



TENDER NO. ICPAK/SCM/003/2026

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR 2026-2028.

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REGISTRATION OF SUPPLIERS, FY 2026-2028

The Institute of Certified Public Accountants of Kenya (ICPAK) is the statutory body established under the Accountants' Act No.15 of 2008 with the mandate to develop and regulate the Accountancy Profession in Kenya. ICPAK is a member of the International Federation of Accountants (IFAC), the global umbrella body for the accountancy profession and Pan Africa Federation of Accountants (PAFA).

The Institute wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, work and Services for the period 2026-2028. All suppliers, including those already registered with the Institute, are required to apply for consideration. The categories are listed below:

NO.	ITEM DESCRIPTION	
ICPAK/01/2026	Supply of General Office Supplies	Special
ICPAK/02/2026	Supply of Offices Equipment	Open
ICPAK/03/2026	Supply Office Furniture, Furnishings and Fittings	Open
ICPAK/04/2026	Supply, Printing and Embroidery of Promotional Materials e.g. Bags, thermomug, executive pen, t-shirts, caps etc.	Open
ICPAK/05/2026	Printing and Supply of Printed Paper Materials e.g. Calendars, Diaries, Annual Reports, Desktop calendars and other Printed Stationery/Materials.	Open
ICPAK/06/2026	Supply and Maintenance of Fresh Office Flowers and Indoor Potted Plants.	Special
ICPAK/07/2026	Supply of Computers, Phones, Printers and Toners	Open
ICPAK/08/2026	Supply and installation of structured cabling and support services including supply of small office switches/access point	Open
ICPAK/09/2026	Supply, Installation and Maintenance of CCTV, Access control and Intruder alarms	Open
ICPAK/10/2026	Supply and Maintenance of Outdoor Advertising, Outdoor Display Signage/Billboards, Alucoboards and Building branding	Open
ICPAK/11/2026	Supply of Mementos and Plaques	Open
ICPAK/12/2026	Supply of Asset Bar Codes and Tagging Services	Open
ICPAK/13/2026	Supply, Installation of Aluminum and Glass Fittings	Open
ICPAK/14/2026	Supply of Newspapers, Magazines and Periodicals	Special
ICPAK/15/2026	Supply of computers, Laptops, Printers and Computer Accessories and Consumables - HP Approved Partners Only	Open
ICPAK/16/2026	Supply of Servers	Open
ICPAK/17/2026	Supply and Delivery of Water Dispensers and 20litre Purified Mineral Water	Open
ICPAK/18/2026	Supply and Delivery of Clean Bulk Water (Minimum 10,000lts)	Open

ICPAK/19/2026	Supply of Softwares and Associated Licenses (Windows, Microsoft Office, Antivirus, DMS, Memory Soft, etc.)	Open
ICPAK/20/2026	Supply of General Hardware Items e.g. Building, Masonry and Plumbing Systems	Open
ICPAK/21/2026	Provision of Courier Services - Light and Bulky Items	Open
ICPAK/22/2026	Supply and Delivery Branded Banners	Open
ICPAK/23/2026	Supply and Maintenance of Solar Systems Services	Open
ICPAK/24/2026	Supply and Maintenance of Fire Suppression System	Open
ICPAK/25/2026	Supply of Generator Diesel	Open
ICPAK/26/2026	Supply, delivery, and Maintenance of Electrical Utilities	Open
ICPAK/27/2026	Supply and Delivery of Fresh Milk	Open
	CATEGORY B - PROVISION OF SERVICES	
ICPAK/28/2026	Provision of Cleaning services and Garbage Collection and Disposal Services	Open
ICPAK/29/2026	Provision of Bulk SMS Services	Open
ICPAK/30/2026	Provision of Security Services	Open
ICPAK/31/2026	Provision of Sanitary Bin Services	Open
ICPAK/32/2026	Provision of Transport and Car Hire Services	Open
ICPAK/33/2026	Provision of Photography and Video Coverage Services	Open
ICPAK/34/2026	Provision of Catering Services	Open
ICPAK/35/2026	Provision of Air Ticketing Services/Air Travel Agency (IATA Registered Only)	Special
ICPAK/36/2026	Provision of Travel Insurance Services	
ICPAK/37/2026	Provision of Event Management Services (Dome tent and Accessories, AC, Generator, Audio Visual Services, DJ, Bands, Comedy, Dancers, Musicians, Models and MC's etc.)	Open
ICPAK/38/2026	Provision of Media Monitoring, Analysis and Reporting Services	Open
ICPAK/39/2026	Translation (English to Kiswahili and Vernacular Languages)	Open
ICPAK/40/2026	Provision of Auctioneering Services	Open
ICPAK/41/2026	Provision of Asset Valuation Services	Open
ICPAK/42/2026	Provision of Legal Services	Open
ICPAK/43/2026	Provision of Review and Editing Services	Special
ICPAK/44/2026	Provision of OSHA Audit Services	Open
ICPAK/45/2026	Provision of Culture Audit Services	Open
ICPAK/46/2026	Provision of Governance Audit Services	Open

