



REGISTRATION OF SUPPLIERS

DATASHEET

FY-2024/25

Registration of Suppliers (2024 - 2025)

Nature of business applied for

Category No.

	Category No.	Category	Eligibility	Submission deadline
1	KEMSA-REG-C-018-2024/2026	Provision of Air Ticketing Services	Open	15th May 2024
2	KEMSA-REG-C-019-2024/2026	Provision of Printing and branding services	AGPO	15th May 2024
3	KEMSA-REG-C-020-2024/2026	Provision of motor vehicle repairs and maintenance services	Open	15th May 2024
4	KEMSA-REG-C-021-2024/2026	Provision of legal services	Open	15th May 2024
5	KEMSA-REG-C-022-2024/2026	Provision of Consultancy Services (customer satisfaction survey, enterprise risk management survey, alcohol and drug abuse survey, governance and compliance audits, tax consultancy, cost	Open	15th May 2024

		policy, employee engagement survey, culture survey and change management program, Integrity survey)		
6	KEMSA-REG-C-023-2024/2026	Provision of Media Monitoring Services	Open	15 th May 2024
7	KEMSA-REG-C-024-2024/2026	Provision of event organization services	AGPO	15 th May 2024
8	KEMSA-REG-C-025-2024/2026	Provision of general cleaning services.	AGPO	15 th May 2024
9	KEMSA-REG-C-026-2024/2026	Provision of ground Maintenance, Landscaping and Beautification.	AGPO	15 th May 2024
10	KEMSA-REG-C-027-2024/2026	Provision of Design and Artwork generation in general printing services.	AGPO	15 th May 2024
11	KEMSA-REG-C-028-2024/2026	Provision of photography and Videography services	AGPO	15 th May 2024
12	KEMSA-REG-C-029-2024/2026	Provision of generator maintenance services	Open	15 th May 2024
13	KEMSA-REG-C-030-2024/2026	Provision of Human resource services (Training, Consultancy and recruitment	Open	15 th May 2024
14	KEMSA-REG-C-031-2024/2026	Provision of works consultancy services	Open	15 th May 2024
15	KEMSA-REG-C-032-2024/2026	Property valuations services	Open	15 th May 2024
16	KEMSA-REG-C-033-2024/2026	Provision of Land Surveying services	Open	15 th May 2024
17	KEMSA-REG-C-034-2024/2026	Provision of catering services	AGPO	15 th May 2024

18	KEMSA-REG-C-035-2024/2026	Provision of Communication and PR services	Open	15 th May 2024
19	KEMSA-REG-C-036-2024/2026	Provision of transportation services for Medical commodities	Open	15 th May 2024
20	KEMSA-REG-C-037-2024/2026	Provision of Environmental consultancy services	Open	15 th May 2024
21	KEMSA-REG-C-038-2024/2026	Provision of financial consultancy services	Open	15 th May 2024
22	KEMSA-REG-C-039-2024/2026	Provision of fumigation and pest control services	AGPO	15 th May 2024
23	KEMSA-REG-C-040-2024/2026	Provision of insurance brokerage services	Open	15 th May 2024
24	KEMSA-REG-C-041-2024/2026	Provision of insurance underwriting services.	Open	15 th May 2024
25	KEMSA-REG-C-042-2024/2026	Provision of laboratory equipment maintenance services.	Open	15 th May 2024
26	KEMSA-REG-C-043-2024/2026	Provision of Clearing and forwarding services	Open	15 th May 2024
27	KEMSA-REG-C-044-2024/2026	Provision of networking (LAN/WAN) services	Open	15 th May 2024
28	KEMSA-REG-C-045-2024/2026	Provision of sanitary bins services	AGPO	15 th May 2024
29	KEMSA-REG-C-046-2024/2026	Provision of security services	Open	15 th May 2024
30	KEMSA-REG-C-047-2024/2026	Provision of software development and support services.	Open	15 th May 2024

