Mechanical Engineering Services
v. AGPO Certificate (For Information)
vi. Letter of recommendation from at least two (2) clients
vii. Key Professional and Technical Personnel (Provide CVs and Certificates).
viii. 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.

Please note that those registering for **Provision of Legal Services** must also meet the following: -

ix. Demonstration of experience of more than ten years by the lawyers in the law firm relating to adjudication, arbitration and the resultant court process.
x. At least one of the lawyers in the law firm should be an adjudicator and arbitrator. Proof of this should be demonstrated.

xi. Professional indemnity covers for the law firm.

xii. Evidence of previous matters of adjudication, arbitration and the related court process handled by the law firm.

xiii. Advocates within firms should have practicing certificates.

6. IN ADDITION: OTHER QUALIFICATION REQUIREMENTS

(i) State any technological innovations or specific attributes which distinguishes you from and your competitors.

……

……

……

(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 E: OTHER IMPORTANT PRE-REQUISITES:

- Must confirm that the firm, it's servants or agents have not offered and shall not offer any inducements to the procuring entity.
- Attach company profile indicating qualification of key personnel. Attach copies of their certificates.
- Must have fixed Business premises
- Provide a list of clients (previous and current)
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated.

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 pre-qualification 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: ……..