



NAIROBI CITY COUNTY
www.nairobi.go.ke

FINANCE AND ECONOMIC PLANNING AFFAIRS

Office of the County Chief Officer - Finance

DIRECTORATE OF SUPPLY CHAIN MANAGEMENT SERVICES

TENDER NO: NCC/SCM/T/002/2026-2027 FOR REGISTRATION OF
SUPPLIERS/CONSULTANTS FOR THE FINANCIAL YEARS 2026-2027/2027-2028

CATEGORY NO.....

SUPPLY & DELIVERY/PROVISION OF.....

.....

.....

.....

.....

SUPPLIER/FIRM NAME.....

CLOSING/OPENING DATE – FRIDAY 21ST AUGUST, 2026 AT 12.00 NOON

THIS DOCUMENT HAS FOURTEEN (14) PAGES

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SECTION I: INVITATION FOR REGISTRATION

The NAIROBI CITY COUNTY invites applications for Registration of Suppliers and Consultants from interested and eligible bidders for the supply/provision of the under listed Goods, Works, Services and Consultancies for the Financial Years **2026-2027/2027-2028**.

TENDER NO. NCC/SCM/T/002/2026-2027 FOR REGISTRATION OF SUPPLIERS/CONSULTANTS FOR THE FINANCIAL YEARS 2026-2027/2027-2028

A) SUPPLY & DELIVERY OF GOODS

Category No.	Item Description: Registration For	Target Group
G1	Supply & Delivery of General Office Stationery (e.g., Photocopying Papers, Conqueror papers, Envelopes, Pins, Staples, Paper clips, Carbon papers, Files, Folders, Stamp ink, etc.)	Reserved
G2	Supply & Delivery of Fresh Cut office Flowers	Reserved
G3	Supply & Delivery of Cleansing materials, Detergents & Sanitary materials	Reserved
G4	Supply & Delivery of Office Airtime (Scratch Cards)	Reserved
G5	Supply & Delivery of Dry Foodstuff (e.g., Rice, Maize, Beans etc.)	Reserved
G6	Supply & Delivery of Perishable Foodstuff (e.g., Eggs, Bread, etc.)	Reserved
G7	Supply & Delivery of Milk & Milk Products	Open
G8	Supply & Delivery of Red Meat and White Meat	Open
	Supply & Delivery of Fresh Fruits and Vegetables	Reserved
G9	Supply & Delivery of Curtains, Curtain rods, Blinds, and related items	Reserved
G10	Supply & Delivery of Kitchenware, Cutlery, Cooking equipment, Kitchen appliances etc.	Reserved
G11	Supply & Delivery of School furniture, Trampoline materials for Children Centers	Reserved
G12	Supply & Delivery of School personal clothes & Footwear for Children Centers	Reserved
G13	Supply & delivery of Games Equipment & Sportswear and related items	Reserved
G14	Supply & Delivery of Branded Staff promotional clothing (e.g., bag packs, dust coats, Hoodies, Shirts, T-shirts, Caps etc.)	Reserved
G15	Supply & Delivery of Corporate wear and Specialized Staff Uniform	Open
G16	Design, Printing, Supply & Delivery of Educative, Promotional, Communication & Advertising materials, Diaries, Calendars, Business Cards etc.	Reserved
G17	Supply & Delivery of Protective clothing materials (e.g., Gumboots, Heavy duty gloves, Helmets, Face masks, Rain coats and related items)	Reserved
G18	Supply & Delivery of Working Tools and Equipment	Open
G19	Supply & Delivery of Office Furniture, Furnishings & Fittings	Open
G20	Supply & Delivery of Office Equipment (e.g., Safes, Computers, Laptops, Photocopiers, Printers, Scanners, IPADs, Shredders, Fax machines, Television sets, Cameras, Servers, UPS, Mobile phones/Smart phones, Note pads, Staplers, Paper punch, Intercom phones, Walkie talkies, Tripods, Filing cabinets, and related items)	Open
G21	Supply & Delivery of Computer Consumables, Software & Hardware	Open
G22	Supply & delivery of Medical, Dental Equipment & Surgical Instruments	Open
G23	Supply & Delivery of Non-pharmaceuticals & Surgical dressings	Open
G24	Supply & Delivery of X-ray Materials & Consumables	Open
G25	Supply & Delivery of Drugs, Vaccines & Fluids	Open

