

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



**WOTE MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O. BOX 78-90300, MAKUENI**

Email: wote.municipality@makueni.go.ke tel.0745974595 Web: www.makueni.go.ke

DOCUMENT FOR THE REGISTRATION OF SUPPLIERS

INVITATION DATE: 8TH OCTOBER 2026

REGISTRATION DOCUMENT

REFERENCE NO.: GMC/WM/R/001-139/2026/2027

SECTION A – INVITATION FOR REGISTRATION OF SUPPLIERS

Description: REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2) YEARS

Reference Number: GMC/WM/R/001-139/2026/2027

1. The Wote Municipality, a Semi-Autonomous Government Agency of the Government of Makueni County invites applications for the registration of suppliers, contractors and service providers for a period of two (2) years.
2. Interested suppliers, contractors, and service providers are invited to apply for registration under the relevant categories of goods, works, and services as listed in this document.
3. A complete set of the registration documents may be viewed and downloaded free of charge from the following websites: www.makueni.go.ke, www.tenders.go.ke,
4. Qualified and interested applicants may obtain further information and inspect the registration documents during normal working hours, from 9:00 a.m. to 4:00 p.m., through the email address wotemunicipality@makueni.go.ke or at the address below:

THE MUNICIPAL MANAGER
WOTE MUNICIPALITY
GOVERNMENT OF MAKUENI COUNTY
P.O. BOX 78-90300
WOTE, MAKUENI, KENYA

5. To be eligible for registration, an applicant MUST demonstrate that they qualify to participate in public procurement by providing copies of the mandatory requirements listed in this document.
6. Completed registration applications for each category shall be submitted through the online portal, sagas.makueni.go.ke, so as to be received on or before 23rd October 2026 at 11:00 a.m. (EAT). The portal will automatically close immediately after the registration deadline has elapsed. Manual submissions will NOT be accepted.
7. Late applications will be rejected.
8. The Municipality of Wote, reserves the right to authenticate and verify any information provided in response to this invitation without prior notice or reference to the applicant.

HEAD OF PROCUREMENT
FOR: MUNICIPAL MANAGER

CATEGORY A – SUPPLY OF GOODS

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
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1	GMC/R/001/2026/2027	Supply and delivery of office cabinets, fireproof cabinets, equipment, curtains, furniture, plastic seats and fittings.	Youth, Women and Persons with Disabilities
2	GMC/R/002/2026/2027	Supply and delivery of staff uniforms, linen, curtains, protective gear, games equipment and sportswear.	Youth, Women and Persons with Disabilities
3	GMC/R/003/2026/2027	Supply and delivery of cameras, LCD projectors, PA systems, camera and scanner batteries, and other related photojournalism equipment.	Youth, Women and Persons with Disabilities
4	GMC/R/004/2026/2027	Supply and delivery of medals, honours, artefacts, trophies, badges and other related items.	Youth, Women and Persons with Disabilities
5	GMC/R/005/2026/2027	Supply and delivery of iPads/tablets, mobile phones, telephone handsets, laptops, ICT equipment and accessories.	Youth, Women and Persons with Disabilities
6	GMC/R/006/2026/2027	Supply and delivery of electrical items, cooker accessories and appliances.	Youth, Women and Persons with Disabilities
7	GMC/R/007/2026/2027	Supply and delivery of fitness and sports equipment/machines and other related equipment.	Youth, Women and Persons with Disabilities
8	GMC/R/008/2026/2027	Supply and delivery of seeds and seedlings, including planting and maintenance.	Youth, Women and Persons with Disabilities
9	GMC/R/009/2026/2027	Supply and delivery of sanitary towels and provision of sanitary handling and disposal services, including sanitary bins.	Youth, Women and Persons with Disabilities
10	GMC/R/010/2026/2027	Supply and delivery of pipes, fittings, water tanks and other related water items.	Youth, Women and Persons with Disabilities
11	GMC/R/011/2026/2027	Supply and delivery of hospital linen, mattresses, curtains, uniform materials and other related items.	Youth, Women and Persons with Disabilities
12	GMC/R/012/2026/2027	Supply and delivery of tents, chairs and other related event items.	Youth, Women and Persons with Disabilities

