

PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

FOR THE FINANCIAL YEARS 2027 - 2029

PARTNERSHIP FOR AFRICAN SOCIAL AND GOVERNANCE RESEARCH (PASGR)

6TH FLOOR, I&M BANK HOUSE, 2ND NGONG AVENUE, UPPER HILL

P.O BOX 76418 – 00508

NAIROBI, KENYA.

GUIDELINES, CONDITIONS AND APPLICATION

OCTOBER 2026

PART 1: CONDITIONS OF PRE-QUALIFICATION

1. Introduction.

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of the African citizenry. PASGR invites interested and eligible firms to submit their applications to be enlisted as pre-qualified suppliers for the period 2027 - 2029.

Suppliers wishing to be considered for supply and provision of various goods and services to **Partnership for African Social and Governance Research (PASGR INC)** for the financial years 2027 - 2029 must first be pre-qualified. Previously prequalified suppliers are required to reapply to confirm competitiveness and continued compliance with the prequalification criteria.

Once pre-qualified, suppliers will be subject to ongoing review by PASGR to ensure that the information submitted in their application remains valid and that they continue to perform satisfactorily when awarded tenders.

The purpose of the pre-qualification scheme is to minimize risks to PASGR and to reduce the effort of individual suppliers at the time of tender.

All suppliers will be required to comply with the Government of Kenya Statutory requirements as well as their resident country statutory requirements.

2. Pre-qualification Evaluation.

All applicants will be evaluated based on their competence in a specific category and financial capacity.

3. Application for pre-qualification.

Interested Suppliers are invited to apply for pre-qualification by completing and submitting an application form - "**Application for pre-qualification**" and providing all information appropriate to the category being applied for.

Electronic and/or hard copy applications shall be forwarded to:

The Tender Committee

Partnership for African Social and Governance Research (PASGR)

6th Floor, I&M Bank House, 2nd Ngong Avenue, Upper Hill

P.O Box 76418-00508 | Nairobi

Tel: +254 (0)20 2985000

Mobile: +254 (0)731 000065

Email: bids@pasgr.org ; Website: www.pasgr.org

4. Assessment and Notification.

Applications for pre-qualification will be assessed by a panel nominated by PASGR; its agents, contractors or consultants may undertake investigations as necessary in order to assess performance and interview the applicant to clarify details of the application. The criteria considered in the assessment of an application are listed in Part 4: "information to be submitted with Application" of this document.

For each of the criteria, a company will be assessed as either:

- a) Not meeting requirements- Below 75% of the total marks.
- b) Acceptable standard- 75% and above.

A supplier's score will be determined at the absolute discretion of PASGR. A minimum score must be achieved by a company in each category.

Suppliers should allow at **least 90days** from the deadline date of submission for the assessment process and will receive written notice of the outcome.

The pre-qualification of a supplier does not extend to related, or its subsidiary companies owned or controlled by the company.

5. Pre-qualification period, Renewal and Upgrading.

Pre-qualification granted under the terms of these guidelines is subject to Clause 6 'Reviewing, Rescinding or downgrading pre-qualification.

Provisional pre-qualification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future (e.g. a new

company has been formed which is staffed by experienced personnel). Full pre-qualification is then subject to the company demonstrating compliance with the requirements.

PASGR may make revisions to the scheme at any time and seek additional information from pre-qualified suppliers. PASGR may also place advertisements seeking new applications at any time.

6. Reviewing, rescinding or downgrading pre-qualification.

PASGR reserves the right to review the pre-qualification status of a company at any time. PASGR may, in its absolute discretion, rescind the pre-qualification. Before such action is taken, the supplier will be given an opportunity to show-case why the pre-qualification should not be rescinded or reduced. The supplier will be given details of the matters prompting the request to show cause. Assessment of a contractor's performance will be made against the pre-qualification criteria.

7. Suppliers to Advise.

Pre-qualified suppliers are required to immediately advise PASGR of any significant change to their financial or technical capacity, ownership or holding, and any convictions/bankruptcy or prohibition notices it may have.

8. Confidentiality

PASGR will ensure the confidentiality of all information provided by suppliers.

PART 2: PRE-QUALIFICATION CATEGORIES.

Interested firms/Individuals may apply for pre-qualification in the following categories of work (tick appropriate boxes):

TENDER NO	DESCRIPTION	Mark Area of Interest
CATEGORY A: PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS		
PASGR/01/2026	Supply of Office Stationery 1. Standard office stationery i.e. printing papers 2. Toners, cartridges & computer stationery.	
PASGR/02/2026	Supply of Printing Services 1. Printing of books and magazines 2. Printing of business, invitation cards invitation cards, envelopes & letter heads. 3. Printing of research reports 4. Branded IEC and other promotional materials 5. Branded conference materials 6. Branded easy to read materials	
PASGR/03/2026	Supply of ICT equipment, Hardware and accessories 1. Computer equipment, laptops, UPS, printers etc. 2. Various computer, printer & copier accessories	
PASGR/04/2026	Supply of Bottled Mineral Water in 20 litre Bottles 1. Office drinking water and servicing of the despisers.	
PASGR/05/2026	1. Provision of Office Catering Services	
PASGR/06/2026	Supply of Office Furniture, fittings and furnishing. 1. General office furniture 2. Fitting of general office furnishing	
CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES		
PASGR/07/2026	Provision of Office Cleaning services 1. General Office cleaning and shampooing 2. Office and Sanitary waste disposal	