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G26	Supply & Delivery of Laboratory Reagents	Open
G27	Supply & Delivery of Morgue chemicals	Open
G28	Supply & Delivery of Hospital linen, Towels, Curtains, etc.	Open
G29	Supply & Delivery Hospital beds and Beddings	Open
G30	Supply & Delivery of Patients uniforms	Open
G31	Supply, Delivery & Installation of Washing machines, Air conditioners, Cold rooms etc.	Open
G32	Supply & Delivery of LPG Gas & Medical Gas	Open
G33	Supply & Delivery of Charcoal & Wood fuel	Open
G34	Supply & Delivery of Audio-Visual Systems & Security Equipment (e.g., Scanners, Detectors etc.)	Open
G35	Supply, Delivery, Installation, Commissioning & Servicing of CCTV & Biometric Access Control equipment	Open
G36	Supply & delivery of Firefighting equipment	Open
G37	Supply & Delivery of Hardware and Electrical Items	Open
G38	Supply & Delivery of Building & Construction Materials	Open
G39	Supply & Delivery of Street lights both Solar & Electric and related items	Open
G40	Supply & Delivery of Motor Vehicle/Cycle Spares parts, Tyres, Tubes, Batteries and related accessories	Open
G41	Supply & Delivery of Oil and Lubricants	Open
G42	Supply & Delivery of Veterinary Supplies	Open
G43	Supply & Delivery of Pet food	Open
G44	Supply & Delivery of Tree seedlings, Seedling polythene bags, Dry manure, Red soil, Flower pots/planters etc.	Open
G45	Supply & Delivery of Pesticides and insecticides	Open
G46	Supply & Delivery of Fertilizers	Open

B) PROVISION OF SERVICES

Category No.	Item Description: Registration For	Target Group
S1	Provision of Sanitary, Comprehensive professional cleaning & Laundry services, Fumigation & Pest control services	Reserved
S2	Provision of servicing of Plant, Medical equipment, Firefighting equipment and Machines (e.g., cold rooms, washing machines, generators, incinerators, Air conditioners, and related items)	Open
S3	Provision of Design, Printing and Publishing Services	Open
S4	Provision of Digital advertising agency services	Open
S5	Provision of Outside catering services including provision of tents, chairs tables and Podium	Open
S6	Provision of Hospitality Services, Accommodation and Conference Facilities	Open
S7	Provision of Event organization & management, Exhibition experiential/Road show services, Stage assembling/lighting & Sound services	Open
S8	Provision of Travel and Air ticketing services	Open
S9	Provision of Car Hire & related services	Open
S10	Provision of Auctioneer services	Open
S11	Provision of tagging /marking of Assets Services	Open
S12	Provision of Asset Tracking System	Open
S13	Provision of Web Hosting, Design & Maintenance Services	Open

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S14	Provision & Maintenance of data centre, LAN and WAN structured cabling & Internet services	Open
S15	Provision of Garages/workshops for Service, Repair & maintenance of motor vehicle /cycle & Heavy equipment (Registered with Ministry of Public Works)	Open
S16	Provision of Repair, maintenance and service of Computers, Office Equipment, Furniture and Telecommunication equipment	Open

(C) PROVISION OF CONSULTANCY SERVICES

Category No.	Item Description: Registration For	Target Group
C1	Provision of Research & Survey Based Consultancy Services	Open
C2	Provision of Human Resource & Management Consultancy Services	Open
C3	Provision of Specialized Training Consultancy Services	Open
C4	Provision of Risk Management Consultancy Services	Open
C5	Provision of Strategic Plan Preparation Consultancy Services	Open
C6	Provision of the Internet, Website consultancy & Social Media Services	Open
C7	Provision of Consulting Services, Quantity Surveyors/Building Economists/Project managers and Arbitrators	Open