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
13	GMC/R/013/2026/2027	Supply and delivery of plant, equipment and motor vehicles.	Open
14	GMC/R/014/2026/2027	Supply and installation of fire engines and fire suppression equipment and machines.	Open
15	GMC/R/015/2026/2027	Supply, delivery, installation, commissioning and maintenance of greenhouses, irrigation components, drip kits and related items.	Open
16	GMC/R/016/2026/2027	Supply, delivery, installation, testing and commissioning of milk coolers, freezers, pasteurizers, fridges, milk dispensers and associated equipment.	Open
17	GMC/R/017/2026/2027	Supply and delivery of aseptic bags and poly-liners.	Open
18	GMC/R/018/2026/2027	Supply and delivery of drums and drum seals.	Open
19	GMC/R/019/2026/2027	Supply and delivery of industrial and white sugar.	Open
20	GMC/R/020/2026/2027	Supply and delivery of wooden pallets.	Open
21	GMC/R/021/2026/2027	Supply and delivery of briquettes.	Open
22	GMC/R/022/2026/2027	Supply and delivery of consumables, labels and ingredients for ready-to-drink (RTD) juice and water.	Open
23	GMC/R/023/2026/2027	Supply and delivery of medical equipment.	Open
24	GMC/R/024/2026/2027	Supply and delivery of disaster management equipment.	Open
25	GMC/R/025/2026/2027	Supply and delivery of livestock, fisheries and related products.	Open
26	GMC/R/026/2026/2027	Supply and delivery of farm inputs, fertilizer, animal and fish feeds, herbicides, insecticides, veterinary drugs and related items.	Open

27	GMC/R/027/2026/2027	Supply and delivery of certified seeds and seedlings.	Open
28	GMC/R/028/2026/2027	Supply and delivery of artificial insemination (AI) training, equipment and related materials.	Open
29	<u>GMC/R/029/2026/2027</u>	Supply and delivery of motorbikes.	Open

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
30	GMC/R/030/2026/2027	Supply and delivery of water treatment chemicals.	Open
31	GMC/R/031/2026/2027	Supply and delivery of boiler chemicals, reverse osmosis plant chemicals and dosing pumps.	Open
32	<u>GMC/R/032/2026/2027</u>	Supply and delivery of surgical implants.	Open
33	GMC/R/033/2026/2027	Supply and delivery of professional software, licences and applications.	Open
34	GMC/R/034/2026/2027	Supply and delivery of air-conditioning equipment, cold rooms and related supplies.	Open
35	GMC/R/035/2026/2027	Supply and delivery of educational materials, books, ECDE instructional materials, personal clothing and footwear.	Open
36	GMC/R/036/2026/2027	Supply and delivery of motor vehicle batteries, tyres and related spare parts.	Youth, Women and Persons with Disabilities
37	GMC/R/037/2026/2027	Supply and delivery of cereals, pulses and miscellaneous foodstuffs.	Open
38	GMC/R/038/2026/2027	Supply and delivery of newspapers, magazines, periodicals, journals and related items.	Youth, Women and Persons with Disabilities
39	GMC/R/039/2026/2027	Supply and delivery of various airtime cards.	Youth, Women and Persons with Disabilities

40	GMC/R/040/2026/2027	Supply and delivery of bottled mineral water and soft drinks.	Youth, Women and Persons with Disabilities
41	GMC/R/041/2026/2027	Supply and maintenance of electrical fences, alarms and access control equipment.	Open
42	GMC/R/042/2026/2027	Supply and delivery of audio-visual systems and security equipment, including scanners and detectors.	Open
43	GMC/R/043/2026/2027	Supply and delivery of various kitchen equipment and related items.	Youth, Women and Persons with Disabilities
NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
44	GMC/R/044/2026/2027	Supply and delivery of detergents, sanitizers and cleaning materials.	Youth, Women and Persons with Disabilities
45	GMC/R/045/2026/2027	Supply and delivery of various office stationery items.	Youth, Women and Persons with Disabilities
46	GMC/R/046/2026/2027	Supply and delivery of various printed office stationery items.	Youth, Women and Persons with Disabilities
47	GMC/R/047/2026/2027	Supply, delivery, installation and commissioning of standby power generators.	Open
48	GMC/R/048/2026/2027	Supply and delivery of telecommunication equipment.	Open
49	GMC/R/049/2026/2027	Supply and delivery of laboratory chemicals, reagents and equipment.	Open
50	GMC/R/050/2026/2027	Supply and delivery of gas cylinders and refills.	Youth, Women and Persons with Disabilities
51	GMC/R/051/2026/2027	Supply and delivery of sewing machines and other related equipment.	Open