	3. Office Fumigation	
PASGR/08/2026	Provision of Security Services 1. Alarm back up 2. Cash on transit	
PASGR/09/2026	Provision of livestreaming and videography and photography services 1. Live streaming/ videography of events 2. Production of documentaries 3. Production of TV and radio infomercials	
PASGR/10/2026	Provision of local travel Services 1. Local taxi services including airport transfers 2. Local vehicles hire services	
PASGR/11/2026	Provision of Travel Agency Services 1. Local & International Travel ticketing and logistics 2. Workshop/conference travel Booking 3. Airport Transfers to conferences	
PASGR/12/2026	Provision of maintenance IT systems, computer equipment, and accessories 1. Maintenance and service of printers, copiers 2. Maintenance and service of computers and computer accessories 3. IT software maintenance and support Server and Domain hosting	
PASGR/13/2026	Provision of Insurance Brokerage Services for; 1. Medical Insurance 2. General Insurance 3. Group life Insurance/WIBA 4. Travel Insurance	
PASGR/14/2026	Provision of Registered Pension and/Provident Schemes	
PASGR/15/2026	Provision of internet services ((ISP)	

PASGR/16/2026	Provision of OSH, Fire safety and First Aid Audit services	
CATEGORY C: PREQUALIFICATION FOR CONSULTANCY SERVICES		
PASGR/17/2026	Provision of Editorial Services (Individual Consultant)	
PASGR/18/2026	Provision of Proofreading Services (Individual Consultant)	
PASGR/19/2026	Provision of Typesetting Services (Individual Consultant)	
PASGR/20/2026	Provision of Translation Services (English/French) 1. Translate official documents from one language to the other 2. Translate research outputs from one language to the other	
PASGR/21/2026	Provision of creative artwork design services (Individuals/firms) 1. Layout and design of publications 2. Animation services	

Prescribed pre-qualification documents with detailed information can be obtained from our website; www.pasgr.org or from our offices at 6th Floor, I&M Bank House, 2nd Ngong Avenue, Upper Hill, during working hours. A non-refundable fee of **KES 4,000/- or USD40** for each pre-qualification category application shall apply.

The duly completed pre-qualification document should be addressed and forwarded to the Tender Committee, **PASGR**, as stated in page 2 (two) **on or before 12.00 noon on Friday October 23, 2026.**

PART 3: ORGANISATION INFORMATION

Name/registered name	
Previous names / registered names (if different)	
Registration number:(attach copy)	
Year of registration	
Nature of business	
Current trade licence no	
Expiry date	
Bankers and branch	
VAT No.(attach copy)	
PIN No.(attach copy)	
Postal address	
Physical address:(Street/road and plot number)	
Telephone	
E-mail	
Website	
Contact person	
Designation	

Contact No	
Contact Email	
Public Liability Insurance (Provide evidence of insurance and amount)	
Professional Indemnity Insurance (if applicable) Provide evidence of insurance and amount	
Professional affiliations (if applicable) Provide evidence of eligibility for membership.	

PART 4: APPLICATION FORM

Kindly provide the particulars in sections below as applicable to your type of business.

SECTION A-REGISTERED COMPANY

Private or public limited company_____

Value of business you can handle at any one-time_____

Is there any person/persons in the company who has/have interests in PASGR, if so, please give details

Professional Indemnity

Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations_____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shareholding
1			
2			
3			
4			
5			
6			

SECTION B - PARTNERSHIP

Value of business you can handle at any one-time_____

Is there any person/persons in the partnership who has/have interests in PASGR, if so, please give details

Professional Indemnity

Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations_____

(Or evidence of eligibility for membership)

Give details of partners as follows:

	Name	Nationality	Shareholding
1			
2			
3			
4			
5			

SECTION C - SOLE PROPRIETOR/INDIVIDUAL CONSULTANTS

Full name_____

Nationality_____

Value of business you can handle at any one-time_____

Do you have any interests in PASGR, if so, please give details

Professional Indemnity

Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations _____

(Or evidence of eligibility for membership)

PART 5: INFORMATION SUPPORTING APPLICATION

Please provide the information requested in the following sections as appropriate to the categories applied for.

1. TECHNICAL CAPACITY.

a) Company/ Business Structure

The company structure, including staffing numbers, positions, functions and responsibilities, is adequate.

b) Personnel

The experience and expertise of key staff (including managers, supervisors & employees) where applicable.