D) PROVISION OF WORKS

Category No.	Item Description: Registration For	Target Group
W1	Small Works and Paintings (Renovations, plumbing, partitioning)	Reserved
W2	Major Works – Construction and Rehabilitation Works	Open
W3	Routine Maintenance for Road Works	Open
W4	Provision of Electrical Works	Open
W5	Provision of Water Works	Open

KEY: RESERVED; Reserved for Youth, Disadvantaged Group (Women) and Persons with Disability duly registered with the National Treasury. Proof of Registration is **Mandatory**

The Registration bid document with detailed information can be viewed and downloaded free of charge from the Public Procurement Information Portal (PIIP) www.tenders.go.ke.

Duly Completed Registration Documents should be put in plain Sealed Envelopes for each CATEGORY CLEARLY MARKED 'CATEGORY NO..... / TENDER NO FOR THE SUPPLY/PROVISION OF..... and be addressed to;

**The County Secretary
Nairobi City County
P. O. Box 30075-00100
NAIROBI**

And be deposited in the Tender Box located at the Nairobi City County's **Directorate of Supply Chain Management Services on 4th floor, Main City Hall, Room 400**, so as to be received on or before **FRIDAY 21ST AUGUST, 2026 at 12.00 NOON**. Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, at the Directorate of Supply Chain Management situated on 4th Floor, Main City Hall Room 400.

NB: For registration for AGPO Contact the Information Desk at Huduma Centre.

AG. COUNTY SECRETARY AND HEAD OF COUNTY PUBLIC SERVICE

SECTION II: INSTRUCTIONS TO CANDIDATES

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2.1 Introduction

2.1.1 The Nairobi City County (NCC) would like to invite interested candidates for shortlisting for provision of goods, services and Works.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the qualification document, as described in Instructions to Candidates, tape bound and clearly marked **the Category interested**.

2.2.2 The qualification document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the qualification document shall initial all pages of the tender where entries or amendments have been made. The qualification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the qualification document.

2.3 Submission of Applications

2.3.1 Applications for qualification shall be submitted in sealed envelopes marked with the qualification category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **THURSDAY 20TH AUGUST, 2026 at 12.00 NOON**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the Registration document in an envelope.
The envelope shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for qualification and the qualification advertisement.
- (b) Bear the qualification category, title and reference number of the qualification document.

2.3.3 If the envelope is not sealed and marked as instructed above, the NCC will assume no responsibility for the misplacement or premature opening of the qualification document. If the outer envelope discloses the Candidate's identity the NCC will not guarantee the anonymity of the qualification submission, but this shall not constitute grounds for rejection of the qualification document.

2.3.4 All the information requested for qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide the mandatory requirements for shortlisting may result in the applicant's disqualification.

2.4 Eligible Candidates

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2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Qualification documents to the Directorate of Supply Chain Management, Nairobi City County so that they may be shortlisted for submission of quotations. The prospective suppliers are required to supply mandatory information for qualification to be registered.

2.5 Qualification Criteria

2.5.1 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Section IV.

2.5.2 Litigation History

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

2.6 Clarification of Qualification Documents

2.6.1 The prospective applicant requiring any clarification of the qualification/shortlisting documents may notify the NCC in writing or by email at the NCC's email address indicated in the qualification data.

2.6.2 The NCC will respond in writing through email to any request for clarification that it receives earlier than 3 days prior to the deadline for the submission of applications. Copies of the NCC's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the qualification documents.

2.7 Amendment of Qualification/shortlisting Documents

2.7.1 At any time prior to the deadline for submission of applications, the NCC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the qualification/shortlisting document by issuing subsequent Addenda.

2.7.2 The Addendum thus issued shall be part of the qualification/shortlisting documents pursuant to Sub-Clause 2.6.2 and shall be communicated in writing or cable to all who shall have picked the qualification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the NCC.

2.7.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the NCC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.7.1.

2.8 Deadline for Submission of Qualification/shortlisting Documents

2.8.1 Applications must be received by the NCC at the address specified in Sub-Clause

2.9.1 no later than the time and date stipulated in the notice for shortlisting.