CATEGORY B – PROVISION OF SERVICES

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
52	GMC/R/052/2026/2027	Provision of fruit juice and water distribution and other related services.	Open
53	GMC/R/053/2026/2027	Provision of web and email hosting, cloud computing, design and maintenance services.	Open
54	GMC/R/054/2026/2027	Provision of calibration services for weighbridges and weighing machines.	Open
55	GMC/R/055/2026/2027	Provision of technical support for formulation and quality consultancy services for water and juice production.	Open
56	GMC/R/056/2026/2027	Provision of ICT consultancy services.	Open
57	GMC/R/057/2026/2027	Provision of repair, servicing, maintenance, supply, delivery and installation of electrical	Open

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
58	GMC/R/058/2026/2027	Provision of servicing and repair of oxygen plants, refilling stations and oxygen cylinders.	Open
59	GMC/R/059/2026/2027	Provision of physical land use and planning consultancy services.	Open
60	GMC/R/060/2026/2027	Provision of land survey consultancy services.	Open
61	GMC/R/061/2026/2027	Provision of garbage collection services.	Youth, Women and Persons with Disabilities
62	GMC/R/062/2026/2027	Provision of architectural services.	Open
63	GMC/R/063/2026/2027	Provision of repair, maintenance and servicing of telecommunication equipment.	Open
64	GMC/R/064/2026/2027	Provision of food safety management systems and certification services.	Open

65	GMC/R/065/2026/2027	Provision of bee products and beekeeping services.	Youth, Women and Persons with Disabilities
66	GMC/R/066/2026/2027	Provision of customs clearing and forwarding services, air and sea freight, import and export consolidation, packing and removals, road haulage and warehousing services.	Open
67	GMC/R/067/2026/2027	Provision of security services.	Open
68	GMC/R/068/2026/2027	Provision of office cleaning and gardening services.	Youth, Women and Persons with Disabilities
69	GMC/R/069/2026/2027	Provision of tax consultancy services.	Open
70	GMC/R/070/2026/2027	Provision of quantity surveying services.	Open
71	GMC/R/071/2026/2027	Provision of levelling and landscaping of compounds and playing fields works and services.	Open
72	GMC/R/072/2026/2027	Provision of audit services.	Open
73	GMC/R/073/2026/2027	Provision of music recording studio equipment and services, maintenance services, cameras and video services.	Open

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
74	GMC/R/074/2026/2027	Provision of actuarial services.	Open
75	GMC/R/075/2026/2027	Provision of geological services.	Open
76	GMC/R/076/2026/2027	Provision of entertainment services, including DJs, bands, musicians, models, hostesses, MCs and dancers.	Youth, Women and Persons with Disabilities
77	GMC/R/077/2026/2027	Provision of quantity surveying services.	Open
78	GMC/R/078/2026/2027	Provision of levelling and landscaping of compounds and playing fields works and services.	Open
79	GMC/R/079/2026/2027	Provision of emergency response services.	Open

80	GMC/R/080/2026/2027	Provision of data backup and recovery services.	Open
81	GMC/R/081/2026/2027	Provision of property, assets, land and motor vehicle valuation services.	Open
82	GMC/R/082/2026/2027	Provision of driving school services offering training for boda bodas, motor vehicles and heavy equipment.	Open
83	GMC/R/083/2026/2027	Provision of modern survey equipment, survey drawing equipment, map cabinets, survey stationery and physical planning drawing equipment.	Open
84	GMC/R/084/2026/2027	Provision of specialized radiology services.	Open
85	GMC/R/085/2026/2027	Provision of engineering services.	Open
86	GMC/R/086/2026/2027	Provision of interior design services.	Open
87	GMC/R/087/2026/2027	Provision of training services on drug abuse, HIV/AIDS, guidance and counselling, corporate governance and ethics.	Open
88	GMC/R/088/2026/2027	Provision of consultancy services on environmental impact assessment and environmental audit services.	Open
89	GMC/R/089/2026/2027	Provision of branding of motor vehicles with county corporate colours.	Youth, Women and Persons with Disabilities
90	GMC/R/090/2026/2027	Provision of fumigation and pest control services.	Open
91	GMC/R/091/2026/2027	Provision of transportation services, including hire of taxis/cabs, buses, lorries and motorbikes.	Open