31	KEMSA-REG-C-048-2024/2026	Servicing of computers, printers, faxes, copiers and air conditioners	AGPO	15 th May 2024
32	KEMSA-REG-C-049-2024/2026	Supply and maintenance of electrical fences, alarms and access control equipment	Open	15 th May 2024
33	KEMSA-REG-C-050-2024/2026	Supply of electrical equipment, fittings and General Hardware	Open	15 th May 2024
34	KEMSA-REG-C-051-2024/2026	Installations of solar and related equipment.	Open	15 th May 2024
35	KEMSA-REG-C-052-2024/2026	Supply of software licenses and applications.	Open	15 th May 2024
36	KEMSA-REG-C-053-2024/2026	Supply and maintenance of firefighting equipment	Open	15 th May 2024
37	KEMSA-REG-C-054-2024/2026	Supply, installations and maintenance of security alarms and CCTV.	AGPO	15 th May 2024
38	KEMSA-REG-C-055-2024/2026	Provision of crane services	Open	15 th May 2024
39	KEMSA-REG-C-056-2024/2026	Maintenance of boreholes	Open	15 th May 2024

REGISTRATION DATA SHEET

PLEASE COMPLETE THE INFORMATION BELOW, WHERE APPLICABLE

1. Applicant's Information

(a) Company Name.....

Address:.....

Physical location:.....

c. Authorized representative information

Name: (full legal name)

Address:.....

Telephone.....

E-mail address.....

2. Requirements:

- i. Certificate of incorporation/ Registration certificate(Attach a copy of current CR12)
- ii. Valid Tax Compliance certificate
- iii. Valid AGPO certificate
- iv. Valid trading licence
- v. Mandatory Requirement as per the category (**Attach copies where applicable**)

S/No	Description	Requirement(Mandatory)
1.	Provision of Air ticketing Services	IATA license
2.	Provision of Legal services	Current Practicing certificate(LSK)
3.	Provision of General cleaning	NEMA license
4.	Consultancy services	NITA licence/ICPAK/KISM
5.	Provision of Land surveying services	Current Practicing license (Land Surveyors Board)
6.	Provision of catering services	Food hygiene certificate and annual public health certificates for the personnel
7.	Provision of communication and PR services	PRSK membership
8.	Provision of transportation services for medical commodities	HPT transport license
9.	Provision of Financial Consultancy services	ICPAK license
10.	Provision of fumigation and pest control services	NEMA license
11.	Provision of Environmental consultancy services	NEMA license

12.	Provision of insurance Brokerage services	IRA license Association of Insurance Brokers Professional Indemnity cover
13.	Provision of insurance Underwriting services	IRA license Association of Kenya Insurers(AKI)
14.	Provision of Clearing and forwarding services	Affiliation with Kenya International Freight & Warehousing Association (KIFWA)
15.	Provision of security services	Private security regulatory Authority Membership
16.	Property valuation services	Valuers Registration Board(VRB)
17.	Provision of works consultancy services	BORAQS license

(vi) In case of professional services, please include brief curriculum vitae of key professional staff showing whether full-time or part-time. This may be done on a separate page as an attachment.

Attached Not attached

3. Common ownership, influence on control

i) Has your firm been a consultant in preparation of the design or technical specifications of a contract used by the company at any one time?

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ii) Does the firm have a common ownership with any director/key manager of KEMSA to the extent of a likelihood of a controlling influence?.....

4. Company ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity in Kenya or elsewhere?

Yes/No:.....

ii) If yes, give details?

iii) Indicate period of debarment and reason.....

For how long has your Company been involved in the nature of business applied for?

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Show proof, E.g. Orders, Invoices, contract etc

5. Business Clientele

Please indicate at least Three (3) clients' specific to your area of interest you previously dealt with, specifying:

a)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof, e.g. purchase orders (attach copy)

b)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof, e.g. purchase orders (attach copy)

c)

Name:

Postal address

Telephone.....

Fax.....

Email.....

Physical Location.....

Contact Person

Type of Business

Value.....

Documentary proof, e .g purchase orders (attach copy)

Financial data (Not Applicable to AGPO category)

From your financial statements, extract the following information and complete the tables below.

Information from Balance sheet

	Year 1	Year 2
Total assets		
Total liabilities		
Current Assets		
Current liabilities		

Information from profit & loss account

	Year 1	Year 2
Total Revenue		
Profit before taxes		