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2.8.2 The NCC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the NCC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.9 Opening of Qualification/ shortlisting Documents

2.9.1 The NCC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.9.2 The NCC shall prepare minutes of the opening of the qualification/ shortlisting documents, including the information disclosed to those present.

2.10 Process to be Confidential

2.10.1 Information relating to the examination, evaluation of applications and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the NCC's processing of applications or approval decisions may result in the rejection of the applications.

2.11 Clarification of Applications and Contacting of the NCC

2.11.1 To assist in the examination, evaluation, and comparison of applications, the NCC may, at its discretion, ask any applicant for clarification of his/her application.

2.11.2 Subject to Sub-Clause 2.10.1, no applicant shall contact the NCC on any matter relating to its application from the time of the opening to the time the qualification list is approved. If the applicant wishes to bring additional information to the notice of the NCC, it should do so in writing.

2.11.3 Any effort by any applicant to influence the NCC in the NCC's qualification evaluation, or qualification approval decisions may result in the rejection of the candidate's application.

2.12 Examination of Qualification/ shortlisting Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, the NCC will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the qualification documents; and (c) provides any clarification and/or substantiation that the NCC may require to determine responsiveness pursuant to Sub-Clause 2.14

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the qualification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the qualification documents,

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the NCC's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.3 If an application is not substantially responsive, it will be rejected by the NCC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.4 The NCC, prior to the approval of the qualification may confirm the qualification of each applicant who shall have passed the technical stage of the qualification process in order to determine whether the applicant possesses all the requirements in the application for the qualification document submitted.

2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the NCC within Sixty (60) days from the date of opening of qualification documents.

2.13.2 At the same time the NCC notifies qualified Applicants that their applications are responsive, the NCC shall notify the other Applicants whose applications are not responsive.

2.14 Evaluation and Comparison of Applications

2.14.1 The NCC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Qualification will be based on meeting the minimum requirements to pass in the criteria set.

2.15 NCC's Right to accept any Application and to reject any or all Applications

2.15.1 The NCC reserves the right to accept or reject any application, and to annul the qualification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant.

2.16 Notification of Approval

2.16.1 Prior to expiration of the period of qualification validity prescribed by the NCC, the NCC will notify successful applicants.

2.17 Acceptance of the Approval

2.17.1 The successful candidates shall be required to acknowledge in writing the Acceptance of their qualification to the NCC.

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SECTION III: APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit their bid document, marked the category and tender number and shall be placed in an envelope.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall be as per the mandatory requirements as below;

MANDATORY REQUIREMENTS

S/No.	Requirements
1.	Copy of Certificate of Registration/Incorporation
2.	Current Copy of CR12
3.	Copy of Valid Tax Compliance Certificate/Exemption certificate
4.	Current Year Single Business Permit by the Nairobi City County.
5.	Copies of registration with RELEVANT REGULATORY BODIES where applicable e.g., IATA, IHRM, NCA, NEMA, EPRA, Pharmacy and Poisons Body, etc.
6.	Current practicing certificates for professionals where applicable
7.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise
8.	Company profile
9.	Valid AGPO certificate of registration for reserved categories

Please Note

*Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** be shortlisted until provided.*

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SECTION IV: QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We.....
(Name of Company/Firm)

here by apply for registration as supplier(s) of

.....
(Category No)

.....
(Item Description)

Address.....

Name of building.....Room/Office NoFloor No. Telephone

Nos.....

Full Name of applicant.....

Other branches location.....

Organization & Business Information (attach company profile)

Partnership (if applicable)

2. Names of Partners

.....
.....

3. Business founded or incorporated under present management since

5. Net worth equivalent (Kshs).....

6. Bank reference and address.....

7. Bonding company reference address.....

8. Enclose copy of organization chart of the firm indicating the main fields of activities

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

10. Indicate terms of trade/sale.....

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SECTION V: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied 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 premises.....

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

Postal AddressTel No.Email

Nature of Business

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age.....

NationalityCountry of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follow

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

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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.			
5			

If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

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SECTION VI: LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last two years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

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