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
92	GMC/R/092/2026/2027	Provision of identification cards, business cards and asset tags.	Youth, Women and Persons with Disabilities

93	GMC/R/093/2026/2027	Provision of creative design, branding and printing services and related items, including T-shirts, caps, calendars, diaries, banners, cards and stickers.	Youth, Women and Persons with Disabilities
94	GMC/R/094/2026/2027	Provision of printing, binding and photocopying services.	Youth, Women and Persons with Disabilities
95	GMC/R/095/2026/2027	Provision of legal services.	Open
96	GMC/R/096/2026/2027	Provision of training, capacity building, entrepreneurship skills and related consultancy services.	Open
97	GMC/R/097/2026/2027	Provision of specialized laboratory services.	Open
98	GMC/R/098/2026/2027	Provision of artificial insemination professional services.	Open
99	GMC/R/099/2026/2027	Provision of water pumps, pressure washers, car wash machines and related water materials and equipment.	Youth, Women and Persons with Disabilities
100	GMC/R/100/2026/2027	Provision of laundry services.	Youth, Women and Persons with Disabilities
101	GMC/R/101/2026/2027	Provision of videography and photography services.	Open
102	GMC/R/102/2026/2027	Provision of road construction materials, road signs, moulding of signage and related services.	Open
103	GMC/R/103/2026/2027	Provision of local labour-based artisan services, including masons, carpenters, glass fitters, electricians, plumbers and welders.	Open
104	GMC/R/104/2026/2027	Provision of design and supervision of dams, buildings, fields and other related consultancy services.	Open
105	GMC/R/105/2026/2027	Provision of machinery hire services, including bulldozers, excavators, graders, rollers, water drilling machines and tippers, and their maintenance.	Open

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
106	GMC/R/106/2026/2027	Provision of air travel and ticketing agency services (IATA-registered only).	Open
107	GMC/R/107/2026/2027	Provision of sewerage and pit latrine exhausting services, maintenance of sewer lines and related services.	Youth, Women and Persons with Disabilities
108	GMC/R/108/2026/2027	Provision of servicing, repairs and maintenance of motor vehicles, motorbikes, generators and other plant, equipment and machinery.	Open
109	GMC/R/109/2026/2027	Provision of hotel catering, seminar facilities, conferencing and accommodation services.	Open
110	GMC/R/110/2026/2027	Provision of marketing, public relations, publicity, media management, monitoring and analysis services, and other related consultancy services.	Open
111	GMC/R/111/2026/2027	Provision of courier and mail services, both local and international.	Open
112	GMC/R/112/2026/2027	Provision of towing services.	Open
113	GMC/R/113/2026/2027	Provision of insurance and insurance brokerage services.	Open
114	GMC/R/114/2026/2027	Provision of repair and maintenance services for ICT equipment and accessories.	Open
115	GMC/R/115/2026/2027	Provision of live broadcast transmission services.	Open
116	GMC/R/116/2026/2027	Provision of internet and communication services, computer networking and structured cabling installations.	Open
117	GMC/R/117/2026/2027	Provision of installation and maintenance of street lights.	Open
118	GMC/R/118/2026/2027	Provision of borehole maintenance services.	Open
119		Provision of asset tracking systems.	Open

120	GMC/R/119/2026/2027	Provision of auctioneering services.	Open
	GMC/R/120/2026/2027		
121	GMC/R/121/2026/2027	Provision of strategic planning consultancy services.	Youth, Women and Persons with Disabilities
122	GMC/R/122/2026/2027	Provision of bulk SMS services.	Open
NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
123	GMC/R/123/2026/2027	Provision of car washing services.	Youth, Women and Persons with Disabilities
124	GMC/R/124/2026/2027	Provision of design and mounting of trade fairs, shows and exhibitions.	Youth, Women and Persons with Disabilities
125	GMC/R/125/2026/2027	Provision of team-building consultancy services.	Youth, Women and Persons with Disabilities
126	GMC/R/126/2026/2027	Provision of advertising services, including billboards.	Open
127	GMC/R/127/2026/2027	Provision of decoration services.	Open
128	GMC/R/128/2026/2027	Provision of consultancy services in procurement and supply chain management.	Open
129	GMC/R/129/2026/2027	Provision of consultancy services in financial services.	Open
130	GMC/R/130/2026/2027	Provision of consultancy services for mineral mapping and mining services.	Open