ICPAK/47/2026	Provision of Board Training Services	Open
ICPAK/48/2026	Provision of ICT Audit Services	Open
ICPAK/49/2026	Provision of Electrical Engineering Consultancy Services	Open
ICPAK/50/2026	Provision of Metal Fabrication Works	Open
ICPAK/51/2026	Provision of Solar Maintenance Services	Open
ICPAK/52/2026	Provision of Digital Marketing Agencies	Open
ICPAK/53/2026	Provision of Media Monitoring Services	Open
ICPAK/54/2026	Provision of Software Development Services	Open
ICPAK/55/2026	Provision of Electronic Waste Collection, Destruction, Disposal and Recycling	Open
ICPAK/56/2026		
ICPAK/57/2026	Supply and Maintenance of Firefighting Equipment and Fire Suppression Systems	Open
ICPAK/58/2026	Provision of Car/Bus Hire Services	Open
ICPAK/59/2026	Provision of Staff Medical Insurance Cover Services (Inpatient & Outpatient)	Open
ICPAK/60/2026	Provision of General Insurance, WIBA and other Insurances	Open
ICPAK/61/2026	Provision of Life Insurance Cover	Open
ICPAK/62/2026	Provision of Staffs Surveys e.g. Work Environment Survey, Ergonomics Surveyors etc.	Open
ICPAK/63/2026	Provision of Livestreaming Streaming	Open
	Provision of Internet Services	Open
ICPAK/64/2026	Provision of Asset Tagging, Verification and Reconciliation Services	Open
ICPAK/65/2026	Production of Radio and Television Infomercials/Documentaries	Open
ICPAK/66/2026	Provision of Management and Consultancy Services (Staff Recruitment, Selection and Training, Customer Service Coaching and mentoring and Organization Culture and Change	Open
ICPAK/67/2026	Provision of Succession Planning and Consultancy Services - Leadership and Competence Skills Assessment	Open
ICPAK/68/2026	Provision of Corporate Governance Consultancy Services	Open
ICPAK/69/2026	Provision of Employee Wellness Program/ Workshop (Career Planning, Personal Finance Management, Lifestyle Talks etc.)	Open
ICPAK/70/2026	Provision of Labour Relations and Human Resource Advisory Consultancy Services	Open
ICPAK/71/2026	Provision of Assessment Services (Psychometric/ Aptitude Tests, Leadership/ Competency Assessments)	Open