2. WORK HISTORY AND PERFORMANCE.

- a) Provide a list of at least 5 past/current clients.
- b) Provide appropriate referees/references familiar with your work.
- c) Provide at least three (3) official letters of recommendation from previous entities served/supplied
- d) For consultancy services: the interested bidder shall have at least four (5) years of experience in consultancy work, the lead consultants and their alternate consultants shall possess at least a master's degree in relevant area of expertise, active professional certification where necessary and shall have a national or regional consultancy work experience as the minimum. The consultant(s) will also be required to have good writing and presentation skills; where applicable will be required to submit samples of their previous assignments. PASGR may seek reference from some of the references during assessment of the bid
- e) For printing, provide samples of work done should be provided.

3. FINANCIAL CAPACITY.

a) Financial position

Total Assets (KES) _____

Current Assets (KES) _____

Total Liabilities (KES) _____

Net worth (Total assets less total liabilities) in KES _____

b) Terms of trade

Please indicate your payment terms and credit period allowed.

PASGR will make payment upon delivery of good and services upon issuance of a local purchase/service order or a duly signed contract. Payment will be made within 30 days upon receipt of accurate invoice and delivery note and acceptance of service and goods by PASGR.

Please comment on the terms of payment if not favourable to your organization _____

NOTE:

The financial documents and information provided will be treated as confidential by PASGR and will be returned upon request.

4. STATUTORY COMPLIANCE.

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

Documents to attach to show statutory compliance include:

- Certification of registration/incorporation
- Valid Trade License / Business Permit;
- VAT certificate

- PIN certificate
- Tax compliance certificate (TCC)
- Copies of audited financial statements for the last two years (applicable to Firms), for individuals attach six (6) months business bank statement.
- Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); e.g. ICPAK

5. SPECIAL CONSIDERATION

A special consideration will be given to firms owned by the youth, people with disabilities, women and special interest groups. In addition, to the above list of documents, the youths must submit a copy of certified ID and must be 35 years of age and below. Persons living with disabilities (PWDs) must attach a certified copy of registration card from National Council for Persons with Disabilities.

N/B: Tenderers have to provide all the mandatory requirements to qualify for detailed Technical Evaluation. Giving false information on this form will constitute a serious offence and will form basis for disqualification

PART 7: DECLARATION

Having studied the pre-qualification information for the above tender category, I/we hereby declare:

- That I/We enclose all the required documents and information required for the pre-qualification evaluation.
- That the information given above is true and further state that I/We also understand that the purchase of this form does not guarantee registration.
- That I/We are not insolvent / in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions and all applicable statutory obligations.

- That I/We understand that I/We shall be disqualified should the information submitted here for purposes of seeking qualification be materially inaccurate or materially incomplete.
- That I/We acknowledge that it an offense to offer any gift or consideration to PASGR or PASGR Staff or Board members as a reward or inducement in relation to the pre-qualification of goods & services.
- That my/our tender is binding to me/us and if found acceptable I/we shall be pleased to be included in the list of pre-qualified firms.
- That I/We understand that PASGR is not bound to accept either in part or whole any tender/quotation that it receives.

Applicant's Name_____

Designation_____

Signature _____

Date_____

(Full name and designation of the person signing and business stamp or seal MUST be provided).

ANNEX 1: TENDER EVALUATION CRITERIA

1. Preliminary Evaluation Checklist

No.	Mandatory Requirements	Mark (if submitted)	MAX POINTS (25)
1	Paid for the Tender – Tender Receipt/Deposit Slip attached		5mks
2	A copy of certificate of Registration/Incorporation		5mks
3	Valid trade/Business licence – Current financial year		5mks
4	A Copy of KRA PIN / VAT Certificate		5mks
5	A copy of valid Tax Compliance Certificate issued by the Kenya Revenue Authority		5mks
6	Must submit certified financial statements for the last two financial years starting from 2023 or 12 Months Bank Statements for Individual suppliers		Awarded Below
7	Financial capability – Filled Properly		Part of Document

The minimum preliminary evaluation criteria to proceed to the technical evaluation is 25 points plus all documents stated in six (6) and seven (7) above provided in full. Only tenderers who secure the minimum pre-evaluation score will proceed for technical review.

2. Technical Evaluation

No.	Requirements	MAX POINTS (75)
1	The company structure (5mks), including staffing numbers, positions (5mks), functions and responsibilities, is adequate (5mks). Total - 15 marks.	
2	Experience: Provide a list of at least 5 past/current clients to demonstrate experience in performing similar assignments in the last three years- at least five (5) clients each 5(mks). Total client reference - 25mks.	
3	Provide qualifications and experience (of at least three (3) key members of staff who will manage the assignment. (including managers, supervisors & employees, each CV – (5mks). Total - 15mks.	
4	Must submit certified financial statements for the last two financial years starting from at least the financial year 2023(each financial statement-10mks) and or 12 Months bank statements for Individual suppliers (20mks). Total – 20mks.	
	TOTAL MARKS	

The minimum technical point to proceed to the next level is 75 points out of 100 points. Only tenderers who secure the minimum technical score will proceed for pre-qualification.