



INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION



REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS,
WORKS AND SERVICES FOR A PERIOD OF TWO (2) YEARS

REG NO. IEBC/REG/002/2025-2026

INVITATION DATE: 25TH NOVEMBER, 2025
CLOSING DATE: 16TH DECEMBER 2025 AT 11.00 A.M.

(NB: SHOULD BE ONE (1) SEPARATE DOCUMENT FOR EACH CATEGORY).

If AGPO registered firm, please specify the category; -Youth.....

Women.....

PWD.....

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES

IEBC invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Year **2025- 2026** and **2026-2027** in the following listed categories:-

CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS		
IEBC/REG/01/2025-2026	Supply and delivery of General Office Stationery and Supplies	PWD
IEBC/REG/02/2025-2026	Supply and Delivery of Assorted Office Furniture, Furnishings and Fittings	Women
IEBC/REG/03/2025-2026	Supply and delivery of ICT Hardware and Allied Accessories	Youth
IEBC/REG/04/2025-2026	Supply and delivery of Computers, Laptops, Macbook, Tablets, Photocopier, Printers and Consumables	Women
IEBC/REG/05/2025-2026	Supply and delivery of Hardware and Electrical Items	Youth
IEBC/REG/06/2025-2026	Supply and delivery of Corporate Newsletters, Calendars, Diaries, Christmas Cards, Staff Badges, Branded Notebooks, Business Cards, Brochures, Booklets, Annual Reports And Promotional And Branded Materials.	Youth
IEBC/REG/07/2025-2026	Supply and delivery of Promotional Items: Blouses, Shirt, T-shirts, Banners, Teardrops, Muslim Scarfs, Hoodies & caps etc	PWD
IEBC/REG/08/2025-2026	Supply and Delivery of Cameras and Accessories	Youth
IEBC/REG/09/2025-2026	Supply and Delivery of Drinking water	PWD
IEBC/REG/10/2025-2026	Supply and Delivery of Toners and Cartridges	Open to all
IEBC/REG/11/2025-2026	Supply and Delivery of Newspapers	Youth
CATEGORY B: PROVISION OF SERVICES/WORKS/CONSULTANCY		
IEBC/REG/12/2025-2026	Provision of digital service, Editing and graphic design services	youth
IEBC/REG/13/2025-2026	Provision of consultancy services for development of Election manuals and compendium	Open to all
IEBC/REG/14/2025-2026	Provision of translation, transcribing, interpretation and blogging services	Open to all
IEBC/REG/15/2025-2026	Provision of IEBC Assets Branding and Coding Services	Youth
IEBC/REG/16/2025-2026	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth

IEBC/REG/17/2025-2026	Provision of Charter Plane and Chopper Services	Open to all
IEBC/REG/18/2025-2026	Events Management (Hire of Tents and Chairs, Draping and Decorations)	Women
IEBC/REG/19/2025-2026	Provision of Consultancy Services in the following key Areas (Please clearly specify the area of expertise): Procurement, Human resource, Security, change Management and Risk Management.	Open to all

Interested eligible candidates may download the tender document free of charge from the Commission website; www.iebc.or.ke or from the Public Procurement Information portal, www.tenders.go.ke, free of charge.

Completed registration documents enclosed in **sealed plain envelopes**, marked with the **Category Number** and **Category Name** should be deposited in the Tender Box at 5th Floor, Anniversary Towers, Nairobi and be addressed to:-

**The Chief Executive Officer/Commission Secretary,
Independent Electoral and Boundaries Commission,
5th Floor, Anniversary Towers, University Way,
P. O. Box 45371-00100,
Nairobi.**

Registration documents that will have been received by **16th December 2025 at 11a.m** will be opened at **11:00 am** in the presence of the tenderers who choose to attend or their representatives at Anniversary Towers, 5th floor Room 524. However, the registration document shall be retained and remain accessible in the website up to 2027, for any other Supplier interested in applying. The IEBC shall be evaluating such bids and update the Suppliers register after every six (6) months as required by law.

NB

All Suppliers/Contractors/Consultants to provide their E-GP registration number.

1. REGISTRATION INFORMATION

1.1. Introduction

IEBC invites all interested firms that fulfil the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2. Registration of suppliers Objective

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by IEBC.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to IEBC on 'as and when required' during the Financial Year 2025-2026 and 2026-2027. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the IEBC.

1.3. Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4. Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Chief Executive Officer/Commission Secretary,
Independent Electoral & Boundaries Commission
P.O. Box 45371-00100, Nairobi.**

Not later than 16th December 2025 at 11.00 am (Local time)

(NB: SHOULD BE ONE (1) SEPARATE DOCUMENT FOR EACH CATEGORY).