ICPAK/72/2026	Provision of Website Design, Development, Hosting and Maintenance Systems	Open
ICPAK/73/2026	Provision of Tax Health Check Services	Open
ICPAK/74/2026	Provision of Hotel Accommodation and Conference Facilities - All towns in Kenya	Open
ICPAK/75/2026	Provision of Pest Control Services	Open
ICPAK/76/2026	Provision of Servicing and Maintenance of Air Conditioners and Mechanical Ventilation	Open
ICPAK/77/2026	Provision of Security Services	Open
ICPAK/78/2026	Provision of External Audit Services	Open
ICPAK/79/2026	Provision of Forensic and Risk Management Audit Services	Open
ICPAK/80/2026	Provision of Fumigation Services	Open
ICPAK/81/2026	Supply, Installation and Maintenance of Generators	Open
ICPAK/82/2026	Supply, Installation and Maintenance of Power Back-Ups and Power Stabilizers	Open
ICPAK/83/2026	Supply of Telephone and Telecommunication Equipment i.e. Headsets, PABX and Accessories	Open
ICPAK/84/2026	Provision of Graphic Design /Creative Services	Open
ICPAK/85/2026	Provision of Servicing and Maintenance of Building Management Unit (Cradle) Services	Open
ICPAK/86/2026	Provision of Lift/Elevators Inspection Maintenance Services	Open
ICPAK/87/2026	Provision of Printer Leasing Services	Open
ICPAK/88/2026	Provision of Public Relations Services	Open
ICPAK/89/2026	Provision of Editorial Services	Special
ICPAK/90/2026	Provision of Clearing & Forwarding Services	Open
ICPAK/91/2026	Provision of Repair and Maintenance Computer Hardware Services	Open
ICPAK/92/2026	Provision of Private Investigation Services (Quasi-Enforcement Support under the Accountants Act)	Open
ICPAK/93/2026	Provision of Legal Clerical and Registry Support Services	Open
	CATEGORY C - PROVISION OF WORKS	
ICPAK/94/2026	Office Partitioning, Repair and Maintenance of Building Works, Renovation and Related Services	Open
ICPAK/95/2026	Provision of Civil engineering Services	Open
ICPAK/96/2026	Provision of Electrical Services	Open
ICPAK/97/2026	Provision of Mechanical engineering services	Open

ICPAK/98/2026	Provision of Quantity Survey services	Open
ICPAK/99/2026	Provision of Architectural Services	Open
ICPAK/100/2026	General Repairs and Maintenance Contractors (Painting, Plumbing, Electrical Repairs, Renovation of Buildings, Partitioning and Civil Works etc.	Open
ICPAK/101/2026	Provision of Major Construction and Building Works and Facilities Development Services	Open

The Tender documents, containing detailed terms and conditions can be downloaded from the ICPAK website www.icpak.com for free.

The completed tender documents should be deposited in the Tender Box situated on the 9th floor CPA Centre Building Thika Road to be received on or before **Wednesday 29th April 2026** at **11.00AM**. The submitted registration documents shall be opened immediately thereafter in the board room-10th floor in the presence of the bidders or their representatives who may wish to attend.

The Management of the Institute reserves the right to **accept or reject any application either in part or in whole without assigning reasons thereof.**

Late submissions will be rejected.

The **special groups** are Youth (Up to 35 years), Women and Persons with Disabilities who have registered with the National Treasury (Directorate of Procurement)

Open means: All eligible bidders can apply for these categories.

CHIEF EXECUTIVE OFFICER.

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) ICPAK attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) ICPAK reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Ref No. which should be clearly written at the top of the form.
- 6) Your Registration documents should be submitted **properly book bound** or (spiral/velo), **filled** and **page numbered**. ICPAK shall not be responsible for Loss of documents not bound (loose).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

ICPAK would like to invite interested candidates who must qualify by meeting the set criteria provided by the institute to perform the contract of supply and delivery or provision of goods and services to ICPAK.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services/ works under relevant tenders/quotations to ICPAK as **and when** required during the stated period.

1.3 Invitation of Registration

Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for Registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for Registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

**Chief Executive Officer
ICPAK
P.O Box 59963 00200 NAIROBI
Email: procurement@icpak.com**

Not later than **29th April 2026 at 11:00 a.m.**

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the following address:

Manager, Supply Chain Management

ICPAK

P.O. Box 59963 – 00200, Nairobi.

Email: procurement@icpak.com

1.9 Additional Information

ICPAK reserves the right to request submission of additional information from prospective bidders.

1.10 Tenders will be awarded only to those bidders whose qualifications are accepted by ICPAK after scoring a minimum of **70%** after the completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

The firms should meet the KRA requirements.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Chief Executive Officer.

Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

3.1.1 The registered 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 and indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by the institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of ICPAK they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods and 3 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(b) ICPAK reserves to request for additional qualification information as the tender/quotation stage to suit procurement.

3.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part VIII.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the Registration documents. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Part II.

However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders.

Letter of reference from past customers should be included in part V.

3.4 Statement

Application must include a sworn statement on part VII by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration.