CATEGORY C – SMALL WORKS

NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
131	GMC/R/131/2026/2027	Office partitioning, renovation, repair and maintenance of building, civil works, interior design and related services.	Youth, Women and Persons with Disabilities

132	GMC/R/132/2026/2027	Construction and rehabilitation of dams, water distribution and other related water works.	Open
133	GMC/R/133/2026/2027	Provision of borehole drilling and equipping works.	Open
134	GMC/R/134/2026/2027	Construction and rehabilitation of gabions, borehole servicing, cattle dips and water pans.	Youth, Women and Persons with Disabilities
135	GMC/R/135/2026/2027	Provision of roadside and bush clearing services.	Youth, Women and Persons with Disabilities
NO.	REFERENCE NUMBER	CATEGORY DESCRIPTION	ELIGIBILITY
136	GMC/R/136/2026/2027	Provision of manual grading, routine maintenance and other related road works.	Open
137	GMC/R/137/2026/2027	Construction of new civil works for buildings, cattle dips, market sheds, stockyards and other related works.	Open
138	GMC/R/138/2026/2027	Repair and maintenance of cattle dips, market sheds, stockyards and other related works.	Youth, Women and Persons with Disabilities
139	GMC/R/139/2026/2027	Repair and maintenance of electrical works and related works.	Youth, Women and Persons with Disabilities

SECTION B: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
3. The application document should be downloaded , filled and signed by the authorized representative of the supplier/contractor/organization under Company Seal/Stamp.
4. To submit the application, the supplier must scan (as one continuous PDF document) and upload the dully filled, signed and stamped registration document to the PORTAL with relevant supporting documents and any other information that the applicant wish to be considered.
5. AGPO suppliers can apply for categories reserved for Youth, Women, and Persons with Disabilities, as well as open categories, as long as they meet the requirements.
6. In selection of suppliers, the Municipality of Wote will register only those firms that meet the requirements. Registered suppliers, service providers, contractors, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
7. The Municipality of Wote will retain the suppliers for duration of two years subject to supplier's satisfactory performance.

SECTION C - SUPPLIER REGISTRATION REQUIREMENTS.

MANDATORY REQUIREMENTS:

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the MANDATORY REQUIREMENTS as provided below.

NB: GIVING FALSE INFORMATION on this form constitutes a serious offence and will form a basis for disqualification.

A) ELIGIBILITY CRITERIA FOR OPEN CATEGORY:

S/No.	Requirement	Remarks (YES/NO)
1.	Certificate of Incorporation / Registration (Attach a copy)	
2.	Valid Tax Compliance Certificate (Attach a copy).	
3.	For water, roads and building works, firms MUST have a relevant and valid NCA 8 certificate and an annual practising licence (Attach valid copies).	
4.	Duly completed, signed and stamped copy of Form R1 (attached below).	

5.	<p>Certificates from relevant regulatory or accrediting bodies/associations, where applicable, e.g., for lawyers, insurance firms, and other regulated professions (Attach a copy where applicable).</p> <p>NB: For the provision of outside catering services, bidders MUST provide a valid Food Handler's/Health Certificate issued by the County Government.</p>	
	REMARKS	Responsive/ Non-Responsive

NB: Only responsive suppliers/contractors/ Service providers will be included in the registration list.

FORM R1.

Category Description.....

Category Reference Number.....

i. Name of Supplier/ Contractor.....

ii. Name (s) of Director (s)

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iii. Postal Address.....

iv. Supplier / Contractor Official Email Address.....

v. Supplier / Contractor Official Phone Number.....

vi. Name of the County where the business is Located.....

- vii. Name of the ward where the physical office is located.....
- viii. Name of city/town where the business is Located.....

Name of the Person Submitting Registration Documents.....

Signature & Official Stamp

Date.....

NB. Suppliers are required to duly fill, sign and stamp this form

B) ELIGIBILITY CRITERIA FOR CATEGORIES RESERVED FOR YOUTH, WOMEN AND PERSONS WITH DISABILITY (AGPO):

All applicants who wish to be registered under the categories reserved for Youth, Women and Persons with Disability (ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES) – firms owned by Youth, Women and Persons with Disabilities MUST:

ELIGIBILITY CRITERIA.

S/No.	Requirement (s)	Remarks (YES/NO)
1.	A valid copy of the AGPO Certificate issued by the National Treasury.	
	Remarks	Responsive/ Non Responsive

NB: Only suppliers with valid copy of AGPO certificate will be included in the registration list.