Questions Arising from Documents

Bidders who download the registration document must arrange to register with IEBC their contact details at Procurement@iebc.or.ke at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Additional Information/inspection visit

The IEBC reserves the right to request for submission of additional information from prospective bidders. The IEBC may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2. REGISTRATION DATA INSTRUCTIONS

2.1. Registration data forms

The attached questionnaire forms PQ-1, PQ-2 and PQ-3 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

The 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.

2.2. Qualification

The registration data on prospective bidders is to be used by the IEBC in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

Prospective bidders will not be considered qualified unless in the judgment of IEBC they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements.

2.4 Withdrawal of registration

Should a condition arise that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the IEBC reserves the right to reject the tender from such a bidder even though they were initially registered.

After evaluation of the received applications, The IEBC will notify all applicants (both successful and unsuccessful)

3 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the E-GP or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the E-GP and IFMIS platforms. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2. Contract Price

The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.

Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3. Delivery Period

The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the IEBC stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the IEBC. The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the IEBC, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4. Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the IEBC quality standards/specification requirements as outlined in the Request for Quotation/tender document. The IEBC shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5. Payments

The IEBC shall only pay for the goods, works or services after their delivery. No advance payment is allowed. o All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement. o Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.

Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6. Rights of the IEBC

The IEBC reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, CAP. 412C taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to IEBC. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respective eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

S/No	REQUIREMENTS	YES/NO
1	Must submit e-GP Registration Number.	
2	Must submit a Copy of Certificate of Registration or Incorporation	
3	Must submit a Copy of Valid Tax Compliance Certificate (Verification will be done through TCC Checker)	
4	Must submit a Copy of CR12 accompanied with copies of directors' identification cards. (Issued within the last 6 months to tender closing)	
5	Must submit a Copy of Valid AGPO Certificate issued by the National Treasury.	
6	Must submit a Copy of Valid business permit from the County Government.	
7	The Registration Document must be sequentially paginated.	
8	Duly filled registration data form PQ-1, PQ-2 and PQ-3	
	RESPONSIVENESS (R/NR)	

Note:

- a) Firms that pass all the above requirements will be included to the list of registered suppliers under the specific category for a period of two years.
- b) The list will be used for procurement process through the use of alternative procurement methods on competitive basis as and when needs arises.

- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.
- e) Registration of Suppliers is restricted to local contractor's only.

FORM PQ-1 REGISTRATION DATA FORM

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We(Firm's Name) hereby apply
for registration in the categoryas supplier of.....
(Item Description /per category)

Post Office Address.....Town.....

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

No..... Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

3. ADDITIONAL INFORMATION

a) Business founded or incorporated

b) Networth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

- e) State any technological innovations or specific attributes which distinguish you from your competitors:-.....
- f) Indicate terms of trade / sale

FORM PQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name.....
 Certificate of Incorporation/Registration No
 Location of business premises:
 CountryPhysical address
 Town.....Building.....
 Floor.....Plot No.....
 Street/Road.....Postal Address.....
 Postal/CountryCode.....TelephoneNo's.....
 FaxNo's.....E-mail address.....
 Website

Contact Person (Full Names)Direct / Mobile No's.....

Title Power of Attorney (Yes / No)

If **yes**, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only)
 Local Authority Trading License No Expiry Date
 Value Added Tax No.....

Value of the largest single assignment you have undertaken to date **(US\$/Kshs)**

Was this successfully undertaken? **Yes / No** (If **yes**, attach reference)

Name (s) of your banker (s)

BranchesTel No's

Part 2 (a) – Sole Proprietors

Full names

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

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company

Private or public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs Issued Kshs

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by IEBC and any other public or private institutions.

Full Names

Signature

Dated thisday of2023.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s): -

a)

b)

c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2023

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

a)

b)

c)

d)

For and on behalf of M/s

In the capacity of

Dated thisday of 2023

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in IEBC or any other public institution who has interest in the Firm? Yes/No
..... (Delete as necessary) Institution

(Title)..... (Signature).....(Date).....

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2
3.....

Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give IEBC authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of 2023

Suppliers' / Company's Official Rubber Stamp

FORM PQ-3**SWORN STATEMENT**

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by IEBC.
- c. We shall notify IEBC when the legal, technical or financial status or the contractual capacity of the firm changes 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 (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) REQUIREMENT

Provide your E-GP registration details as follows;

FIRM NAME	PHYSICAL ADDRESS	CONTACT NO.	CONTACT PERSON	E-GP NUMBER