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, ICPAK reserves the right to reject the tender from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

3.6 Invitation to Tender.

The successful firms that will be registered with ICPAK will be issued with tender/RFP/Quotation documents and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from ICPAK panel of suppliers.

All invitation to tender documents will be sent by email. All suppliers **MUST have a valid email address** and any change must be communicated to the Authority.

4. REGISTRATION EVALUATION CRITERIA

A: OPEN CATEGORY: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	Valid Single Business Permit from a County Government	Mandatory
5	A Copy of CR 12/CR 13(whichever is applicable)	Mandatory
6	Letters of recommendation from four (3) clients.	Mandatory
7	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, LSK, ICPAK, KISM etc.	Mandatory

TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	25
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	25
6	Litigation History (Procurement related)	VII	5
	Total		100

The minimum score to qualify for Registration shall be **70%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

B. SPECIAL GROUP: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of PIN Registration Certificate	Mandatory
3	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
4	A Copy of CR 12/CR 13(whichever is relevant)	Mandatory
5	Certified copy of the latest bank statement	Mandatory
6	Certificates from affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA, IATA, ERC, LSK, ICPAK, KISM, Pest Control Board etc.	Mandatory
7	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory

TECHNICAL EVALUATION.

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	35
2	Supplier Registration Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	10
6	Litigation History(procurement related)	VII	10
	Total		100

The minimum score to qualify for Registration shall be **50%**. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & YWPD: -

1. Copies of Certificate of Incorporation/Partnership deed/Business registration
2. Copy of Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Copies of PIN Certificate of firm/company/individual
4. Copy of valid Single Business Permit from County Government
5. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, EPRA, CCK, AAK, MISK, CA, LSK, ACPAK, ACPSK, ICPAK, PCB, KISM etc.
6. Current letters of recommendation from previous organizations served (provide at least three).
7. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
9. CVs for Senior Staff for Consultancy Services

PART II:

1. SUPPLIER REGISTRATION DATA

A. Business Name

Pin No.

VAT Reg. No.....

(Attach copy registration certificate)

B. Address

P.O. Box..... Postal Code.....

City/Town.....

Telephone Nos

Mobile Nos.....

Fax No.....
Email Address.....
Website address (If any).....

C. Physical Address

Business Location.....
Name of building
Plot No.
Road/Street Name
Floor No. Room
No....

2. COMPANY DETAILS

A Sole Proprietor

Your name in full.....
Age.....
Nationality.....
Country of origin.....
*Citizenship details.....

B. Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....

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.....
-

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

D. Registration with Registrar of Companies

- 1) Date of Registration..... Registration No.
(Attach copy/copies of registration certificate)
- 2) Registration with National Construction Authority (NCA)
Date of Registration.....
Registration No.
Present Category
(Attach copy/copies of current registration certificate)
- 3) Registration with any other bodies/authority relevant to your line of business
e.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ICPAK,KISM etc.
Date of Registration
Registration No.
Present Category
(Attach a copy/copies of registration certificates)
Current Practicing Certificates ***(Attach copy)***

3. TRADE LICENCES

Single Business Permit held – County Government

- 1) Licence No.
Expiry Date
Licensed for.....

Current Trade Licence – Ministry/Statutory Commissions/Regulatory

Authorities etc

- 1) Licence No. Expiry Date
- 2) Licence No.
Expiry Date
- 3) Licence No.
Expiry Date.....

(Attach copy/copies of registration certificate)

4. NATURE OF BUSINESS

A. Please list the goods or services you provide specific to item Ref. No, Item Description applied for:

1)

B. For Contractors, state your area of specialization specific to item Ref. No, Item Description applied for: -

- 1)
 - 2)
 - 3)
-

PART III: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

- 1) Authorized Shares Ksh
- 2) Issued Shares Ksh.

B. Partnership & Sole Proprietorship:

Total Investment Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the 2 months certified by the issuing bank as proof of ability to execute the items applied for.

C. Maximum value of business which you can handle at any time

.....

D. State terms of payment in preference order

i)

ii)

iii)

Note: ICPAK prefers payment to be made 30 days after delivery of goods/services works or as may be stipulated in the contract.

PART IV: PERFORMANCE STANDARDS & FACILITIES

A. Space

- 1) Factory: Sq.ft. Owned or rented
- 2) Godown: Sq.ft. Owned or rented.....
- 3) Office Sq.ft. Owned or rented.....

B. Machinery

- 1) You own or lease
- 2) Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

- 3) State extent to which you would have to sub-contract work.....
.....
.....
.....

- 4) Are you certified by any Quality Assurance Body? If so, give the standard and name
.....
.....
.....
.....

(Attach copies of the accreditation)

PART V: MANPOWER

- a) Name of Chief Executive Officer/Principal Officer
.....
- b) How many staff does your organization have?.....
- c) Indicate the number in each category:
 - (i) Technical (Permanent..... Temporary.....)

(ii) Semi-Skilled (Permanent..... Temporary.....)

- d) Please describe generally the experience and expertise your organisation possesses that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by ICPAK
- Attach CV's of key professional/technical personnel in the following format.

Name.....Age.....

.....

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any)

Length of service with the firm

Position held

PART VI: PAST PERFORMANCE & EXPERIENCE

- a. Please provide at least three (3) major supplies/services/projects/assignments you have undertaken relevant to the job you are applying for/performed over the last three (3) years:

1. Name of 1st Client

i) Name of Client

ii) Address of Client

iii) Name of Contact Person at the client

iv) Telephone Contact.....

- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

2. Name of 2nd Client

- i) Name of Client
- ii) Address of Client
- iii) iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
Company Stamp.....
(Attach documental evidence of existence of contract)

3. Name of 3rd Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract

- v) Duration of Contract (date).....
- vii) Signature and Date.....
 Company Stamp.....
 (Attach documental evidence of existence of contract)

4. Name of 4th Client

- i) Name of Client
- ii) Address of Client
- iii) Name of Contact Person at the client
- iv) Telephone Contact.....
- v) Value of Contract
- vi) Duration of Contract (date).....
- vii) Signature and Date.....
 Company Stamp.....
 (Attach documental evidence of existence of contract/LPO)

b. Trade References

Attach at **least Three (3) current letters of recommendation** from reputable organizations that you have supplied goods, works/service for the last three years.

- i) Name and address of your Bankers

- ii) Have you ever had an order/contract issued and cancelled in whole or part by ICPAK? Yes/No
 If yes give reasons for cancellation

- iii) Have you ever been issued with a tender/quotation document by ICPAK and you failed respond/submit? Yes/No ...If yes give reasons for not submitting:

iv) Do you have any objection in ICPAK obtaining a confidential financial report from your bankers.....

v) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential ICPAK supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Ksh 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by	
	the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	

4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by ICPAK and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings spouse or children	

PART VIII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with ICPAK.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with ICPAK.
2. That in case of being 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 provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the Registration evaluation.
4. We will not engage in corrupt practices with the institute/Members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

NOTE:

Additional information required relating to category 92 and 93

ICPAK/92/2026	Provision of Private Investigation Services (Quasi-Enforcement Support under the Accountants Act)	Open
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ICPAK/92/2026-Provision of Private Investigation Services (Quasi-Enforcement Support under the Accountants Act)

In addition to the above standard technical requirements, provide the following additional information:

1. Proof of registration as a licensed private investigation firm in Kenya
2. Valid security/operational licence from the relevant regulatory authority
3. Demonstrated experience in investigative services, particularly in financial, forensic, or regulatory investigations
4. Evidence of capacity to support evidentiary processes, including statement recording and documentation
5. Knowledge of criminal justice processes, including investigation, prosecution support, and court procedures
6. Company profile detailing expertise and personnel
7. Compliance with data protection and confidentiality requirements

ICPAK/93/2026	Provision of Legal Clerical and Registry Support Services	Open
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Provide the following additional information:

1. Minimum academic qualification: KCSE (Form Four Certificate)
2. Curriculum Vitae (CV) for individual applicants or company profile for firms
3. Demonstrated experience in handling registry-related processes (e.g., land registry, company registry, IP registration)
4. Basic understanding of legal documentation and filing procedures
5. Certificate of good conduct
6. Reliability and ability to meet strict timelines

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

(Full name and designation of the person signing and affix Rubber stamp/seal)